

**Tender For Empanelment of Firms/Printers**  
**National Institute of Indian Medical Heritage(NIIMH)**  
**Sy.No.314, Revenue Board Colony, Gaddiannaram, Hyderabad – 500 036 Telangana State**

Instructions to bidders for empanelment of Firms/Printers  
National Institute of Indian Medical Heritage(NIIMH)  
Revenue Board Colony, Gaddiannaram, Hyderabad – 500 036 Telangana State

**NIT FOR EMPANELMENT OF FIRMS/PRINTERS**

Sealed tender in two bid systems (technical & financial) are invited from the reputed/registered firms/printers having five years experience in printing works for empanelment of Institutes job of various printed material with offset printing such as Journals/Books/Monographs, News Letters & Annual Reports, Folders, Booklets With CD/DVD (Writing), Face Printing on CD with Cover Label Printing and Paper Flex Posters/Vinyl Posters & Popup with stand in English, Hindi. Expenditure for the above jobs will be approx. Rs. 10 Lakhs annually depending upon the requirements. The interested firms/printers may quote their rates to be valid initially for a period of one year from the date of award of work order/contract with an option to extend the contract up to three years on yearly basis on the existing rates, terms and conditions with mutual consent and with prior intimation before one month of the expiry of the existing contract terms. However, the decision of the Institute will be final and no further correspondence will be entertained in this regards.


The tender forms may be obtained from the NIIMH(Room no. 106/A) on non refundable payment of Rs. 500/- (Rupees Five Hundred only) against the DD/Pay Order in favour of Director, National Institute of Indian Medical Heritage, Payable at Hyderabad on all working days except Holidays, Saturday/Sunday. The tender will also be available in the website of the Institute <http://niimh.nic.in> and the same may be downloaded and submitted to the Institute along with tender cost by way of D.D./Pay Order of Rs. 500/- in favour Director, National Institute of Indian Medical Heritage, Payable at Hyderabad.

1. General information about the tender:-

a)	Tender Reference No.	NIIMH/Admn/28
b)	Last date and time for receipt of Tenders	14 <sup>th</sup> March, 2017 at 11:00 hrs.
c)	Time and date of opening of Technical bids	14 <sup>th</sup> March, 2017 at 11:00 hrs.
d)	Time and date for opening of Financial bids	For bidders who have qualified technically on 14 <sup>th</sup> March, 2017 at 16:00 hrs.
d)	Place of opening of Tenders	Conference Room, 2 <sup>nd</sup> Floor, NIIMH, Revenue Board Colony, Gaddiannaram, Hyderabad – 500 036
f)	Contact Person	Dr. A. Narayana, Director

2. Submission of Tenders

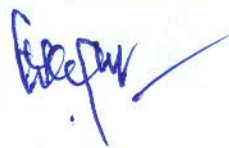
Submission of bids should be as per two bid system i.e., Technical and Financial bid separately in two different sealed envelopes. These envelopes shall be super-scribed "Financial Bid "and" Technical Bid" and put inside a bigger sealed envelope which shall be super-scribed with the words, "Tender for empanelment of firms/Printers for various printing & allied jobs of NIIMH" on



the top of the sealed cover. The sealed Tenders may be sent by Speed Post / Registered Post or delivered by-hand, so as to reach the following address, by due date and time. Tenders received late will be rejected outright.

The Director  
National Institute of Indian Medical Heritage,  
Sy.No.314, Revenue Board Colony, Gaddiannaram,  
Hyderabad – 500 036, Telangana State

