



OFFICE OF THE MISSION DIRECTOR

National Rural Health Mission, Assam

Saikia Commercial Complex, Srinagar Path, Christianbasti, G.S Road, Guwahati-781005, Assam

TENDER FOR PRINTING & SUPPLY OF BROCHURES NEWSLETTERS, REPORTS, BOOKLETS ETC.

Tender Reference No	:	NRHM/PROC/IEC/PRNT/1970/2013-14/37750 DATE 10/12/2013
Date of commencement of sale of Tender Documents	:	11/12/2013
Pre Bid Meeting	:	18/12/2013 at 4 pm
Last date for sale of Tender Documents	:	30/12/2013
Last Date and Time of receipt of Tender	:	31/12/2013 till 2 pm
Date and Time of opening Tender	:	31/12/2013 at 3 pm
Place of opening Tender	:	Office of the Mission Director, National Rural Health Mission, Saikia Commercial Complex, Srinagar Path, Christianbasti, G.S Road, Guwahati-781005, Assam.
Address for Communication	:	Mission Director, National Rural 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 in the form of Demand Draft in favour of State Health Society, Assam



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Saikia Commercial Complex, Srinagar Path, Christianbasti, G.S Road, Guwahati-781005, Assam

TENDER FOR PRINTING & SUPPLY OF BROCHURES NEWSLETTERS, REPORTS, BOOKLETS ETC.

Sealed tenders in TWO BID SYSTEM affixing Court Fee Stamp of Rs 8.25 only are invited by NRHM, Assam, from reputed printing firms for printing & supply of “Brochures, Newsletters, Reports, Booklets etc”. Interested firms are requested to submit their tender along with the specified documents which will be received till 31/12/2013 up to 2.00 P.M. The tender may be sent by Speed Post / Registered Post / Courier Services / in person in sealed cover addressed to “Mission Director, National Rural Health Mission (NRHM), Saikia Commercial Complex, Srinagar Path, Christianbasti, G.S Road, Guwahati-781005, Assam.” Tender received after the closing date & time shall not be entertained. The Mission Director NRHM Assam shall not be responsible for any postal delay.

1. LAST DATE FOR RECEIPT OF TENDERS.

Sealed Tenders in two separate covers {Technical Bid (Cover “A”) and Price Bid (Cover “B”)} will be received till 31/12/2013 up to **2 PM** by the Mission Director, National Rural Health Mission, Assam, Saikia Commercial Complex, Srinagar Path, Christianbasti, G.S Road, Guwahati-781005

2. Pre- Bid Meeting:

A Pre- Bid meeting with all the intending bidders will be held at Conference Hall of the NRHM Office on 18/12/2013 at 4.00 pm.

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	Attested/notarized copy of valid certificate of DIC/competent authority
B	Category A certification from Department of Printing & Stationery, Govt of Assam	Attested copy of Category-A certification by the Govt of Assam, with updated validity
C	Should have experience of printing booklets, pamphlets, journals, posters, dairies etc.	Attested/notarized copies of at least two orders/contracts (each of value not less than Rs 10.00 Lakhs) or one order/contract (of value not less than Rs 20.00 Lakhs) executed for Government organizations during the last three financial years 2010-11, 2011-12 and 2012-13.
D	Should have valid VAT Registration	Attested/notarized copy of VAT Registration Certificate
E	Should have cleared all Taxes relating to sale of goods/products	Attested/notarized copy of Sale TAX/VAT clearance certificate of the financial year 2012-13.
F	Should have an average annual turnover of at least Rs 50.00 Lakhs during the last 3 financial years.	Average annual turnover statement of last 3 financial years certified by a Chartered Accountant/Auditor, in the prescribed format (Annexure-II)
G	Any other information, which may be useful in the process of evaluation.	Supporting documents

