

Notice

Sealed RFP are invited from reputed Firms for printing work. The engagement of firms shall be made through two bid system i.e. technical & financial Bid separately. The Technically qualified Firms can only participate in the Financial Bid.

1. Last date of receipt of sealed Bid is on 27.05.2022 up to 03.00 PM in the office address below:-
NCCF of India Ltd.
3, Siri Institutional Area
August Kranti Marg
Hauz Khas , New Delhi-110016
2. Opening of Bid is on Date 31.05.2022 at 5.00 PM

Request for Proposal {RPP}
Selection of Agency
For Printing Work

A handwritten signature in blue ink that reads "Anurag Sharma". The signature is written in a cursive style and is contained within a light blue rectangular box.

Anurag Sharma AM (projects)

BIDDERS' DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	NCCF of India Limited, New Delhi
2.	Method of Selection	Least Cost Selection (LCS)
3.	Joint Venture/Consortium	Not Allowed
4.	Date of Issue of RFP	
5.	Last Date and Time for submission of Bid	27.05.2022 at 03.00 PM
6.	Date & Time for opening of Technical Proposal	27.05.2022 at 05.00 PM
7.	Date & time for opening of Financial Proposal	31.05.2022 at 05.00 PM
8.	Earnest Money Deposit (EMD) (Refundable)	INR 2000- (Rupees Two thousand only) in shape of Demand Draft /Pay order in favor of MD NCCF
9.	Address for Submission of Proposal	GM(P&A) NCCF of India Ltd. 3, Siri Institutional Area August Kranti Marg Hauz Khas , New Delhi-110016 During the office hour only.
10.	Place of Opening of Technical & Financial Proposal:	Conference Hall NCCF of India Ltd. 3, Siri Institutional Area August Kranti Marg Hauz Khas , New Delhi-110016 During the office hour only.

Accepted by the Bidder (Signature of bidder)

DETAILSON Q UOTATIONPAPERFORPRINTINGWORKS :

A) E.M.D (Refundable)

Rs. 2, 000/- (Rupees two thousand) only in shape of Demand Draft /Pay order in favour of MD, NCCF of India Limited New Delhi

To be filled in by the bidder.

*Demand Daft/ Pay Order No. Dated...../...../
(DD/PO to be attached with the Tender Paper)*

B) NAME AND ADDRESS OR BIDDER:

to be filled in by the bidder.

Bidder Name and Address:

M/s

Signature of the bidder

Accepted by the Bidder (Signature of bidder)

C. TERMS & CONDITIONS

1. The text of the materials will be provided by NCCF, New Delhi. It is the responsibility of the firm that the print materials without any mistake should be provided in time as per the specification.
2. Sanctions of any advance will not be considered. The payment will be made on completion of Printing Work
3. The bill should accompany with the challan of receipt. The offer price should include all taxes & duties.
4. The bidders are required to deposit an earnest money of Rs. 2,000/- (rupees two thousand only) in shape of demand draft/pay order in favour of MD , NCCF, New Delhi Payable at New Delhi. The E.M.D. amount of the successful bidder will be kept with NCCF till the completion of the Work. In case of any unsatisfactory work, delay in execution of work etc. the E.M.D amount will be forfeited as per the decision of the authority. Tender papers without E.M.D shall not be accepted.
5. The rate offered by the firm should be valid for six months.
6. The Quotationer have to offer the price for all items or else the tender paper will not be considered.
7. The rate offered by the firm shall be including of all taxes and duties.

Technical Bid

While submitting the quotation the quotationer should submit the following documents:

- i. Copy of work orders/ experience certificate for similar nature of works for last 2 years (2020- 21 & 2021- 22).
- ii. Copy of valid GST Registration certificate.
- iii. EMD of Rs. 2,000/- in favor of MD NCCF, New Delhi in shape of Demand draft/ pay order.

Details specification:

Business Guide Line {100 pcs.}

- a) **Size:** A 4
- b) **Printing:** Both side(cover and binding)
- c) **Colour:** Black & White
- d) **Pages :** 200 Pages.

DECLARATION

I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/ we are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by NCCF New Delhi. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Signature of the Quotation with seal

Place:

Date:

Accepted by the Bidder (Signature of bidder)

Financial Bid

General Manager (P&A)
NCCF of India Limited
New Delhi

Sir,

I / We do hereby submit quotation below for printing works of Business Guideline

Sr No	Particulars	Quantity	Quoted rate in Rs
1	Business Guidelines Book lets (200 pages)	100 pcs	
Total			

(Note: *Authority* reserves the *right* to reject the tender)

Signature with seal of tote Quotationer

