



**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 AND SUPPLY OF CARDS AND FORMATS FOR WIFS  
PROGRAMME**

<b>Tender Reference No</b>	<b>: NRHM/WIFS/2012-13/816/39066</b>
<b>Date of uploading of Tender in website</b>	<b>: 14.02.2013</b>
<b>Last Date and Time of receipt of Tender</b>	<b>: 28-02-2013 till 2 pm.</b>
<b>Date and Time of opening Tender</b>	<b>: 28-02-2013 at 3 pm.</b>
<b>Place of opening Tender.</b>	<b>: Office of the Mission Director, National Rural Health Mission, Saikia Commercial Complex, Srinagar Path, Christianbasti, G.S Road, Guwahati-781005, Assam.</b>
<b>Address for Communication</b>	<b>: Mission Director, National Rural Health Mission, Saikia Commercial Complex, Srinagar Path, Christianbasti, G.S Road, Guwahati-781005, Assam.</b>
<b>Cost of Tender Documents in Demand Draft</b>	<b>:Rs 500/- (Rupees Five Hundred) only in the form of Demand Draft in favour of State Health Society, Assam</b>

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**TENDER FOR PRINTING AND SUPPLY OF CARDS AND FORMATS FOR WIFS  
PROGRAMME**

Sealed tenders in **TWO BID SYSTEM** affixing Court Fee Stamp of Rs 8.25 only are invited by NRHM, Assam, from reputed printers/printing firms for printing of Formats, Cards etc. Interested parties are requested to submit their tender along with the specified documents which will be received till **28-02-2013 till 2 pm**. 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), State Health Society, 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 **28-02-2013 till 2 pm** by the Mission Director, National Rural 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:

<b>Sl. No.</b>	<b>Eligibility Criteria</b>	<b>Documents required</b>
A	Must be a registered printing press/printing firm	Attested copy of certificate of registration issued by concern authority.
B	Must have a permanent registered branch office in Guwahati, Assam.	Attested copy of Trade License.
C	Should have experience of printing of formats/ cards or other publication matter of similar nature.	Attested copies of order/contracts of earlier works of similar nature.
D	The bidder should be capable of sourcing printing materials of the quality specified at Annexure – V.	One sample each of 70 GSM Maplitho paper and 105GSM material made from polymer fibers conforming to specification at Annexure- V.
E	Should have an average annual turnover of at least Rs 50 Lakhs during the last 3 financial years.	Average annual turnover statement of last 3 financial years certified by a Chartered Accountant/Auditor.
F	Should have registration for Income Tax and VAT.	Copy of 1. Permanent Account Number (PAN) Card 2. VAT Registration Certificate.
G	Any other information, which may be useful in the process of evaluation.	Supporting Documents

### 3. GENERAL CONDITIONS.

- a) The bid document may be downloaded from the official website- www.nrhmassam.in. The bidder who has downloaded the bid document from the website has to pay Rs 500/-(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 500/- 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”

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 Certificate of registration of the firm/company by the competent authority.
- b) Attested/notarized copy of Trade License.
- c) Attested/notarized copies of orders/contracts (each contract of value above Rs 10.00 Lakhs) from Govt Department / organization executed during last three financial years.
- d) Undertaking as per **Annexure I**
- e) Annual Turnover Statement of last 3 financial years from a Chartered Accountant/Auditor in the format at **Annexure II**
- f) Attached /notarized copy of PAN card and VAT registration certificate.
- g) Earnest Money Deposit of Rs 1,00,000.00 (Rupees One Lakh) 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.)

- 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) The tender/bid document should be signed by the bidder in all pages with office seal and submitted with the bid.
- k) One sample of 70 GSM Maplitho paper and one sample of minimum 105 GSM material made from Polymer fibers.