3. The tenderers may quote their rates for all the required printed jobs OR any specific item mentioned above in accordance with the manual and mechanical capacity and feasibility. The details are enclosed at Annexure I & II (A to E).
4. The Director, National Institute of Indian Medical Heritage, Hyderabad is not bound to accept the lowest quotation for all printed jobs or any of the specific job and decision of the Institute in this regard shall be final.
5. The submission of quotation shall be taken as an acceptance of the terms and conditions including furnishing of Earnest Money for the desired amount Rs. 10,000/- (Ten thousand only) in the form of DD/Pay Order in favour of Director, National Institute of Indian Medical Heritage Payable at Hyderabad. **Cheques will not be accepted.**
6. The earnest money of the unsuccessful tenderers will be returned as soon as possible after the tenders are settled but that of the successful tenderers will be retained till submitting of work/contract performance security. No interest will be paid for the earnest money till retention in NIIMH for execution of Printed Jobs.
7. The financial bids will be considered for opening for those printers who had fulfilled the requirements of Technical bid and will be informed accordingly. Intervention of the tenderers in this regard will not be entertained in any form.
8. On the recommendations of duly Constituted Committee and acceptance by the Director, NIIMH, the contract will be awarded initially for a period of one year which may be extendable on the terms and conditions up to three years with mutual consent.
9. Any dispute in this regard after opening of tenders, the decision of Director, NIIMH shall be final and bounded for all the tenderers.
10. If any tenderer withdraws his tender before the expiry of the period fixed for keeping the rates firm for acceptance, the earnest money, if any, deposited will be for-feited and no correspondence in this regard will be entertained thereafter.
11. Tenderers shall invariably specify in their tender the delivery conditions including the time required for executing the work.
12. Communication of acceptance of the tender normally constitutes concluded contract. Nevertheless, the successful tenderer shall also execute an agreement on non-judicial stamp paper of Rs. 100=00 (Rupees one hundred only) for the fulfillment of the contract within the period to be specified in the letter of acceptance. The contractor shall have to pay all stamp duty, of the agreement. Failure to execute the agreement within the period specified will entail the penalties.
13. The successful tenderer before signing the agreement and within the period specified in the letter of acceptance of his tender, deposit a sum of Rs. 20,000/- (Rupees Twenty thousand only) as [work performance security money] for the satisfactory fulfillment of the contract. The amount of security may be deposited by way of DD/Pay Order/FDR in favour of Director, National Institute of Indian



Medical Heritage Payable at Hyderabad. Letter of guarantee in prescribed form for the amount of security from an approved bank may also be considered enough at the discretion of the Institute. If the successful tenderer fails to deposit the security, execute the agreements stated above in respect of conveyance out of assigned printing order the earnest money deposited by him will be forfeited [to the Institute and the contract arranged elsewhere at the defaulter's risk and any loss incurred by the Institute on account of the assignment will be recovered from the defaulter who will, however not be entitled to any gain accruing thereby].

14. In case where a successful tenderer, after executing the job partially or does not fulfill the contracts in full the Institute at its discretion may get the work done from the next higher tenderer who has offered to execute the job and the loss, if any, caused to the Institute due to increased rates shall there by tighter with such sums as may be fixed by the Institute towards damages be borne by the defaulting tenderer.
15. The security deposit shall, subject to the conditions specified therein, be returned to the contractor within three months after expiry of the contract period, but in the event of any dispute arising between the Institute and the contractor, the Institute shall be entitled to deduct out of the deposits or the balance thereof, until such dispute is determined the amount of such damages, costs, charges and expenses as may be claimed. The same may also be deducted from any other sum which may be due at any time from the Institute to the contractor.
16. All incidental expenses incurred by the Institute for making payments outside the district in which the claim arises shall be borne by the contractor.
17. The contractor not assigns or make over the contract of the benefits or burdens thereof to any person or body corporate. The contractor shall not underlet or sublet to any person or persons or body the execution of the contract or any part thereof without the consent in writing of the Director, NIIMH who shall have absolute power to refuse such consent or to rescind such consent (if given) at any time if he is not satisfied with the manner in which the contract is executed.
18. In case the contractor becomes insolvent or goes into liquidation, or makes or proposes to makes any assignment for the benefit of his creditors or proposes to make any composition with his creditors for settlement of his debts, or carries on his business or the contract under inspection on behalf of his creditors or in case any receiving order or orders for the administration of his estate are made against him or in case the contractor shall commit any act of insolvency or in case in which under any clause or clauses of this contract the contractor shall have rendered himself liable to damages amounting to the whole of his security deposits the contract shall there upon after notice given by the Director, NIIMH to the contractor be determined and the Institute may complete the contract in such time and by such persons as the Institute shall think fit. All expenses and damage caused to the Institute by any breach of contract by the contractor shall be paid by the Institute and may be recovered from his under provisions of the Revenue Recovery Act in force.
19. In case the contractor fails to deliver the material within the time provided for delivery of the same, or in case the contractor commits any breach of the covenants, stipulations and agreements herein contained, and on part to be observed and performed then and in any such case, it shall be lawful for the Institute (if they shall think fit to do so) arrange for the printing of said materials of the Director, NIIMH put an end to his contract and in case the Institute shall have incurred, sustained or been put to any costs, damages or expenses by reasons of such purchase / printing or by reason of this contract having been so put an end to or in case any difference in price, compensation loss, costs, damages continuance of this contract, be payable by the contractor to the Institute under and



