



**NATIONAL INSTITUTE FOR THE EMPOWERMENT OF PERSONS
WITH INTELLECTUAL DISABILITIES (DIVYANGJAN),
SECUNDERABAD**

(Department of Empowerment of Persons with Disabilities
(Divyangjan),
Ministry of Social Justice & Empowerment, Govt. of India)
Manovikasnagar, Secunderabad 500 009, Telangana, INDIA
(An ISO 9001:2015 Institution)

**TENDER DOCUMENT
For
Printing and Supply of NIEPID Publications (63
nos) (including paper)**

Tender No:-

1. Release of Tender document online	: 29.11.2024
2. Last Date & Time for submission of Tender	: 20.12.2024 5.00PM
3. Last Date & Time of Opening of Tender Documents (only Technical Bid)	: 20.12.2024 5.30 PM
4. Earnest Money Deposit	: Rs.1,20,000/-

**NATIONAL INSTITUTE FOR THE EMPOWERMENT OF PERSONS
WITH INTELLECTUAL DISABILITIES (DIVYANGJAN)
(Formerly National Institute for the Mentally Handicapped)
Manovikas Nagar, Secunderabad – 500 009
Web Site: www.niepid.nic.in
Mail Id: purchase.nimh2011@gmail.com**

**NOTICE INVITING TENDER FOR Printing and Supply of NIEPID Publications
(63 nos) (including paper)**

TENDER NO. NIEPID/PUR 10(437) /2024-25

Name of the Item : **“Printing and Supply of NIEPID Publications (63 nos)
(including paper)
(as per the Details/ Description
mentioned in Price Bid).**

Earnest Money Deposit : Rs.1,20,000/- through RTGS

Last Date & time for submission of
Tender : 20.12.2024 at 5.00 PM

Date & Time for opening of
Tender / Quotation : 20.12.2024 at 5.30 PM
(Technical Bid – A)

Address for submission of tender : National Institute for the Empowerment of
Persons with Intellectual Disabilities (Divyangjan),
Manovikas Nagar,
Secunderabad – 500 009

Place of opening of the tender: National Institute for the Empowerment of
Persons with Intellectual Disabilities (Divyangjan),
Manovikas Nagar,
Secunderabad – 500 009

Note:

1. Please go through the conditions of the tender document and ensure all the conditions are complied with. Incomplete tenders will be rejected at the discretion of the competent authority of NIEPID.

TECHNICAL BID - A

**QUESTIONNAIRE TO BE FILLED UP BY THE AGENCY APPLYING
FOR TENDER FOR Printing and Supply of NIEPID Publications
(including paper)**

1. (a) Name of the Firm / Agency :
(Full Address with Tel. No)
(b) Status of Agency :
Including Partners
2. Details of any Tie – ups :
(Please attach)
3. The bidder should have annual turnover :
of **75 lakhs** for the past 3 financial years
(2022-23,2021-22,2020-21)
duly authenticated by Chartered Accountant.
Submit Profit and Loss account and Balance
Sheet (please enclose copies)
4. Name of 3 clients wherein similar :
products have been provided.
Attach copies of work orders
of value of **Rs.10 lakhs** and above for
each year for each client in the
preceeding 3 years
5. Registration No. of the Firms / Agency :
under State Govt. or any other
Act. (enclose copy)
6. Income Tax No. / PAN No. :
(enclose copy)
7. GST Registration No (Attach copy) :
8. The bidder must submit a self certificate :
that it has not been blacklisted by any
Govt./Other Agency since its inception.
9. Details of EMD submitted. :
(RTGS details to be uploaded)
(In case of exemption, a copy of
MSME registration may be submitted)

11. Total _____ number of pages / documents from SI.No. _____ to _____ are
Uploaded online with the tender document and all are duly numbered,
signed with office seal and date.

Date:

Signature of the Bidder or his Authorized
Signatory with Seal of the Agency / Firm.

Place:

GENERAL CONDITION OF THE TENDER

1. The tender shall be opened on **20.12.2024** at 5.00 pm. or on such later date, as may be notified by NIEPID. If the said date is declared as holiday at a later date, the tender will be opened on the next working day.
2. The tender shall remain open for acceptance for One hundred & twenty (120) days from the date of opening of tenders by National Institute for the Empowerment of Purchase with Intellectual Disabilities (NIEPID). The time limit for acceptance may be extended by NIEPID at its discretion for such further period, as it may notify.
3. The tender document should be submitted online through e-procurement.
4. The invitation to tender calls for bid proposals in two parts viz., Technical Bid and Price Bid.

