

Ref **No.F.15(8)NLEP/NHM/Printing/2018-19**

Date: 30/11/2018

**NOTICE INVITING TENDER (NIT)**

Quotation in sealed cover are hereby invited by the Mission Director, NHM, Govt. of Tripura , Palace Compound, Agartala-799001 from experienced, resourceful, bonafide licensed Printing Agency or their authorised firm / person for supplying of Booklets under NLEP

The details of terms & condition are made available on website (<http://tripuranrhm.gov.in>). The last date/time of submission of the sealed tender documents up to on **24/12/2018** 04:00 p.m. sealed tenders will be received by speed or Registered Post/Courier service/ by hand to the office of the undersigned. The department will not be responsible for any postal delay. The sealed Quotations will be opened on **26/12/2018** at 5:00pm,if possible.

**(Dr. Shailesh .K. Yadav, IAS)**  
**Mission Director, NHM**  
**Govt. of Tripura**

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**GENERAL TERMS AND CONDITION:-**

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2. On the top left side corner of the sealed tender shall bear the words “ **Tender for Designing, printing and supply of Booklets under NLEP**” with Tender number and date, due date of submission and name and address of the Tenderers. Tenderers or their representative may remain present at the time of opening of the tenders.

3. The specification of the Booklets under NLEP along with requirements are given below:-

<b>Work description</b>	<b>Specification</b>	<b>Quantity</b>
Designing, Printing and supply of Booklets on NLEP	<ul style="list-style-type: none"><li>• 1<sup>st</sup> - 4<sup>th</sup> Cover pages (190GSM) glossy paper, multicolor with gloss lamination &amp; Printing.</li><li>• Inner pages- 20 leafs (130GSM Glossy)- multicolor both side printing in Bengali version.</li><li>• size: width-15cm, Length-21cm</li><li>• Binding with center staple.</li></ul>	10,000 Nos. (may be increased or decreased)

4. The interested bidders shall submit the bids in two parts, namely “**Part – A Technical Bid**” and “**Part – B Financial Bid**”. The 2(two) Bids should be put in 2(two) separate sealed envelopes, indicating on the cover as to which one is the Technical Bid and which one is the Financial Bid. The 2 envelopes shall thereafter, be placed inside a large sealed cover and the same may be submitted. The Technical Bid shall contain all details regarding the item offered by the bidder, compliance of terms and conditions, submission of documents, EMD money etc. in other words, everything except the rate offered. The “Financial Bid” shall contain the rate offered by the bidder. While opening the Bids, the Technical Bids will be opened first and the eligible bidders meeting all requirements will be short-listed. Thereafter, financial Bids of only short listed bidders will be opened for consideration.

5. Draft design (as per specimen to be supplied by the Department) should be submitted within 10(Ten) days of issue of supply order. The supply of printed materials must be completed within 30(thirty) days from the date of finalization of the design & content by the H&FW Department/ SH&FWS, Tripura.

6. A penalty @ 1% of the total value shall be charged for every week or part thereof for delay beyond stipulated date of supply for a maximum period of 04(four) weeks after which order shall be deemed to be expired. However relaxation will be entertained only in special circumstances (Natural calamities, war or any other situation beyond human control).

7. An amount of 5% of the total value of ordered quantity will have to be deposited as “security money” by demand draft from any Nationalized Bank drawn in favour of **State Health & Family Welfare Society, Tripura** by the tenderer within 10 (Ten) days time from the date of issue of supply order, failing which the supply order shall be deemed to be invalid. The security money will be released after completion of full supply within stipulated period or it may be kept for the next supply order whichever is applicable. **(Not applicable to CPSEs and SPSUs)**. Proof of submission of the security money will have to be produced by the tenderer or supplier to the store in charge before supply

8. Income Tax & GST will be deducted from the bill at the applicable rate and TDS certificate shall be issued in due course.

9. Any enhancement of rate within the validity period of contract will not be considered except for imposition of any levy or increase in existing levy by the Government. Any undue request may lead to cancellation of the order.