4. GENERAL CONDITIONS.

- a) A bidder must quote for all the items in a particular Group (Group A,B,.....) as indicated in the bid document. In case a bidder does not quote for one or more items in a particular Group, the bid for that Group shall be considered incomplete and shall be liable for rejection.
- b) A bidder may quote for any or all the groups.
- c) The bid document may be purchased from NRHM office or downloaded from the official website- www.nrhmassam.in. The bidder downloading the bid document from the website is required to deposit Rs 2000/-(non-refundable) as tender document fee, in the form of Demand Draft in favour of "State Health Society, Assam" payable at Guwahati while submitting the bid. Tenders without the fee Rs 2000/- will not be accepted.
- d) All bids must be accompanied by Earnest Money Deposit (EMD) as specified in the relevant clause of the bid document.
- e) Bids will be opened in the presence of bidders or their authorized representatives on the specified date and time as stipulated in the bid document.
- f) At any time prior to the date of submission of bid, 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 documents by an amendment. All prospective bidders who have received the bid 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 their bid, the Tender Inviting Authority may at its discretion, extend the date and time for submission of bids.
- g) Interested eligible bidders, if they so desire, may obtain further information from the office of the Tender Inviting Authority.

5. TECHNICAL BID- COVER "A"

The bidder should furnish the following in a separate cover hereinafter called "**Cover A**". ***Court Fee Stamp of Rs 8.25 must be affixed.***

- a) Attested/notarized copy of valid certificate of DIC/ competent authority
- b) Attested copy of Category-A certification by the Govt of Assam, with updated validity
- c) Attested/notarized copies of at least two orders/contracts (each of value not less than Rs 10.00 Lakhs) or one order/contract (of value not less than Rs 20.00 Lakhs) executed for Government organizations during the last three financial years 2010-11, 2011-12 and 2012-13.
- d) Attested/notarized copy of VAT Registration Certificate
- e) Attested/notarized copy of Sale TAX/VAT clearance certificate of the financial year 2012-13.
- f) Undertaking as per **Annexure I**
- g) Annual Turnover Statement of last 3 financial years certified by a Chartered

- h) Earnest Money Deposit of Rs 2.00 (Two) Lakhs only in the form of Demand Draft/Bankers Cheque in favour of **State Health Society, Assam**. *(EMD submitted in any other form or bids without EMD shall not be entertained. The EMD of the successful bidder shall be retained till completion of the tender period but shall not carry any interest. If the successful bidder fails to execute the agreement and/or fails to deposit the performance security amount within the specified time, or withdraws his bid within the validity period of the bid, the EMD shall be forfeited. The EMD of the unsuccessful bidders will be returned within 30 days after the finalization of the tender.)*
- i) “Agreed Terms & Conditions” as per **Annexure-III** duly filled in and signed and sealed.
- j) A Checklist (**Annexure-VI**) for the list of documents enclosed with their page number. The documents should be serially arranged as per this **Annexure-VI** and should be securely tied or bound.
- k) 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” TENDER FOR PRINTING & SUPPLY OF BROCHURES, NEWSLETTERS, REPORTS, BOOKLETS ETC. , DUE31/12/2013**” and addressed to the Mission Director, National Rural Health Mission, Saikia Commercial Complex, Srinagar Path, Christianbasti, G.S Road, Guwahati-781005, Assam.

6. PRICE BID - COVER “B”

Cover “B” shall contain the Price Bid of the bidder.

- (i) Signature and Seal on each page

Each page of the price bid should be duly signed by the bidder affixing the office seal.

- (ii) Rates quoted

The bidder shall submit the Price Bid (Cover – B) in the format at **Annexure-IV**. The rates quoted shall be inclusive of all taxes and any other charges.

The bidder shall put the duly signed Annexure-IV in a sealed cover Super scribed as "**PRICE BID COVER “B” TENDER FOR PRINTING & SUPPLY OF BROCHURES, NEWSLETTERS, REPORTS, BOOKLETS ETC. DUE31/12/2013**” and addressed to the Mission Director, National Rural Health Mission, Saikia Commercial Complex, Srinagar Path, Christianbasti, G.S Road, Guwahati-781005, Assam.

7. COVER FOR TECHNICAL BID & PRICE BID

The two separately sealed covers Technical Bid (Cover “A”) and Price Bid (Cover “B”)} shall be placed together inside another cover which shall be sealed and superscribed as "**TENDER FOR PRINTING & SUPPLY OF BROCHURES, NEWSLETTERS, REPORTS, BOOKLETS ETC. DUE ON**

8. OPENING OF COVER "A" AND COVER "B" OF TENDER

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

9. 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.

10. 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. This validity may further be extended with mutual consent.

