



**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)*

**Notice inviting e-tender for supply of  
kits for “Creation of Awareness for Prevention and  
Early detection of Disabilities” under Rate Contract  
initially for a period of one year extendable under  
mutual agreement for a  
further period of one year at  
National Institute for the Empowerment of Persons  
with Intellectual Disabilities (Divyangjan),  
Secunderabad.**

**Tender No:-**

1. Release of Tender document online	: 28.02.2025
2. Last Date & Time for submission of Tender	: 21.03.2025 3.00PM
3. Last Date & Time of Opening of Tender Documents (only Technical Bid)	: 21.03.2025 3.30 PM
4. Earnest Money Deposit	: <b>Rs.5,00,000/-</b>

**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](http://www.niepid.nic.in)**

**Mail Id: [purchase.nimh2011@gmail.com](mailto:purchase.nimh2011@gmail.com)**

**NOTICE INVITING TENDER FOR RATE CONTRACT FOR SUPPLY OF KITS FOR  
CREATION OF AWARENESS FOR PREVENTION AND EARLY DETECTION OF  
DISABILITIES FOR A PERIOD OF ONE YEAR EXTENDABLE UNDER MUTUAL  
AGREEMENT FOR A FURTHER PERIOD OF ONE YEAR**

**TENDER NO. NIEPID/PUR 10(440) /2024-25**

Name of the Item : **Tender for rate contract for supply of kits for creation of awareness for prevention and early detection of Disabilities for a period of one year extendable under mutual agreement for a further period of one year**

Earnest Money Deposit : Rs.5,00,000/- through RTGS

Last Date & time for submission of Tender : 21.03.2025 at 3.00 PM

Date & Time for opening of Tender / Quotation (Technical Bid – A) : 21.03.2025 at 3.30 PM

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 RATE CONTRACT FOR SUPPLY OF KITS FOR CREATION OF  
AWARENESS FOR PREVENTION AND EARLY DETECTION OF DISABILITIES FOR A  
PERIOD OF ONE YEAR EXTENDABLE UNDER MUTUAL AGREEMENT FOR A  
FURTHER PERIOD OF ONE YEAR**

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 **1.5 crores** for the past 3 financial years  
(2023-24,2022-23,2021-22)  
duly authenticated by Chartered Accountant.  
Submit Profit and Loss account and Balance  
Sheet (please enclose copies)
4. Shall submit One work order  
of **Rs. 50 Lakhs** from different organizations  
executed in the last 03 years from Central/State  
government organization / PSUs 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)

10. The details of machinery of the agency having :  
own printing facility
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 **21.03.2025** at 3.30 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.5,00,000/-** (Rupees Five Lakhs 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 supply of kits for creation of awareness for prevention and early detection of Disabilities 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
19. All pages of the tender papers should be signed, stamped, dated and serially numbered including the annexures and submit online through scanned copies.
20. Incomplete tenders will not be accepted.
21. Mere entering into agreement is not binding on the institute for placing the orders. The Institute will place orders as and when required only.
22. A sum of **Rs.12,50,000** (Rupees Twelve Lakhs and Fifty Thousand Only) will have to be deposited in the form of Bank Guarantee/Demand Draft on award of the rate contract to NIEPID. The bidder should see that the bank guarantee validity should be two months over and above the contract period.

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23. The bidder should submit the tender online only. No offline tenders will be accepted

**TERMS & CONDITIONS FOR PRICE BID**

1. The rates shall be on F.O.R. at anywhere in India. The kits are required to be transported anywhere in India as per order placed.
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 statutory deductions like GST, Income Tax, WCT, etc., as per standard norms will be made from the bills.
6. 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.
7. NIEPID reserves the right to accept or reject any or part of offers without assigning any reasons.
8. The offers once received will not be returned to the agencies.
9. The required quantity for NIEPID publications may increase or decrease as per requirement.
10. In case of any dispute, the decision of Director NIEPID shall be final.
11. The agency who has been awarded the contract shall get final approval from NIEPID before making final printing
12. 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.
17. The work should include Typing, DTP and illustrations/sketches/Pictures.
18. The Kit should be translated in Hindi, Telugu, Malyalam , Kannada, Tamil, Odiya, Marati, Gujrati, Assamese, Bengali, Kashmiri, Konkani, Maithili, Urdu, Punjabi, Manipuri as per buyer requirement and as per place of delivery. The rates should be quoted inclusive of translation.
19. The agency should have its own printing facility and the agency should submit the details of machinery available in its own premises. In case of non availability of own printing machinery, the agency may be disqualified. In case, if required, the institute may verify the premises of the bidder own printing facility before further evaluation of the tender.

