

F. No. A – 11019/47 (B)/2015 – NMPB
National Medicinal Plants Board
Ministry of AYUSH
Government of India

Room No. 309, 3rd Floor,
AYUSH Bhawan, B-Block,
G.P.O. Complex, INA,
New Delhi – 110023
Tel:- 011 – 24651829
Fax:- 011 – 24651827
Dated:- 22/12/16

Notice Inviting Tender

To,

All concerned

Subject: - Notice Inviting Tender (NIT) for Printing of all books and booklets of NMPB – regd.

Sir,

National Medicinal Plants Board (NMPB) is functioning under Ministry of AYUSH from AYUSH Bhawan in the GPO complex at the address given above. NMPB proposes to procure the following item per the make & specifications on the terms and conditions of supply indicated below:-

SPECIFICATION

S. No.	Item	Description	Qty.
1.	Agro-techniques of selected Medicinal Plants Volume – I (English/Hindi) (Pages – 240 + Abbreviations, Introductions, Acknowledgement, Content etc.)	8 ½ ”x11”, Cover page 300 GSM, Imported Art paper with mat lamination, Multicolor printing and 130 GSM matt finish paper with thermal binding for text	1000
2.	Agro-techniques of selected Medicinal Plants Volume – II (English/Hindi) (Pages – 122 + Abbreviations, Introductions, Acknowledgement, Content etc.)	8 ½ ”x11”, Cover page 300 GSM, Imported Art paper with mat lamination, Multicolor printing and 130 GSM matt finish paper with thermal binding for text	1000
3.	Agro-techniques of selected Medicinal Plants Volume – III (English/ Hindi) (Pages – 112 approx + Abbreviations, Introductions, Acknowledgement, Content etc.)	8 ½ ”x11”, Cover page 300 GSM, Imported Art paper with mat lamination, Multicolor printing and 130 GSM matt finish paper with thermal binding for text	1000
4.	Operational Guidelines on Central Sector Scheme Conservation, Development & Sustainable Management of Medicinal Plants (English/Hindi) (Pages – 120 approx.)	7 ¼ ”x9.25”, Cover page 300 GSM, Multicolor, art card with multicolor printing and 100 GSM matt finish paper for text	1000
5.	Guidelines on Good Field Collection Practices (GFCPs) for Indian Medicinal Plants (English/Hindi) (Pages – 90 approx)	7 ¼ ”x9.25”, Cover page 300 GSM, Multicolor, art card with multicolor printing and 100 GSM matt finish paper for text	1000
6.	Good Agriculture Practices (GAPs) for Medicinal Plants (English/Hindi) (Pages – 40 approx.)	7 ¼ ”x9.25”, Cover page 300 GSM, Multicolor, art card with multicolor	1000

		printing and 100 GSM matt finish paper for text	
7.	Medicinal Plant Wealth of India - A comprehensive review of selected species (English/Hindi) (Pages – 142 + Abbreviations, Introductions, Acknowledgement, Content etc.)	5 ½”x 8 ½” , Cover page 300 GSM, Multicolor, art card with multicolor printing and 100 GSM matt finish paper for text	1000
8.	Grow & Use Medicinal Plants for Primary Health Care (English/Hindi) (Pages – 95 approx.)	5 ½”x 8 ½” , Cover page 300 GSM, Multicolor, art card with multicolor printing and 100 GSM matt finish paper for text	1000
9.	Leaflet of NMPB (Bilingual – One side Hindi and One side English) (One Page – A4 size)	Mono color printing	5000
10.	Booklet on NMPB (English/Hindi) (Pages – 12 approx.)	8”x8” , Cover page 300 GSM, Multicolor, Art Card multicolor, printing with matt thermal lamination both sides printing, 130 GSM, multicolor printing of inner pages with matt finish paper for text	5000
	Total		18000

Terms and Conditions of supply shall be as under:-

1. The above item(s) should be supplied/delivered strictly adhering to the item-wise specifications mentioned above and installed at the premises of NMPB, Ministry of AYUSH, Room No. 309, 3rd Floor, B – Block, AYUSH Bhawan, GPO Complex, INA, New Delhi;
2. Terms of delivery – The item will be delivered by the firms free of cost at NMPB premises;
3. Payment terms – Payment would be released on supply of the above item as per the specifications and satisfactory report;
4. Work order should be completed in the stipulated time as mentioned by the firm and any delay beyond permissible period may warrant cancellation of the supply order; and
5. Supply order is non-transferable and the supply has to be completed by the said agency.
6. The rates quoted should be applicable for a period of one (1) year.
7. The bidding firms are required to deposit Bid Security (Earnest Money) of Rs.50,000/- (Rupees fifty thousand only) in the form of Bank Draft in favour of **Pay & Accounts Officer (Secretariat), Ministry of Health & Family Welfare, New Delhi** alongwith the Technical Bids. The Earnest Money will be returned to the unsuccessful bidders after finalization of the bids.
8. The successful bidder / tenderer will have to deposit a Performance Security Deposit of Rs. 50,000/- (Rupees fifty thousand only) in the form of Fixed Deposit Receipt (FDR) made in the name of the Company / Firm/ Agency but hypothecated to the Pay & Accounts Officer, Ministry of Health & Family Welfare, New Delhi or Demand Draft in favour of **Pay & Accounts Officer (Secretariat), Ministry of Health & Family Welfare, New Delhi** for a period of 15 months. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful bidder/tenderer.
9. Sealed cover may be sent to this office inscribed **“Quotation for Printing of All Books and Booklets of NMPB”** on the top of envelop.
10. The Board reserves the right to accept or reject any or all the bids without assigning any reason thereof.
11. Soft copies of each of the corrected final version of all the pending work in English as well as in Hindi have to be provided by the Tenderer to the Board in Microsoft Word version and also in PDF version.

