



**OFFICE OF THE MISSION DIRECTOR  
NATIONAL HEALTH MISSION, ASSAM  
SAIKIA COMMERCIAL COMPLEX, CHRISTAN BASTI, G.S ROAD, GUWAHATI-781005  
PH. NO : 0361-2363062 ; TELE FAX : 0361-2363058**

**E-TENDER FOR PRINTING & SUPPLY  
OF  
OPD REGISTER**



OFFICE OF THE MISSION DIRECTOR  
National Health Mission, Assam  
Saikia Commercial Complex, Srinagar Path, Christianbasti,  
G.S Road, Guwahati-781005, Assam

**E-TENDER FOR PRINTING & SUPPLY OF OPD REGISTER**

Tender Reference No : IDSP/90/Registers/2017-18/39248  
DATE:20/02/2018

Date of commencement of sale of Tender Documents : 21/02/2018 at 10.00AM

Pre Bid Meeting : 26/02/2018 at 3.00PM

Bid Submission date start : 03/03/2018 at 11.00 AM

Last date for sale of Tender Documents : 08/03/2018 at 1.00 PM

Last Date and Time of receipt of Tender : 08/03/2018 at 2.00PM

Date and Time of opening Tender : 08/03/2018 at 3.00PM

Place of opening Tender : Office of the Mission Director, National Health Mission, Saikia Commercial Complex, Srinagar Path, Christianbasti, G.S Road, Guwahati-781005, Assam.

Address for Communication : Mission Director, National Health Mission, Saikia Commercial Complex, Srinagar Path, Christianbasti, G.S Road, Guwahati-781005, Assam.

Cost of Tender Documents in Demand Draft : Rs. 2000/- (Rupees Two Thousand only) only in the form of Demand Draft/Banker's Cheque in favour of State Health Society, Assam



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## **E-TENDER FOR PRINTING & SUPPLY OF OPD REGISTER**

e-Tenders in Two Bid System, are invited from agency / firms for printing & supply of OPD Register

### **1. LAST DATE FOR UPLOAD AND RECEIPT OF TENDERS.**

e-Tenders in two separate bids {Technical bid and Price Bid (BoQ)} should be submitted on-line in the portal <http://assamtenders.gov.in> on or before 08/03/2018 till 2PM and the hardcopy of the technical bid will be received up to 08/03/2018 till 2 PM by O/O the Mission Director, National Health Mission, Saikia Commercial Complex, Shreenagar Path, Christianbasti, G S Road, Guwahati-781005, Assam

### **2. IMPORTANT NOTES:**

- a) The bidder shall quote prices in Indian Rupees only.
- b) Hard copy of Price bid will not be entertained.

### 3. ELIGIBILITY CRITERIA

The Eligibility Criteria and the documents required thereof are given in the table below :

SI No.	Eligibility Criteria	Documents required
A	Should be a registered Printing Press	Self attested photocopy of valid certificate of DIC/ competent authority
B	Should have an establishment/office for carrying out business.	Self attested photocopy of Trade License.
C	Should have experience of printing of Register/Booklet/Modules/ Poster/ Brochure/Flip Chart / Leaflets etc.	Self attested photocopies of A. Three similar completed works costing not less than the amount equal to Rs.8.00 Lakhs or B. Two similar completed works costing not less than the amount equal to Rs. 10.00 Lakhs or C. One Similar completed works costing not less than the amount equal to Rs.16.00 Lakhs Executed for Government organizations during the last three financial years 2014-15, 2015-16 and 2016-17 in similar works.
D	Should have GST Registration	Self attested photocopy of GST Registration Certificate
E	Should have a PAN Card	Self attested copy of the PAN card in the name of the proprietor/Printing press.
F	Should have cleared all Taxes relating to sale of goods/products	Self attested photocopy of upto date VAT clearance certificate with up-to-date validity (31 <sup>st</sup> March 2017)
G	Should have an average annual turnover of at least Rs 6.00 Lakhs during the last 3 financial years.	Average annual turnover statement of last 3 financial years 2014-15, 2015-16,2016-17 certified by a Chartered Accountant/ Auditor, in the prescribed format (Annexure-II) for printing works only. Certificate of Auditor/Chartered Accountant must be accompanied by attested/notarized copies of audited "Profit & Loss Statement" IT return and 'Balance sheet" of last three financial years (2014-15, 2015-16 and 2016-17)
H	Any other information, which may be useful in the process of evaluation.	Supporting documents which is useful for evaluation.

