



National Institute of Food Technology Entrepreneurship and Management (NIFTEM)

An Institute of National Importance (INI) under the Ministry of Food Processing Industries, Govt

Plot No 97, Sector-56, HSIIDC Industrial Estate, Kundli-131028, District-Sonepat (Haryana)

Phone No. 130-2281000, 2219759-64

GST No. 06AAAAN9069M1Z1

Ref. No. N/Li/L/2024/3/28

Dated: 07.10.2024

NOTICE FOR INVITATION TO BID

SUBJECT: NOTICE FOR ANNUAL RATE CONTRACT FOR BINDING OF BOOKS/PRINT JOURNALS "AS IS WHERE IS BASIS" AT NIFTEM CAMPUS.

1. The Registrar, National Institute of Food Technology Entrepreneurship and Management, Plot No. 97, Sector-56, HSIIDC Industrial Estate, Kundli-131028, District-Sonepat (Haryana), invites Sealed Bids for Annual Rate Contract for Binding of Books/ Print Journals at NIFTEM Campus. The bidders may go through the Terms and Conditions carefully. In case, any bidder fails to follow any one or more of these conditions, their offer shall be summarily rejected.
2. The interested bidders may satisfy themselves about the quantity & condition of the items by visiting **NIFTEM KNOWLEDGE CENTRE** before bidding between **11:00 AM to 04:00 PM from 08.10.2024 to 26.10.2024**.
3. The Bids should be made in one sealed Envelope which should be clearly marked as **"Bid for Annual Rate Contract for Binding of Books/ Print Journal" & "Date of Opening"**.
4. **Last Date of Submission:** Last date of Receipt of Sealed Bid Documents at NIFTEM, Kundli is **28.10.2024** by **03:00 PM**, at NIFTEM Reception (Tender Box). Bids by E-mail/Fax will not be accepted. "Late Bids", for any reason whatsoever, will not be entertained/ taken into account, without assigning any reason thereof.
5. **Date & Time of Opening:** The Bids will be opened by the duly constituted Committee on same day i.e., **29.10.2024** at **04:00 PM** at Purchase Division, 1st Floor, Bidder's Meeting Room. The Bidders are requested to be present during opening of the Bids along with their ID Proof.
6. **Eligibility:** Interested bidders must enclose following:
 - a) The bidder/person should have experience in binding business. Enclose documentary proof.
 - b) The bidder/ person should have PAN Card, Aadhar Card, ID Proof, GST Registration.
 - c) The bidder/ person must enclose copy of Firm's Letterhead or Bill Book.
 - d) The bidder/ person must enclose copy of their bank passbook having transactions of last six months.
7. **Acceptance of Offer:** The Bids accompanied with above conditions, will only be considered. For calculation of Lowest (L-1) responsive Bidder, the total item-wise value quoted by the Bidder will be taken into consideration. In case of any tie in Bid rates/value offered, negotiation will be made.

8. **EMD:** - Each bid must contain Bank Draft of ₹ 5,000/- (**Rupees Five Thousand Only**) as EMD in form of any nationalized bank drawn in favour of **NIFTEM** Payable at New Delhi. Bids without EMD will be rejected. The EMD of successful bidder will be kept as Security Deposit and will be released after completion of contract period without any interest. The EMD of successful bidder will be return after submission of Performance Security within 30 days.
9. Each bid must contain the item-wise value in figures. The rates should be inclusive loading, unloading, packing, transportation, binding from NIFTEM, etc. Besides, GST shall be payable extra as applicable as per GST Council Rates. Please use Annexure-I for quoting rates.
10. Other Terms & Condition of Sale are attached at **Annexure-II**.
11. **Contract period:** Initially for one year from the date of acceptance. The period of contract can be extended further for one more year depending upon satisfactory performance & mutual consent on same terms & conditions. Any revision in the rates will only be applicable after expiry of initial period of ARC.
12. **Payment:** The work will be carried out as and when required during the contract period and payment will be made to the agency after completion of work and submission of bill duly verified by the concerned official.
13. Cost of dismantling, lifting and other incidental charges will be borne by the bidder. If any damage or loss occurs during the process of dismantling or lifting the item(s), the competent authority, NIFTEM, Kundli will charge the cost of damage/loss from the bidder.
14. Approximately, 300 books and 80 print journal are required for biding during the year.
15. The Registrar, National Institute of Food Technology Entrepreneurship and Management, reserves the right to cancel the bidding process any time, or, reject any or all the Bids without assigning any reason.

**Registrar,
NIFTEM, Kundli**

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Annexure-I

Financial Bid Format

S.N.	Name of Item	Quantity	Offered Unit Rate (₹)
1	Binding of Book	From 01 to 100	
		From 101 to 200	
		From 201 to 300	
		From 301 to 400	
		From 401 to 500	
		Above 500	
2	Binding of Print Journal	From 01 to 50	
		From 51 to 100	
		From 101 to 150	
		From 151 to 200	

Note:

- 1) The rates should be inclusive loading, unloading, packing, transportation, binding from NIFTEM, etc. Besides, GST shall be payable extra as applicable as per GST Council Rates.**
- 2) The same is also uploaded in .xls file to quote the financial rates.**

1. D.D for EMD ☐ YES/NO

DD No. _____ dated _____ from _____ Bank amounting to ₹ _____.

Date:

Place

Signature of Bidder:

Name:

Mobile No. :

OTHER TERMS AND CONDITIONS OF SALE

(To be signed by the Bidder and Returned with the offer)

1. Bid should be preferably, typewritten and every correction in the Bid should invariably be signed by the Bidder, failing which, the Bid is liable to be rejected.
2. The Bidder should ensure that the Bid offered fully meets the conditions laid down by the Institute. If at any stage it is noted that the Bid offered does not meet the NIFTEM conditions, The Competent Authority of NIFTEM reserves the right to take any decision including cancellation of the Bid process/acceptance of offer etc. Any dispute in this regard concerning any Terms and Conditions of the Bid documents and/or the sale of items will be subject to Sonapat Jurisdiction only.
3. No Bidder shall be allowed at any time on any ground whatsoever, to revise or modify the rates quoted by him, nor he will be allowed to withdraw the offer quoted.
4. **All the pages of bid document and Terms & Conditions are to be duly signed and sealed by the Vendor and returned/attached** with the Bid, failing which the Bid will be summarily rejected.

Registrar,
NIFTEM, Kundli