

EMBASSY OF INDIA
KATHMANDU

TENDER NOTICE FORM

The Embassy of India, Kathmandu invites sealed tender for the following printing work:

Ser No	Category of Work	Quantity (Approx)	Earnest Money (NRs)	Date and time of sale of tenders	Last date and time of submission of tenders	Date and time of opening of tenders
(a)	Printing of Bhu Poo Journal, 2020 Size (11" x 8.5")	Nepali Bhu Poo - 30,000 copies.(Single colour`) - 1000 (Full Colour)	NRs 80,792/-	With effect from 20 Oct 2020	Up to 1000 hrs 10 Nov 2020	10 Nov 2020 at 1400 hrs
		English Bhu Poo - 1500 copies (Full Colour)				
(b)	Envelope (in Single Colour) Size 12" x 8.5"	200 Pcs				
(c)	Ivory Card Folder (in Single Colour) Size 12" x 9.5"	60 Pcs				
(d)	Ceremonial Folder (As per Sample)	5 Pcs				

Terms and conditions:-

1. The tender document including further details can be downloaded from the website of Embassy of India, Kathmandu at www.indembkathmandu.gov.in and at www.eprocure.gov.in.
2. The tender document can also be collected from Welfare Branch, Embassy of India, Bharatiya Gorkha Sainik Niwas (Opposite to Saraswati Multiple Campus), Lekhnath Marg, Kathmandu, Nepal, Ph. [+977-1-4418064](tel:+977-1-4418064) or [+977-1-4412597](tel:+977-1-4412597). The same can also be downloaded from www.indembkathmandu.gov.in and www.eprocure.gov.in. The price of the tender document is NRs 160/- which can be deposited at the time of collection/deposition of sealed tender.
3. Sample of Bhu Poo Journal can be inspected at our office address as mentioned above.

Assistant Military Attaché (Welfare)

EMBASSY OF INDIA

DEFENCE WING, WELFARE BRANCH
KATHMANDU, NEPAL

BIDDING DOCUMENTS

FOR

PUBLICATION OF BHU PUU JOURNAL 2020

NAME OF THE PUBLISHER.....

ADDRESS.....

SIGNATURE.....

FIRM SEAL

Instructions to Bidder

1. **Eligible Bidder.** This invitation for Bids is open to all registered Printers/Publisher with qualifications as described below:-
 - (a) Up to date Firm / Company Registration Certificate
 - (b) VAT and PAN Registration Certificates.
 - (c) Tax Clearance Certificate for last 04 years.
 - (d) Experience of printing jobs worth minimum NRs 20 lakh and above and a copy of order in support.
 - (e) Copies of earlier publication of similar nature.
2. **One Bid per Bidder.** Each Bidder shall submit only one quotation. A Bidder who submits more than one quotation shall cause all the quotations with the Bidder's participation to be disqualified.
3. **Cost of Bidding.** The Bidder shall bear all costs associated with the preparation and submission of his bid and the Welfare Branch, Embassy of India shall in no case be liable for those costs.
4. **Language of Bid.** All documents relating to the Bid shall be in English.
5. **Two Bid System.** The quotations should be given in a two-bid system, the Technical and Financial bids in two separate envelopes.
6. **Submission / Opening of bids.** The Technical and Financial bids are to be submitted in two separate sealed envelopes, duly marked as "**Technical Bids and Financial Bids**". The sale tenders starts from **20 Oct 2020**, last date and time of submission of tenders is up to 1000 hrs **10 Nov 2020** and opening of tenders is held at 1400 hrs **10 Nov 2020**. The quotes are to be super-scribed on proper letter head of the firm indicating name, address, VAT/PAN, Bank A/C details and official seal and ink signed by an authorized representative of the Bidder
7. **Bid prices.** The contract shall be for the whole work described on the priced Bill of Quantities submitted by the Bidder. The Bidder shall fill in rates and prices for all items of the works in Nepali Rupees. Items for which no rate or price is entered shall be deemed covered by the other rates and prices in the Bill of Quantities and shall not be paid separately by the Embassy of India. All duties taxes and other levies payable by the printer/publisher under the contract shall be included in the rates, prices and total Bid price submitted by the Bidder. Price/rate should be valid for acceptance upto **31 Jan 2021** and not subject to any change.
8. **Bid security (Earnest money).** The Bidder shall furnish a Bid security in Nepali Rupees in the amount equivalent to NRs. 45,000/- of the bid amount in form of cheque, DD, FDR. The Bid security shall remain valid for a period of 90 days after opening of the quotation. The Bid Security shall be in the form of Bank Guarantee specified in the notice for "Tender Notice".
9. **Format and signing of Bids.** The bid shall be typed or written in indelible ink on proper letter head of company indicating the address, Telephone No, PAN/TIN/VAT and shall be signed by an authorized person. Any entries or amendments including alternations, additions or corrections made shall be initialed by the same authorized person.