The bidder shall put above documents in a sealed cover super scribed as "**TECHNICAL BID - COVER “A” TENDER FOR PRINTING OF CARDS AND FORMAT FOR WIFS PROGRAMME, DUE 28-02-2013 till 2 pm** and addressed to the Mission Director, National Rural Health Mission, Saikia Commercial Complex, Srinagar Path, Christianbasti, G.S Road, Guwahat i-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) in the format at **Annexure-IV**. The rates quoted shall be inclusive of al 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 OF FORMATS, CARDS WIFS PROGRAMME, DUE 28-02-2013 till 2 pm** and addressed to the Mission Director, National Rural 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 superscribed as TENDER FOR PRINTING OF FORMATS, CARDS AND FORMAT FOR WIFS PROGRAMME DUE ON 28-02-2013 till 2 pm** and addressed to the Mission Director, National Rural 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 the Tender Inviting Authority valid for a period of six 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.

## 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 cards and formats 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

Unless otherwise specified, the items should be delivered within 15 days from the date of the issuance 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 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.

**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.

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**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 and concurrent commitment for the current financial year are given below and certified that the statement are true and correct.

Sl No.	Year	Turnover in Lakhs
1.	2009-10	
2.	2010-11	
3.	2011-12	
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 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)
	<b>C. Technical</b>	
1.	Confirm that you meet the eligibility criteria as per bid document and have furnished relevant documents.	
2.	Confirm acceptance of Technical Specification and scope of supply as per Tender Document.	
3.	In case of deviations, confirm that the same have been highlighted separately.	
4.	Confirm that literature and technical data, wherever applicable, have been enclosed.	
5.	Confirm that all certificates/ documents furnished.	
6.	Confirm that Earnest Money Deposit (EMD) as per bid document has been furnished in Cover A	
	<b>D. Commercial</b>	
1.	It is noted that any deviations to the commercial terms and conditions shall lead to loading of prices or rejection of offer.	
2.	Confirm that the quoted landed price of the item is	

	inclusive of cost of packing & forwarding charges, freight, insurance and all duties and taxes viz. Excise Duty, Sales Tax/VAT.	
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. \_\_\_\_\_

<b>Sl No</b>	<b>Item</b>	<b>Quantity (Nos)</b>	<b>Unit Price in Rs</b>	<b>VAT/Tax</b>	<b>Unit Price Inclusive of Taxes</b>	<b>Total Price in Rs. (c x f)</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>	<b>(e)</b>	<b>(f)</b>	<b>(g)</b>
<b>1</b>	<b>Formats</b>	2000000				
<b>2</b>	<b>Individual Compliance Card. (ICC)</b>	3000000				

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM :

## Annexure V

### Specifications of Items

Description of Items	Quantity
<p><b>Formats:</b> Size : ¼ DFC Paper : 70GSM Maplitho Paper. Colour : Printing in single colour Type of formats:</p> <ol style="list-style-type: none"><li>1. Monthly School Report (<b>Specimen 1</b>)</li><li>2. Monthly Block Report for ICDS /Education Dept. (<b>Specimen 2</b>)</li><li>3. District Monthly Report. (<b>Specimen 3</b>)</li><li>4. ANM Monthly Report. (<b>Specimen 4</b>)</li><li>5. Monthly format for Aganwadi centre. (<b>Specimen 5</b>)</li><li>6. Monthly Report for ICDS Supervisor. (<b>Specimen 6</b>)</li><li>7. MO-PHC monthly report, (<b>Specimen 7</b>)</li></ol> <p>Packing : 15 copies( Reporting Format) in one Pad.</p>	<b>2000000</b>
<p><b>Individual Compliance Card. (ICC) (Specimen 8)</b></p> <p><b>Size :</b> 18 cm x 24 cm <b>Quality:</b> Non-woven material made from thermally bonded Polymer fibers. The colour of the sheet should be white so that on printing by multicolor ink/pigment, the matter becomes distinctly visible to the normal eyes. The basis weight of the material should be minimum 105 GSM. The material should be water resistant. The material should be highly opaque with good brightness. The tearing strength of the sheet should be such that it should not tear easily on applying pressure by hand. The Bidders should submit sample of sheet. Packing: 100 copies in one bundle.</p>	<b>3000000</b>



