

BID NO. NPC/Admn-/2024

**BID DOCUMENT FOR
EMPANELMENT OF AGENCY FOR SUPPLY OF COLOR PRINTED STEEL PLAQUES FOR A PERIOD
OF 2 YEARS**

MARCH 2024

NATIONAL PRODUCTIVITY COUNCIL
An autonomous body under
Department for Promotion of Industry and Internal Trade, Govt. of India
NEW DELHI

Cost of Tender Document: FREE

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CHAPTER - I

INTRODUCTION

National Productivity Council of India (NPC), established in the year 1958, is an autonomous organization under Department for Promotion of Industry & Internal Trade, Ministry of Commerce and Industry, Government of India. Besides undertaking research in the area of productivity, NPC has been providing consultancy and training services in areas of Industrial Engineering, Agri-Business, Economic Services, Quality Management, Human Resources Management, Information Technology, Technology Management, Energy Management, Environmental Management etc., to the Government and Public & Private sector organizations. NPC is a constituent of the Tokyo-based Asian Productivity Organization (APO), an Inter-Governmental Body of which the Government of India is a founding member.

CHAPTER 2: INVITATION TO BIDDERS & INSTRUCTION TO BIDDERS/BRIEF DETAILS OF BIDS

This bid is for “EMPANELMENT OF AGENCY FOR SUPPLY OF COLOR PRINTED STEEL PLAQUES FOR A PERIOD OF 2 YEARS”

Bidders are advised to study the Bid document carefully. Submission of bids shall be deemed to have been done after careful study and examination of the bid document with full understanding of its implications.

Not more than one tender shall be submitted by one bidder or bidders having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

Tender form downloaded from the NPC website www.npcindia.gov.in or Central Public Procurement Portal (CPPP) website shall not be tampered/modified. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and tenderer is liable to be banned from doing business with NPC.

The Bid along with copies of certificates, must be delivered to the address as mentioned in the Chapter 2 on or before bid opening date/time as mentioned in critical date sheet.

Schedule for Invitation to Bid

Name of the Purchaser:

National Productivity Council,
Utpadakta Bhavan
5-6, Institutional Area, Lodi Road
New Delhi – 110003.

Addressee and Address:

The Group Head (Administration)
National Productivity Council (NPC),
Utpadakta Bhavan
5-6, Institutional Area Lodi Road
New Delhi – 110003.

Name of the Contact Person for any clarification:

Shri Amitava Ray
Group Head (Administration)
National Productivity Council (NPC),
Utpadakta Bhavan
5-6, Institutional Area Lodi Road
New Delhi – 110003.

Queries should be submitted via

E-mail – amitava.ray@npcindia.gov.in

Important Dates:

The following table provides information regarding the important dates of the Bid process for this Bid:

CRITICAL DATE SHEET

Published Date	22.03.2024
Submission Start Date & Time	22.03.2024 from 5.00 PM
Submission End Date & Time	29.03.2024 till 5.30 pm
Technical Bid Opening Date & Time	01.04.2024 at 10.30 am
Financial Bid Opening Date & Time	02.04.2024 at 10.30 am

CHAPTER 3: SPECIFICATIONS OF THE COLOR PRINTED STEEL PLAQUES

1. Color Printed Plaque made up of stainless steel with at-least 2 mm thickness and arrangements for fixing (stainless steel screw with cap including thermocol, bubble paper and corrugated box to ensure safety of label from damage during transit).
2. Each of the plaque is required to be delivered to NPC office Lodi Road.
3. Each plaque to be printed with details of different buildings. (Matter for printing will be provided for each separately)
4. Approximately 100 Nos. of Plaques are required to be printed in one year.
5. The empanelled agency is required to provide a sample plaque for finalization of color, texture and texts.
6. Plaque Specification and Color scheme:

Breadth	Length
30 CM (Approx. 12 Inches)	52.5 cm (Approx.21 inches)

- Golden Color Background
- Silver Background (Plain)
- Bronze Color Background

INDICATIVE SAMPLE OF PLAQUE DESIGN IS AS FOLLOWS



STAR RATING FOR BUILDINGS



Average Annual hourly Energy Performance Index

8.6 Wh/hr/sqm

Name of the Building	:	_____
Category of Building	:	_____
Climatic Zone	:	_____
Connected Load	:	_____
Built up Area	:	_____
Valid Upto	:	_____



Disclaimer : Energy Consumption under standard condition

CHAPTER 4: GENERAL TERMS & CONDITIONS

1. Eligible Bidder

The intending Bidder, shall submit a self- declaration on their letter-head, along with the Technical Bid, confirming that they are regular in manufacturing & supplying the similar plaques, as asked in this tender, for the last Five (5) years.