Technical Bid shall consist of EMD for the required amount as per the tender documents and technical details which is required to be submitted online

- (a) The cost of the Earnest Money Deposit of **Rs.1,20,000/-** (Rupees One Lakh and Twenty Thousand Only) and is to be the amount by transferred through RTGS to "NIEPID Institution, A/c No. 3631010100000025, IFSC Code – PUNB0453800, Punjab National Bank, Manovikasnagar, Secunderabad – 500 009 on or before opening of the tender. The details of UTR No. is required to be submitted online.
 - (b) Price Bids shall consist of item-wise price details in the given proforma as per the BOQ chart available in the financial bid of the tender document online.
 - (c) The technical bid and the price bid are to be submitted online separately.
 - (d) At the time and date of opening of tender, only technical bids shall be opened online.
 - (e) The time and date of opening of price bids shall be intimated to the technically qualified bidders through online.
 - (f) Tender not complying with the above conditions are liable to be rejected without any further reference.
 - (g) This tender document is not transferable. The tendered work if awarded, is not transferable.
 - (h) The Institute reserves the right to accept or reject any or all the tenders without assigning any reasons thereof and also relax the conditions of the tender at the discretion of the competent authority.
9. All tenderer should quote his / her rates in terms of Indian Rupees inclusive of all taxes and duties.
 10. The specification submitted should match with the specification mentioned in the Tender Schedule.

11. If any tenderer violates or fails to fulfill any one of the above mentioned requirements, his or her tender may be liable to be rejected.
12. A successful tenderer will have to **Print and Supply of NIEPID Publications (63 nos) (including paper)** within 30 days after approval of final proof. Also the demurrage charges will be applied to the delayed supply @ 0.5% per week. If the delay is for 01 or 02 days, complete 01 week demurrage charges will apply. In case of non-supply complete EMD Security Deposit will be forfeited.
13. Payments will be made only after the completion of work in full and good condition to be certified by the Indentor and after completion of satisfactorily supply. There shall not be any advance payment and no such request shall be entertained.
14. Any attempts of negotiation / campaign, direct or indirect, on the part of a tenderer with the authority to whom he has submitted the Tender or the authority who is competent finally to accept, shall render such Tender liable to be excluded from consideration.
15. Late / delayed tenders shall not be accepted by e-procure portal. Any other / further clarifications in connection with submission of the tender may be made from the purchase department during office hours on all working days.
16. Exemption from EMD will be applicable only to the bidders who attach valid documents as per public procurement policy for MSEs, Govt of India.
17. The bidder must submit a self certificate that it has not been blacklisted by any Govt./Other Agency since its inception.
18. Original bills should be submitted to this office as per GST norms

TERMS & CONDITIONS FOR PRICE BID

1. The rates shall be on F.O.R. at NIEPID, Secunderabad.
2. The publications are required to be printed in multiple languages. The soft copy of translated publication will be provided.
3. The rates to be quoted strictly as per BOQ format in the financial bid online only.
4. Prices shall be firm until the completion of work or supply and no enhancements of rates will be done / is permitted because of any escalation.
5. The successful bidder should submit performance security @ 5% in the form of Bank Guarantee/Demand Draft in favour of Director, NIEPID on award of the contract.
6. The statutory deductions like GST, Income Tax, WCT, etc., as per standard norms will be made from the bills.
7. The taxes should be separately quoted and shall be payable as per existing Govt norms. Any increase or decrease will accordingly be regulated as per Govt norms.
8. NIEPID reserves the right to accept or reject any or part of offers without assigning any reasons.
9. The offers once received will not be returned to the agencies.
10. The Printing and Supply of NIEPID Publications (including paper) should be done within 15 days after approval of final proof. In case of any delay, penalty will be charged as per rules.
11. The required quantity for NIEPID publications may increase or decrease as per requirement.
12. In case of any dispute, the decision of Director NIEPID shall be final.
13. The agency who has been awarded the contract shall get final approval from NIEPID before making final printing
14. The L1 agency shall pack all the 63 publications in one carton box with perfect packing with white strips locking the box and past the sticker of the materials available in the box.
15. Pre-delivery inspection will be carried out by NIEPID committee before delivery of the publication at the L1 agency location. Any deviation from the tender specifications will summarily be rejected.

