



**National Handloom Development Corporation Limited  
(A Government of India Undertaking)**

Corporate office:

Wegmans Business Park, tower 1, Plot No. 3,  
Sector Knowledge Park – 3, Surajpur Kasna road,  
Greater Noida – 201 306

**Request for Proposal**

**For**

**‘Printing & Delivery of Yarn Pass Book to Individual Weavers’**

## Disclaimer

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1. This RFP document is neither an agreement nor an offer by National Handloom Development Corporation Ltd (hereinafter referred to as NHDC) to the prospective Applicants or any other person. The purpose of this RFP is to provide information to the interested parties that may be useful to them in the formulation of their proposal pursuant to this RFP.
2. NHDC does not make any representation or warranty as to the accuracy, reliability or completeness of the information in this RFP document and it is not possible for NHDC to consider particular needs of each party who reads or uses this RFP document. This RFP includes statements which reflect various assumptions and assessments arrived at by NHDC in relation to the statement of work. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. Each prospective Applicant should conduct its own investigations and analyses and check the accuracy, reliability and completeness of the information provided in this RFP document and obtain independent advice from appropriate sources.
3. NHDC will not have any liability to any prospective Applicant/ Firm/ or any other person under any laws (including without limitation the law of contract, tort), the principles of equity, restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this RFP document, any matter deemed to form part of this RFP document, the award of the Assignment, the information and any other information supplied by or on behalf of NHDC or their employees, any Advertising agency or otherwise arising in any way from the selection process for the Assignment. NHDC will also not be liable in any manner whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon any statements contained in this RFP.
4. NHDC will not be responsible for any delay in receiving the proposals. The issue of this RFP does not imply that NHDC is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the services and NHDC reserves the right to accept/reject any or all of proposals submitted in response to this RFP document at any stage without assigning any reasons whatsoever. NHDC also reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted the RFP Application.

5. The information given is not exhaustive on account of statutory requirements and should not be regarded as a complete or authoritative statement of law. NHDC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
6. NHDC reserves the right to change/ modify/ amend any or all provisions of this RFP document. Such revisions to the RFP / amended RFP will be made available on the website of NHDC.

## RFP Ref No: NHDC/YPB/001/2018-19

National Handloom Development Corporation Ltd,  
Wegmans Business Park, Tower 1,  
Sector Knowledge Park – 3, Surajpur Kasna Road,  
Greater Noida – 201306

### Notice Inviting E-Tender

1. National Handloom Development Corporation Ltd (NHDC), a Govt. of India Undertaking, Ministry of Textile, invites online bids through two stages (Eligibility criterion and Financial Bid) against RFP for Printing and Delivery of Yarn Pass Book to Individual Weavers”.
2. The tender document may be downloaded from [www.nhdc.org.in](http://www.nhdc.org.in) (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

### CRITICAL DATE SHEET

1	Published Date	30/07/2018 at 5.00 pm
2	Bid Document Download Start Date and Time	30/07/2018 at 6.00 pm
	Pre Bid Meeting	08/08/2018 at 3.00 pm
4	Bid Submission Start Date	09/08/2018 at 4.00 pm
5	Bid Submission End Date and Time	18/08/2018 at 2.00 pm
6	Bid Opening Date and Time	20/08/2018 at 4.00 pm

3. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Contractors/Bidders are advised to follow the instructions provided in the “Instructions to the Contractors/Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>” in the Annexure - 8. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. Bidders shall not tamper/modify the tender form including downloaded financial bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and bidder is liable to be banned from doing business with Office of Development Commissioner for Handlooms .
5. Intending tenderers are advised to visit National Handloom development Corporation’s website [www.nhdc.org.in](http://www.nhdc.org.in) and **CPPP site <https://eprocure.gov.in/eprocure/app>** regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.

6. EMD and Bid document cost:

Cost of Bid document	INR 5,000 (Indian Rupees Five Thousand only) in the form of DD from a Nationalized bank in India and drawn in favour of National Handloom development Corporation Ltd, Greater Noida.
Earnest money deposit	INR 12,00,000 (Indian Rupees of Twelve Lakh only) in the form of DD or BG from a Nationalized bank in India and drawn in favour of National Handloom development Corporation Ltd, Greater Noida.

7. If the EMD is submitted through BG, the minimum validity date of the BG should be 120 (one hundred twenty) days from the last date of submission of the bids. The Hard Copy of original instruments in respect of EMD and bid document cost must be delivered to the address given below on or before bid submission end date/time as mentioned in the critical date sheet. Bids not accompanied with EMD and bid document cost is liable to be rejected. The bid document fee shall be nonrefundable. NSIC registered agencies are exempted for EMD and bid document fee.

