

No.F.03(5-4015)FWPM/SHFWS/Printing/2021/S-I

Date:19/05/2021

SHORT NOTICE INVITING TENDER (SNIT)

Quotation in sealed cover are hereby invited by the Mission Director, NHM, Govt. of Tripura, Palace Compound, Agartala from experienced, resourceful, bonafide licensed local Printing Agency or their authorised firm/ Printer/person for “**DTP, Designing, Printing & Supply of Swasthya Sambad** (monthly basis) under NHM.

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 **03/06/2021** at 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 **05/06/2021** at 5:00pm, if possible.

**Mission Director, NHM
Govt. of Tripura**

State Health and Family Welfare Society
SIHFW Building, Palace Compound, Agartala-TRIPURA

No.F.03(5-4015)FWPM/SHFWS/ Printing/2021/S-I

Date: 19/05/2021

SHORT NOTICE INVITING TENDER (SNIT)
GENERAL TERMS & CONDITION

Quotation in sealed cover are hereby invited by the Mission Director, NHM, Govt. of Tripura , Agartala from experienced, resourceful, bonafide licensed Printing Agency or their authorised firm/ Printer / person for supplying of "DTP, Designing, Printing & Supply of Swasthya Sambad (monthly basis) under NHM. Detail description may be as follows:-

Sl. No.	DTP, Designing, Printing & supply of	Specification for Printing	Per page (printing cost both side)	Approx page may be increased or decreased	Qty. (increased or decreased)	Unit cost	Total cost (in Rs. (including all taxes & transportati on cost)
01	Swasthya Sambad (monthly booklet)	Size: A4 size Cover: 250 GSM (Multicolour Printing) (1 st -4 th cover pages both side print)		04nos.	10nos. every month		
		Inner Pages : 70 GSM Printing: Black and white print; Both side printing		150nos.			
		Inner Page : 130GSM Glossy(multicolour Print) both side printing		6nos.			
		Binding with Gum perfectly					
		Designing with page numbering and index, caption etc.					

2. All the rates should be quoted including all taxes as per above mentioned table positively. Lowest quoted Unit rate may be selected as L-1 bidder, if permitted by the appropriate authority.
3. The interested bidders shall submit the bid in sealed envelope/ Bid to the office of the undersigned, indicating on the cover ref. SNIT number & date. 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. Tenderers are requested to provide detailed address along with Pin Code, Phone, Fax Numbers and e-mail id for easier communication.
4. The last date of receipt of the tender is up to **16:00** hours on **03/06/2021** to the office of the undersigned. The quotations are likely to be opened on **05/06/2021** at **17:00** hours, if possible.
5. The Earnest Money Deposit (EMD) to an amount of **Rs.500/- (Rupees Five hundred) only** shall be furnished in one of the following form in favour of **State Health & Family Welfare Society, Tripura : Account payee demand draft**
6. 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).**
7. Security deposit 5% of total ordered value shall be submitted within the 7days after receiving of work order.
8. Payment of successful lowest bidder shall be made on bill basis only after completion of whole supply as ordered for. No advance/ part payment shall be made under any circumstances. The SNIT may be remain valid up to 01(one) year from the date of acceptance.
9. In the quoted Rates should be quoted in Indian currency only. No over writing would be accepted.
10. Quotaioner/ Tenderer should submit the following self-attested documents :-
 - a. Photocopy of Valid Trade Licence of "PRINTING" owner/ firm or renewal certificate issued by the Nagar Panchayate / Municipality/ Municipal Corporation etc.
 - b. Photocopy of PAN card of owner or Firm.
 - c. Photocopy of Proof of GST Registration certificate
 - d. Proof of work experience (work order for printing / experience certificate).
 - e. Small sample paper cutting (250GSM/ 70GSM/130GSM glossy mentioning with certification of bidder).
 - f. An undertaking for acceptance of terms & condition of tender in **Annexure- 1.**
 - g. List of documents submitted as per **Annexure – 2.**

11. State Health & Family Welfare Society, Tripura, reserves the right to accept or reject any tender without assigning any reason thereof and tender/ SNIT may be accepted or rejected in part or in whole. Total work will be completed after finalization of design/ proof from the office of concerned Section under SH&FWS, Tripura, Palace Compound, Agartala as per work order. Lowest bidder/ agency may be engaged for other programmes under NHM, if permitted by SH&FWS time to time.
12. The whole work shall be completed within 02days from the date of finalization of design/s. As per norms, a penalty @ 1% on the total value shall be charged for every week or part of week of delay beyond stipulated date of supply. However, Relaxation will be entertained only in special circumstances (Natural Calamities, War or any other situation beyond human control).
13. Specimen may be available under IEC Section, NHM Palace Compound for any queries of interested bidder/s.
14. Failure to provide standard quality item by the tenderer will render him/her disqualified for future supply / tender. The rate of technically invalid bidder/s will not be acceptable.
15. Tender validity will be one year from the date of acceptance of lowest quoted unit rate & firm/ bidder. Every month the booklet may be printed as per rate quoted for page by lowest bidder.
16. Final Printed copies (except 2copies) of Swasthya Sambad to be supplied to the office of Dte. of FW&PM for smooth distribution of the same to the higher authorities in time. The said 2copies of the booklet may be submitted to the o/o the MD,NHM for office copies & bill payment.

**Mission Director
National Health Mission
Government of Tripura**

* Website Section for hoisting the same.

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 ofto 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:

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List of documents submitted should be given in a separate sheet

<u>Sl.</u>	<u>List of documents</u>	<u>Page no</u>
1	Photocopy of Valid Trade License of owner/ firm or renewal certificate	
2	PAN Card.	
3	EMD in the form of Account payee Demand Draft drawn from any scheduled Commercial Bank for an amount of Rs.500/- (Rupees five hundred) only. (<u>Not applicable to CPSEs and SPSUs</u>).	
4	Small sample of Papers submitted	
5	Documents showing experience in printing.	
6	Proof of GST Registration	
7	An undertaking for acceptance of terms & condition of the SNIT 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: