Website: www.niepid.nic.in
Phone No.27751741-745
Fax No. 040-27750198

NATIONAL INSTITUTE FOR THE EMPOWERMENT OF PERSONS WITH INTELLECTUAL DISABILITIES (DIVYANGJAN)
Department of Empowerment of Persons with Disabilities (Divyangjan)
(Ministry of Social Justice & Empowerment, Government of India)
Manovikas Nagar, Secunderabad-500 009
(An ISO 9001:2015 Institution)

NIEPID/Pur.10 (513)/2026-27/ 12.10.2026

SUB: Tender for supply of Newspapers & Magazines for NIEPID Secunderabad - reg

TECHNICAL BID

Online bids are invited under two-bid system through GeM from well established/ Reputed Vendors/agencies for purchasing of Newspapers/Magazines (as Mentioned in scope of work) for library/sections at for a period of 01 year. The details of News papers and Magazines are as per the details given below.

S.No	News Papers	Qty
1.	Times of India (English)	01
2	Economics Times (English)	01
3	The Hindu (English)	01
4	Indian Express (English)	01
	Magazines	
1	Employment News (English) (Weekly)	01
2	India Today (English) (Weekly)	01
3	India Today (Hindi) (Weekly)	01
4	Outlook (English) (36 in a year)	01
5	Reader Digest (English) (Monthly)	01
6	Women's Era (English) (Monthly)	01
7	The Week (English) (Weekly)	01
8	Frontline (English) (Monthly)	01
9	Kurukshetra: A Journal of Rural Development (English) (Monthly)	01
10	Down to Earth (English) (Fortnightly)	01
11	Pratiyogita Darpan (Hindi) (Monthly)	01

GENERAL TERMS AND CONDITONS

1. The tender is required to be submitted through GeM online under two bid system

2. In case of unsatisfactory service provided by the supplier, the Performance Security is liable to be forfeited.

3. The NIEPID reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the firm.

4. Decision of the competent authority shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any, the contract will be settled at his level by mutual consultation and in case of failure of settlement shall be referred to the sole arbitrator to be appointed by the Director, NIEPID. The decision of the sole arbitrator so appointed shall be final and binding on the parties.

5. The Institute is not bounded to accept the highest discount quoted by the firm. Conditional tender will not be accepted at any cost.

6. The technical bid should contain all the following documents:

   a) Firm registration/ Shop and Establishment licenses certificate
   b) GST/ VAT/CST certificate of the firm to be attached.
   c) RTGS details of the firm.
   d) Purchasing order for supplying of Newspapers/Magazines to Government Institutions/PSUs in the last three years.
   e) Registration No. Under contract Act/ License No
   f) PAN details

7. The amount quoted by the bidder in the Financial Bid shall mention all levies and taxes, packing, forwarding, freight and insurance, in case of material to be supplied.

8. This contract will be valid for the period of one year (w.e.f issue date of award of contract) only.

9. The Bidder should be a reputed supplier having sufficient experience and expertise in the relevant field and also having sound financial standing. Copies of certificate proving company's registration, tax registration, previous experience etc. should be enclosed with the Technical Bid.

10. The selected firm will be required to supply Magazines as per specific orders at NIEPID library and News Papers on daily basis as per order to Institute as instructed by Office Superintendent of the Office.

11. Once the final rate of discount is accepted by the Institute, the supplier has to submit an undertaking regarding supply of newspapers as per terms and conditions mentioned in tender document. The rates of discount with other terms and conditions will be applicable for one year/period of the contract. The Agency shall not decrease the rate of discounts during the agreement period.

12. Only bidders already having similar contracts of supply of Newspapers/magazines to Government Departments may submit their tenders. Certificate to this effect from any two govt. departments should be attached with the tender.

13. All terms and conditions stipulated for award of the contract will be considered for selection of a Firm.

14. If the selected firm expresses its inability to supply the item(s) at the quoted rates, thus failing in fulfilling the stipulated terms and conditions for award of the contract, then the performance security amount is liable to be forfeited in part or in toto.

15. Rates must be quoted in figures & words in INR inclusive of all levies and taxes i.e. Sales Tax, VAT, Service Tax, GST etc. in the financial bid.

16. **.** The financial bid of only those bidders will be opened who are technically qualified in the technical bid.

17. Performance Security Deposit: The successful bidder shall be required to deposit performance security @ 5 % amount of annual contract value before Commencement of supply in the form of Bank Guarantee/demand draft drawn in favour of **"**The Director NIEPID, payable at Manovikasnager, Secunderabad". No interest shall accrue on this amount. The validity of the Performance Security Deposit shall continue for a period of 14 months even after termination of the contract.

18. The decision of competent authority is final to accept or reject the Tender or relax the conditions of the tender.

19. The vendor/supplier should be a registered with Trade & Taxes / Sales Tax/Service Tax Department etc. The firm should also possess PAN, TIN (VAT)/Sales tax/GST and service tax as applicable, copies of which may be attached with Technical Bid.

20. The bidder must have a Support Centre operating in Hyderabad/ Secunderabad and complete details including telephone number/mobile number. The representatives of the firm should be available on telephone/mobile to enable this Council to call them in emergency situation.

21. Any damaged, incomplete, torn, or incorrect publication shall be replaced by the supplier at no extra cost.

22. In case of repeated non-supply, delayed delivery, or supply of incorrect publications, a penalty may be imposed and repeated defaults may lead to termination of the contract.

23. Payment shall be made on a quarterly basis after satisfactory supply and certification by the Librarian. No advance payment shall be admissible. Bills shall clearly indicate the publications supplied during the period. The agency should raise quarterly invoice through GeM only.

24. For any tender query, you may contact through email at niepid.purchase@gmail.com, nimh.dda@gmail.com or through telephone at 040-27751741 Extn..258 during working hours

.

TECHNICAL BID FORM

Sl No.	Description	Submitted Yes/No Indicate the Page No. Where the copy attached In the tender document
1.	Name of the Firm: Head Office Address : Branches Tel. No. Fax No. e-mail web site, if any	
2.	Name and Full address of Your Banker's	
3.	Shall have firm registration/Shop and Establishment Licenses certificate (Attach copies)	
4.	Registration No. Under Contract Act/License No	
5.	Scanned copy of RTGS details of the firm	
6.	GST/VAT/CST Certificate of the firm to be attached	
7.	PAN details to be attached	
8.	Purchase orders for supplying of Newspapers/Magazines to Government Institutions/PSUs in the last three years.	
9.	All the pages should be serially numbered, signed and stamped. Indicate the total number of pages submitted.	
10	Shall submit acceptance of technical bid as per Annexure 1	
11	Shall submit acceptance of technical bid as per Annexure 2	

Annexure-1

ACCEPTANCE CERTIFICATE

FOR TECHNICAL BID

I.....(designation).....,of (Name of the Company)..... hereby accept the above mentioned Terms & Conditions for **supply of Newspapers & Magazines for Library at NIEPID Secunderabad through GeM.**

Date:

Place: **Signature & Company Seal**

Annexure-2

ACCEPTANCE CERTIFICATE

FOR FINANCIAL BID

I.....(designation).....,of (Name of the Company)..... hereby accept the above mentioned Terms & Conditions for **supply of Newspapers & Magazines for Library at NIEPID Secunderabad through GeM.**

Date:

Place: **Signature & Company Seal**