4. **GENERAL CONDITIONS.**

- (I) The complete e-tender documents may be obtained from the website- <http://assamtenders.gov.in>. The participating bidders should have valid Digital Signature Certificate (DSC) and have to register in the portal <http://assamtenders.gov.in>. The tender should be submitted on-line in the portal <http://assamtenders.gov.in>. The Demand Draft/Banker's cheque for Tender Fee of Rs.2000, EMD of Rs.0.40 Lakhs and Court Fee Stamp (Rs.8.25)/ IPO Rs.10.00 "in favour of **State Health Society, Assam**" are to be submitted along with the hardcopy of technical bid to the O/O of the Mission Director, National Health Mission, Assam, Saikia Commercial Complex, Shrinagar Path, Christian Basti, G S Road, Guwahati-781005, Assam on or before the last date and time of submission of the tender. **The scanned copy of the documents of Technical bid should be uploaded in the portal <http://assamtenders.gov.in>.**
- (II) All tenders must be accompanied by Earnest Money Deposit as specified in the relevant clause of the bid document, failing which tender will not be accepted.
- (III) Tenders will be opened in the presence of bidders / authorized representatives who choose to attend on the specified date and time as stipulated in the bid document.
- (IV) At any time prior to the date of submission of tender, the Tender Inviting Authority may, for any reason, whether on his own initiative or in response to a clarification requested by a prospective Bidder, modify the tender document by an amendment. All prospective bidders who have received the tender document will be notified of the amendment and that will be binding on them. In order to provide reasonable time to take the amendment into account in preparing the bid, Tender Inviting Authority may at its discretion, extend the date and time for submission of tenders.
- (V) Interested eligible bidders may obtain further information from the office of the Tender Inviting Authority.

5. **TECHNICAL BID-**

The bidder should furnish the following in a separate cover hereinafter called "**Cover A**".

- a) **Court Fee Stamp (Rs.8.25)/IPO of Rs. 10/-.**
- b) Tender Fee of Rs. 2000.00 by DD/Banker's Cheque in favour of " State Health Society, Assam"
- c) Self attested photocopy of valid certificate of DICCC/competent authority.
- d) Self attested photocopy of Trade License from competent authority with updated validity.
- e) Self attested photocopies of
  - Three similar completed works costing not less than the amount equal to Rs.8.00 Lakhs or
  - Two similar completed works costing not less than the amount equal to Rs.10.00 Lakhs or
  - One Similar completed works costing not less than the amount equal to Rs.16.00 Lakhs

Executed for Government organizations during the last three financial years 2014-15, 2015-16 and 2016-17 in similar works.

- f) Self attested photocopy of GST Registration Certificate
- g) Self attested photocopy of valid Sale TAX/VAT clearance certificate.
- h) Self attested photocopy of PAN Card.
- i) Undertaking as per **Annexure I**
- j) Average annual turnover statement of last 3 financial years 2014-15, 2015-16,2016-17 certified by a Chartered Accountant/ Auditor, in the prescribed format (Annexure-II) for printing works only. Certificate of Auditor/Chartered Accountant must be accompanied by attested/notarized copies of audited "Profit & Loss Statement" IT return and 'Balance sheet" of last three financial years (2014-15, 2015-16 and 2016-17)
- k) Earnest Money Deposit of Rs 0.40 Lakh (Forty Thousand only) in the form of Demand Draft/Bankers Cheque in favour of **State Health Society, Assam.**
- l) "Agreed Terms & Conditions" as per **Annexure-III** duly filled in and signed and sealed.
- m) A Checklist (**Annexure-IV**) for the list of documents enclosed with their page number. The documents should be serially arranged as per this **Annexure-IV** and should be securely tied or bound.
- n) The tender/bid document should be signed by the bidder in all pages with office seal and submitted with the bid.

The bidder shall put above documents in a sealed cover super scribed as "**TECHNICAL BID - COVER "A"** **PRINTING & SUPPLY OF OPD REGISTERS** , and addressed to the Mission Director, National Health Mission, Saikia Commercial Complex, Srinagar Path, Christianbasti, G.S Road, Guwahati-781005, Assam.