**National Handloom Development Corporation,  
Wegmans Business Park, Tower 1, 4th Floor,  
Sector Knowledge Park – 3, Surajpur Kasna Road,  
Greater Noida – 201306**

8. Bids will be opened as per date/time as mentioned in the Tender Critical Date Sheet. After online opening of Techno Functional Compliance / Eligibility the results of their qualification as well Financial Bid opening will be intimated later.

9. Submission of Bids:

The bids shall be submitted online in two parts, viz., Eligibility Criterion and Financial Bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

9.1 **Cover – I** Fee/Eligibility Criterion (Check list):

The following documents are to be self-attested and furnished by the Bidder along with Fee/EMD as per the bid document (As applicable):

- a) Scanned Copy of Eligibility Criterion as per the Annexure-1 & Annexure-2, Annexure-3 of the RFP document
- b) Scanned copy of document as a proof for payment of EMD and copy of bid document cost.

9.2 **Cover – II** Financial Bid (Check list):

The following documents are to be self-attested and furnished by the Bidder as a part of Financial Bid as per the bid document (As applicable):

- a) Scanned copy of Financial Bid as per Annexure – 5 of the RFP document.

## **INTRODUCTION**

National Handloom Development Corporation Limited (NHDC) was set up in February 1983 as a Public Sector Undertaking by the Government of India as an autonomous body under the Companies Act 1956 in pursuance of the imperative need for a National Level Agency to assist the speedy development of the Handloom Sector by coordinating all action covering the procurement and supply of inputs at reasonable prices augmenting the marketing efforts of State upgrading the technology in the Handloom Sector & improving productivity.

The objective of this RFP is to select an agency who are interested and capable of printing & delivery of Yarn Pass book to Individual Weavers.

## **1. COST OF BIDDING**

The Bidder shall bear all the costs associated with the preparation and submission of its bid and NHDC, hereinafter referred to as the purchaser, will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

## **2. BIDDING DOCUMENT**

The Bidder is expected to examine all instructions, forms, terms and conditions and technical specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidders' risk and may result in the rejection of its bid without any further reference to the bidder. Bidder should strictly submit the bid as per RFP failing which bid will be rejected as non-responsive.

## **3. LANGUAGE OF BIDS**

The bids prepared by the bidder and all correspondence and document relating to the bids exchanged by the bidder and NHDC, shall be written in English.

## **4. AMENDMENT OF BIDDING DOCUMENTS**

At any time prior to the last Date and Time for submission of bids, NHDC may, for any reason, modify the Bidding Documents through amendments at the sole discretion of the NHDC. All amendments shall be uploaded on the NHDC websites ([www.nhdc.org.in](http://www.nhdc.org.in)) and will be binding on all who are interested in bidding. In order to provide prospective Bidders a reasonable time to take the amendment if any, into account in preparing their bid, NHDC may, at its discretion, extend the deadline for submission of bids.

## **5. CONTACTING THE PURCHASER**

Any effort by a bidder to influence the Purchaser in evaluation of the bid, bid comparison or contract award decision may result in the rejection of the Bidders' bid. Purchaser's decision will be final and without prejudice and will be binding on all parties.

## **6. PURCHASERS RIGHT TO ACCEPT OR REJECT ANY BID OR ALL BIDS**

The purchaser reserves the right to accept or reject any bid and annul the bidding process or even reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or without any obligation to inform the affected bidder or bidder's about the grounds for the purchaser's action. The purchaser reserves the right to accept or reject any technology proposed by the vendor. The purchaser reserves the right to select more than one vendor keeping in view its large requirements.

## **7. MODIFICATION AND WITHDRAWAL**

Bids once submitted will be treated, as final and no further correspondence will be entertained on this. No bid will be modified after the deadline for submission of bids. No bidder shall be allowed to withdraw the bid, if bidder happens to be successful bidder.

## **8. REVELATION OF PRICES**

The prices in any form or by any reasons should not be disclosed in the technical or other parts of the bid except in the commercial bid. Failure to do so will make the bid liable to be rejected.

## **9. CLARIFICATIONS OF BIDS**

To assist in the examination, evaluation and comparison of bids the purchaser may, at its discretion, ask the bidder for clarification. The response should be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.

## **10. BID EARNEST MONEY**

Bidder has to submit the Bid Earnest Money of INR 1200000/- either through BG / Demand Draft. Bids received without EMD shall be summarily rejected. EMD of un-successful bidders will be returned on completion of rate approval process whereas EMD of successful bidder will be returned on submission of the Performance Bank Guarantee.

## **11. LATE BIDS**

Any bid received by the Purchaser after the deadline for submission of bid will be rejected and/or returned unopened to the Bidder.

