



## **TENDER DOCUMENT**

### **NATIONAL HORTICULTURAL RESEARCH AND DEVELOPMENT FOUNDATION**

**Bagwani Bhawan, 47, Pankha Road Institutional Area,  
Janakpuri, New Delhi – 110 058**

Phones: 011-28524150, 28522211, 45136697

E: mail: delhi@nhrdf.com visit us at www.nhrdf.org

<b>Name of the work</b>	<b>:</b>	<b>Printing and supply of packing material for packing of seeds</b>
<b>Earnest Money Deposit</b>	<b>:</b>	<b>1% of tendered amount</b>
<b>Last date for receipt of tender</b>	<b>:</b>	<b>20/05/2021 upto 2 PM</b>
<b>Date of opening of tender</b>	<b>:</b>	<b>20/05/2021 at 2:30 PM</b>
<b>Cost of tender documents</b>	<b>:</b>	<b>Rs. 2,000/- only (non-refundable)</b>

**Address for submitting tender documents :**  
**As captioned above**



# NATIONAL HORTICULTURAL RESEARCH AND DEVELOPMENT FOUNDATION

Bagwani Bhawan, Plot No. 47, Institutional Area, Pankha Road,  
New Delhi – 110 058 Tel.: 011-28524150, 28525129, 45136697  
E-mail: [delhi@nhrdf.com](mailto:delhi@nhrdf.com) Visit us at: [www.nhrdf.org](http://www.nhrdf.org)

## TENDER DOCUMENT FOR

**Printing & supply of packing material for packing of seeds.**

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Ref. No : NHRDF/HO/TENDER-PACKING MATERIAL/2021-22/251

DATED : 27/04/2021

### **TENDER NOTICE**

Sealed tenders are invited from reputed manufacturers/suppliers for printing & supply of packing material at different locations of NHRDF in India.

The tender documents containing detailed specification and terms & conditions of supply can be downloaded from the NHRDF & KVK website [www.nhrdf.org](http://www.nhrdf.org) & [www.kvkdelhi.org](http://www.kvkdelhi.org). Interested parties may submit tender documents complete in all respect at above mentioned address upto 2 PM on 20/05/2021 along with a non-refundable tender fee of Rs.2000/- by DD. Tenders will be opened on the same day at 2.30 PM in presence of the tenderers. The Director, NHRDF reserves the right to accept or reject any or all tenders without assigning any reason therefore.

**Director**

## BID INFORMATION SHEET

1	Document Description	Tender document comprises the terms and conditions for bidding process for printing & supply of packing material for packing of various seed
2	Tender No. & Date	NHRDF/HO/TENDER/01/2021-22/ DATED : 09/04/2021
3	Last date for submission of bid to reach the NHRDF	20/05/2021 upto 2:00 PM
4	Bid Opening (Technical bid)	20/05/2021 at 2:30 PM
5	Place of Tender Opening	NHRDF, Janakpuri, New Delhi
6	Officer Inviting Bids	Director, NHRDF, New Delhi
7	Contact Details/Telephone	<b>New Delhi</b> - Phone: 011-28522211, 28525129, 45136697 E-mail: <a href="mailto:delhi@nhrdf.com">delhi@nhrdf.com</a>
8	Tender fee (non- refundable)	<b>Tender Fee:</b> Participating bidders have to pay non-refundable amount of Rs. 2,000/- by cash/DD in favour of NHRDF towards tender fee for printing & supply of packing material.
9	Earnests Money Deposit (EMD)	1% of tendered amount
10	Eligibility Criteria	Tenderer should be in the business of printing & supply of packing material for last 5 years with an average annual turnover of Rs.25 Lakhs in past 5 years
11	Process for bid submission	<ol style="list-style-type: none"> <li>1. Only hard copies of bids shall be dropped in tender box.</li> <li>2. The participating bidders in the tender should have appropriate experience and financial capacity.</li> <li>3. Two Bid System will be followed in the tender procedure 1) Technical &amp; 2) Financial Bid</li> </ol>
12	Rights reserved with the Department	NHRDF reserves the right to accept or reject any or all the tenders received without assigning any reason.
13	General Terms and Conditions	As per tender documents.