2. Location of Organization

The Bidder should have an Office in Delhi or NCR.

3. Experience

- The bidder must have been in business for at least preceding 5 (Five) years.
- The bidder must have done business with at least one for Central Government/Autonomous body/Ministry/Department/PSU in each of the last three years. Copy of order to be attached.

4. Period of Validity of Bids

Bids shall remain valid for 90 days after the last date of submission of bids prescribed by the NPC. A bid valid for a shorter period may be rejected by the NPC as non-responsive.

In exceptional circumstances, the NPC may ask the Bidder to extend the validity of the Bid. However, A Bidder will not be permitted to modify its bid.

5. Format and Signing of Bid

Tender bid must be submitted in the format provided by NPC. The bid must contain the name, office and after office hours addresses including telephone number(s) of the person(s) who are authorized to submit the bid with their signatures. Un-signed, un-stamped bids shall not be accepted.

The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

6. Terms and Conditions of Bidders

Bids with any deviations from the Specification as mentioned in the Chapter-3 will not be accepted.

7. Address for Correspondence

The Bidder shall designate the official mailing address, place, and email to which all correspondence shall be sent by the NPC.

8. Opening of Bids by NPC

Bids (complete in all respect) received will be opened on the date and time mentioned in the Chapter 2. A duly constituted committee will evaluate the bids.

9. Award of Bids

The bidder with lowest qualifying commercial bid (L1) will be awarded the work.

In case of identical Bids (Tie) by more than one Bidder, the following Tie-breaker procedure will be adopted to break the tie (in order of listing):

Turnover of the Bidder: More the turnover, more the preference

Duration of Establishment: Longer the period of establishment, more the preference.

NPC's Right to Accept Any Bid and to Reject Any or All Bids

The NPC reserves the right to accept any bid, and to annul the Bid process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the NPC's action.

10. Clarification

When deemed necessary, the NPC may seek clarification on any aspect from the Bidder. However, that would not entitle the Bidder to change or cause any change in the substance of the Bid submitted or price quoted.

11. Notification of Award

Prior to the expiration of the period of bid validity, the NPC will notify the successful Bidder in writing by registered letter or by fax or email, that its bid has been accepted.

The NPC will promptly refund/discharge the bid security of each unsuccessful Bidder.

12. Performance Security

The Bid Security of the successful bidder will be retained as Performance Security and will be returned after completion of the supply. Bid Security of Unsuccessful bidders will be returned promptly by NPC.

13. Cost of Bid Document

The Bid document is free. The Bidder shall bear all costs associated with the preparation and submission of its bids, including cost of presentation for the purposes of clarification of the bids, if so desired by the NPC. The NPC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

14. Time for Completion of Supply

The empanelment will be for a period of 2 years from the issue of Letter of award. The Supply of the Steel Plaques will be made within 10 working days sharing the details of the plaques to be printed.

15. Supply of Color Printed Steel Plaques

The material shall be inspected on receipt at site and bidder shall be responsible for any damage during the transit of machine/ equipment.

16. Payment Terms

No advance payment will be made. 100% of the amount will be released after supply of every 10 plaques and receipt of invoice for every 10 plaques printed.

CHAPTER 5: PROCEDURE FOR SUBMISSION AND OPENING OF BIDS

One hard copy of Part-I & Part-II each of Bids as detailed at Chapter-7, in two separate sealed envelopes and also mentioning the name and address of the firm/bidder on the envelopes needs to be submitted in one sealed and marked master envelope labelled “Inviting Quotations for **EMPANELMENT OF AGENCY FOR SUPPLY OF COLOR PRINTED STEEL PLAQUES FOR A PERIOD OF 2 YEARS**”. If any of the envelopes is not sealed and marked properly as above, the company will not assume any responsibility for its misplacement, premature opening, late opening or rejection etc.