**All the documents should be scanned & uploaded in the portal.**

#### **6. PRICE BID -**

The blank price bid (Annexure-VII) in the form of BoQ should be downloaded from the portal <http://assamtenders.gov.in> and saved on bidder's computer without changing file-name otherwise price bid will not get uploaded. The bidder should fill in the details in the same file and upload the same back to the website. **Hard Copy of Price bid will not be accepted.**

#### **7. OPENING OF "TECHNICAL" BID " AND "PRICE" BID OF TENDER**

- (a) Bidders or their authorized representatives are entitled to be present on the date and time of opening of Technical Bid - "A".
- (b) Price bids of only those bidders whose Technical Bids are found acceptable after technical and commercial evaluation will be opened online and evaluated. The price bids of bidders not found technically qualified will not be opened.

**8. VALIDITY OF BID:**

Bids shall remain valid for acceptance for a period of 90 days after opening of Technical Bid i.e. Cover 'A'. Bids with shorter validity shall be rejected. Tender Inviting Authority may solicit bidders consent for an extension of validity period. A bidder may refuse extension request without forfeiting their EMD.

**9. VALIDITY OF OFFER OF SUCCESSFUL BIDDER:**

The validity of offer of the successful bidder shall be at least **two years** from the date of finalization of the order and the successful bidder will be bound to supply the items at agreed rates and terms during this period.

**10. ACCEPTANCE OF TENDER**

**(i) Tender Evaluation**

Tenders will be evaluated with reference to technical and commercial parameters to determine the technically qualified bidders. Price bids of technically qualified bidders will be evaluated separately with reference to the quoted rates for each item. Conditional discounts shall not be taken into account for price comparison. The bidder quoting the lowest price in a particular item shall be ranked as L1 bidder of that item.

**(ii) Right to Reject Tender**

Tender Inviting Authority reserves the right to accept the tender or to reject the tender for all items or for any one or more of the items tendered at any point of time without assigning any reason.

**(iii) Tender Acceptance**

The acceptance of the tenders will be communicated to the successful bidder in writing.

**(iv) Agreement**

The successful bidder shall execute an agreement in the format at **Annexure VI** on a non-judicial stamp paper of the value of Rs. 100 (stamp duty to be paid by the bidder) within 10 days from the date of the intimation from Tender Inviting Authority informing that his tender has been accepted or within 10 days from the date of issue of order

**11. Earnest money Deposit**

- a) The EMD of the unsuccessful bidders will be returned at the earliest after the finalization of the tender.
- b) The EMD of the successful bidders will be returned immediately after furnishing security deposit amounting to 5% of the order value and signing of Agreement.

**12. SECURITY DEPOSIT**

The successful bidder, within 10 days of signing of the agreement, shall be required to submit Security Deposit of 5 % of the order value in the form of bank guarantee from any Indian schedule Bank in favour of **"State Health Society, Assam"** valid for a period of 24 months from the date of signing of agreement (**Form of Agreement as per Annexure VI** ). However, if the supplier fails to execute the order or fails to perform the services as per agreement, in addition to other penal actions, the bank guarantee shall be en-cashed and the amount will be forfeited.

**13. NON ASSIGNMENT OR SUB- LETTING**

The bidder shall not, at any time, assign, sub-let or make over the contract or the benefit thereof or any part thereof to any person or persons, whatsoever.

**14. COMMUNICATION**

All notices or communications relating to or arising out of the agreement or any of the terms thereof shall be considered duly served on or given to the bidder if delivered to him or left at his premises, places of business or abode.

**15. ANNULMENT OF AWARD, FORFEITURE OF SECURITY DEPOSIT & FRESH AWARD**

Failure of the successful bidder to comply with the requirements of signing of agreement and / or submission of security deposit within the time schedule as stipulated above shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security/EMD. Under such a situation, the proposal may be reviewed for award of the contract on the next lowest evaluated technically qualified bidder or go for a fresh bid depending on the circumstance. In case it is decided to go for the next lowest bidder, negotiation may be considered to bring down their price nearer to the originally evaluated lowest bid.