12. Samples of paper to be used (as given above in table under “Description” should necessarily be sent along with the quotations. A sample of the printing work already done by you may also be provided.)
13. Samples of the previous books and booklets of the Board may be seen/obtained from **Finance & Administrative Officer, National Medicinal Plants Board**, Room No. 309, 3rd Floor, B – Block, Ministry of AYUSH, AYUSH Bhawan, GPO Complex, INA, New Delhi – 110023 before submitting the quotation.

The Proforma for **Technical Bid Form** containing the work experience, EMD Details etc., **Financial Bid Form** may be seen at **Annexure – A** and **Annexure – B** respectively. The **Technical Bid Proforma (Annexure – A)** may be kept in one separate envelope superscribed “**TECHNICAL BID**” and **Financial Bid Form (Annexure – B)** should be kept and sealed in separate cover duly superscribed “**FINANCIAL BID**”. Both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed as mentioned above.

Interested firms should submit their best rates quotation for supply of this item, as per the specifications. **The rates quoted should be exclusive of all applicable taxes and other charges, if any.** Please quote separately for all other terms and conditions viz. taxes/Octori duties chargeable including period of delivery/period of warranty/validity of the quotation(s) etc.

Quotation should be furnished to **Finance & Administrative Officer, National Medicinal Plants Board**, Room No. 309, 3rd Floor, B – Block, Ministry of AYUSH, AYUSH Bhawan, GPO Complex, INA, New Delhi – 110023 latest **by 1300 hrs on 30th December, 2016**. The quotation(s) shall be opened on the same day at **1500 hrs** in the presence of interested bidders or their representative(s).

Thanking you,

Yours faithfully,

Sd/-
(Ashok Kumar)
Finance and Administrative Officer

TECHNICAL BID FORM

1.	Name of the Bidding Dealer/Distributor/Firm/Company	
2.	Full Address	
3.	Telephone Number and Fax	
4.	Details of Earnest Money Deposit	
	a) D.D/Banker's Cheque No. and	
	b) Date, Drawn on Bank	
5.	Give details of work related to Printing etc. undertaken in Ministries/Department/Delhi Govt./Undertakings etc. in following format:-	
6.	Details of organisation where works related to printing were undertaken along with name, designation, address, telephone and fax number of the concerned officer. (Copies of work orders from the concerned organisation may be enclosed.)	
7.	PAN No. (Copy to be enclosed)	
8.	VAT/Tin Number (Copy to be enclosed)	

FINANICAL BID FORM

S. No.	Particular of Job	Quantity	Amout (Rs.)
1.	Agro-techniques of selected Medicinal Plants Volume – I (English/Hindi) (Pages – 240 + Abbreviations, Introductions, Acknowledgement, Content etc.)	1000	
2.	Agro-techniques of selected Medicinal Plants Volume – II (English/Hindi) (Pages – 122 + Abbreviations, Introductions, Acknowledgement, Content etc.)	1000	
3.	Agro-techniques of selected Medicinal Plants Volume – III (English/ Hindi) (Pages – 112 approx + Abbreviations, Introductions, Acknowledgement, Content etc.)	1000	
4.	Operational Guidelines on Central Sector Scheme Conservation, Development & Sustainable Management of Medicinal Plants (English/Hindi) (Pages – 120 approx.)	1000	
5.	Guidelines on Good Field Collection Practices (GFCPs) for Indian Medicinal Plants (English/Hindi) (Pages – 90 approx)	1000	
6.	Good Agriculture Practices (GAPs) for Medicinal Plants (English/Hindi) (Pages – 40 approx.)	1000	
7.	Medicinal Plant Wealth of India - A comprehensive review of selected species (English/Hindi) (Pages – 142 + Abbreviations, Introductions, Acknowledgement, Content etc.)	1000	
8.	Grow & Use Medicinal Plants for Primary Health Care (English/Hindi) (Pages – 95 approx.)	1000	
9.	Leaflet of NMPB (Bilingual – One side Hindi and One side English) (One Page – A4 size)	5000	
10.	Booklet on NMPB (English/Hindi) (Pages – 12 approx.)	5000	
11.	Additional Copies of Agro-techniques of selected Medicinal Plants Volume – I (English/Hindi)	Each	
12.	Additional Copies of Agro-techniques of selected Medicinal Plants Volume – II (English/Hindi)	Each	
13.	Additional Copies of Agro-techniques of selected Medicinal Plants Volume – III (English/Hindi)	Each	
14.	Additional Copies of Operational Guidelines on Central Sector Scheme Conservation, Development & Sustainable Management of Medicinal Plants (English/Hindi)	Each	
15.	Additional Copies of Guidelines on Good Field Collection Practices (GFCPs) for Indian Medicinal Plants (English/Hindi)	Each	
16.	Additional Copies of Good Agriculture Practices (GAPs) for Medicinal Plants (English/Hindi)	Each	
17.	Additional Copies of Medicinal Plant Wealth of India - A comprehensive review of selected species (English/Hindi)	Each	

18.	Additional Copies of Grow & Use Medicinal Plants for Primary Health Care (English/Hindi)	Each	
19.	Additional Copies of Leaflet of NMPB (Bilingual – One side Hindi and One side English)	Each	
20.	Additional Copies of Booklet on NMPB (English/Hindi)	Each	

Date: _____

Signature of owner/Managing Partner/Director

Full Name:- _____

Place:- _____

Company Seal:- _____