## **12. OPENING OF BIDS**

All the bids will be opened at the date, time and locations mentioned in RFP (as per tender schedule). The technical bids will be opened in the presence of representatives of the bidders who choose to attend.

## **13. PERIOD OF VALIDITY**

Bids shall remain valid for a period of minimum 6 months from the date of bid submission prescribed by NHDC. A bid valid for shorter period shall be rejected by the Bank as non-responsive.

## **14. BID CURRENCY**

The Prices in the bid document shall be expressed in Indian Rupees (INR) only.

## **15. BIDDING PROCESS (TWO STAGES)**

For the purpose of the present job, a two-stage bidding process will be followed. The response to the present tender will be submitted in two parts:

1. Eligibility criterion
2. Financial bid

**The bidders will have to submit the technical as well as the Financial bid through NIC e-Procurement System only.**



## **16. PRE BID MEETING**

National Handloom Development Corporation shall organise a Pre Bid Conference on 08/08/2018 at 3.00 pm at NHDC, Corporate office Greater Noida, UP. Bidders are free to raise their queries during the meeting and responses will be conveyed to all the prospective bidders by way of hosting amendments/ clarifications on the websites at [tender@nhdc.org.in](mailto:tender@nhdc.org.in) and <https://eprocure.gov.in/eprocure/app> in accordance with the RFP.

Queries can be sent to Email: [tender@nhdc.org.in](mailto:tender@nhdc.org.in)/0120-2329600

## **17. BID OPENING AND EVALUATION**

In the event of the specified date of bid opening being declared a holiday for purchaser, the bids shall be opened at the specified time and place on next working day. In the first stage, only TECHNICAL BID will be opened and evaluated. Those bidders satisfying the technical requirements as determined and accepting the terms and conditions of this document shall be short-listed. In the second stage, the FINANCIAL BID of only those bidders, whose technical bids are short-listed, will be opened. Technically qualified Bidder, who quotes the lowest rate, shall be treated as L1 and the same (L1) will be awarded the contract.

The Purchaser reserves the right to accept or reject any bid (at any stage) submitted by the bidder without assigning any reason thereof. Decision of the Purchaser in this regard shall be final and binding on all the bidders.

## **18. RESOLUTION AND DISPUTES**

In case any dispute between the Parties, does not settle by negotiation in the manner as mentioned above, the same shall be resolved exclusively by arbitration and such dispute shall be submitted by either party for arbitration within 20 days of the failure of negotiations. Arbitration shall be held in Greater Noida/NCR and conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996 or any statutory modification or amendment thereof.

The arbitrators shall hold their sittings at Greater Noida/NCR. The arbitration proceedings shall be conducted in English language. Subject to the above, the courts of law at New Delhi alone shall have the exclusive jurisdiction in respect of all matters connected with the Contract/Agreement.

This document and services hereunder shall be governed by and construed and enforced in accordance with the Laws of India and only the courts in New Delhi shall have exclusive jurisdiction for any dispute arising out of as in relation to this tender.

## **19. PERFORMANCE BANK GUARANTEE**

The successful bidder has to submit the Performance Bank Guarantee, detailed as under: Performance Bank Guarantee will be 10% of Contractual value and shall be submitted by the L-1 approved vendor. In case vendor fails to perform the contract, NHDC shall invoke the Bank

Performance Guarantee to recover penalty/damages. EMD Money of un-successful bidders will be returned on completion of rate approval process whereas EMD of successful bidder will be returned on submission of the Performance Bank Guarantee.

## **20. SIGNING OF CONTRACT**

The successful bidder(s) shall be required to enter into a rate contract with NHDC, within 15 days of the award of the tender or within such extended period as may be specified, on the basis of the Tender Document, the Tender of the successful bidder, the letter of acceptance and such other terms and conditions as may be determined by NHDC to be necessary for the due performance of the work in accordance with the Bid and the acceptance thereof, with terms and conditions shall be contained in the Agreement to be signed at the time of execution of the Form of Contract. The rate contract will be valid till the completion of work order, unless terminated by NHDC before due date.

## **21. USE OF DATA & RECORDS**

NHDC will provide all the data including Photo of Individual weavers required to be printed on Passbook to L1 only. It is the duty of the L1 to maintain secrecy and confidentiality towards the preservation and safety of data. Any adverse will lead to the blacklisting as well as forfeiture of performance Guarantee.

## **22. USE OF CONTRACT DOCUMENTS AND INFORMATION**

The supplier shall not, without the purchaser's prior written consent, make use of any document or information provided by Supplier in Bid document or otherwise except for purposes of performing contract.

