



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

No: NHM/Mamoni/Print/2014-15/2316/21067

Date: 20/01/2016

TENDER FOR PRINTING AND SUPPLY OF MAMONI BOOKLET

Tender Reference No	:	NHM/Mamoni/Print/2014-15/2316/21067 Dated :20/01/2016
Date of sale and uploading of Tender Documents from	:	20-01-2016
Date of Pre-bid Meeting	:	25-01-2016 at 2:00 PM
Last Date and Time of receipt of Tender	:	03- 02-2016 till 2:00 PM
Date and Time of opening Tender	:	03-02-2016 at 3:00 PM
Place of opening Tender	:	Office of the Mission Director National Health Mission, Assam 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

TENDER FOR PRINTING AND SUPPLY OF MAMONI BOOKLET

Sealed tenders in **TWO BID SYSTEM** affixing Court Fee Stamp of Rs 8.25 (or IPO of Rs 10.00 in favour of “State Health Society, Assam” for bidders based outside Assam) only are invited by National Health Mission, Assam, from registered printing press for printing and supply of “MAMONI Booklet” for National Health Mission, Assam. Interested printers are requested to submit their tender along with the specified documents which will be received till **03-02-2016** 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 Health Mission (NHM), State Health Society, Assam, 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, National Health Mission, 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 **03-02-2016** up to **2 PM** by the Mission Director, National Health Mission, Assam, Saikia Commercial Complex, Srinagar Path, Christianbasti, G.S Road, Guwahati-781005

2. ELIGIBILITY CRITERIA

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

Sl No	Eligibility Criteria	Documents required
A	Should be a registered Printing Press	Self Attested copy of valid certificate of DIC/competent authority
B	Should have an establishment/ office for carrying out business	Self Attested copy of Trade License
C	Should have an average annual turnover of at least Rs 25.00 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). The statement is to be supported by copies of balance sheet and profit and loss statement for each of the three years.
D	Should have experience of printing booklets, pamphlets, journals, posters, dairies etc. for Govt. organisations	Self Attested copies of at least three orders/contracts for printing work executed for Government organizations during the last three financial years, out of which one order should be of value not less than Rs.13.50 Lakhs.
E	Should have valid Sales Tax/VAT Registration and Permanent Account Number	Self Attested copy of 1. Sales Tax Registration Certificate 2. Permanent Account Number (PAN) Card
F	Should have cleared all Taxes relating to sale of goods/products	Self Attested copy of Sale Tax/VAT clearance certificate of the financial year 2014-15.
G	The bidder should not have been blacklisted by any government organization.	1. Self-declaration certificate regarding the matter that the organization is not blacklisted by any Government Organization. 2. Should submit a self declaration for not being under legal action for corrupt or fraudulent practices.
H	Any other information, which may be useful in the process of evaluation.	Supporting Documents

Sl No	Eligibility Criteria	Documents required
1	Other Documents (to be submitted by the bidder along with the proposal)	<ul style="list-style-type: none"> ➤ Non refundable Court Fee Stamp of Rs 8.25 (or IPO of Rs 10.00 in favour of “State Health Society, Assam” for bidders based outside Assam) only. ➤ Bids must be accompanied by Earnest Money Deposit (EMD) 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 amount of EMD shall be of Rs. 1,80,000/- (Rupees one lakh eighty thousand only). The EMD of the successful bidder shall be retained till completion of the bidding process but shall not carry any interest. If the successful bidder fails to execute the agreement within the specified time, or withdraws his bid within the validity of the bid, the EMD shall be forfeited. The EMD of the unsuccessful bidders will be returned after the finalization of the bid. ➤ Undertaking as per Annexure I ➤ The proposal document shall be signed by the proposer in all the pages with official seal failing to which the bid will not entertain for further consideration. ➤ Any other information, which may be useful in the process of evaluation ➤ Any deviations to our enquiry specifications/conditions shall be mentioned clearly in the offer. Otherwise it will be presumed that enquiry specification/conditions

SI No	Eligibility Criteria	Documents required
		<p>are acceptable to you in its entirety and no changes will be allowed after placement of order. The technical & commercial requirements, wherever applicable, are specified in the attached questionnaire titled "Agreed Terms & Conditions" (Annexure-III) which should be filled in, signed & stamped on each page and shall be enclosed with your Technical Bid. Bids received without duly filled in questionnaire shall not be considered for evaluation.</p>

3. GENERAL CONDITIONS.

- a) The bid document may be obtained from Office of the Mission Director on payment of bid document fee of Rs. 2,000/- (non-refundable) by DD in favour of "State Health Society, Assam" or can be downloaded from the official website: www.nrhmassam.in. The bidder downloading the bid document from the website is required to deposit Rs 2,000/-(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 2,000/- 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 as stipulated in the bid document.
- d) 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.
- e) Interested eligible bidders, if they so desire, may obtain further information from the office of the Tender Inviting Authority.