**Annexure-VI**

**CHECK LIST**

<b>Sl.</b>	<b>Cover A</b>	<b>Yes</b>	<b>NO</b>
1.	Court Fee Stamp affixed		
2.	Undertaking as per <b>Annexure I</b>		
3.	Attested/notarized copy of Certificate of registration of the firm/company by the competent authority.		
4.	Attested /notarized copy of Trade License.		
5	Attested/notarized copy of Category-A certification by Govt. of Assam, with updated validity.		
5.	Attested/notarized copies of orders/contracts of earlier works with samples of similar nature of work done		
6.	Annual Turnover Statement of the last 3 financial year from a Chartered Accountant/Auditor in the format at Annexure II		
7	Sales Tax/Clearance Certificate, as on 31 <sup>st</sup> March of last financial year		
8	EMD in the form DD furnished		
9	Copy of Permanent Account Number (PAN) card		
10	Agreed Terms & Conditions as per <b>Annexure-III</b>		
	<b>Cover B</b>	<b>Yes</b>	<b>NO</b>
11	Cover B- Price Bid as per Annexure- III		

Specimen1					
Format 3 - Monthly School Report					
State:		District:		Block	
Village/Town/city:			Month /year		
Name of School:			Classes in school: 6 <sup>th</sup> /7 <sup>th</sup> /8 <sup>th</sup> /9 <sup>th</sup> /10 <sup>th</sup> /11 <sup>th</sup> /12 <sup>th</sup> ( tick)		
No. of 6-12 <sup>th</sup> class students:	Girls :		Boys:	Total:	
Target population of staff	Teachers:		Others:		
Supply Details					
	IFA tablets		Albendazole tablets		
Date of Supply to school					
Quantity received by school					
Date of expiry of tablet					
Opening stock for month:					
Population covered in reporting month			Girls	Boys	Total
Adolescent students given 4/5 IFA tablets per month					
Total IFA tablets consumed by students					
Total number IFA tablets consumed by teachers/other staff					
<b>GRAND TOTAL OF IFA TABLETS USED IN THE MONTH</b>					
<b>Balance IFA tablets at school</b>					
Number of non-compliant students <i>(consumed less than 4 tablets in month )</i>					
Students with moderate/severe anaemia		Identified			
		Referred			
<i>If February/August month for de-worming</i>			Girls	Boys	Total
Adolescent students given Albendazole tablet					
Total number of Albendazole tablets consumed by teachers/other staff					
<b>GRAND TOTAL OF ALBENDAZOLE TABLETS USED IN THE MONTH</b>					
<b>Balance Albendazole tablets in school</b>					
Number of non-compliant students <i>for Albendazole in month</i>					
Topic of Nutrition Health education sessions conducted in the reporting month by nodal teacher					
Compliance rate ( percentage of students received is less than 4 tablets in the month)					
Remarks on any side-effects/adverse reactions					
Nodal Teacher 1		Nodal Teacher 2		Head Master	

### Format 4 - Monthly Block Report for ICDS /Education Dept

State:	District:	Block:	Month/ year:
No. of ICDS projects in Block:		No. of 6 <sup>th</sup> -12 <sup>th</sup> class schools in Block:	
Target population for the month		Girls:	Boys:
	In-school		
	In-AWC		
Target population of staff	Teachers:	AWW:	Others:
Supply details			
	IFA tablets	Albendazole tablets	
Date of Supply to Block			
Quantity received by Block			
Date of expiry of tablet			
Opening stock for month:			
Population covered in reporting month		In school (for Block Education Officer )	In AWC (for CDPO)
Adolescent Girls consumed 4/5 IFA tablets per month			
Adolescent Boys consumed 4/5 IFA tablets per month			
Grand Total of adolescents consumed 4/5 IFA tablets per month		a)	b)
Total number of teachers/AWW/other staff consumed IFA tablets:			
Grand Total of IFA Tablets Used In The Month			
Balance IFA Tablets In The Block			
Number of non-compliant adolescents (consumed less than 4 tablets in month )			
Total adolescents with moderate/severe anaemia	Identified		
	Referred		
Total Nutrition Health Education session conducted by nodal teacher in reporting month			
<b>A. Coverage in School: Adolescent given 4/5 IFA tablets in school (a) x 100 = Target adolescent population for the month (i)</b>			
<b>B. Coverage in AWC: Adolescent given 4/5 IFA tablets in AWC (b) x 100 = Target adolescent population for the month (ii)</b>			
<i>If February/August month for de-worming</i>		In school	In AWC
Girls consumed Albendazole tablets			
Boys consumed Albendazole tablets			
Total adolescents consumed Albendazole tablets			
Total number of teachers/AWW/other staff consumed albendazole tablets:			
BALANCE ALBENDAZOLE TABLETS IN BLOCK			
Remarks on side effects/adverse reactions:			
Signature CDPO / Block Education Officer with name effects			