## **23. USE OF CONTRACT DOCUMENTS AND INFORMATION**

The supplier shall not, without the purchasers prior written consent, make use of any document or information provided by Supplier in Bid document or otherwise except for purposes of performing contract.

## **24. DELAYS IN THE SUPPLIER'S PERFORMANCE**

Delivery of the goods and performance of the Services shall be made by the supplier in accordance with the time schedule specified by purchaser. Any delay in performing the obligation by the supplier will result in imposition of liquidated damages and/or termination of rate contract for default.

## **25. INSPECTION AND QUALITY CONTROL TEST**

NHDC reserves the right to carry out pre-shipment inspection by a team of its officials.

## **26. TERMINATION OF CONTRACT**

NHDC shall be under no obligation to accept any offer received in response to this RFP and shall

be entitled to reject any or all offers without assigning any reason whatsoever and without any cost or compensation therefor. NHDC has the right to re-issue the RFP. NHDC reserves the right to make any change in the terms and conditions of purchase during the process that will be informed to all Transporters. NHDC will not be obliged to meet and have discussions with any Transporter, and/or to listen to any representations once their offer is rejected. Any decision of NHDC in this regard shall be final, conclusive and binding upon the Bidders.

## **27. FORCE MAJEURE**

If at any time the performance, in whole or in part, by either of any obligation under the contract, shall be prevented or delayed by reasons of any war or hostility, acts of public enemy, civil commotion, sabotage, fire, flood, explosion, epidemic, quarantine restriction, strikes, or acts of god (hereinafter referred to as events), provided notice of happening of any such eventuality is given by either party to the other within 21 days from the date of occurrence of the event, party shall by reasons of such event, be entitled to determine the contract arising out of the contract nor shall either party have any claim for damages against the other in respect of such event. Obligations arising out of this contract shall resume after the event or events have come to an end or ceased to exist. The decision of NHDC as to whether such event or events have come to an end or ceased to exist or whether deliveries of the equipment by the Service Provider have been resumed or not shall be final and conclusive. Provided both the parties may at their option terminate their obligations under the contract and thereupon NHDC shall be at liberty to take over from the Service Provider all the works at a price to be fixed by NHDC, which shall be final, and the Service Provider shall refund forthwith the amount paid to him by NHDC.

## **TERMS AND CONDITIONS FOR PRINTING OF YARN PASSBOOK:-**

**1. ACCEPTANCE OF ORDER:** NHDC has a right to cancel the order if the same is not accepted within a period of 7 days from the date of the order.

**2. DELIVERY TIME:** Maximum 03 months from the issue of all required data to be printed on Yarn Pass Book.

### **3. PAYMENT TERMS:**

- 25% payment will be released on receipt of 25% of delivered item.
- 25% payment will be released on receipt of next 25% of delivered item.
- 20% payment will be released on receipt of next 25% of delivered item.
- 20% payment will be released on receipt of remaining 25% of delivered item.
- 10% after the six month of complete delivery.

### **4. PENALTY**

#### **a) FOR LATE DELIVERY**

i) Penalty for delayed supplies will be on prorata basis i.e.2% for one month (or part thereof) delay, 3% for two months delay and so on.

ii) If the selected Bidder fails to complete due performance of the contract in accordance with the terms and conditions agreed during the final contract negotiation, NHDC reserves the right either to cancel the contract or to accept performance already made by the selected bidder. In case of termination of contract the NHDC reserves right to recover an amount equal to Performance Deposit as Liquidated Damages for non-performance.

**ELIGIBILITY CRITERIA:**

1. Experience in Printing and Delivery of at least 10 lakh Identification - Cards, Passbooks and similar documents on the basis of Survey, census etc on pan India.
2. A minimum turnover of Rs. 10 crore during the last three years, ending 31st March of the previous financial year i.e. 2014-15-15, 2015 -16 & 2016-17.
3. Consortium may consist of Printer and Delivery Partners of up to two (02) companies duly backed up by an Agreement is also eligible to participate.  
Consortium must declare about the lead partner and the lead partner of the consortium shall be liable for adherence to all provisions of this Agreement.

