



**TENDER DOCUMENTS FOR PRINTING & SUPPLY OF
LEAFLET/FOLDER**

**OFFICE OF THE JOINT DIRECTOR OF HEALTH S (MALARIA), ASSAM CUM STATE
PROGRAMME OFFICER**

NATIONAL VECTOR BORNE DISEASE CONTROL PROGRAMME

SAIKIA COMMERCIAL COMPLEX, SRINAGAR PATH, CHRISTIAN BASTI

G.S. ROAD, GUWAHATI-781005, ASSAM

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OFFICE OF THE JOINT DIRECTOR OF HEALTH SERVICES (MALARIA), ASSAM
NATIONAL VECTOR BORNE DISEASE CONTROL PROGRAMME, ASSAM
SAIKIA COMMERCIAL COMPLEX, 2ND FLOOR, "B" BLOCK
G.S. ROAD, CHRISTIAN BASTI, GUWAHATI-781005.

TENDER DOCUMENT FOR PRINTING & SUPPLY OF LEAFLET/FOLDER

Tender reference No.: NVBDCP/VII-2/PSCM/IEC-BCC/2013-14/

1. Date of commencement of sales of
tender documents : 09-07-2015
2. Last date and time of received of
tender documents : 23-07-2015 up to 2:00 P.M.
3. Date and time opening the tender : 23-07-2015 at 3:00 P.M.
4. Place & Address of opening tender : Office of the Joint Director of Health Services (M)
cum State Programme Officer, NVBDCP,
Assam, Saikia Commercial Complex, Srinagar
Path, G.S. Road, Christian Basti, Guwahati-05
5. Cost of Tender Documents : Rs.500/- (Rupees Five Hundred only) in form
of Demand Draft.

ELIGIBILITY CRITERIA

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

Sl. No.	Eligibility Criteria	Documents Required
A	Must be a registered 'A' category, Govt. approved printing press.	Attested/Notarized copy of certificate from Department of Printing & Stationary, Govt. of Assam.
B	Should be registered with Department of Industries, Govt. of Assam.	Attested/Notarized copy of valid registration certificate of DIC/Competent Authority.
C	Must have a permanent registered branch office in Assam.	Attested copy of Trade License.
D	Should have valid Sales Tax/VAT of Service TAX registration and Permanent Account Number.	Copy of – 1. Sales Tax Registration Certificate or Service Tax Registration Certificate. 2. Permanent Account Number (PAN) Card.
E	Should have experience of printing of Leaflet, Folder etc. for Government Organization.	Attested copies of at least 3 orders executed for Government Organizations during the last 3 years.
F	Any other information, which may be useful in the process of evaluation.	Supporting documents.
G	Should have an average annual turnover of at least Rs. 20 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)

1. GENERAL CONDITIONS

- a) Then bid document may be obtained from Office of the Joint Director of Health Services (Malaria) cum SPO, NVBDCP, Saikia Commercial Complex, Christian basti, G.S. Road, Guwahati-781005, Assam on payment of bid document fee of Rs.500/- by DD in favour of **"State Health Society, NVBDCP, Assam"** or can be download from the official website – www.nrhmassam.in. Payable at Guwahati while submitting the bid. Tenders without the fee of Rs.500/- (non-refundable) will not be accepted.
- b) All bids must be accompanied by earnest Money Deposit (EMD) as specified in the relevant clause of the bid document.
- c) Bids will be opened in the presence of bidders or their authorized representatives on the specified date and time stipulated in the bid document.
- d) At any time 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

2. TECHNICAL BID COVER (A)

The bidders should be furnished the following in a separate cover hereinafter called "Cover-A". Court fee stamp of Rs.8.25/- or IPO of Rs.10/- (for bidders located outside the state of Assam) must be affixed/submitted.

- a) Attested/Notarized copy of certificate of registration of printing press by competent authority.
- b) Attested/Notarized copy of Trade License.
- c) Annual turnover statement of last 3 financial year certified by Chartered Accountant/Auditor in the format at Annexure – II.
- d) Attested/Notarized copy of valid Service Tax Registration certificate or VAT Registration certificate and PAN Card.
- e) Copies of at least 3 orders executed for Government Organizations during the last 3 years.
- f) Undertaking as per Annexure – I.
- g) Earnest Money Deposit of Rs.50,000/- (Rupees Fifty Thousand only) only in the form of Demand Draft/Bankers Cheque in favour of "State Health Society, NVBDCP, Assam". (EMD submitted in any other form or bids without EMD shall not be entertained. If the successful bidder fails to execute the work 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.)
- h) "Agreed Terms & Conditions" as per Annexure-III duly filled in and signed.
- i) 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.
- j) Undertaking on "Fraud & Corruption" as Annexure-VIII.
- 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 s "TECHNICAL BID– COVER 'A' TENDER FOR PRINTING & SUPPLY OF LEAFLET/FOLDER DUE ON 18/06/2015", and addressed to the Joint Director of Health Services (Malaria) cum SPO, NVBDCP, Saikia Commercial Complex, Christian basti, G.S. Road, Guwahati-781005, Assam.