**16. SUPPLY CONDITIONS**

a. Purchase Order:

Purchase orders will be placed on the successful bidder at the discretion of the Tender Inviting Authority, during the validity period of two years.

b. Specifications and Quality

The items supplied by the successful bidder shall be of the best quality and shall comply with specifications, stipulations and conditions specified at **Annexure-V**

c. Delivery Period

The items should be delivered in the District storehouses, within 30 days from date of purchase order unless otherwise specified in the purchase order.

d. Penalty for Delayed Delivery

I. In case there is delay in delivery beyond the stipulated period as mentioned in the purchase order, there shall be penal deduction @ 0.5 per cent of the value of the delayed goods per week of delay or part thereof subject to a maximum of 10 per cent of the total order value

II. Once the maximum price reduction is reached, termination of the contract may be considered. Non-compliance of the contract provisions shall make the successful bidder liable to be disqualified to participate in any tender for the next 5 years, in addition to forfeiture of Security Deposit and other penal actions.

e. Alternative Purchase

If the successful Bidder fails to execute the order within the stipulated time, the Tender Inviting Authority will be at liberty to make alternative arrangements for purchase of the items for which the purchase orders have been placed, from any other source or from the open market, at the risk and cost of the supplier. The excess expenditure over and above the ordered price incurred by the tender inviting authority will be recovered from the successful bidder. This would be in addition to any other penalties including forfeiture of security deposit.



f. **Shortage and Damage**

It shall be the responsibility of the successful Bidder for any shortages/damages at the time of receipt in Warehouse.

17. **FORCE MAJUERE**

The above conditions of delivery period, price reduction & termination etc. are subject to force majeure conditions which are beyond the control of the supplier, do not involve fault or negligence of the supplier and are not anticipated. Such events may include but are not limited to riots, mutinies, war, fire, storm, tempest, flood, earthquakes, epidemics, or other exceptional causes like quarantine restrictions, freight embargoes. On specific request made by the bidder the time period of supply may be extended by the purchaser at his discretion for such period as may be considered reasonable. However, the condition shall not include scarcity of raw materials, power cut, labour dispute, failure of sub-vendor and increase in cost of raw material.

18. **FRAUD & CORRUPTION:**

The bidders, suppliers & contractors shall observe the highest standard of ethics during bidding and during performance of the contract. For the purposes of this provision, the following acts shall be considered as corrupt and / or fraudulent practices -

1. "Corrupt Practice" means offering, giving, receiving, or soliciting directly or indirectly, of anything of value to influence the action of an official in the procurement process or in contract execution.
2. "Fraudulent Practice" means misrepresentation or omission of facts in execution of contract.
3. "Collusive practice" means a scheme or arrangement between two or more bidders, with or without the knowledge of the purchaser, designed to establish bid prices at artificial, non-competitive level.
4. "Coercive Practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process or in execution of a contract.

During the process of evaluation of a bid or proposal for award of a contract, if it is detected that a bidder directly or through agent has engaged in corrupt, fraudulent, collusive or coercive practice in competing for the contract in question, then a) the bid shall be rejected and b) declare the firm ineligible for a specific period or indefinitely to participate in a bidding process. However, if any such practice is detected at any subsequent stage or during execution of the contract, the Tender Inviting Authority will exercise the right to cancel the contract and make suitable alternative arrangement at the risk and cost of such offending bidder.

19. **PAYMENT PROVISIONS**

- A. Payments towards the supply of items will be made strictly as per rules, terms & conditions of the Tender Inviting Authority. All payments shall be made by electronic clearance mode or by way of Crossed A/C Payee Cheque drawn in favour of the supplier.
- B. On completion of supplies of ordered quantities bills/ Invoices should be raised in triplicate in the name of the Tender Inviting Authority with address.
- C. If at any time during the period of contract, the price of tendered items is reduced or brought down by any law or Act of the Central or State Government or by the Bidder himself, the Bidder shall be bound to inform Tender Inviting Authority immediately about such reduction in the contracted prices. Tender Inviting Authority is empowered to unilaterally effect such reduction as is necessary in rates in case the Bidder fails to notify or fails to agree to such reduction in rates.
- D. If the supply is received in damaged condition it shall not be accepted. In case of damage in the packing, the supply will be accepted only after levying penalty as decided by the Tender Inviting Authority on the total value of supply to that particular warehouse.