**Annexure-2**

**BIDDERS INFORMATION**

Please provide following information about the Company (Attach separate sheet if required):-

1.	Company Name
2.	Date of Incorporation
3.	Company Head Office Address
4.	Registered office address
5.	TIN/TAN No.
6.	GST No
7.	Authorized Signatory's Name: Designation: Phone Mobile No. E-mail:
8.	Whether MSME (quote registration no. and date of registration,)
10.	Bank Account Detail: Account Number, Account Name, IFSC, Bank Name
11.	Specimen Full signatory and Initials of Authorized Signatory
12.	Contact persons address, telephone number, mobile number, Fax Number, E-Mail ID. (give at least 2 contact persons details other than authorized signatory)
Please mention turnover for last three financial years and	
2014-15	
2015-16	
2016-17	

### **Annexure- 3**

#### **LIST OF DOCUMENTS TO BE ATTACHED WITH ONLINE TENDER:**

1. Work Order and Completion certificate in support of Experience in Printing and delivery.
2. Copies of Audited Balance Sheet in support of Turnover for Financial Year 2014-15, 2015-16 and 2016-17.
3. Copy of ITR for the financial year 2014-15, 2015-16 & 2016-17.
4. Copy of Company registration certificate, GST registration & Pan Card.
5. If MSME, copy of registration certificate/document.
6. In case of Consortium, agreement Copy of Upto 02 companies. All Documents related to the partners need to be submitted with the bid document. The Bidder and each member in case of Consortium shall disclose details pertaining to all claims, disputes, matters in appeal & in court and any pending litigation against the bidder or any member of the Consortium.
7. Authority letter authorizing signatory of applicant to sign the application and other documents from time to time.
8. Scanned copy of document as a proof for payment of EMD and copy of bid document cost.

**Annexure-4****LIST OF NHDC OFFICES ACROSS THE COUNTRY (Only Indicative):**

S.No.	Regional Office	Branch/Offices	States
1	Varanasi	Lucknow, Moradabad, Sitapur Zaidpur, Muzaffarnagar & Maheswar	Uttar Pradesh, & Madhya Pradesh
2	Vijayawada	Bangalore, Chirala & Kurnool	Andhra Pradesh & Karnataka
3	Panipat	Jammu, Kullu & Jaipur	Haryana, Jammu Kashmir & Himanchal Pradesh, Punjab
4	Hyderabad	Warangal, Nagpur, Mumbai, Champa, Ahemadabad & Nagpur	Telangana, Maharashtra & Chhattisgarh
5	Coimbatore	Kanchipuram, Erode, Madurai, Karur, & Chennai	Tamil Nadu
6	Kolkata	Behrampur, Ranchi, Shantipur, Godda & Patna	Kolkata Chhattisgarh, Jharkhand & Bihar
7	Bhubaneswar	Bargarh	Odhisa
8	Guwahati	Aizwal, Agartala, Imphal & Sibsagar	NE States
9	Kannur	Alleppy & Balaramapuram	Kerala



## SCOPE OF WORK

Item No.	Item Description	Estimated Quantity
1	<p>YARN PASS BOOKS (Vertical)</p> <p>To be printed in English alongwith Vernacular languages of concerned states.</p> <p>SIZE: 8 inches x 4 inches</p> <p>PAPER: Cover page : 210 GSM good quality Art Card Inside page : 80 GSM white Maplitho paper</p> <p>PAGES : Books of 18 pages</p> <p>TO BE SUPPLIED TO WEAVERS AT THEIR ADDRESS (Address details will be Provided by NHDC )</p> <p>Proof/Sample to be submitted for approval within 7 days from the date of Purchase Order.</p>	21.60 Lakh

## PROOF OF CHECKING & DELIVERY

The tender should include all costs including cost of paper/labour charges and taxes & delivery. No advance payment will be given. No separate bill for paper and labour charges will be paid.

Purchase order will be issued as and when required.

## VARIATION IN PRINT ORDER

The print order may be increased /decreased by 20%. The number of pages may also be increased /decreased by 20% and no time extension will be allowed in case of increase in number of pages and No. of copies, whatsoever the case may be.

## **OTHER TERMS AND CONDITIONS**

1. Your Offer should be valid for at least 90 days from the due date specified. It should be inclusive of all costs and charges including Packing/ Insurance/forwarding, delivery etc. Quantum and amount of Taxes must be mentioned therein. Tender should be signed by authorised signatory/agent with stamp/ seal of the Firm/Company.
2. It may be noted that once the order is accepted, you will be bound to execute it within the period specified and no request for increase in rate subsequently nor any excuse for not executing the order on account of non-availability of paper will be entertained. We shall not pay any advance against our order, to whomsoever it is eventually awarded.
3. The rates should be quoted for the item/items as per the specifications mentioned in our enquiry/as per the specimen.
4. If after the item is delivered, it is discovered that the material supplied/used, is not exactly according to our specification/quality stipulated, such supply will be rejected at the supplier's cost.
5. NHDC will provide all the data required to be printed on Passbook to L1 only. It is the duty of the L1 to maintain secrecy and confidentiality towards the preservation and safety of data. Any adverse will lead to the blacklisting as well as forfeiture of performance Guarantee.
6. The bidder should apply for the whole work and not for part. The bids received for part work will be summarily rejected. However, NHDC reserves the right to distribute the work amongst more than one bidder at L1 rates upto maximum three bidders in the following manner:
  - If distributed between L1 and L2 at L1 rates: L1 – 70%, L2 - 30%
  - If distributed between L1, L2 and L3 at L1 rates: L1 – 50%, L2- 30%, L3 – 20%.
7. In case of failure/delays in supplies fully or partially, NHDC is at liberty to get the same printed through other sources at its sole discretion and the difference in cost, if any, will be recoverable from defaulting party.