TECHNICAL SPECIFICATION

Annexure-I

List of publications

Sl. No./Book No.	Pub. SI. No.	Title	Size	Total Inner pages	Inner			Cover			Number of publications
					Blank	Printed		Blank	Printed		
						Single colour	Multi-colour		Single colour	Multi-colour	
Book 1	7	Handbook for the Trainers of Mental Retardation Pre-primary level, 1989.	1/4 demmy	256	14	252	0	2	0	2	1400 each (English-500 Hindi – 500 Telugu -400)
Book 2	10	Towards Independence Series Gross Motor Skills, 1990	1/8 demmy	20	0	20	0	2	1	1	
Book 3	11	Towards Independence Series Fine Motor Skills, 1990	1/8 demmy	24	0	24	0	2	1	1	
Book 4	12	Towards Independence Series Feeding on their own, 1990	1/8 demmy	20	0	20	0	2	1	1	
Book 5	13	Towards Independence Series Toilet Training, 1990	1/8 demmy	24	0	24	0	2	1	1	
Book 6	14	Towards Independence Series Brushing Skills, 1990	1/8 demmy	20	0	20	0	2	1	1	
Book 7	15	Towards Independence Series Dressing Skills, 1990	1/8 demmy	20	0	20	0	2	1	1	
Book 8	16	Towards Independence Series Bathing Skills, 1990	1/4 demmy	24	0	24	0	2	0	2	
Book 9	17	Towards Independence Series Grooming Skills, 1990	1/8 demmy	16	0	16	0	2	1	1	
Book 10	18	Towards Independence Series Social Skills, 1990	1/4 demmy	16	0	16	0	1	2	1	
Book 11	19	Manual for Towards Independence Series, 1990.	1/4 demmy	48	1	47	0	3	2	0	
Book 12	20	Skill.Trg. in mentally retarded persons Bathing, 1990	1/4 demmy	32	1	31	0	2	0	2	
Book 13	21	Skill.Trg. in mentally retarded persons Gross Motor Skills, 1990	1/4 demmy	56	3	53	0	3	0	1	
Book 14	22	Skill.Trg. in mentally retarded persons Fine Motor Skills, 1990	1/4 demmy	52	1	51	0	3	0	1	
Book 15	23	Skill.Trg. in mentally retarded persons Meal time	1/4	52	1	51	0	3	0	1	

		Skills, 1990	demmy							
Book 16	24.1	Skill.Trg. in mentally retarded persons Toilet Training, 1990	1/4 demmy	44	1	43	0	3	0	1
Book 17	25	Skill.Trg. in mentally retarded persons Tooth Brushing, 1990	1/4 demmy	48	1	47	0	3	0	1
Book 18	26	Skill.Trg. in mentally retarded persons Dressing, 1990	1/4 demmy	44	1	43	0	3	0	1
Book 19	27.1	Skill.Trg. in mentally retarded persons Grooming, 1990	1/4 demmy	32	3	29	0	3	0	1
Book 20	28.1	Skill.Trg. in mentally retarded persons Social Skills, 1990	1/4 demmy	56	3	53	0	3	0	1
Book 21	34	Behavioural approach in teaching mentally retarded children – A manual for teachers 1992	1/4 demmy	287	19	268	0	2	0	2
Book 22	35	Behavioural assessment scales for Indian children with mental retardation (Basic- MR),1992	1/8 crown	142	8	134	0	2	0	2
Book 23	36	Behavioural assessment scales for Indian children with mental retardation (Record Booklet),1992	1/4 demmy	50	4	46	0	2	2	0
Book 24	37	Manual on Developing Communication Skills in MR persons, 1992	1/4 demmy	392	41	351	0	2	0	2
Book 25	39	Functional Assessment Checklists, 1994	1/4 demmy	128	6	122	0	*3	*1	*0
		Progress Card	1/8 demmy	8	0	8	0	0	4	0
Book 26	41	Moving Forward : An Information guide for parents of children with mental retardation	1/8 demmy	288	8	280	0	2	0	2
Book 27	42	Understanding Indian Families having persons with mental retardation, 1995.	1/4 demmy	232	3	229	0	3	0	2
Book 28	43	NIMH Family Needs Schedule –NIMH-FAMNS, 1995.	1/4 demmy	16	0	16	0	2	2	0
Book 29	46	Grade level Assessment Device for Children with learning problems in schools, 1997.	1/8 crown	266	14	245	7	2	0	2
Book 30	51	Functional Academics for Students with MR – A guide for teachers	1/4 demmy	144	0	144	0	2	0	2
Book 31	51	Functional Academics for Students with MR – A guide for teachers, 1998.	1/8 crown	144	1	143	0	2	0	2
Book 32	58	Behavioural Assessment Scales for Adult Living - MR (BASALMR), 2000	1/8 crown	112	0	111	0	2	0	2
Book 33	59	NIMH Disability Impact Scale	1/8	16	0	16	0	2	2	0