11. 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 for all the groups will be evaluated separately with reference to the quoted rates (landed price of each item). Conditional discounts shall not be taken into account for price comparison. The total value of each item in a particular group will be added to determine the overall lowest price. The bidder quoting the overall lowest price in a particular group shall be ranked as L1 bidder of that group.

(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 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

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 nationalized bank in favour of the Tender Inviting Authority valid for a period of 3 months from the date of order. 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 encashed 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 order will be placed on the successful bidder at the discretion of the Tender Inviting Authority.

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 at NRHM State Warehouse, Guwahati within 45 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 reduction in price @ 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. 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 of the Tender Inviting Authority. All payments shall be made 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. In case of any enhancement in excise duty due to notification of the Government after the date of submission of tenders and during the validity period of contract, the quantum of additional excise duty so levied will be allowed to be charged extra as a separate item without any change in price structure of the drugs approved under the tender. For claiming the additional cost on account of the increase in excise duty, the bidder should produce a letter from the concerned Excise Authority for having paid additional Excise Duty on the goods supplied to Tender Inviting Authority and also must claim the same in the invoice separately.
- E. Tender Inviting Authority has every right to receive supply even after expiry of contractual delivery date and in such case; price reduction as specified under Clause No. 15(d) will be applicable.
- F. 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. **ANNULMENT OF AWARD, FORFEITURE OF SECURITY DEPOSIT & FRESH AWARD**

Failure of the successful bidder to comply with the requirements of signing of contract and / or submission of performance security 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 bidder.

21. 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.

22. 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 Rural 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 Rural Health Mission, Assam. The award of the arbitrator shall be final, conclusive and binding on all parties.

23. 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.

24. 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.

ANNEXURE I

UNDERTAKING

To

Mission Director,
National Rural 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 PERFORMANCE 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 :

DATE :

NAME & ADDRESS OF THE FIRM :

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.	2010-11	
2.	2011-12	
3.	2012-13	
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:

Contact Person:

Telephone No:

Signature:

Fax No:

E-mail:

B. Definitions

1. "Purchaser" means the Mission Director, National Rural 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)
	C. Technical	
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	
	D. Commercial	
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.	
3.	Confirm furnishing of price break-up of each item showing basic price of item and Tax/VAT as % age of basic price to arrive at landed price in D2 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 one 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 :
DATE :
NAME & ADDRESS OF THE FIRM

Annexure IV

COVER 'B' – PRICED BID

Tender No._____

Group A:

Printing and Supply of Poster size (19.5 inch x 29 inch) on good quality Art Paper, one side printing, designing, film & plate making, scanning inclusive of packing and forwarding and all applicable taxes.

On Text Paper	Name of the Items	Text Page	Colour Printing	Rate of printing range-wise including all charges and taxes.			
				1 st to 100	101 to 1000	1001 to 10000	10001 to 50000
1	2	3	4	5	6	7	8
80 GSM [C2S] Maplitho (Jk/ Bilt)	Poster	One Page in leaves	Single Colour				
			Bi-Coloured				
			Multi Coloured				
Single Colour							
Bi-Coloured							
Multi Coloured							
90 GSM [C2S] Art Paper			Single Colour				
			Bi-Coloured				
			Multi Coloured				
100 GSM (C2S) Art Paper			Single Colour				
			Bi-Coloured				
			Multi Coloured				
130 GSM [C2S]Art Paper	Single Colour						
	Bi-Coloured						
	Multi Coloured						
Total for each column				A= \sum (5)	B= \sum (6)	C= \sum (7)	D= \sum (8)
Grand Total (A+B+C+D)							

Group B

Printing and Supply of Leaflets/folders/cards etc. size 1/8 Demy (14 cm x 22 cm) on following papers including paper, printing, designing, film & plate making, scanning, packing and forwarding.