8. Printed stationery must be properly labelled and packed according to our requirement and delivery to be effected as per our instructions.
9. NHDC need not necessarily accept the lowest tender and the decision of the bank in this regard shall be final. NHDC reserves the right to ask for the Bank (performance) guarantee, for the proper execution of the order.
10. Printers who do not effect supplies according to the delivery schedule will be liable for all damages/ detriment or losses to NHDC and in case despite warning, they continue to be too late in deliveries, they may be disqualified for further inquiries/entrustment of work.
11. The proof regarding the door delivery is must. The agency is free to choose mode of delivery The signed acknowledgement from the weaver under whose name the yarn pass book is issued should be submitted.
12. Penalty for delayed supplies will be on prorata basis i.e.2% for one month (or part thereof) delay, 3% for two months delay and so on.
13. NHDC reserves its right to reject any/all Tenders, without assigning any reasons for cancellation at any stage.
14. Only those Bidders who fulfill the Eligibility Criteria are eligible to respond to the RFP. Offers received from the Bidders who do not fulfill any of the Eligibility Criteria will be rejected.

**FINANCIAL BID****Sub: Tender for printing & and Delivery of Yarn Passbook to Individual weavers**

<b>Sr.No.</b>	<b>Particulars of Printing and Delivery of Yarn Passbook to Individual weavers</b>	
	<b>Description : Yarn Pass Books</b>	
	<b>Estimated Quantity : 21.60 Lakh</b>	
	<b>Paper proposed to be used :</b>	
<b>S. No.</b>	<b>Particulars</b>	<b>Amount (Rs.)</b>
1	<b>Charges per Passbook including delivery cost to weavers.</b>	
2	<b>quantity</b>	<b>21.60 Lakh</b>
3	<b>Total Cost ( including applicable Taxes/Duties)</b>	

The above rates are submitted as per your specification after verification of your specimen. We are aware that if the tenders are not submitted in the prescribed format the same are liable for rejection.

**AUTHORISED SIGNATORY**

## Annexure 6

### **Format of Bank Guarantee for Earnest Money Deposit (EMD)**

BG No.

Date:

1. In consideration of you, National Handloom Development Corporation Ltd., A Government of India Undertaking, Ministry of Textiles, Wegmans Business Park, 4<sup>th</sup> Floor, Sector Knowledge Park – 3, Surajpur Kasna Road, Greater Noida- 201306 (hereinafter referred to as the

“Authority” which expression shall, unless repugnant to the context or meaning thereof, include its administrators, successors and assigns) having agreed to receive the proposal of **[Name of company]**, (hereinafter referred to as the

“Bidder” which expression shall unless it be repugnant to the subject or context thereof include its successors and assigns), for Printing and Delivery of Yarn Passbook to Individual Weavers for [name of assignment] pursuant to the RFP Document dated [date] issued in respect of the Assignment and other related documents including without limitation the draft work order for services (hereinafter collectively referred to as “Documents”), we [Name of the Bank] having our registered office at [registered address] and one of its branches at [branch address] (hereinafter referred to as the “Bank”), at the request of the Bidder, do hereby in terms of relevant clause of the RFP Document, irrevocably, unconditionally and without reservation guarantee the due and faithful fulfillment and compliance of the terms and conditions of the RFP Document by the said Bidder and unconditionally and irrevocably undertake to pay forthwith to the Authority an amount of Rs. [in figures] ([in words]) (hereinafter referred to as the “Guarantee”) as our primary obligation without any demur, reservation, recourse, contest or protest and without reference to the Bidder if the Bidder shall fail to fulfill or comply with all or any of the terms and conditions contained in the said RFP Document.

2. Any such written demand made by the Authority stating that the Bidder is in default of the due and faithful fulfillment and compliance with the terms and conditions contained in the RFP Document shall be final, conclusive and binding on the Bank. We, the Bank, further agree that the Authority shall be the sole judge to decide as to whether the Bidder is in default of due and faithful fulfillment and compliance with the terms and conditions contained in the RFP Document including, Document including without limitation, failure of the said Bidder to keep its Proposal valid during the validity period of the Proposal as set forth in the said RFP Document, and the decision of the Authority that the Bidder is in default as aforesaid shall be final and binding on us, notwithstanding any differences between the Authority and the Bidder or any dispute pending before any court, tribunal, arbitrator or any other authority.