## Format 5 - District Monthly Report

State:		District:		High Focus (Y/N)
Reporting month/year:		Total No. of 6-12 <sup>th</sup> class schools:		Total ICDS projects:
Target population for the month		Girls	Boys	Total
	In school			
	In AWC			
Target adolescent population for the month (*)				
Target population of staff	Teachers:	AWW:	Other:	
<b>Supply Details</b>				
	IFA tablets		Albendazole tablets	
Date of Supply to District				
Quantity received by District				
Batch number of tablets				
Date of expiry of tablets				
Adolescent population covered in the in reporting month		In school	In AWC	Total
Girls consumed 4/5 IFA tablets per month				
Boys consumed 4/5 IFA tablets per month				
<b>Grand Total of Adolescents consumed 4/5 IFA Tablets(#)</b>				
Target population of staff consumed IFA				
Total IFA Tablets consumed				
Balance IFA Tablets Stock in District				
Number of non-compliant adolescents (consumed less than 4/5 IFA tablets in month )	Girls			
	Boys			
Coverage: $\frac{\text{Adolescent given 4/5 IFA tablets in the month (\#)}}{\text{Target adolescent population for the month (*)}} \times 100 = \dots\%$ coverage of WIFS				
Number of Blocks identified with coverage of IFA less than 70% ( provide name as Annexure)				
Adolescents with moderate/severe anaemia	Identified			
	referred			
<b>Format 5 - District Monthly Report</b>				

<b>If February/August for De-Worming</b>		<b>In school</b>	<b>In AWC</b>	<b>Total</b>
Girls consumed Albendazole tablet				
Boys consumed Albendazole tablet				
<b>Grand Total of Adolescents Given Albendazole Tablets :</b>				
<b>Target population of staff consumed Albendazole Tablets</b>	<b>Teachers /AWW</b>			
	<b>Other</b>			
<b>Balance Albendazole Tablets stock in District</b>				
		<b>Planned</b>	<b>Conducted</b>	
Total school visits by ANMs in reporting month				
Total number of VHNDs session on Adolescent Anaemia in the reporting month by ANM				
Total Nutrition Health Education session conducted by nodal teacher in reporting month				
<b>Remarks on side effects/adverse reactions</b>				
<b>District Health Officer /District Programme Officer ( ICDS) /District Education Officer</b>				

Specimen4

## Format 6 -ANM Monthly Report

<b>Name of ANM</b>	<b>Village:</b>	<b>PHC:</b>	<b>Month/Year:</b>
<b>Block:</b>	<b>District:</b>	<b>State:</b>	

Total No. of 6-12<sup>th</sup> class govt./aided/municipal Schools under Sub-centre:

Total number of AWC under sub-centre:

	Name of schools	Date of visit	Number of adolescents (10-19 years) consumed 4/5 IFA tablets		Number of non compliant adolescents		Number of adolescents referred for anaemia		Number of NHE conducted by Teacher	Signature of Head Master
			Girls	Boys	Girls	Boys	Girls	Boys		
<b>1</b>										
<b>2</b>										
<b>3</b>										
<b>4</b>										
<b>5</b>										
	<b>Total visit conducted</b>									
	<b>VHNDs session on anaemia</b>									
	Date of conducting VHNDs session on anaemia									
	Name of villages where session were conducted									
	Average Number of girls Attended the session									
	Remarks on side effects/adverse reactions									
	<b>Signature of ANM</b>									