**20. NON CONFORMANCE, TERMINATION & PENALTIES**

- A. If the items do not conform to specifications, the same shall be taken back by the supplier at the supplier's cost within a period of 30 days of the receipt of the letter/notice from the Tender Inviting Authority. If the supplier fails to take back the items within the stipulated time, the Tender Inviting Authority will have the right to dispose-off such ITEMS NOT CONFORMING TO SPECIFICATIONS. Tender Inviting Authority may also levy storage charge calculated at the rate of 2% per week on the value of the item rejected till such disposal. The decision of the Tender Inviting Authority or any officer authorized by him on the quality of the items supplied shall be final and binding.
- B. In case of supply of inferior products or products not conforming to specifications, the Tender Inviting Authority will be at liberty to terminate without assigning any reasons thereof the contract either wholly or in part on 30 days notice. The supplier will not be entitled for any compensation whatsoever in respect of such termination.
- C. For infringement of the stipulations of the contract or for other justifiable reasons, the contract may be terminated by the Tender Inviting Authority, and the supplier shall be liable for all losses sustained by the Tender Inviting Authority, in consequence of the termination which may be recovered personally from the supplier or from his properties, as per rules.
- D. Non performance of any of the contract provisions will disqualify a firm to participate in tenders issued by the Tender Inviting Authority for the next five years.
- E. In the event of making ALTERNATIVE PURCHASE, the supplier will be imposed penalty apart from forfeiture of Security Deposit. The excess expenditure over and above contracted prices incurred by the Tender Inviting Authority in making such purchases from any other source or from the open market shall be recovered from the Security Deposit or from any other money due to the supplier and in the event of such amount being insufficient, the balance will be recovered personally from the supplier or from his properties, as per rules.
- F. In all the above conditions, the decision of the Tender Inviting Authority shall be final and binding.

**21. ARBITRATION**

Any dispute whatsoever in any way arising out of or relating to the contract shall be referred to arbitration of the Mission Director, National Health Mission, Assam or to the sole arbitration of some person nominated by him. There shall be no objection if the arbitrator so appointed happens to be an employee of National Health Mission, Assam. The award of the arbitrator shall be final, conclusive and binding on all parties.

**22. SAVING CLAUSE**

No suit, prosecution or any legal proceedings shall lie against Tender Inviting Authority or any person for anything that is done in good faith or intended to be done in pursuance of tender.

**23. LAWS GOVERNING THE CONTRACT & JURISDICTION**

The contract shall be governed by the laws in force in India. In the event of any dispute arising out of the tender, such dispute would be subject to the jurisdiction of the Court within the city of Guwahati only.

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**ANNEXURE I**

**UNDERTAKING**

To

Mission Director,  
National Health Mission, Assam

Tender No. \_\_\_\_\_  
For \_\_\_\_\_

Sir,

1. I, Shri \_\_\_\_\_, on behalf of M/s \_\_\_\_\_ having registered office at \_\_\_\_\_ and branch office at-----, do hereby declare that I have gone through the terms and conditions mentioned for the above and undertake to comply with all tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance for a period of two year from the date of award of contract to us.
2. We agree to the conditions of the tender under which the EARNEST MONEY DEPOSIT and SECURITY DEPOSIT shall be forfeited by us.
3. The tender inviting authority has the right to accept or reject any or all the tenders without assigning any reason.
4. We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.
5. We hereby declare that there is no vigilance/CBI or court case pending/contemplated against us at the moment.

SIGNATURE :  
NAME & DESIGNATION of BIDDER :  
DATE :  
NAME & ADDRESS OF THE BIDDER :

**Annexure-II**

**ANNUAL TURNOVER STATEMENT OF THE BIDDER**

The Annual Turnover of M/s \_\_\_\_\_ for the past three years are given below and certified that the statement are true and correct.

Sl No.	Year	Turnover in Lakhs
1.	2014-15	
2.	2015-16	
3.	2016-17	
	Total	- Rs. _____ Lakhs

Seal & Signature of Chartered  
Accountant/Auditor

## Annexure-III

### AGREED TERMS & CONDITIONS

Tender No. & Date \_\_\_\_\_

A. Details of Bidder

Bidder Name:

Offer Ref:

Telephone No:

Fax No:

Contact Person:

Signature:

E-mail:

B. Definitions

1. "Purchaser" means the Mission Director, National Health Mission, Assam or his authorized representative.
2. "Bidder" means a person or firm or company who has made an offer for supply of goods and /or service as per tender.
3. "Vendor" or "Supplier" means a person or firm or company, to whom the order is addressed for supply of goods and /or services.
4. "Site" means the premises of the purchaser or any other place as decided by the Purchaser.