3. We, the Bank, do hereby unconditionally undertake to pay the amounts due and payable under this Guarantee without any demur, reservation, recourse, contest or protest and without any reference to the Bidder or any other person and irrespective of whether the claim of the Authority is disputed by the Bidder or not, merely on the first demand from the Authority stating that the amount claimed is due to the Authority by reason of failure of the Bidder to fulfill and comply with the terms and conditions contained in the RFP Document including without limitation, failure of the said Bidder to keep its Proposal valid during the validity period of the Proposal as set forth in the said RFP Document for any reason whatsoever. Any such demand made on the Bank shall be conclusive as regards amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs. [in figures] ([in words]).
4. This Guarantee shall be irrevocable and remain in full force for a period of 90 (Ninety) days from the Proposal Due Date and a further claim period of thirty (30) days or for such extended period as may be mutually agreed between the Authority and the Bidder, and agreed to by the Bank, and shall continue to be enforceable until all amounts under this Guarantee have been paid.
5. The Guarantee shall not be affected by any change in the constitution or winding up of the Bidder or the Bank or any absorption, merger or amalgamation of the Bidder or the Bank with any other person.
6. In order to give full effect to this Guarantee, the Authority shall be entitled to treat the Bank as the principal debtor. The Authority shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee from time to time to vary any of the terms and conditions contained in the said RFP Document or to extend time for submission of the Proposals or the Proposal validity period or the period for conveying of Letter of Acceptance to the Bidder or the period for fulfilment and compliance with all or any of the terms and conditions contained in the said RFP Document by the said Bidder or to postpone for any time and from time to time any of the powers exercisable by it against the said Bidder and either to enforce or forbear from enforcing any of the terms and conditions contained in the said RFP Document or the securities available to the Authority, and the Bank shall not be released from its liability under these presents by any exercise by the Authority of the liberty with reference to the matters aforesaid or by reason of time being given to the said Bidder or any other forbearance, act or omission on the part of the Authority or any indulgence by the Authority to the said Bidder or by any change in the constitution of the Authority or its absorption, merger or amalgamation with any other person or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of releasing the Bank from its such liability.
7. Any notice by way of request, demand or otherwise hereunder shall be sufficiently given or made if addressed to the Bank and sent by courier or by registered mail to the Bank at the address set forth herein.
8. We undertake to make the payment on receipt of your notice of claim on us addressed to [Name of bank along with branch address] and delivered at our above branch which shall be deemed to have been duly authorized to receive the said notice of claim.
9. It shall not be necessary for the Authority to proceed against the said Bidder before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank, notwithstanding any other security which the Authority may have obtained from the said Bidder or any other person and which shall, at the time when proceedings are taken against the Bank hereunder, be outstanding or unrealized.

10. We, the Bank, further undertake not to revoke this Guarantee during its currency except with the previous express consent of the Authority in writing.
11. The Bank declares that it has power to issue this Guarantee and discharge the obligations contemplated herein, the undersigned is duly authorized and has full power to execute this Guarantee for and on behalf of the Bank.
12. For the avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to Rs. [in figures] ([in words]). The Bank shall be liable to pay the said amount or any part thereof only if the Authority serves a written claim on the  
  
Bank in accordance with paragraph 8 hereof, on or before [date].

Signed and Delivered by [name of bank]

By the hand of Mr. /Ms. [name], it's [designation] and authorized official.

(Signature of the Authorized Signatory)

(Official Seal)

Notes:

- The Bank Guarantee should contain the name, designation and code number of the officer(s) signing the Guarantee.
- The address, telephone number and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch.

**Format of Bank Guarantee for Performance Security**

**National Handloom Development Corporation Ltd,  
Wegmans Business Park,  
Tower 1, Sector Knowledge Park – 3,  
Surajpur Kasna Road, Greater Noida – 201306**  
(With due stamp duty if applicable)

**OUR LETTER OF GUARANTEE No. : \_\_\_\_\_**

In consideration of National Handloom Development Corporation Ltd, having its office at GreaterNoida– 201 306 (INDIA) (hereinafter referred to as “NHDC” which expression shall unless repugnant to the content or meaning thereof include all its successors, administrators and executors) and having entered into an agreement dated \_\_\_\_\_/issued Purchase Order No. \_\_\_\_\_ dated \_\_\_\_\_ with/on \_\_\_\_\_ M/s \_\_\_\_\_ (hereinafter referred to as “The Service Provider” which expression unless repugnant to the content or meaning thereof, shall include all the successors, administrators, and executors).