3. PRICE BID – COVER "B"

Cover – "B" shall contain the price bid of the bidder.

i) Signature & 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 charges. The component on tax should also be shown separately.

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 Leaflet/Folder due on 18/06/2015", and addressed to the Joint Director of Health Services (Malaria) cum SPO, NVBDCP, Saikia Commercial Complex, Christian basti, G.S. Road, Guwahati-781005, Assam.

4. 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 super-scribed as "TENDER FOR PRINTING AND SUPPLY OF LEAFLET/FOLDER DUE ON 18/06/2015" and addressed to the Joint Director of Health Services (Malaria) cum SPO, NVBDCP, Saikia Commercial Complex, Christian basti, G.S. Road, Guwahati-781005, Assam.

5. 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 open price bid – Cover "B" in presence of the successful bidder.

6. VALIDITY OF OFFER OF SUCCESSFUL BIDDER

The validity of offer of the successful bidder shall be at least 2 (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 the period.

7. OTHER CONDITIONS

- a) Item Details, Quantity & specification to be supplied as in the Annexure-V.
- b) **No revision/correction of quantities:** No bidder shall be allowed at any time on any ground, whatsoever, to claim revision or modification in the quantities quoted by him/her. Representative to make correction in the tender documents on the ground of clerical error, typographical error etc., shall not be entertained after submission of the bids.

- c) **Firm Delivery Schedule:** Firm delivery schedule to be mentioned to be mentioned in the bid. Cross conditions such as "SUBJECT TO AVAILABILITY:: SUPPLIES WILL BE MADE AS AND WHEN CONSIGNMENTS ARE READY" etc., will not be considered under any circumstances and the bids of those who have given such conditions shall be treated as incomplete and will be summarily rejected.
- d) **Execution of Order:** Supplies should be made directly by the successful bidder and not through any other agency.

8. AGREEMENT

The successful bidder shall execute an agreement on a non-judicial stamp paper of value of Rs.100/- (Stamp duly to be paid by the bidder) as per proforma at Annexure-VII within 15 days from the date of the intimation from Tender Inviting Authority informing that his tender has been accepted or within 15 days from the date of issue of purchase order.

9. SECURITY DEPOSIT

The successful bidder, within 15 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 (BG) from any Indian Schedule-A Bank in favour of the Tender Inviting Authority valid for a period of 6 months from the contractual date of delivery. 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. Prior to expiry of this bank guarantee, the successful bidder shall have to furnish additional bank guarantee covering 5% of the order value valid for the guarantee period of the goods supplied.

10. SUPPLY CONDITIONS

- a) **Purchase Order:** Purchase order will be placed on the successful bidder at the discretion of the Tender Inviting Authority.
- b) **Specifications & Quality:** The items supplied by the successful bidder shall be of the best quality shall comply with specifications, stipulations and conditions specified.
- c) **Delivery Period:** The total ordered quantity must be delivered as per destination within 30 (Thirty) days from the date of purchase order or as specified in the order.
- d) **Delivery Point/Destination:** Items should be delivered at District Head Quarters of Assam and State Head Quarter at Guwahati which will be specified along with the supply order.
- e) **Penalty for Delayed Delivery:** 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% of the value of delayed goods per week of delay or part thereof subject to a maximum of 10% of the total order value.

Once the maximum price reduction is reached, termination of the contract may be considered. Non-performance 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.

- f) **Alternative Purchase:** If the successful bidder/supplier fails to execute the order within the stipulated time, the Tender Inviting Authority will be at liberty to make alternative arrangement for purchase of the items for which the purchase of the items for which the purchase order has been placed, from any other sources or from the open market, at the risk and cost of the supplier. This would be in addition to all other penalties including forfeiture of security deposit.

g) Guarantee : Supplier shall give guarantee against any and all defects in design, workmanship of material and performance for a period of 12 months (or as specified if the PO) from the date of supplies. Should any defects develop during the guarantee period, it should be remedied promptly free of cost by the supplier and all expenses for transportation of goods necessitated for such repairs or replacement shall be borne by the supplier.