10. **Sealing and Marking of Bids.** The Bidder shall submit his bid in sealed envelopes. The envelope shall be addressed to the Welfare Branch, Embassy of India specified in the Tender Notice and shall bear the name and identification of the Bid.

11. **Deadline for Submission of Bids.** Bids shall be delivered to the Welfare Branch, Embassy of India at the address no later than the time and date specified in the Invitation to Bid.

12. **Late Bids.** Any bid received by the Welfare Branch, Embassy of India after the deadline shall not be accepted and shall be returned unopened to the Bidder upon request.

13. **Modification and withdrawal of Bids.** Bids once submitted shall not be withdrawn or modified.

14. **Bid Opening.** The Welfare Branch, Embassy of India shall open the bids in the presence of the Bidder's representatives who choose to attend at the time and in the place as specified in the Invitation for Bid. The Welfare Branch, Embassy of India shall prepare and provide minutes of the bid opening including the information disclosed to those present.

15. **Process to be Confidential.** Information relating to the examination, evaluation and comparison of bids and recommendations for the award of a contract shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the successful bidder has been announced. Any efforts by the Bidder to influence the Welfare Branch, Embassy of India in the bid evaluation, bid comparison or contract award decisions may result in rejection of Bidder's bid.

16. **Award of Contract.** The Welfare Branch, Embassy of India shall decide the award of the contract to the Bidder who has offered the lowest evaluated Bid price for item wise, provided that such Bidder has been determined to be eligible in accordance with the provisions of clause 1.

17. **Owner's Right to Accept any Bid and to Reject any or all Bids.** The Welfare Branch, Embassy of India reserves the right to accept or reject any bid or to cancel the bidding process and reject all bids, at any time prior to the award of the contract, without assigning any reasons whatsoever and without thereby incurring any liability to the affected Bidder or Bidders.

18. **Notification of Award and signing of Agreement.**

(a) The Bidder whose bid is accepted and all other participating bidders shall be notified of the award by the Welfare Branch, Embassy of India.

(b) The notification (hereafter called the "Letter of Acceptance") to the successful Bidder shall state the sum that the Welfare Branch, Embassy of India shall pay the Bidder in consideration of the work as described by the contract. Within 7 days of receipt of the letter of Acceptance, the successful Bidder shall deliver the performance Security pursuant to Clause 17 and sign the Agreement.

(c) Inability of the Bidder to make an Agreement within the above stated period shall result in cancellation of the Contract Award and forfeiture of the Bidder's Bid security, upon which the Contract shall then be awarded to the next successive successful Bidder.

(d) Interested publisher may obtain a specimen copy of the Journal, envelope, Ivory card and can see Ceremonial folder at Welfare Branch on address as mentioned in Tender Notice. Publisher should show the specimen copy as like our Magazine before opening of the price bid. If the specimen is not as per our Magazine the Financial Bids of that firm will not be accepted and returned to the firm.