WHEREAS the Service Provider having unequivocally accepted to supply the materials as per terms and conditions given in the Agreement dated \_\_\_\_\_ /Purchase Order No. \_\_\_\_\_ dated \_\_\_\_\_ and NHDC having agreed that the Service Provider shall furnish to NHDC a Performance Guarantee for the faithful performance of the entire contract, to the extent of 10% (Ten percent) of the value of the Purchase Order i.e. for \_\_\_\_\_.

We, \_\_\_\_\_ (“The Bank”) which shall include OUR successors, administrators and executors herewith establish an irrevocable Letter of Guarantee No. \_\_\_\_\_ in your favour for account of \_\_\_\_\_ (The Service Provider) in cover of performance guarantee in accordance with the terms and conditions of the Agreement/Purchase Order.



Hereby, we undertake to pay up to but not exceeding \_\_\_\_\_(say \_\_\_\_\_only) upon receipt by us of your first written demand accompanied by your declaration stating that the amount claimed is due by reason of the Service Provider having failed to perform the Agreement and despite any contestation on the part of above named Service Provider.

This guarantee will remain in force up to date of validity and any demand in respect thereof should reach the Bank not later than the specified date/dates. However, notwithstanding anything else contained to the contrary in this Guarantee, if the service provider does not submit the fresh performance bank guarantee till 15 days before expiry of this performance bank guarantee, the Purchaser may either forfeit the guarantee or ask the Bank to extend validity of the Bank Guarantee. In the latter situation, the Bank shall comply with such a request of extension.

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Authorized Signature

Manager  
Seal of Bank

## **Instructions to Bidders for Online Bid Submission**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### **1. REGISTRATION**

1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.

2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.

5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **2. SEARCHING FOR TENDER DOCUMENTS**

1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced

search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail

in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### 3. PREPARATION OF BIDS

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### 4. SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### 5. ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk number 0120-4200462, 0120-4001002.

**SAMPLE**  
**(Yarn Passbook)**



## YARN PASS BOOK

### **Sponsored By:**

O/o Development Commissioner for Handlooms  
Ministry of textiles, Govt. of India

### **Implementing Agency:**

National Handloom Development Corporation Limited

<b>S.No.</b>	<b>Regional Office</b>	<b>Branch/Offices</b>
1	Varanasi	Lucknow, Moradabad, Sitapur Zaidpur, Muzaffurnagar & Indore
2	Vijayawada	Bangalore, Chirala & Kurnool
3	Panipat	Jammu, Kullu, Ludhiana & Jaipur
4	Hyderabad	Warangal, Nagpur, Mumbai, Champa, Ahemadabad & Nagpur
5	Coimbatore	Kanchipuram, Erode, Madurai, Karur, Tirrupur & Chennai
6	Kolkata	Behrampur, Ranchi, Shantipur, Godda & Patna
7	Bhubaneswar	Bargarh
8	Guwahati	Aizwal, Agartala, Imphal & Sibsagar
9	Kannur	Alleppy & Balaramapuram



**YARN PASS BOOK (INDIVIDUAL CATEGORY)**

**PASS BOOK NUMBER:**

**PERSONAL DETAILS:**

Full Name:

Father's/Spouse Name:

Mobile Number:

**ADDRESS:**

House Number:

Street:

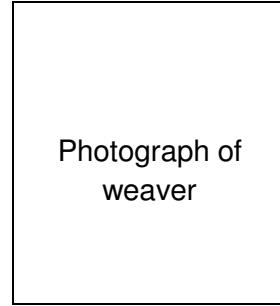
Mohalla/Village:

District:

Pin Code:

Post:

State:



**BANK ACCOUNT DETAILS:**

Account number:

IFSC:

Type of Account:

(SB/Jandhan/Mudra/Current)

Branch Address

Weaver ID card Number:

Depot Operating Agency:

Branch:

Regional office:

Date of issue:

Number of Looms:

Unique Loom Number (s):



























## **Terms and Conditions**

- **During the delivery of yarn, it is mandatory to carry the pass book**
- **This yarn book is not transferable**
- **In case of loss, theft etc the passbook holder must lodge an FIR and submit Rs. 100/- to concerned Branch/regional office of NHDC to get the duplicate passbook.**



**National Handloom Development Corporation Limited  
(A Government of India Undertaking)**

Corporate office:

Wegmans Business Park, tower 1, Plot No. 3,  
Sector Knowledge Park – 3, Surajpur Kasna road,  
Greater Noida – 201 306