

F. No. A – 11019/48/2016 – NMPB (Admin.)
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](tel:011-24651829)
Fax:- 011 – 24651827
Dated:- /08/17

Notice Inviting Tender

To,

All concerned

Subject: - Notice Inviting Tender (NIT) for Printing of NMPB Newsletter on half yearly basis – 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.	NMPB Newsletter (on half yearly basis) (English), 16 pages – approx. (Issue – II)	A4 size, 130 GSM Imported paper, work includes designing, photo improvement, multicolor printing, binding, paper and other materials, packing (as per sample)	500
2.	NMPB Newsletter (on half yearly basis) (English), 16 pages – approx. (Issue – III)	A4 size, 130 GSM Imported paper, work includes designing, photo improvement, multicolor printing, binding, paper and other materials, packing (as per sample)	2000
3.	Extra Pages 4 (Four) in the existing design		
4.	Designing charges, if required		
	Total		2500

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 bidding firms are required to deposit Bid Security (Earnest Money) of Rs. 5,000/- (Rupees five thousand only) in the form of Bank Draft in favour of **Pay & Accounts Officer (Secretariat), Ministry of Health & Family Welfare, New Delhi**. The Earnest Money will be returned to the unsuccessful bidders after finalization of the bids.
7. The successful bidder/tenderer will have to deposit a Performance Security Deposit of Rs. 5000/- (Rupees five thousand only) in the form of Fixed Deposit Receipt (FDR) made in the name of the Company / Firm/ Agency 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.
8. Sealed cover may be sent to this office inscribed **“Quotation for Printing of NMPB Newsletter”** on the top of envelop.
9. The Board reserves the right to accept or reject any or all the bids without assigning any reason thereof.
10. 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, Cdr version.
11. 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.)
12. **A Sample of the Newsletter 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.**

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 14th September, 2017.** 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 Admin. Officer