**TECHNICAL SPECIFICATION**

<b>Sl. No</b>	<b>Description</b>	<b>Quantity</b>	<b>Amount</b>
1.1	<p>Flip charts on</p> <p>A. 175 Micron Trump Card Matt, size 42cm x 26.5 cm, 12 sheets front multi colour and back single colour (front &amp; back) with 84 pictures which has to be wire O binding in black</p> <p>B. Blue Colour Poly Propylene Stand (PP) 1 mm, Thickness (stand), with three creasing in middle with 48 punchings each side stand in single colour printing</p> <p>C. PVC plastic pouch with 2 velcro (M&amp;F) and single color screen printing</p>	1 set	Rate to be quoted per lot item no 1 to 6
1.2	Calendars (6 types) in multi colour on 170 gsm JK Cote Art Paper, size 28.5cm x 44.5cm with GI Rimming Metal Rim Top and Bottom, Tin Plate, Gauges 1/4 with Suspension Thread for Calendar, each kit contains 10 numbers each of 6 types	60 no's	
1.3	Printing of instruction leaflet / Colour Coding Material, Open Size 26.5cm x 10.5cm with two fold in multi colour Front and Back on 300 gsm Art Card, Colour coding material PVC tickles/bindees (Velvette) size no.3 of 50 tickles each set containing maroon 15, green 15 and blue 20 (to be fixed on the two fold printed card) to be inserted in a plastic cover	1 set	
1.4	Jute Bags with laminate, inner asthar cloth, full piping with cloth, belt with jute and 2 sets of Velcro in single colour printing Front, Closed Size L45.5cm x B30cm x W12.5cm	1 no	
1.5	2 no's of 3 Ply corrugated boxes L30cm x W8cm x B8cm for packing of 2 posters (each box contains of 30 posters) with 120 GSM A grade kraft paper. Top DP type, bottom inter lock with 1printing	2 no's	
1.6	Above items 1 to 5 to be inserted in a plastic cover and 05 kits should be packed in 7 Ply corrugated boxes for packing with 120 GSM A grade kraft paper with printing	1 no	
2	The sheets may be increased at 1.1 items and cost for additional single sheet	1 nos	

The cost should also include translation in different Indian languages as provided terms and conditions of price bid at para 18

**BOQ format**

Rates to be quoted for the above kits in quantity as below inclusive of any taxes and transport to anywhere in India as per BoQ chart.

Validate

Print

Help

Tender Inviting Authority: < Director NIEPID >

Name of Work: < Supply of kits for creation of awareness for prevention and early detection of Disabilities >

Contract No: < Supply of kits for creation of awareness for prevention and early detection of Disabilities >

Name of the Bidder/ Bidding Firm / Company :

**PRICE SCHEDULE**

(DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )

The detail Specification are given at Technical bid document - Supply of kits for creation of awareness for prevention and early detection of Disabilities

NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER	TEXT	NUMBER #	NUMBER	TEXT	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Item Code / Make	Quantity	Units	Estimated Rate in Rs. P			BASIC RATE In Figures To be entered by the Bidder in Rs. P	GST to be quoted in Percentage % (i.e. 5,12,18,28)	Less Discount to be quoted in % only	TOTAL AMOUNT With Taxe s col (13) = (4) x (7) in Rs. P	TOTAL AMOUNT With Taxe s col (14) = sum (8) to (13) in Rs. P	TOTAL AMOUNT In Words
1	2	3	4	5	6	7	8	7	9	12	13	14	15
1	Kits for creation of awareness for	Item 1	1	No	0.00						0.00	0.00	INR Zero

