



**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 & Distribution of Yarn Pass Book’**

## 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 Kasma 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 (Technical Compliance / Eligibility criterion and Financial Bid) against RFP for Printing and Distribution of Yarn Passbook”.
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	29/06/2018 at 5.00 pm
2	Bid Document Download Start Date and Time	29/06/2018 at 6.00 pm
3	Pre Bid meeting	10/07/2018 at 3.00 pm
4	Bid Submission Start Date	11/07/2018 at 5.00 pm
5	Bid Submission End Date and Time	21/07/2018 at 5.00 pm
6	Bid Opening Date and Time	23/07/2018 at 3.00 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>” and in the Annexure - VIII. 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., Technical Compliance / 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/Technical Compliance / 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 Technical Compliance / Eligibility Criterion as per the Annexure-1 & Annexure-2 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 – 4 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 of Yarn Pass book.

## **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. Technical Compliance/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 03/07/2018 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 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:**

- 10% advance payment will be released against the receipt of Performance Bank Guarantee of Equivalent amount.
- 20% payment will be released on receipt of 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 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.

**TECHNICAL COMPLIANCE/ ELIGIBILITY CRITERIA:**

1. Experience in Printing and Distribution of at least 10 lakh I- Cards, Passbook and similar document on Pan India Basis. Supporting document required to be submitted.
2. A minimum of average financial turnover of Rs. one crore during the last three years, ending 31st March of the previous financial year i.e. 2014-15-15, 2015 -16 & 2016-17.Supporting document required to be submitted.
3. A consortium of up to two (02) companies duly backed up by an Agreement (to be submitted along with Bid) is also eligible to participate. The lead partner of the consortium shall be liable for adherence to all provisions of this Agreement. However, documents related to all 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.
4. Authority letter authorizing signatory of applicant to sign the application and other documents from time to time.

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.

**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, copy to be attached)
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 include the copies of Audited Balance Sheet in support of it.	
2014-15	
2015-16	
2016-17	

**Annexure-3****LIST OF NHDC OFFICES ACROSS THE COUNTRY:**

S.No.	Regional Office	Branch/Offices	States
1	Varanasi	Lucknow, Moradabad, Sitapur Zaidpur, Muzaffurnagar & Indore	Uttar Pradesh, & Madhya Pradesh
2	Vijayawada	Bangalore, Chirala & Kurnool	Andhra Pradesh & Karnataka
3	Panipat	Jammu, Kullu, Ludhiana & Jaipur	Haryana, Jammu Kashmir & Himanchal Pradesh, Punjab
4	Hyderabad	Warangal, Nagpur, Mumbai, Champa, Ahemadabad & Nagpur	Telangana, Maharashtra & Chhattisgarh
5	Coimbatore	Kanchipuram, Erode, Madurai, Karur, Tirrupur & 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 cm x 4 cm</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>SEWING: Centrally stitched.</p> <p>TO BE SUPPLIED TO WEAVERS AT THEIR ADDRESS (Address details 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

Samples of the paper to be used must be enclosed. The quality & manufacturer's name must be mentioned thereon affixing your firm's seal. Tender should be dropped on or before -----

## 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.

Bidders desirous of attending Tender opening process may remain present, by confirming the date and time over telephone with the NHDC.

## 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. 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.
7. Printed stationery must be properly labelled and packed according to our requirement and delivery to be effected as per our instructions.
8. 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.
9. 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.
10. 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.
11. NHDC reserves its right to reject any/all Tenders, without assigning any reasons for cancellation.

**FINANCIAL BID****Sub: Tender for printing & Distribution of Yarn Pass Books**

<b>Sr.No.</b>	<b>Particulars of Printing and Distribution of Yarn of Pass Books</b>	
	<b>Description : Yarn Pass Books</b>	
	<b>Estimated Quantity : 21.60</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**

## **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:

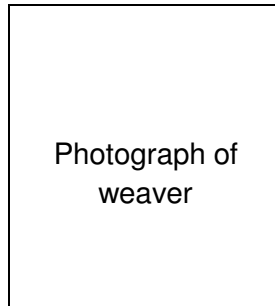
Mohalla/Village:

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