**NOTE: The questionnaire below must be duly filled in and should be enclosed with un-priced Technical Bid, (Cover A). Clauses confirmed here under should not be repeated. All commercial terms and conditions should be indicated in this format. If necessary, details including deviations to the terms and conditions of the bid document, if any, should be enclosed as annexure to this questionnaire.**

Sl. No.	Description	<u>Vendor's Confirmation</u> (Confirmed/Noted/Deviation furnished separately)
	<b>I. Technical</b>	
1.	Confirm that you meet the eligibility criteria as per bid document and have furnished relevant documents.	
2.	Confirm acceptance of Technical Specification and scope of supply as per Tender Document.	
3.	In case of deviations, confirm that the same have been highlighted separately.	
4.	Confirm that literature and technical data, wherever applicable, have been enclosed.	
5.	Confirm that all certificates/ documents furnished.	
6.	Confirm that Earnest Money Deposit (EMD) as per bid document has been furnished in Cover A	
	<b>II. Commercial</b>	
1.	It is noted that any deviations to the commercial terms and conditions shall lead to loading of prices or	

	rejection of offer.	
2.	Confirm that the quoted landed price of the item is inclusive of cost of packing & forwarding charges, freight, insurance and all duties and taxes viz. Excise Duty, Sales Tax/VAT/GST.	
3.	Confirm furnishing of price break-up of each item showing basic price of item and Tax/VAT/GST as % age of basic price to arrive at landed price in II (2) above.	
4.	It is noted that the statutory variations in taxes and duties within the contractual delivery period shall be borne by the purchaser.	
5.	If there is any variation or fresh imposition of Excise Duty at the time of supply due to various reasons, including turn-over, confirm that the same shall be borne by supplier.	
6.	If clause 5 above is not acceptable, advice maximum possible rate of additional ED chargeable; this shall be loaded to your price.	
7.	Confirm that in case any new or additional duties and taxes are imposed after the contractual delivery date due to delays attributable to the supplier the same shall be borne by the supplier. This will be in addition to Price Reduction for Delay in Delivery.	
8.	Confirm acceptance of Price Reduction Schedule for delay in delivery @ 0.5% of delayed value of goods per week of delay or part thereof subject to maximum of 10% of the total order value.	
9.	Confirm acceptance of Delivery Period as indicated in the bid document.	
10.	Confirm acceptance of relevant payment terms specified in the bid document.	
11.	It is noted that delivery period, price reduction, termination etc are subject to Force Majeure Condition as stipulated in the bid document.	
12.	Confirm that the quoted prices shall remain firm & fixed till complete execution of the order.	
13.	a) In case you are a manufacturer confirm that the prices quoted are not higher in any respect than MRP b) In case you are a dealer/ distributor / authorized agent, confirm that the prices quoted are as per manufacturer's price list with appropriate discount	
14.	Packing / forwarding, transportation, loading/unloading and insurance are supplier's responsibility. However, to protect the items from physical damages and/or deterioration due to weather during transit, supplier to ensure proper packing & handling arrangement. Please confirm compliance.	
15.	Confirm that security deposit of 5 % of the total order	

	value in the form of a Bank Guarantee from a nationalized Bank shall be furnished, which will be valid for a period of two year from the date of order.	
16.	Confirm acceptance of Part Order.	
17.	Confirm acceptance of Repeat order within 24 months from the date of initial order at same price and terms & conditions.	
18.	In case of material having shelf life, confirm that you have declared the same with the expiry date. Also confirm that such materials shall be delivered within 60 days from the date manufacture.	Not Applicable
19.	It is noted that the purchaser would disown any responsibility / liability towards irregularity, contravention or infringement of any statutory regulations including those of patent, on manufacture or supply of goods covered by the order.	
20.	Terms & Conditions indicated in this format shall not be repeated in the bid. Terms & Conditions indicated elsewhere and contradicting those in this format shall be ignored. Confirm compliance.	
21.	Confirm that you shall observe the highest standard of ethics during bidding and in case favoured with an order, the execution of the order will be completed, without resorting to any fraud, corruption and/or coercion.	
22.	Confirm that the offer shall be valid for a period of 90 days from the date of bid opening.	