			crown							
Book 34	60	NIMH Family Efficacy Scale	1/8 crown	20	0	20	0	2	2	0
Book 35	61	NIMH Family Support Scale	1/8 crown	20	0	20	0	2	2	0
Book 36	62	Gem Questionnaire	1/8 crown	20	0	20	0	2	2	0
Book 37	63.1	Transition of Persons with Mental Retardation from School to Work – A Guide., 2001 Hindi	1/8 crown	196	7	189	0	2	0	2
Book 38	65.1	Curriculum for Vocational Education (Hindi)	1/8 crown	294	25	213	56	2	1	1
Book 39	66	Curriculum for Vocational Education – Series 2	1/4 demmy	152	9	134	9	2	0	2
Book 40	77	Curriculum for Vocational Education – Series 3	1/4 demmy	176	17	144	15	2	0	2
Book 41	71	Education of Children with deaf blindness and additional disabilities	1/4 demmy	274	8	274	0	2	0	2
Book 42	72	Educating children with learning problems in primary schools - Resource book for teachers	1/4 demmy	390	0	390	0	2	0	2
Book 43	73	Positioning and stimulating activities for infants and young children with motor problems-	1/8 crown	96	0	0	96	2	0	2
Book 44	74	RAPID (Reaching and programming for identification of Disabilities)	1/8 demmy	160	12	148	0	2	0	2
Book 45	75	Training in communication skills for persons with mental retardation	1/8 crown	152	20	0	132	2	0	2
Book 46	78	Visual stimulation activities for infants & toddlers - A guide to parents & caregivers (English)	1/8 crown	80	5	0	75	2	0	2
Book 47	79	Functional Assessment Checklist for Programming of Students with Profound Mental Retardation (FACP-PMR)	1/8 crown	100	20	80	0	2	0	2
Book 48	85	Drooling and its management	A4	96	2	94	0	2	0	2
Book 49	86.1	Home instructions on physiotherapy - In the field of mental retardation (Hindi)	1/4 demmy	114	5	61	48	2	0	2
Book 50	87.1	Teaching and training material on physiotherapy - In the field of mental retardation (Hindi)	1/4 demmy	308	3	228	76	2	0	2
Book 51	89	Educating children with mental retardation having autism spectrum disorders	1/8 crown	104	8	83	13	2	0	2
Book 52	91	Teaching Students with Profound Mental Retardation - A Guide for Teachers and Parents	1/8 crown	328	8	320	0	2	0	2

Book 53	95	Manual on Early Intervention to Infants & Toddlers with Developmental Delays - Series - 1 (Cognition, Audition & Vision)	1/8 crown	144	0	0	144	2	0	2
Book 54	96	Manual on Early Intervention to Infants & Toddlers with Developmental Delays - Series - 2 (Gross motor & Fine motor)	1/8 crown	200	0	0	200	2	0	2
Book 55	97	Manual on Early Intervention to Infants & Toddlers with Developmental Delays - Series - 3 (Speech, Language & Communication)	1/8 crown	144	0	0	144	2	0	2
Book 56	100	Comprehensive Assessment Tool for Adults with Intellectual Disabilities	1/4 demmy	60	11	0	49	2	0	2
Book 57	101	Sexuality Education Needs Assessment Checklist (SENAC)	1/4 demmy	48	0	0	48	2	0	2
Book 58	102	Sexuality Education - A Pictorial Guide	1/4 demmy	256	0	0	256	2	0	2
Book 59	103	Sexuality Education - An Instructional Guide for Parents, Teachers and Caregivers	1/4 demmy	224	2	0	222	2	0	2
Book 60		Education / Awareness folders (set of 5 + 3 folders)								
		My tool box	4.25" X 9.75"	6	0	6	0	0	0	0
		Teaching time	3.75" X 8.5"	6	0	6	0	0	0	0
		Saying simple words	4.25" X 9.75"	8	0	8	0	0	0	0
		Tell the Day, Date & Month	4.25" X 8.25"	8	0	8	0	0	0	0
		Greeting skills	4.25" X 9.75"	6	0	6	0	0	0	0
		Prevent Mental Retardation	5.5" X 8.5"	4	0	4	0	0	0	0
		Iodine deficiency	3.75" X 8.5"	6	0	6	0	0	0	0
		Genetic counselling	3.75" X 8.5"	6	0	6	0	0	0	0
Book 61		Early Intervention Series								
		Set of 16 folders in IUGR Project Care to become a good parent	5.5" X 8.5"	8	0	8	0	0	0	0