On Text Paper	Name of the Items	Printing in		Rate of printing range-wise including all charges and taxes.			
				1 st to 100	101 to 1000	1001 to 10000	10001 to 50000
1	2	3	4	5	6	7	8
80 GSM (Jk/Bilt) Maplitho	Leaflets/folders	Single Colour	One Side				
			Both Side				
		Bi-Coloured	One Side				
			Both Side				
		Multi Coloured	One Side				
			Both Side				
90 GSM C2S Art Paper		Single Colour	One Side				
			Both Side				
		Bi-Coloured	One Side				
			Both Side				
		Multi Coloured	One Side				
			Both Side				
100 GSM C2S Art Paper		Single Colour	One Side				
			Both Side				
		Bi-Coloured	One Side				
			Both Side				
		Multi Coloured	One Side				
			Both Side				
130 GSM C2S Art Paper		Single Colour	One Side				
			Both Side				
		Bi-	One				

On Text Paper	Name of the Items	Printing in		Rate of printing range-wise including all charges and taxes.					
				1 st to 100	101 to 1000	1001 to 10000	10001 to 50000		
		Coloured	Side						
			Both Side						
		Multi Coloured	One Side						
			Both Side						
		Single Colour	One Side						
			Both Side						
Bi-Coloured		One Side							
		Both Side							
Multi Coloured		One Side							
		Both Side							
170 GSM C2S Art Paper			Single Colour	One Side					
				Both Side					
			Bi-Coloured	One Side					
				Both Side					
			Multi Coloured	One Side					
				Both Side					
210 GSM C2S Art Paper				Single Colour	One Side				
					Both Side				
	Bi-Coloured			One Side					
				Both Side					
	Multi Coloured			One Side					
				Both Side					
250 GSM C2S Art Paper				Single Colour	One Side				
					Both Side				
				Bi-Coloured	One Side				
					Both Side				
				Multi Coloured	One Side				
					Both Side				
300 GSM C2S Art Paper				Single Colour	One Side				
					Both				

On Text Paper	Name of the Items	Printing in		Rate of printing range-wise including all charges and taxes.			
				1 st to 100	101 to 1000	1001 to 10000	10001 to 50000
		Bi-Coloured	Side				
			One Side				
			Both Side				
		Multi Coloured	One Side				
			Both Side				
Total for each column				A=∑ (5)	B=∑ (6)	C=∑ (7)	D=∑ (8)
Grand Total (A+B+C+D)							

Group C

Printing and Supply of leaflets/folders/cards etc. size ¼ Demy (21 cm x 28.5 cm) on following papers including paper, printing, designing, film & plate making, scanning, packing and forwarding.

On Text Paper	Name of the Items	Printing in		Rate of printing range-wise including all charges and taxes.			
				1 st to 100	101 to 1000	1001 to 10000	10001 to 50000
1	2	3	4	5	6	7	8
80 GSM (Jk/Bilt) Maplitho	Leaflets/folders	Single Colour	One Side				
			Both Side				
		Bi-Coloured	One Side				
			Both Side				
		Multi Coloured	One Side				
			Both Side				
90 GSM C2S Art Paper		Single Colour	One Side				
			Both Side				
		Bi-Coloured	One Side				
			Both Side				
		Multi Coloured	One Side				
			Both Side				
100 GSM C2S Art Paper		Single Colour	One Side				
			Both Side				
		Bi-Coloured	One Side				
			Both Side				
		Multi Coloured	One Side				
			Both Side				
130 GSM C2S Art Paper		Single Colour	One Side				
			Both Side				
		Bi-Coloured	One Side				
			Both Side				
		Multi Coloured	One Side				
			Both Side				
170 GSM C2S Art Paper		Single Colour	One Side				
			Both Side				
		Bi-	One Side				

On Text Paper	Name of the Items	Printing in		Rate of printing range-wise including all charges and taxes.					
				1 st to 100	101 to 1000	1001 to 10000	10001 to 50000		
210 GSM C2S Art Paper		Coloured	Both Side						
			One Side						
		Multi Coloured	Both Side						
			One Side						
		Single Colour	Both Side						
			One Side						
		Bi-Coloured	Both Side						
			One Side						
		Multi Coloured	Both Side						
			One Side						
		250 GSM C2S Art Paper	Leaflets/folders	Single Colour	Both Side				
					One Side				
Bi-Coloured	Both Side								
	One Side								
Multi Coloured	Both Side								
	One Side								
Total for each column				A=∑ (5)	B=∑ (6)	C=∑ (7)	D=∑ (8)		
Grand Total (A+B+C+D)									

Group D (Item 1)

Printing and Supply cost of Book/Brochure/Report/ Souvenir/ News Letter etc. size ¼ Demy(21cm x28.5cm) including paper, designing, Plate & Film making, Scanning, Printing and Packing and Forwarding and all applicable taxes etc. on specified paper given below.