19. Performance Security/Bond. The successful Bidder shall deliver to the Welfare Branch, Embassy of India a performance Security in cash or DD or Bank Guarantee acceptable to the Welfare Branch, Embassy of India equivalent to 10% of the accepted bid amount having validity of six months.

20. Corrupt or Fraudulent Practices. The Welfare Branch, Embassy of India shall reject a bid for award if it determines that the Bidder recommended for award of contract has engaged in corrupt or fraudulent practices in competing for the contract in question.

21. Delivery schedule.

The printer/publisher should supply, deliver items at site as prescribed in Financial Bids as per schedule mentioned below from the date of formal Order:-

<u>S/No</u>	<u>Location</u>	<u>Time line for supply</u>
(a)	Welfare Branch, Embassy of India Bharatiya Gorkha Sainik Niwas (Opposite to Saraswati Multiple Campus) Lekhnath Marg, Kathmandu, Nepal	within 30 days of Award of Contract

Appx 'A'
(Refer para 6)

TECHNICAL BID

(To be enclosed in separate sealed envelope)

FOR THE PUBLICATION OF BHU PUU JOURNAL-2020

1.	Name of Tendering Company/Firm/Agency (Attach certificates of registration)	
2.	Name of proprietor/Director of Company/Firm/Agency	
3.	Full Address of Registered Office with Telephone No., Fax and E-Mail	
4.	Banker of Company/Firm/Agency with full address (Attach certified copy of statement of A/C for the last three years)	
5.	PAN/GIR/VAT No. (Attach self attested copy)	
6.	Documents showing experience of printing jobs worth minimum NRs 20 lakh per year & above and a copy of order in support.	
7.	Tax Clearance Certificate for last 04 years.	
8.	Affidavit stating that the agency is / has not been black listed by Centre /State Government / PSU in last three years.	
9.	Declaration about Fraud and corrupt practices (Duly signed and attested as given in the Tender Document)	
10.	Details of Earnest Money Deposited: DD No Dated Amount: NRs Drawn Bank	

Note: Non compliance with any of the above conditions by the Service Provider Company/Firm/Agency will amount to non-eligibility for the services for which tender has been floated and its tender will be ignored summarily.

Signature of authorized person

Date:

Name:

Place:

Seal:

FINANCIAL BID FOR THE PUBLICATION OF BHU PUU JOURNAL 2020

S/No	Nomenclature	Quantity	Description	Rate In figures per pages	Total Amount
(a)	Nepali Bhu Puu (Full colour facial cover front & back side + 32 pages text in single colour + 4 pages text in full colour) Size of Magazine + 11" x 8.5"	30,000 Copies	(i) Facial (Imported Art Board 200 GSM)		
			(ii) Text (Map Litho paper 80 GSM)		
(b)	Nepali Bhu Puu (Full colour facial cover front & back side + 36 pages text in full colour with Size of Magazine +11" x 8.5"	1,000 Copies	(i) Facial (Imported Art Board 200 GSM) (ii) Only 200 copies laminated (iii) Text (Imported Art Board paper 115 GSM)		
(c)	English Bhu Puu (Full colour facial cover front & back side + 64 pages text in full colour with approximately 50 photographs) Size of Magazine + 11" x 8.5"	1,500 Copies	(i) Facial (Imported Art Board 200 GSM) (ii) Only 200 copies laminated (iii) Text (Imported Art Board paper 115 GSM)		
(d)	Envelope (in Single Colour) Size of Envelope 12" x 9.5"	200 Pcs	-		
(e)	Ivory Card Folder (in Single Colour) Size of Envelope 12" x 9.5"	60 Pcs	-		
(f)	Ceremonial Folder (Sample to be seen during collection of Tender Forms)	05 Pcs	-		
	Total				
	VAT 13%				
	Net Total				
Total in words : Nepalese Rupees					

All the Bhu Puu Journal required to be delivered duly properly packed in plastic sack.

(All Quoted amount to be in Nepalese Rupees)

Authorised Signature :
Name of Proprieter :
Name of Firm :
Contact No :
Date :
Seal :