**FORWARDING LETTER**

(On company letter head)

From:

\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Mob. nos. \_\_\_\_\_

To,

**The Director**

**National Horticultural Research & Development Foundation**

**Bagwani Bhawan, Plot No. 47,**

**Pankha Road Institutional Area,**

**New Delhi – 110 058**

**Subject: - Printing and supply of various Packing Materials for packing of seed to National Horticultural Research & Development Foundation (NHRDF)**

Dear Sir,

With reference to your tender notice no. ....  
published in \_\_\_\_\_ on \_\_\_\_\_ / KVK/NHRDF Website inviting tenders for  
printing & supply of packing material, we are pleased to submit our sealed (technical and  
financial) bids after carefully examining and understanding the terms and conditions  
prescribed in the tender documents and the rates have been worked out after considering  
the item-wise details and other clauses indicated therein.

1. Name and address of firm and date of establishment :  
(Please mention telephone number/fax number/email/website/address)
2. Status of the Organisation:  
(Manufacturer & printer authorized distributor/reseller)
3. Name of Proprietor/Partners/Directors & their permanent addresses alongwith  
contact number and email address
4. Address and contact numbers of registered office & branch :
5. Name & designation with specimen  
Signature of authorized officials/representatives  
(if required separate sheet can be attached)
6. Name & address of bankers :
7. Pan No, (attach copy) :
8. GST Regn. No. (attach copy) :

9. Price offered is enclosed separately in "Schedule of Price/Quantity offered".

Page no.03

10. The demand draft No. \_\_\_\_\_ Date: \_\_\_\_\_ of the \_\_\_\_\_ Bank amounting to Rs. 2,000/- (Rs. Two thousand only) as Tender fee and demand draft bearing No. \_\_\_\_\_ Date: \_\_\_\_\_ of \_\_\_\_\_ Bank amounting to Rs. \_\_\_\_\_ as Earnest Money Deposit (1% of tender amount) drawn in favour of National Horticultural Research & Development Foundation payable at New Delhi

The list of works completed by us is enclosed herewith alongwith the details, such as, the period of work, estimated and actual cost, certified by the respective employer.

We are fully aware that the earnest money will be forfeited in case we refuse to execute the said work, if assigned.

We are also aware that our offer shall be rejected in case we do not enclose the Demand Draft for tender fee/earnest money deposit. We assure to complete the supply within the stipulated period as prescribed in the tender document.

Thanking you,

Date :

Place :

Authorised Signatory  
(Name and complete address of  
the tenderer alongwith the seal)

**Address for sending tender documents through Registered post / Speed Post / Courier / By hand:**

**The Director  
National Horticultural Research & Development Foundation  
Bagwani Bhawan, Plot No. 47,  
Pankha Road Institutional Area,  
New Delhi – 110 058**

Phone: 011-28522211, 28525129, 45136697 E-mail: [delhi@nhrdf.com](mailto:delhi@nhrdf.com)

## GENERAL TERMS & CONDITIONS

### 1.0 INTRODUCTION

National Horticultural Research And Development Foundation (**NHRDF**) is desirous for printing & supply of packing material for packing of seed

### 2.0 INSTRUCTIONS TO BIDDERS

2.1 The tender shall be submitted in two sealed envelopes:

Part – I : Technical Bid Proposal in sealed envelope

Part – II : Financial Bid Proposal in sealed envelope

### PART - I -SEALED TECHNICAL BID IN ENVELOPE NO.1:

This envelope should contain the following mentioned information/documents in connection with printing & supply of packing material at different offices situated in various states of India:

- a) Earnest Money Deposit (EMD) of **Rs.\_\_\_\_\_/-** (Rupees \_\_\_\_\_ only) as 1% of tendered value and Tender fee of **Rs.2000/-** (Rupees two thousand only) by way of demand draft of any nationalized bank drawn in favour of **National Horticultural Research And Development Foundation payable at New Delhi** must be deposited. The amount of EMD and Tender fee will be acceptable only by way of demand draft. Amount deposited by any other mode will not be acceptable. Any technical bid not accompanied with amount of EMD and Tender Fee through prescribed mode of payment, is liable to be summarily rejected.
- b) The tenderer should have minimum of 5 years of experience in the analogous field. The tenderer should also have minimum average annual turnover of Rs.25 Lakhs in the last 5 years. A list of clients with their contact details for whom the tenderer has executed projects of similar nature may be submitted. Self-attested copies of documents in support of the minimum eligibility criteria stipulated in the bid document must be submitted..
- c) The tenderer should submit self-attested certificate of incorporation of the firm/company, memorandum and articles of association.
- d) Name of the bidder, address, contact numbers (office and mobile number), email address, nature of firm/company (proprietorship/partnership firm/private or public limited company, name of the Chief Executive etc. may be furnished
- e) Letter of authorization by the competent person of the company in favour of the person signing the bid documents alongwith his identity card/adhar card to establish the identity of authorized person may be attached.
- f) Self-attested copies of PAN and GST registration numbers of the firm/company may be attached.