11. PAYMENT PROVISION

- a) No advance payments will be made to the successful bidder.
- b) Payments towards the supply of the item will be made strictly as per rules of the Tender Inviting Authority. Full payment will be made only after satisfactory complete on of supply of entire ordered quantity and subject to furnishing of requisite bank guarantee.
- c) On completion of supplies of ordered quantities, bills/invoices should be raised in triplicate in the name of the Tender Inviting Authority for further necessary action.

UNDERTAKING BY BIDDER

To,

The Joint Director of Health Services (M) cum
SPO, NVBDCP, Assam, Christian basti, Ghy-05.

Tender No.....

For Supply of

Sir,

- 1) I, Sri..... on behalf of M/s.....
..... having registered office at, do hereby
declared 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 one 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 & 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:

ANNUAL TURNOVER STATEMENT OF THE BIDDER

The Annual Turnover of for the past three years are given below and certified that the statement are true and correct.

Sl. No.	Financial Year	Turnover in Lakhs
1.		
2.		
3.		
		Total = Rs.

Seal & Signature of Chartered
Accountant/Auditor
Date :

AGREED TERMS & CONDITIONS

Tender No. & Date

A. Details of Bidder

Bidder Name :

Offer Ref :

Telephone No. :

Fax No. :

Contract Person :

Signature :

E-mail :

B. Definitions

1. "Purchaser" means the Joint Director of Health Services (Malaria) cum SPO, NVBDCP, 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 replaced. 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	Vendor's Confirmation (Confirmed/Noted/Deviation furnished separately)
	TECHNICAL	
1	Confirm that you meet the eligibility criteria as per bid document and have furnished relevant documents.	
2	Confirm acceptance 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 certificated/documents furnished.	
6	Confirm that Earnest Money Deposit (EMD) as per bid document has furnished in technical bid Cover-A.	

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Sl. No.	Description	<u>Vendor's Confirmation</u> (Confirmed/Noted/Deviation furnished separately)
	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 all 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 supplier.	
5	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.	
6	Confirm acceptance of delay of delivery period as indicated in the bid document.	
7	Confirm acceptance of relevant payment terms specified in the bid document.	
8	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.	
9	Confirm that the EMD shall be retained till the completion of the work order.	
10	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.	

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM:

COVER "B" – PRICE BID

Tender No.

Sl. No.	Item	Rate of printing range wise including of all charges & taxes			
		1-100	101-1000	1001-10000	10001-50000
1					
2					
3					
4					

N.B. : Commercial Bid evaluation will be made as per rate offered and bid will be decided with Bidder offering lowest amount.

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM:

SPECIFICATION, REQUIRED QUANTITY OF LEAFLET/FOLDER

Sl. No.	Particulars of Materials	Details Specification	Quantity Required
1	Leaflet/Folder	Size = A4, ¼ Demy Paper (21cm X 28.5cm) Paper = 100 GSM, Art Paper (JK/Bill) Multicolour, Fold = 2, Both side Printing	24,30,000 Nos.

Place of Delivery: - District H.Q.s and State H.Q. (Will be specified in the supply order)

CHECK LIST

Sl. No.	Cover "A"	Yes	No
1	Attested/Notarized copy of certificate of registration of the firm/company by the competent authority.		
2	Attested/Notarized copy of Trade License.		
3	Attested/Notarized copy of valid Service Tax Registration Certificate/valid VAT Registration Certificate & PAN Card.		
4	Undertaking as per Annexure-I.		
5	Annual Turnover Statement of last 3 financial years from a Chartered Accountant/Auditor in the format at Annexure-II.		
6	Earnest Money Deposit of Rs.50,000/- (Rupees Fifty Thousand only) in the form of Demand Draft/Bankers Cheque in favour of " STATE HEALTH SOCIETY - NVBDCP, ASSAM ".		
7	Copies of at least 3 orders executed for Government Organizations during the last three years.		
8	"Agreed Terms & Conditions" as per Annexure-III duly filled in and signed.		

FORM OF CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT is made

This Day of month year

BETWEEN

- 1) Name & Address of the Purchaser :
- 2) Name & 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 of 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 behalf of the supplier

Signed :

In the capacity of (Insert: title or other appropriate designation)

In the presence of.....

UNDERTAKING ON FRAUD AND CORRUPTION

We M/s do hereby undertake that, in competing for (and, if the award is made to us, in executing) the subject contract for supply of Under tender reference No.
Dated We shall strictly observe the laws against fraud and corruption in force in the country.

Signature of Proprietor/Partner/Director

Designation :

Seal :