On Text Paper	Name of the Items	Text Pages	Printing in	Rate of printing range-wise including all charges and taxes.			
				1 st to 100	101 to 1000	1001 to 10000	10001 to 50000
1	2	3	4	5	6	7	8
(a) 100 GSM) (C2S) Art Paper	Book/Brochure/Report/ Souvenir/ News Letter	4 Pages	Single Colour				
			Bi-Coloured				
			Multi Coloured				
(b) 130 GSM (C2S) Art Paper	Book/Brochure/Report/ Souvenir/ News Letter	4 Pages	Single Colour				
			Bi-Coloured				
			Multi Coloured				
(c) 170 GSM (C2S) Art Paper	Book/Brochure/Report/ Souvenir/ News Letter	4 Pages	Single Colour				
			Bi-Coloured				
			Multi Coloured				
Total for each column				A=∑ (5)	B=∑ (6)	C=∑ (7)	D=∑ (8)
Grand Total (A+B+C+D)=							P

Group D (Item 2)

Printing and Supply of cover including design and layout with lamination (Matt/UV/Gloss) for Book/Brochure/Report/Souvenir/ News Letter etc. size of book ¼ Demy in 4 pages, cover paper open size (42cm x 28.5 cm) including paper printing, designing , film & plate making, scanning etc. all applicable taxes etc.

On Text Paper	Name of the Items	Text Pages	Printing in	Rate of printing range-wise including all charges and taxes.				
					1 st to 100	101 to 1000	1001 to 10000	10001 to 50000
1	2	3	4	5	6	7	8	9
On Cover Paper 170 GSM (C2S) Art Paper	Book/ Brochure/ Report/ Souvenir/ News Letter	4 Pages	Single Coloured	One Side				
				Both Side				
			Bi-Coloured	One Side				
				Both Side				
			Multi Coloured	One Side				
				Both Side				
On Cover Paper 210 GSM (C2S) Art Paper		4 Pages	Single Colour	One Side				
				Both Side				
			Bi-Coloured	One Side				
				Both Side				
			Multi Coloured	One Side				
				Both Side				
On Cover Paper 250 GSM (C2S) Art Paper		4 Pages	Single Colour	One Side				
				Both Side				
			Bi-Coloured	One Side				
				Both Side				
			Multi Coloured	One Side				
				Both Side				
On Cover Paper 300 GSM (C2S) Art Paper		4 Pages	Single Colour	One Side				
				Both Side				
			Bi-Coloured	One Side				
				Both Side				
			Multi Coloured	One Side				
				Both Side				
Total for each column					A=∑ (6)	B=∑(7)	C=∑ (8)	D=∑ (9)
Grand Total (A+B+C+D)=							Q	

Group D (Item 3)

Printing and Supply cost of Book/Brochure/Report/ Souvenir/ News Letter etc. size 1/8 Demy(14cm x 22cm) including Paper, designing, plate & film making, scanning, printing, binding, packing and forwarding and all applicable taxes etc. on specified paper given below.

On Text Paper	Name of the Items	Text Pages	Printing in	Rate of printing range-wise including all charges and taxes.			
				1 st to 100	101 to 1000	1001 to 10000	10001 to 50000
1	2	3	4	5	6	7	8
(a) 100 GSM) (C2S)Art Paper	Book/Brochure/Report/ Souvenir/ News Letter	4 Pages	Single Colour				
			Bi- Coloured				
			Multi Coloured				
(b) 130 GSM (C2S) Art Paper	Book/Brochure/Report/ Souvenir/ News Letter	4 Pages	Single Colour				
			Bi- Coloured				
			Multi Coloured				
(c) 170 GSM (C2S) Art Paper	Book/Brochure/Report/ Souvenir/ News Letter	4 Pages	Single Colour				
			Bi- Coloured				
			Multi Coloured				
Total for each column				A=∑ (5)	B=∑(6)	C=∑(7)	D=∑ (8)
Grand Total (A+B+C+D)=						R	

Group D (Item 4)

Printing and Supply of cover including design and layout with lamination (Matt/UV/Gloss) for Book/Brochure/Report/Souvenir/ News Letter etc. size of book ¼ Demy in 4 pages, cover paper size each page (21cm x 28.5 cm) including Paper, designing, plate & film making, scanning, printing and packing and forwarding and all applicable taxes etc. on specified paper given below.

