

F. No. Z-18020/35/2007-NMPB
Government of India
Ministry of Health & Family Welfare
Department of AYUSH
(NATIONAL MEDICINAL PLANTS BOARD)

Room No. 309, 3rd Floor,
AYUSH Bhawan, B-Block,
GPO Complex, INA Market,
New Delhi – 110 023
E-mail: info-nmpb@nic.in
Dated: February 18, 2013

To,
The interested / eligible organizations
(To be issued to identified Printers / Publishers as per list and also to be placed on website)

Subject: Submission of bids for finalization/ publication of reports on agro-techniques of medicinal plants (Volume-II)

The National Medicinal Plants Board (NMPB), Department of AYUSH, Ministry of Health & Family Welfare is in process to finalize and publish reports of agro techniques of medicinal plants developed through projects allocated to various organizations under “Central Scheme for Development of Agro-techniques and cultivation of medicinal plants”. 1st volume consisting of reports on 50 plants has been published.

It is proposed to publish the agro-technique volume –IInd on the basis of final progress reports received of another 32 plants received by NMPB.

The selected agency who will be assigned responsibility of publication of finalized manuscript, adjusting photograph appropriately and maintaining uniformity in the text published. Financial bids are invited from the interested organizations, who have minimum 3 years experience in the same field. It would involve uniformity and adjustment of photograph. **1,000** copies of the finalized manuscript of agro technique volume - IInd printing will be required.

The text material alongwith photograph will be provided by the client (NMPB). Interested organizations may also see the matter for publication in the office of NMPB for proper understanding of the job.

For the mentioned publication the term and condition are as given below:

Terms and conditions

Specifications of job and other conditions are given below:-

1. The specifications of job are given below:
 - a) Quantity : 1000 No. (One thousand copies)
 - b) Size of finished book : Crown quarto (9.50” x 7.50”)
 - c) Language : English

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d)	Cover page	:	300 GSM, Imported Art Card (laminated) and to be designed by Organization in 4 colour
e)	Cover page color	:	4 color
f)	Book page gram & quality	:	100 GSM, Gloss Art Paper
g)	Text color	:	Black
h)	Photos colour	:	4 color
i).	Binding	:	Section sewing with perfect binding
j).	Page count of Manuscript	:	160 typed pages (approx.) including about 50-60 colour Photographs, foreword, acknowledgement etc.
k)	Process of production	:	Offset printing
l)	Tentative cost	:	Rs. 4.95 lakhs

Other conditions

1. Designing of cover page and editing of text and photos will be finalized by selected agency in consultation with NMPB.
2. Layout of text and photos whereas applicable will be finalized by the selected agency.
3. No advance payment will be made. The selected agency shall submit the Bill (in triplicate) on completion of work
4. All the copyrights of the publication will be with the National Medicinal Plants Board, Department of AYUSH. None of the contents will be revealed to any person not associated with the work, nor material in the report, in any form, will be shared by the successful bidder with anybody, without obtaining written consent of the NMPB.
5. Signed sample of the papers to be used for the Cover and inside text material to be submitted alongwith Technical bid. No quotation will be considered without "paper sample".
6. In case of damage/errors in the printing material due to printing related reasons, the printer will be required to provide flawless copies without additional payment
7. CEO, National Medicinal Plants Board reserves the right to amend any of the terms and conditions contained in the tender documents or reject any or all bids (offers) without assigning any reason thereof.
8. The tender received after due date & time will not considered
9. The rate inclusive of all taxes are to be quoted
10. Any dispute arising in the matter shall be resolved through an arbitrator to be nominated by the competent authority in the Ministry.
11. The contract shall be subject to the Indian laws and jurisdiction of the courts located in Delhi
12. Payments are subject to delivery of all the printed books in accordance with prescribed specification and any shortcomings would be liable for withholding/reduction of payment in part or full.
13. An earnest money deposit (EMD) of Rs. 3,000/- (Rupees Three thousand only) should be submitted along with the technical bid in the form of Demand Draft drawn in favour of Pay & Accounts Officer (Sectt.), Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi. Tenders not accompanied with the requisite earnest money will be rejected outrightly without assigning any reasons/entertaining any correspondence. The earnest money of unsuccessful bidders will be refunded without accual of any interest, on finalization of tender. The EMD of the successful bidder will be returned after completion of the contract.

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14. **Time schedule** - Design/layout and first proof of cover page and text for design selection/correction will be delivered within **10 days** of order placement/handing over of hard copies. The Second proof/final proof shall be delivered **within 7 days** after receipt of first proof of corrected manuscript. If complete corrections have not been carried out in second proof, next proof would be submitted **within 5 days**. The printed copies are to be provided **within 10 days** after print order by NMPB.

Submission of Technical / Financial bids:

Technical/ financial bids are to be submitted by the organizations separately in a sealed envelopes marked accordingly. Demand draft of EMD amount is to be kept in the envelop having technical bid. Both of these covers should then be placed in another sealed cover **marked** with the subject cited above addressed to the Chief Executive Officer, National Medicinal Plants Board, Room No. 309, 3rd Floor, AYUSH Bhawan, B-Block, GPO Complex, INA, New Delhi- 110 023, and should reach NMPB office within **15 days** of issue of this notice (excluding the date of issue). Technical bids should consist information regarding the following:

- i. Name, Address and other contact details
- ii. Background of organization
- iii. Technical Expertise of doing this kind of job (period in years)
- iv. Details of professionals regularly engaged by the organization
- v. Methodology to be followed
- vi. Details of Demand Draft of EMD amount

Financial bids of only the organizations short-listed on the basis of technical bids will be opened and the others will be returned unopened alongwith EMD deposit.

Clarifications:

Department of AYUSH reserves the sole right to accept or reject-any or all bids without assigning any reason. For any other clarification, **Sh. T.U. Haqqi, Assistant Adviser (Tel.- 24651821) and Dr. (Smt.) Kavita Tyagi, Consultant (Tel: 24651828)** may be contacted.

(T.U. Haqqi)
Assistant Adviser (Botany)
Ph- 011-24651821

Copy to:

- PS to CEO, NMPB
- AA(B) / FAO / Manager (Marketing & Trade) / RO (P) / RO(SD) / RO (B-MSR) / Consultant (Agro.) / Consultant (Accts.), NMPB
- Notice Board of NMPB
- Sh. Praveen Kumar Wadhwa, Computer Operator, NMPB – with request to place it on website of NMPB and confirm.