10. Payment of successful tenderer shall be made on bill basis only after completion of supply of the items as ordered for. No advance payment shall be made under any circumstances.
11. Extension of rate for designing may be considered for 2<sup>nd</sup> year to the approved Printer/ Agency on the basis of satisfactory performance & execution of work orders in time and in terms of quality.
12. The rate should be typed and quoted both in figure and words clearly. The rate is to be **for Designing, printing & supply of Booklets for NLEP**. The rate of both C.S.T. and GST, if any should be included and clearly in the financial bid. No over writing would be accepted. Rate should be quoted in Indian currency only.
13. The following self certified /self attested documents (Photocopy) in the technical bid along with Earnest Money Deposit should be submitted along with the tender:
- PAN Card.
  - Documents showing experience in multicolour designing or printing of IEC materials, if any (experience certificate/ earlier work order).
  - Sample of paper (190GSM & 130GSM) to be submitted in the technical bid.
  - Proof of GST Registration of Firm.
  - An undertaking for acceptance of terms & condition of tender in annexure- 1.
  - List of documents submitted as per annexure – 2.
14. Approximate requirement is incorporated in the table above which are likely to be increased or decreased as per actual requirement and supply order may be placed in parts or fully as per discretion of the SH&FWS.
15. The Earnest Money Deposit (EMD) to an amount of Rs.4,000/- (Rupees four thousand) only shall be furnished in one of the following forms:
- Account payee demand draft
  - Fixed Deposit
  - Bankers Cheque
16. The EMD shall be drawn on any Nationalized Bank in India in favour of **State Health & Family Welfare Society, Tripura**. The earnest money shall be valid for a period of forty five (45) days beyond the validity period of tender. The EMD will be released after validity period of contract in case of successful tenderer and that of unsuccessful tenderer, will be released after finalization of tender. **(Not applicable to CPSEs and SPSUs)**.
17. Price quoted should be on F.O.R. Door delivery to SH&FWS store at the o/o the Member Secretary **State Health and Family Welfare Society**, Tripura, Palace Compound, Agartala-799001 and any part of Tripura as may be mentioned in the work order.
18. Any default or breach of contract or non execution of supply shall lead to forfeiture of earnest money / security deposit of successful tenderer beside such action as may be considered appropriate by the State Health and Family Welfare Society, Tripura including black listing / delisting the tenderer for future order.
19. The tender will remain valid up to 01(one) year from the date of acceptance. State Health and Family Welfare Society reserves the right to extend the rate for 2<sup>nd</sup> year to the approved supplier.
20. Failure to provide standard quality item by the tenderer will render him/her disqualified for future supply / tender.
21. State Health and Family Welfare Society, Tripura, reserves the right to accept or reject any tender without assigning any reason thereof and tender may be accepted or rejected in part or in whole.
22. In case of legal dispute the jurisdiction will be the High Court of Tripura.
23. While submitting the quotation, the bidder shall submit a copy of this tender document duly signed by an authorized official of the firm / tenderer and stamped on each page as token of acceptance of the terms & conditions stipulated herein.
24. All the documents submitted along with the tender should be duly signed by the authorized person.
25. Clarification, if any, may be had from the O/o the Member Secretary, Tripura. Telephone no. **0381-2300136** during 11 AM- 5 PM in any working day.
26. Approved rate may be applicable for other sector of SH&FWS, NHM, Tripura. The approved bidder shall bound for doing the job as per work order as and when required, if future.
- Encl: As stated.

(Dr. Shailesh .K. Yadav, IAS)  
Mission Director, NHM  
Govt. Of Tripura

Copy to: The web site section of NHM, Tripura with request to hoist the said NIT

**Undertaking to be submitted by the tenderer**

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

For supply of \_\_\_\_\_

Sir,

I/We Shri/Smt. \_\_\_\_\_, on behalf of M/s. \_\_\_\_\_ having registered office at \_\_\_\_\_, do hereby declare that I/we have gone through the terms and conditions mentioned for the above and undertaken 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 01(one) year from the date of award of contract to me/us.

2. I/We undersigned hereby bind myself/ourselves to the Office of \_\_\_\_\_ to supply \_\_\_\_\_. The rates quoted by me/us for the items tendered for are specified against each.

3. The articles shall be strictly as per specification and of the best quality as per requirement of the institution. The decision of the Office of \_\_\_\_\_ (Hereinafter called the said Purchaser) as regards to the quality and specification of article shall be final and binding on me/us.

4. I/We agree to the conditions of the tender under which the EARNEST MONEY DEPOSIT and SECURITY DEPOSIT shall be forfeited by authority.

5. I/We hereby undertake to pay the penalty as per the terms and conditions of the contract for delayed supply of the ordered items.

6. I/We agree to accept the amount of the bill to be paid by the purchaser after completion of all formalities and should any amount of the bill found by the purchaser/auditors to have been over-paid; the amount so found shall be refunded by me/us.

7. I/We hereby undertake to supply the items during the validity of the tender as per direction given in supply order within the stipulated period.

8. The tender inviting authority has the right to accept or reject any or all the tenders without assigning any reason.

9. I/We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.

10. I/We hereby declare that I/We have not been disqualified/ de-barred from supply of similar goods by any Govt organization during last three years.

SIGNATURE : .....

NAME & DESIGNATION : .....

DATE : .....

NAME & ADDRESS OF THE FIRM: .....

.....

**List of documents submitted should be given in a separate sheet**

<b><u>Sl. No</u></b>	<b><u>List of documents</u></b>	<b><u>Page no</u></b>
1	PAN Card.	
2	EMD in the form of fixed Deposit/Bankers Cheque /Account payee Demand Draft drawn from any scheduled Commercial Bank for an amount of Rs._____/-(Rupees ) only. ( Not applicable to CPSEs and SPSUs).	
3	Sample of Paper submitted	
4	Documents showing experience in printing.	
5	Proof of GST Registration	
6	An undertaking for acceptance of terms & condition of the NIT as per annexure- 1	

\* Attach separate sheets if the space is found insufficient in respect of these items.

SIGNATURE : .....

NAME & DESIGNATION : .....

DATE : .....

NAME & ADDRESS OF THE FIRM: .....