SIGNATURE :  
NAME & DESIGNATION OF BIDDER :  
DATE :  
NAME & ADDRESS OF THE BIDDER :

**Annexure IV  
Check List**

Sl.No	Cover A	Yes	No
1	Court Fee Stamp (Rs.8.25)/IPO of Rs. 10/-		
2	Tender Fee of Rs. 2000.00 by DD/Banker's Cheque in favour of " State Health Society, Assam		
3	Self attested photocopy of valid certificate of DICC/ competent authority.		
4	Self attested photocopy of Trade License from competent authority with updated validity		
6	Self attested photocopies of A. Three similar completed works costing not less than the amount equal to Rs.8.00 Lakhs or B. Two similar completed works costing not less than the amount equal to Rs. 10.00 Lakhs or C. One Similar completed works costing not less than the amount equal to Rs.16.00 Lakhs Executed for Government organizations during the last three financial years 2014-15, 2015-16 and 2016-17 in similar works.		
7	Self attested photocopy of GST Registration Certificate.		
8	Self attested photocopy of the PAN card in the name of the proprietor/Printing press.		
9	Self attested photocopy of up to date VAT/Sales clearance certificate with up-to-date validity .		
10	Average annual turnover statement of last 3 financial years 2014-15, 2015-16,2016-17 certified by a Chartered Accountant/ Auditor, in the prescribed format (Annexure-II) for printing works only. Certificate of Auditor/Chartered Accountant must be accompanied by attested/notarized copies of audited "Profit & Loss Statement" IT return and 'Balance sheet" of last three financial years (2014-15, 2015-16 and 2016-17)		
11	Under taking as per Annexure-I		
12	EMD of Rs. 0.40 Lakhs in the form of DD/Banker's cheque		
13	Agreed terms & condition as per Annexure III		
14	Supporting documents which is useful for evaluation.		



## Annexure-V

## Specifications &amp; Scope of Work

Sl. No.	Description	Specification	Quantity (Numbers)
1	PRINTING & SUPPLY OF OPD REGISTER	Specification: <ul style="list-style-type: none"><li>• Size: 14" x 8.5"</li><li>• Inner page: 90GSM</li><li>• Inner cover page: 120GSm</li><li>• Outer cover : 260 GSM duplex board to be laminated on top</li><li>• Tex Printing: Both side printing, Single colour (black)</li><li>• Cover Printing: Four Colour with NHM Logo</li><li>• Pages: 200 pages (100 leafs)</li><li>• Binding: Hard binding register</li></ul>	*14000

Note:

\* This quantity indicative and may vary depending on actual requirement and availability of fund.

**Annexure-VI  
Form of Agreement**

THIS CONTRACT AGREEMENT is made

This ..... day of month..... year.....

BETWEEN

(1) Name and Address of the Purchaser:

(2) Name and Address of the Supplier:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz., [insert: brief description of goods and services] and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [insert: contract price in words and figures] (hereinafter called “the Contract Price”)

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the Condition of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and constructed as an integral part of the Contract:
  - (a) This Contract Agreement
  - (b) Special Conditions of Contract
  - (c) General Conditions of Contract
  - (d) Technical Requirements ( including Technical Specifications)
  - (e) The Supplier’s bid and original Price Schedules
  - (f) The Purchaser’s Notification of Award
  - (g) [Add here: **any other documents**]
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

For and on behalf of the Purchaser

Signed: \_\_\_\_\_

In the capacity of [insert: **title or other appropriate designation**]

In the presence of \_\_\_\_\_

For and on behalf of the supplier

Signed: \_\_\_\_\_

In the capacity of [insert: **title or other appropriate designation**]

In the presence of \_\_\_\_\_

**Annexure-VII**  
**PRICED BID (BoQ)**  
(To be uploaded on website <http://assamtenders.gov.in>)

**To**  
**The Mission Director,**  
**NHM, Assam.**

**I do hereby submit my financial bid for the item**

Tender No. : .....

**To**  
**The Mission Director,**  
**NHM, Assam.**

**I do hereby submit my financial bid for the item**

Tender No. : .....

Item	Price quoted per unit	All Taxes	Total Cost per unit(2+3)
1	2	3	4
Printing & Supply of OPD Register			

NB: This price bid is for reference only. Bidder has to submit the price as BOQ online in the website <http://assamtenders.gov.in>. Hardcopy of the price bid will not be accepted.

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM :

OFFICIAL SEAL :