- g) Self-attested copies (in PDF format) of audited balance sheet, P&L account of last 5 years may be attached.
- h) In case the tenderer makes any deviation or makes any addition to the list of items mentioned in BOQ in the tender, which in the opinion of tenderer are necessary for proper execution of the supplies in question, the details of such deviation/additional items may be furnished alongwith rates etc. duly signed by the authorized person for consideration by NHRDF.
- i) The above details alongwith supporting documents may also be filled in **Annexure-I** to this tender document.

The tenderer must superscribe the sealed Envelope No.1 as Technical Bid for printing & supply of packing material to be opened on 20/05/2021 at 2.30 PM by NHRDF in the presence tenderers.

#### **PART -II - SEALED FINANCIAL BID IN ENVELOPE NO. 2:**

- a) Earnest Money Deposit (EMD) **Rs.\_\_\_\_\_/-** (Rupees \_\_\_\_\_ only) as 1% of tendered value and tender fee of **Rs.2000/-** (Rupees two thousand only) by way of demand draft of any nationalized bank drawn in favour of **National Horticultural Research And Development Foundation payable at New Delhi** payable at New Delhi must be deposited. The amount of EMD and Tender fee will be acceptable only by way of demand draft. Amount deposited by any other mode will not be acceptable. Any technical bid not accompanied with amount of EMD and Tender Fee through prescribed mode of payment, is liable to be summarily rejected.
- b) The amount of EMD of unsuccessful tenderers shall be returned within a reasonable period of time without payment of any interest.
- c) In case of successful tenderer, the amount of EMD will be refunded without interest by NHRDF after successful completion of supply.
- d) The tenderers should submit rates against each item alongwith break-up as per BOQ in the financial bid. The financial bid should be submitted without any condition.
- e) **The two sealed envelopes of Technical and Financial Bids should be put in another sealed master envelope super-scribing tender for printing & supply of packing material for packing of seed.**
- f) **The tender should be dropped in tender box at NHRDF office at Janakpuri, New Delhi by 20/05/2021 latest upto 2 PM .** We shall not be responsible for any delay in receipt of the tender. Late tenders received beyond prescribed date & time shall not be considered. NHRDF reserves the right to reject any or all the tenders, without assigning any reasons therefor.

### 3.0 GENERAL TERMS AND CONDITIONS

- 3.1 **Time period for completion of supply** – 30 days from the date of acceptance or issue of work order.
- 3.2 **Liquidated damages:** Time is the essence of the contract. Liquidated damages shall be imposed @ 0.5% of the tender amount for each week of delay subject to a maximum of 5% of total agreed cost.
- 3.3 **Signing of Agreement:** The successful tenderer shall be required to sign an agreement on non-judicial stamp paper of Rs. 100/- within a week of issue of work order.
- 3.4 **EMD Retention:** Total amount of EMD being 1% of tendered value of work i.e. Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) of the successful bidder will be retained and the same shall be refunded without interest after successful completion of supplies.
- 3.5 **Incomplete/late submission of tender:** Incomplete tender or tender received after the prescribed last date and time shall not be considered under any circumstances.
- 3.6 **Financial / Payment Conditions and Warranty:**  
No request for the advance will be entertained by the NHRDF. The payment will be made only after successful supply of material in all respect.
- 3.6.1 **Bill of Quantities:** The Bill of Quantities is only indicative in nature and is mentioned to facilitate tenderers to arrive at the total value of supply. The payment shall be made as per actual quantities at the rates accepted by NHRDF
- 3.7 **Assigning or sub-letting the work:** In no case subletting of full or part of the work shall be allowed after submitting the bid.
- 3.8 **Dispute:** In the event of any dispute, the effort will be first made to amicably resolve the dispute. In case the dispute still remains unresolved, the same shall be referred to the sole arbitration of the Director, NHRDF, New Delhi and his decision shall be final & binding on both the parties to the agreement. The arbitration proceedings shall be held in accordance with Indian Arbitration Act. The venue of the arbitration shall be at New Delhi.
- 3.9 **Acceptance/Rejection of tender:** NHRDF reserves the right to reject any one or all the tenders without assigning any reason thereof.
- 3.10 **Submission of Final bill:** The final bill should be submitted within a month of satisfactory supply of items. The item rate shall remain firm till supply and will not be subject to any increment / escalation of rates / cost etc. on any material / label / tax etc. or on whatsoever grounds.