	<b>prevention and early detection of Disabilities upto 1 to 500 nos</b>												Only
2	<b>Kits for creation of awareness for prevention and early detection of Disabilities upto 501 to 1000 nos</b>	Item 2	1	No	0.00						0.00	0.00	INR Zero Only
3	<b>Kits for creation of awareness for prevention and early detection of Disabilities upto 1001 to 5000 nos</b>	Item 3	1	No	0.00						0.00	0.00	INR Zero Only
4	<b>Kits for creation of awareness for prevention and early detection of Disabilities upto 5001 to 10000 nos</b>	Item 4	1	No	0.00						0.00	0.00	INR Zero Only
5	<b>Kits for creation of awareness for prevention and early detection of Disabilities upto 10001 to 25000 nos</b>	Item 5	1	No	0.00						0.00	0.00	INR Zero Only
6	<b>Kits for creation of awareness for prevention and early detection of Disabilities upto 25001 to 50000 nos</b>	Item 6	1	No	0.00						0.00	0.00	INR Zero Only
7	<b>Kits for creation of awareness for prevention and early detection of Disabilities upto 50001 to 75000 nos</b>	Item 7	1	No	0.00						0.00	0.00	INR Zero Only

8	<b>Kits for creation of awareness for prevention and early detection of Disabilities upto 75001 to 100000 nos</b>	Item 8	1	No	0.00						0.00	0.00	INR Zero Only
9	<b>Cost for additional single sheet as per 1.1 item in technical bid for Awareness kit 1 to 500 nos</b>	Item 9	1	No	0.00						0.00	0.00	INR Zero Only
10	<b>Cost for additional single sheet as per 1.1 item in technical bid for Awareness kit 501 to 1000 nos</b>	Item 10	1	No	0.00						0.00	0.00	INR Zero Only
11	<b>Cost for additional single sheet as per 1.1 item in technical bid for Awareness kit 1001 to 5000 nos</b>	Item 11	1	No	0.00						0.00	0.00	INR Zero Only
12	<b>Cost for additional single sheet as per 1.1 item in technical bid for Awareness kit 5001 to 10000 nos</b>	Item 12	1	No	0.00						0.00	0.00	INR Zero Only
13	<b>Cost for additional single sheet as per 1.1 item in technical bid for Awareness kit 10001 to 25000 nos</b>	Item 13	1	No	0.00						0.00	0.00	INR Zero Only
14	<b>Cost for additional single sheet as per 1.1 item in technical bid for Awareness kit 25001 to</b>	Item 14	1	No	0.00						0.00	0.00	INR Zero Only

	<b>50000 nos</b>												
15	<b>Cost for additional single sheet as per 1.1 item in technical bid for Awareness kit 50001 to 75000 nos</b>	Item 15	1	No	0.00						<b>0.00</b>	<b>0.00</b>	INR Zero Only
16	<b>Cost for additional single sheet as per 1.1 item in technical bid for Awareness kit 75001 to 100000 nos</b>	Item 16	1	No	0.00						<b>0.00</b>	<b>0.00</b>	INR Zero Only
<b>Total in Figures</b>											<b>0.00</b>	<b>0.00</b>	INR Zero Only
<b>Quoted Rate in Words</b>		<b>INR Zero Only</b>											

**ACCEPTANCE CERTIFICATE**  
**(FOR TECHNICAL BID)**

I.....(designation).  
..... of (Name of the Company)  
..... hereby accept the above-  
mentioned Terms & Conditions for **rate contract for supply of kits for creation of awareness for prevention and early detection of Disabilities**

Signature &  
Company Seal

Date: .....

**ACCEPTANCE CERTIFICATE**  
**(FOR PRICE BID)**

I.....(designation).  
..... of (Name of the Company)  
..... hereby accept the above-mentioned  
Terms & Conditions for **rate contract for supply of kits for creation of awareness for  
prevention and early detection of Disabilities** .

Signature &  
Company Seal

Date: .....