On Text Paper	Name of the Items	Colour Printing		Rate of printing range-wise including all charges and taxes.			
				1 st to 100	101 to 1000	1001 to 10000	10001 to 50000
1	2	3	4	5	6	7	8
On Cover Paper 170 GSM (C2S) Art Paper	Book/ Brochure/ Report/ Souvenir/ News Letter	Single Colour	One Side Printing (1 st and 4 th Page)				
			Both Side Printing (1 st and 4 th Page)				
		Bi-Coloured	One Side Printing (1 st and 4 th Page)				
			Both Side Printing (1 st and 4 th Page)				
		Multi Coloured	One Side Printing (1 st and 4 th Page)				
			Both Side Printing (1 st and 4 th Page)				
On Cover Paper 210 GSM (C2S) Art Paper		Single Colour	One Side Printing (1 st and 4 th Page)				
			Both Side Printing (1 st and 4 th Page)				
		Bi-Coloured	One Side Printing (1 st and 4 th Page)				
			Both Side Printing (1 st and 4 th Page)				
		Multi Coloured	One Side Printing (1 st and 4 th Page)				
			Both Side Printing (1 st and 4 th Page)				
		Single Colour	One Side Printing (1 st and 4 th Page)				
			Both Side				

On Text Paper	Name of the Items	Colour Printing		Rate of printing range-wise including all charges and taxes.					
				1 st to 100	101 to 1000	1001 to 10000	10001 to 50000		
GSM (C2S) Art Paper			Printing (1 st and 4 th Page)						
		Bi-Coloured	One Side Printing (1 st and 4 th Page)						
			Both Side Printing (1 st and 4 th Page)						
		Multi Coloured	One Side Printing (1 st and 4 th Page)						
			Both Side Printing (1 st and 4 th Page)						
		On Cover Paper 300 GSM (C2S) Art Paper		Single Colour	One Side Printing (1 st and 4 th Page)				
Both Side Printing (1 st and 4 th Page)									
Bi-Coloured	One Side Printing (1 st and 4 th Page)								
	Both Side Printing (1 st and 4 th Page)								
Multi Coloured	One Side Printing (1 st and 4 th Page)								
	Both Side Printing (1 st and 4 th Page)								
Total for each column				A=∑ (5)	B=∑ (6)	C=∑ (7)	D=∑ (8)		
Grand Total (A+B+C+D)=							S		

Group D (Item 5)

Binding charges of book/ Brochure/Report/Souvenir/ News Letter etc. size of book 1/8 demy size in pages as mentioned below including all binding materials cost

PERFECT BINDING					
On Text Paper	Name of the Items	Rate of printing range-wise including all charges and taxes.			
		1 st to 100	101 to 1000	1001 to 10000	10001 to 50000
1	2	3	4	5	6
Up- to 50 pages	Book/ Brochure/ Report/Souvenir/ News Letter				
Up- to 100pages					
Up- to 150 pages					
Up- to 200 pages					
Up- to 250 pages					
Up- to 300 pages					
Up- to- 400					
B. CENTRE STICED BINDING WITH BLACK WIRE					
Up- to 8 pages	Book/ Brochure/ Report/Souvenir/ News Letter				
Up- to 16 pages					
Up- to 24 pages					
Up- to 32 pages					
Up- to 40 pages					
Up- to 48 pages					
Up- to 56 pages					
Up- to 64 pages					
Up-to 100 pages					
Total for each column		A=∑ (3)	B=∑ (4)	C=∑ (5)	D=∑ (6)
Grand Total (A+B+C+D)=					T

Group D (Item 6)

Binding charges of book/ Brochure/Report/Souvenir/ News Letter etc. size of book ¼ demy size in pages as mentioned below including all binding materials cost.