### 4. SPECIAL CONDITIONS OF CONTRACT:

- 4.1 The tenderer shall nominate and authorize one of its officers for liaising with NHRDF personnel in connection with the work.
- 4.2 The tenderer shall note that the quantities indicated in the Bill of Quantities (BOQ) are indicative only and may vary. The payment shall be made as per actual quantity supplied only. For calculating the total contract amount unit rates accepted by NHRDF shall be adopted.
- 4.3 The tenderers shall be solely responsible for the safety, loss, theft, break down etc. of material at their site/transit and shall get the same appropriately insured.
- 4.4 All rates quoted shall be inclusive of all duties, taxes, octroi etc. as may be applicable. GST shall be paid as applicable on production of documentary proof. No extra claim shall be payable. NHRDF shall however deduct taxes at source, as may be applicable and shall provide a certificate in lieu thereof.

**5.0 SCOPE OF WORK:**

The tenderer shall carry out and complete the works in every respect in accordance with this contract and with the directions of and to the satisfaction of the Client. The client may in absolute discretion and from time to time issue written instructions, details, directions and explanations which are hereafter collectively referred to as "instructions" reflected either in the minutes or in any other form in regard to :

- a. The variation or modification in quality or quantity of supply or the addition or omission or substitution of any item.
- b. Any discrepancy in or divergence between the schedule of quantities and/or specifications.
- c. Co-ordination of work with other agencies.

**6.0 Validity of Tender:** Tender will be valid for a period of 30 days from the date of submission.

The NHRDF shall have a right to delete any item of work from the scope of tender and supplier shall not make any extra claim on this account. The supplier shall forthwith comply with and duly execute supplies as per NHRDF verbal instructions, directions and explanations given to the supplier or his authorized representative, if involving a variation, be confirmed in writing by the contractor within 7 days, and if not dissented from in writing within a further 7 days by the client such shall be deemed to be the Client instructions within the scope of the contract.

## SPECIFIC TERMS & CONDITIONS RELATED TO JOB

1. Stitching & Handle Specifications of non woven Cloth bags:
  - a. The Non-woven cloth bags should be **double stitched inside** in L shape (with inside fold of min. 1.5 cm width) and inside folded top stitching of 1.5cm.
  - b. The thread to be used for stitching should be 30 nos. 4 Ply of Madura/ Coats/Modi/Vardhman/HP Textiles or PP Multifilament Twine of Garlon make No. NW2 and there should be 7 – 8 Stitches per inch in both sides as well as top stitching.
  - c. Handle should be of same cloth specification as that of above mentioned NWC bag, 3 folds ( 2 fold ends folded inside ) finished size 22 to 25 cm x 1.0 to 2.0 cm or heat sealed handle strips of equivalent specifications should be centrally stitched to the cloth bag properly. The handle should be cross stitched in such a manner that it should be capable of holding the seed weight content during course of normal handling.
2. Corrugated Boxes : Having 1 kg capacity, 3 Ply, 230 GSM+LWC+120 Flute, Size- 142(L) x60(W)x 168(H)mm, Printing- Four colour with Gloss lamination for Bio Pesticide packing For corrugated box & inner polythene bags rates should be quoted including designing & 4 color printing. The cost of design, artwork etc. are to be mentioned separately. The photo shall be arranged by NHRDF. The packing of 100 nos. box/polythene bags each are to be made which are to be packed in bales of Hessian cloth and duly secured with stamps. Each bale is to be properly marked and its weight alongwith no. of bags contained therein should be mentioned on the top of bales.
3. The delivery of material is to be made within 30 days from the date of receipt of order.
4. A penalty @ 0.1% per day shall be applicable for delay beyond the delivery period.
5. In case any dispute arises, it will be solved through arbitration. The arbitrator will be the Director, NHRDF whose decision shall be binding on both the parties.
6. Payment will be made within 21 days after delivery.
7. The offer will remain valid for 30 days form opening of Tender.
8. Suppliers can quote for any number of items for which rates have been invited alongwith sample.

**ORGANIZATION PROFILE AND LIST OF DOCUMENTS TO BE SUBMITTED WITH THE TECHNICAL BID**

**Particulars of Tenderer / Bidder**

Name of the Bidder firm / company	
Office Address: Telephone number: Mobile: E-mail ID:	
Registration No. & Nature of the firm i.e., whether	
Government Organization or Autonomous Body or Cooperative Organization or a Proprietorship firm or a Partnership firm	
Name and contact person details of all partners/Directors/ members the bidder on the date of submission of bid. (Separate sheet may be attached)	
Certificate of Incorporation, Memorandum & Article of Association and certificate of incorporation of company etc as applicable	
Name of Authorized contact Person	
Contact details of Authorized Person	
Telephone no.	
E-mail ID:	
Photo ID Card No.	
Self-attested copy of PAN Card of the firm/ your	
Self-attested copy of documents in support of the minimum eligibility criteria stipulated in the bid document.	
Proof of payment of tender fee.	
Proof of payment of EMD.	
Particulars of bidder as prescribed	
Declaration as per specified format	
Letter of authorization issued by the competent person of the firm in favour of authorised signatory for signing the bid documents.	