	Common Illness	5.5" X 8.5"	16	0	16	0	0	0	0
	Family Planning	5.5" X 8.5"	4	0	4	0	0	0	0
	Feeding	2.75" X 8.5"	8	0	8	0	0	0	0
	First Aid	5.5" X 8.5"	4	0	4	0	0	0	0
	Watch them learn	2.75" X 8.5"	8	0	8	0	0	0	0
	Hearing Screening Checklist	5.5" X 8.5"	8	0	8	0	0	0	0
	Home Hygiene	5.5" X 8.5"	4	0	4	0	0	0	0
	Immunisation	5.5" X 8.5"	4	0	4	0	0	0	0
	Let me play & enjoy	2.75" X 8.5"	8	0	8	0	0	0	0
	Play	5.5" X 8.5"	8	0	8	0	0	0	0
	Safety measures	5.5" X 8.5"	4	0	4	0	0	0	0
	Watch them explore	2.75" X 8.5"	8	0	8	0	0	0	0
	Your new born	2.75" X 8.5"	8	0	8	0	0	0	0
	Normal Visual Development	5.5" X 8.5"	8	0	8	0	0	0	0
	Mother Infant Interaction	5.5" X 8.5"	4	0	4	0	0	0	0
Book 62	Early Intervention for Motor Problems								
	Stiff Child								
	Head control	3.5" X 8.5"	6	0	6	0	0	0	0
	Rolling	3.5" X 8.5"	6	0	6	0	0	0	0
	Sitting	3.5" X 8.5"	8	0	8	0	0	0	0
	Crawling	3.5" X	6	0	6	0	0	0	0

		8.5"							
	Kneeling	3.5" X 8.5"	6	0	6	0	0	0	0
	Standing	3.5" X 8.5"	10	0	10	0	0	0	0
	Walking	3.5" X 8.5"	6	0	6	0	0	0	0
	Floppy Child								
	Head control	3.5" X 8.5"	6	0	6	0	0	0	0
	Rolling	3.5" X 8.5"	4	0	4	0	0	0	0
	Sitting	3.5" X 8.5"	8	0	8	0	0	0	0
	Crawling	3.5" X 8.5"	4	0	4	0	0	0	0
	Standing	3.5" X 8.5"	6	0	6	0	0	0	0
	Walking	3.5" X 8.5"	6	0	6	0	0	0	0
Book 63	Posters								
	Set of 10 poster On prevention & management of MR and on awareness (To be packed in a corrugated box with label) Gumming tape in 22" in 3 stripes	22" X 35"	1	0	0	1	0	0	0
	Set of 6 poster On open Employment awareness of persons with MR (To be packed in a corrugated box with label) Gumming tape in 22" in 3 stripes	22" X 35"	1	0	0	1	0	0	0

ACCEPTANCE CERTIFICATE
(FOR TECHNICAL BID)

I.....(designation).
..... of (Name of the Company)
..... hereby accept the above-
mentioned Terms & Conditions for **Printing and Supply of NIEPID Publications (63 nos)**
(including paper) at NIEPID, Secunderabad.

Signature &
Company Seal

Date:

ACCEPTANCE CERTIFICATE
(FOR PRICE BID)

I.....(designation).

..... of (Name of the Company)

..... hereby accept the above-mentioned

Terms & Conditions for **Printing and Supply of NIEPID Publications (63 nos) (including paper) at NIEPID, Secunderabad.**

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