The tender envelope is to be marked to:

The Group Head (Administration),
National Productivity Council (NPC),
Utpadakta Bhavan
5-6, Institutional Area, Lodi Road
New Delhi – 110003.

The tender should be put in the designated tender box kept at the Ground Floor at the above-mentioned address of the council.

Part-II of the offer shall be opened only if the council is satisfied that the applicant satisfies and fulfils the Technical Evaluation. In case the applicant does not satisfy the Technical criteria, Part-II shall not be opened and shall be rejected as it is. There will be no obligation on part of the Council to send any intimation to the applicant firm in case of rejection of their application.

The selection shall be done based on eligible and/or lowest bid as indicated at clause-9 of Chapter- 4, as the case may be, offered by the applicants subject to the decision of the council.

CHAPTER 6: REJECTION OF BIDS

The following vital commercial conditions should be strictly complied with failing which the bid will be rejected.

Offers of following kinds will be rejected:

- Offers made through Email.
- Offers which do not confirm unconditional validity of the bid for 90 days from the date of opening of bid.
- Offers where prices are not firm during the entire duration of the contract.
- Offers which do not confirm to NPC's bid format.
- Any other criteria which NPC seems fit to reject.
- Ambiguous and Duplicated bids will be out rightly rejected.
- Any alteration / overwriting / cutting in the bid should be duly countersigned else it will be out rightly rejected.
- Any conditional bid will not be accepted.

Bids will also be rejected:

- If it is received after the expiry of due date & time of submission of Bids i.e. 29.03.2024 till 5.30 pm.
- If it is not received in sealed condition as specified.
- If it is not properly signed by the authorized representative of bidder.
- If it is incomplete including non-furnishing of the requisite documents.
- If it is not in compliance with any of the requirements/conditions as specified elsewhere in this document.
- Any form of canvassing / lobbying / influence, etc. will be a disqualification.

CHAPTER 7: FORMAT OF BID

The bidders are required to submit the Technical Bid and Financial Bid separately in the prescribed format attached herewith.

Part – I: Technical Bid

The Technical bid should be submitted in a separate sealed cover, super scribing "PART-I Inviting Quotations for **EMPANELMENT OF AGENCY FOR SUPPLY OF COLOR PRINTED STEEL PLAQUES FOR A PERIOD OF 2 YEARS**". The Part-I of the offer bid shall be submitted in the format at Annexure-I.

PART – II: Financial Bid

The financial proposal (fees to be quoted both in words and figures) of the offer should be submitted in a separate sealed cover, super scribing "PART-II Inviting Quotations for **EMPANELMENT OF AGENCY FOR SUPPLY OF COLOR PRINTED STEEL PLAQUES FOR A PERIOD OF 2 YEARS**". Part – II of the offer should be submitted in the format at Annexure-II.

PART –I TECHNICAL BID

Annexure-I

S.No	Particulars	Details
1.	Name of the Bidder	
2.	Full Address of the Bidder	
3.	PAN (attach photocopy)	
4.	TIN/VAT No.	
5.	GST No.	
6.	Name of the Authorized Signatory	
7.	Name & address of the officer to whom all references shall be made regarding this NIQ	
8.	Telephone	
9.	Fax No.	
10.	E-mail	
11.	Mobile	
12.	Whether the proposed supply of Color Printed Steel Plaques fulfills the specification at Chapter - 3.	Yes/No. (Please attach a copy of Specifications)

13.	Details of Similar supply carried out (Attach copies)	
14.	Turnover of the firm during last three years (20-21, 21-22 & 22-23) & Please attach copies of Balance Sheet and Trading A/C may be mentioned	

Signature

Name

Designation

Seal

Date

PART –II FINANCIAL BID

Annexure-II

Description	Basic Rate (Rs.)	Tax as Applicable	
		%	Total Amount (Rs.)
1	2	3	4
Golden Color Background Color Printed Steel Plaque Breadth: 30 CM (Approx. 12 Inches) Length: 52.5 cm (Approx.21 inches)			
Silver Color Background (Plain) Color Printed Steel Plaque Breadth: 30 CM (Approx. 12 Inches) Length: 52.5 cm (Approx.21 inches)			
Bronze Color Background Color Printed Steel Plaque Breadth: 30 CM (Approx. 12 Inches) Length: 52.5 cm (Approx.21 inches)			
Total			

Signature

Name

Designation

Seal

Date