Self-attested copy of proof of GST registration number of the firm	
Self-attested copy (in PDF Format) of duly audited P&L Account and balance sheet of last 3 financial years	

**(FORMAT OF UNDERTAKING TO BE FURNISHED BY THE  
TENDERER ON NON-JUDICIAL STAMP PAPER OF RS. 100/-)**

M/s\_\_\_\_\_ hereinafter referred to as supplier having its registered office\_\_\_\_\_, is in the business of printing & supply of packing material.

That the supplier has requisite technical competence and experience to successfully execute the supplies as mentioned in the tender document.

That the supplier undertakes that, it shall print & supply of various packing material in accordance with prescribed quality, specifications and terms & conditions as laid down by the NHRDF. That the supplier shall be fully responsible for the quantity & quality of material supplied.

The supplier also undertakes to indemnify NHRDF for any costs, risks and losses that may be incurred on account of any action or inaction on the part of the supplier.

Further the supplier also confirms that their firm/company has not been black-listed by any Govt./Public sector undertaking/organisation/institute for committing any irregularities or involved in any fraudulent activity in connection with printing and supply of packing material.

Signed on this \_\_\_\_day of \_\_\_\_\_in the year\_\_\_\_through its \_\_\_\_\_authorised signatory Shri \_\_\_\_\_ at \_\_\_\_\_.

Name/Signature/Seal of Authorised signatory

For and on behalf of

M/s\_\_\_\_\_

Witnesses:

1.

2.

**PART - II  
PRICE BID  
SCHEDULE OF QUANTITY**

S. No.	Description of item	Place of supply & quantity (Nos.)	Total Quantity (Nos.)	Rate/unit (Rs.)	Amount (Rs.)
1	Non woven bag 100 GSM (white) - 1 Kg. capacity Size -20 cm x 30 cm(HD)- ( Finished) Weight of Bag: 15gm (+3% Tolerance limit) With Multicolor Machine Printing (Inner cover of polythene from inside not required)	<u>Indore</u> - 50,000 <u>Lasalgaon</u> - 50,000 <u>Rajkot</u> -1,00,000	2,00,000		
2	Non woven bag 100 GSM (white) - 2 Kg. capacity Size - 25 cm x 39 cm (HD) -( Finished) Weight of Bag: 20gm (+3% Tolerance limit) With Multicolor Machine Printing (Inner cover of polythene from inside not required)	<u>Indore</u> - 25,000 <u>Lasalgaon</u> - 25,000 <u>Rajkot</u> -50,000	1,00,000		
3) A	Corrugated carton boxes – 1 kg capacity 3 Ply, 230 GSM+LWC+120 Flute Size- 142(L) x60(W)x 168(H)mm Printing- Four colour with Gloss lamination for Pesticide packing	Entire quantity at Nashik	1,00,000		
3) B	Polythene bags - 200 gauge Size- 140 (L)x 60(W) x 320(H) mm Printing - single green colour one side printing (For insertion in above Corrugated Box- 3A)	Entire quantity at Nashik	1,00,000		
4	Printed Laminated Seed Poly Pouch- Kitchen Garden- 500gm Capacity Size- 20cm x 21cm, 12Mic. Pet + 110Mic. LD(White), 3 side seal, 4 Multi color revers printing.	<u>Deoria</u> - 5,00,000 <u>Delhi</u> – 5,00,000	10,00,000		
Total amount (Rs.)					
GST (IGST/CGST/SGST)					
Grand Total (Rs.)					

Amount in words (Rs. \_\_\_\_\_)

Authorised Signatory  
(Name and complete address of  
the tenderer alongwith the seal)



## **DECLARATION OF THE TENDERER**

I/we hereby declare that I/we have made myself/ourselves thoroughly conversant with local conditions regarding all materials and supply of which I/we have based my/our rates for this work. The tender with conditions and specifications etc. for this work have been carefully studied and understood before submitting this tender. I/we undertake to use only the best materials approved by the NHRDF before starting the work starting the work and to abide by his/their decision.

Authorised Signatory  
(Name and complete address of  
the tenderer alongwith the seal)