4. TECHNICAL BID- COVER "A"

All the documents mentioned in "2. Pre-qualification criterion and Documents to be submitted" should be put in a separate sealed envelope and marked as "Technical Bid: Cover – A".

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

5. 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) as per format at **Annexure-IV**. The rates quoted shall be inclusive of all taxes and any other charges. The component of 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 AND SUPPLY OF MAMONI BOOKLET"** and addressed to the Mission Director, National Health Mission, Saikia Commercial Complex, Srinagar Path, Christianbasti, G.S Road, Guwahati-781005, Assam.

6. 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 MAMONI BOOKLET" DUE ON 3rd February 2016** and addressed to the Mission Director, National Health Mission, Saikia Commercial Complex, Srinagar Path, Christianbasti, G.S Road, Guwahati-781005, Assam.

7. 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.

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 various criteria of technical bid and thereafter on the basis of the price per unit (landed price per unit) for determining the L1 (Lowest) Rate from amongst those qualifying the technical bid stage. Conditional discounts shall not be taken into account for price comparison.

(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.

11. 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 "State Health Society, Assam" valid for a period of one year 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.

12. 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.

13. 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.

14 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.

15. SUPPLY CONDITIONS

a. 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**.

b. Delivery Period

The items are to be delivered at the Store of the Office of the Mission Director **within 45 days** from the date of receipt of order.

c. 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.

16. 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.

17. 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.

18. 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.

Last date of submission of proposal in sealed envelope is **2:00 PM of 03/02/2016**. The proposal may be submitted to:

**The Mission Director
National Health Mission, Assam
Saikia Commercial Complex
G. S. Road, Christianbasti
Guwahati – 781005, Assam**

Incomplete application form or application submitted by organizations that do not fulfil eligible criteria will be rejected.

(Dr. P. Ashok Babu, IAS)
Mission Director,
National Health Mission, Assam

ANNEXURE I

UNDERTAKING

To

Mission Director,
National Health Mission, Assam

Tender No. _____
For _____

Sir,

1. I, Shri/Smt _____, 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 BIDDER :

Annexure-II

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.	Year	Turnover in Lakhs
1.	2012-13	
2.	2013-14	
3.	2014-15	
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)
1	C. Technical	
2	Confirm that you meet the eligibility criteria as per bid document and have furnished relevant documents.	
3	Confirm acceptance of Technical Specification and scope of supply as per Tender Document.	
4	In case of deviations, confirm that the same have been highlighted separately.	
5	Confirm that literature and technical data, wherever applicable, have been enclosed.	
6	Confirm that all certificates/ documents furnished.	
7	Confirm that Earnest Money Deposit (EMD) as per bid document has been furnished in Cover A	

Sl. No.	Description	Vendor's Confirmation (Confirmed/Noted/Deviation furnished separately)
	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	

Sl. No.	Description	Vendor's Confirmation (Confirmed/Noted/Deviation furnished separately)
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 BIDDER :

Annexure IV

COVER 'B' – PRICED BID

Tender No. _____

Price Bid						
<i>(To be submitted in official letter Head of the Bidder)</i>						
Name of the Bidder:						
Sl	Particulars	Basic Price per Unit (in Rs.)	Tax in %	Tax Amount Per unit (in Rs.)	Net Unit Cost (in Rs.)	Net Unit Cost in words
1	Mamoni Booklet					
Net Unit Cost (per Booklet)						
(Price Quoted by the Bidder. It will be treated as the evaluation criteria for Price Quoted by the bidder)						
Seal & Signature of Authorized Representative						
Name:						
Designation:						
Phone No:						
Date:						

Note:

- Price must be quoted as per format only.
- Price should be quoted in the official letter head of the bidder and seal & signature of authorized representative is mandatory.
- Price Bid must be submitted in sealed cover.
- Conditional discounts shall not be taken into account for price comparison.

Annexure V

Minimum Specifications of MAMONI booklet

1. Number of pages of the Booklet (44 pages): The booklet contains 20 sheets i.e. 40 pages inside and 2 sheets i.e. 4 pages outside as cover.
2. Size: 21.3 cm plus minus 1% width and 27.7 cm plus minus 1% length
3. Paper: Art Paper
4. Base Weight: The basis weight of the inside pages should be 130 GSM and the Cover pages should be 250 GSM.
5. Printing: Multi-colour printing.
6. The cover and back page inside out will be glossy lamination finish with more than 80% brightness.
7. The booklet will be center stapling.
8. Packaging:
 - a) Books should be delivered in cartoons.
 - b) Label mentioning the name of the book along with quantity should be put at the outside of each cartoon.

Total quantity: 4,50,000 (Four lakh fifty thousand) nos of Mamoni Booklet.

Language	Quantity *
Assamese	4,07,000
Bengali	37,000
English	6,000
Total	4,50,000

Design and Language: NHM will provide the content of the booklet and will specify the languages to be printed in, after the issue of order to the successful bidder.

Note:

* The actual order quantity may vary depending upon 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 _____

===XXX===