PERFECT BINDING					
On Text Paper	Name of the Items	Rate of printing range-wise including all charges and taxes.			
		1 st to 100	101 to 1000	1001 to 10000	10001 to 50000
1	2	3	4	5	6
Up- to 50 pages	Book/ Brochure/ Report/Souvenir/ News Letter				
Up- to 100pages					
Up- to 150 pages					
Up- to 200 pages					
Up- to 250 pages					
Up- to 300 pages					
Up- to- 400					
B. CENTRE STICED BINDING WITH BLACK WIRE					
Up- to 8 pages	Book/ Brochure/ Report/Souvenir/ News Letter				
Up- to 16 pages					
Up- to 24 pages					
Up- to 32 pages					
Up- to 40 pages					
Up- to 48 pages					
Up- to 56 pages					
Up- to 64 pages					
Up-to 100 pages					
Total for each column		A=∑ (3)	B=∑ (4)	C=∑ (5)	D=∑ (6)
Grand Total (A+B+C+D)=					U

Group-D
(Consolidated)

SI	Particulars	Rate (Inclusive Taxes)
1	Total cost for Printing and Supply of Book/Brochure/Report/Souvenir/ News Letter etc.	Group D (P+Q+R+S+T+U)
Grand Total		Rs

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM :

OFFICIAL SEAL :

Annexure: V

Group-A: Printing and Supply of Poster size (19.5 inch x 29 inch) on Art Paper one side printing, designing, Film & Plate making, scanning, packing and forwarding and all applicable taxes etc. on 80 GSM [C2S] Maplitho, 90 GSM [C2S] Art Paper, 100 GSM (C2S) Art Paper and 130 GSM [C2S] Art Paper

Group-B: Printing and Supply of Leaflets/folders/cards etc. size 1/8 Demy (14 cm x 22 cm) on following papers including paper, printing, designing, Film & Plate making, scanning, packing and forwarding. On paper 80 GSM Maplitho, 90 GSM C2S Art Paper, 100 GSM C2S Art Paper, 130 GSM C2S Art Paper, 170 GSM C2S Art Paper, 210 GSM C2S Art Paper and 250 GSM C2S Art Paper

Group C: Printing and Supply of Leaflets/folders/cards etc. size 1/4 Demy (21 cm x 28.5 cm) on following papers including paper, printing, designing, Film & Plate making, scanning, packing and forwarding. On paper 80 GSM Maplitho, 90 GSM C2S Art Paper, 100 GSM C2S Art Paper, 130 GSM C2S Art Paper, 170 GSM C2S Art Paper, 210 GSM C2S Art Paper and 250 GSM C2S Art Paper

Group-D: Printing and Supply cost of Book/Brochure/Report/ Souvenir/ News Letter etc. size ¼ Demy(21cm x28.5cm) and 1/8 Demy (14cm x 22cm) including paper, designing, Plate & Film making, Scanning, Printing and Packing and Forwarding etc

Annexure-VI

CHECK LIST

Sl.	Cover A	Yes	NO
1.	Court Fee/ IPO		
2.	Earnest Money Deposit of Rs 2.00 (Two) Lakhs only in the form of Demand Draft/Bankers Cheque in favour of State Health Society, Assam.		
3.	Attested/notarized copy of valid certificate of DIC/ competent authority		
4.	Attested copy of Category-A certification by the Govt of Assam, with updated validity		
5.	Attested/notarized copies of at least two orders/contracts (each of value not less then Rs 10.00 Lakhs) or one order/contract (of value not less then Rs 20.00 Lakhs) executed for Government organizations during the last three financial years 2010-11, 2011-12 and 2012-13.		
6.	Attested/notarized copy of VAT Registration Certificate		
7.	Attested/notarized copy of Sale TAX/VAT clearance certificate of the financial year 2012-13.		
8.	Undertaking as per Annexure I		
9.	Annual Turnover Statement of last 3 financial years certified by a Chartered Accountant/Auditor in the format at Annexure II		
10.	"Agreed Terms & Conditions" as per Annexure-III duly filled in and signed and sealed.		
11.	Checklist (Annexure-VI) for the list of documents enclosed with their page number.		
12.	The tender/bid document should be signed by the bidder in all pages with office seal and submitted with the bid.		
13.	Price Bid as per Annexure IV		

Annexure-VII
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 _____