## Format 7A - Monthly format for Aganwadi centre

Name of AWC/Village		Area Code			Block						
Name of AWW		Month/Year			District						
Supply Details											
		IFA tablets			Albendazole tablets						
Date of Supply to AWC											
Quantity received by AWC											
Batch number of tablets											
Date of expiry of tablets											
Sno	Name of girl/Father's name	Age of girl	Date of consuming 4/5 IFA tablets ( week wise)					Consume 4/5 IFA tablets (Yes/No)	Reason for non-compliance (less than 4 IFA tablets per month)	Identified for moderate/severe anemia (Y/N)	Date of consuming Albendazole tablets
			1 <sup>st</sup> W	2 <sup>nd</sup> W	3 <sup>rd</sup> W	4 <sup>th</sup> W	5 <sup>th</sup> W				
Girls ingested 4/5 IFA tablets:							Number of non-compliant girls:		Number of anaemia girls	Girls ingested Albendazole:	
TOTAL IFA distributed :							Common Reason of non compliance:		<u>Identified:</u>	Total Albendazole given:	
Balance stock of IFA at AWC:									<u>Referred:</u>	Balance stock of Albendazole at AWC:	
Remarks on side effects/adverse reactions											
Signature Aganwadi Worker						Signature ICDS Supervisor					

## Format 7B - Monthly Report for ICDS Supervisor

<b>State:</b>	<b>District:</b>	<b>Block:</b>
<b>Name of Sector:</b>	<b>Name of Project:</b>	
<b>Number of AWCs in sector:</b>	<b>Name of ICDS Supervisor:</b>	
<b>Target population of girls for the month in Sector:</b>		<b>Month/year;</b>
<b>Supply Details</b>		
	<b>IFA</b>	<b>Albendazole</b>
Date of supply of IFA tablets to Sector:		
Quantity of IFA tablets received by Sector :		
Batch Number of IFA tablets:		
Date of expiry of IFA tablets :		
<b>Adolescent population covered in reporting month</b>		
<b>Total Girls consumed 4/5 IFA tablets per month</b>		
<b>Total number of AWW/other staff given IFA tablets</b>		
<b>Total IFA Tablets used</b>		
<b>Balance IFA tablets stock</b>		
<b>Total girls with moderate/severe anaemia</b>	<b>Identified:</b>	
	<b>Referred:</b>	
<b>Number of non-compliant girls</b>		
<b><i>If February/August/other month for de-worming</i></b>		
<b>Total Girls consumed Albendazole tablets</b>		
<b>Total number of AWW/other staff given Albendazole</b>		
<b>Total Albendazole Tablets consumed in Sector</b>		
<b>Balance Albendazole tablets stock in Sector</b>		
<b>Remarks :</b>		
<b>ICDS Supervisor ( name and signature)</b>		



## Format 8 MO-PHC monthly report

<b>Name of MO In-charge:</b>	<b>Name of PHC:</b>	<b>Month/Year:</b>
<b>Block:</b>	<b>District:</b>	<b>State:</b>
<b>Total No. Of villages under PHC:</b>	<b>Total No. of ANM (regular + contractual) under PHC</b>	

Sn o.	Name of ANM	Regular '® / Contractual '©	No of visit by ANM in reporting month		Session on anaemia conducted in reporting month at VHNDs	No. of girls Session attended by at VHNDs	Referred adolescents tested for Haemoglobin at sub-centre		Number of incidences of side effects managed	
			School				Boys	Girls	In-school	In AWC
			Planned	Conducted						
1										
2										
3										
4										
5										
6										
7										
<b>Total:</b>										

**Signature of Medical Officer In-charge PHC**

Specimen 8

Name		Gender: Male / Female	Village / City	School:	AWC: Only for out of school girls		Weekly Iron Folic Acid Tablets						Date of starting	
Class / Age	Deworming		Jan	Feb	Mar	April	May	June	July	August	Sept	Oct	Nov	Dec
	Date of 1st Dose	Date of 2nd dose												
			1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7
			1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7
			1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7
			1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7
			1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7
			1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7
			1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7
			1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7

Note: There is a provision for noting the consumption of 5th tablet of IFA represented by the 5th circle in the event there is a fifth week in the month