

Government of Tripura
State Health and Family Welfare Society
SIHFW Building, Palace Compound,
Agartala-Tripura.

No. F.12(5-3022)FWPM/SHFWS/IEC/2015-16

Date:29/07/2017

Notice Inviting Tender (NIT)

Tenders in sealed cover are hereby invited by the Mission Director of National Health Mission, Tripura, Agartala on behalf of the State Health & FW Society from experienced, resourceful, bonafide licensed Printer or their authorized supplier /firm / person **for Designing, printing and supply of “বাস্তব-বিনি” Booklet under NHM**

The last date of receipt of the tender is up to 17:00 hours on **21/08/2017**. The tenders are likely to be opened on **22/08/2017** at 15:00 hours, if possible. The details description of Terms & condition of the tender may be had from the State IEC Bureau, O/o. Mission Director, NHM, Palace Compound, Agartala or may be downloaded free of cost from the Website (<http://www.tripuranrhm.gov.in>)

Mission Director, NHM
Government of Tripura
Agartala, Tripura

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Tenders in sealed cover are hereby invited by the Mission Director of National Health Mission, Tripura, Agartala on behalf of the State Health & FW Society from experienced, resourceful, bonafide licensed Printer or their authorized supplier /firm / person **for Designing, printing and supply of “Swasthya Bidhi” (“স্বাস্থ্য-বিধি ”) Booklets under NHM**

The last date of receipt of the tender is up to 17:00 hours on **21/08/2017**.The tenders are likely to be opened on **22/08/2017** at 15:00 hours, if possible. The details description of Terms & condition of the tender may be had from the State IEC Bureau, O/o. Mission Director, NHM, Palace Compound, Agartala or may be downloaded free of cost from the Website (<http://www.tripuranrhm.gov.in>)

GENERAL TERMS AND CONDITIONS:-

Tenders will be received by Speed Post/Registered Post/Courier Services/ by hand in sealed cover addressed to the Mission Director, O/o. Mission Director, NHM, Palace Compound, Agartala, Agartala, Tripura, PIN-799001. 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.

2. On the top left side corner of the sealed tender shall bear the words **“Tender for Designing, printing and supply of Booklet on Swasthya Bidhi”** 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** along with requirement are given below:-

Sl. No	Name of the work	Specification for each booklet	Total page	Quantity	Unit cost (in Rs.)	Total quoted Rate including all taxes & transportation (In Rs.)
01	Designing, printing & supply of Booklet namely “স্বাস্থ্য-বিধি ”	<u>1st-4th Cover PAGE</u> : Cover pages Both side multicolor printing. Paper- 170GSM glossy, Multicolor with gloss lamination. <u>Inner</u> : 24pages (130GSM glossy) all thorough Black & white printing <u>Size</u> : width-15cm, length – 21cm Binding with center staple.	Cover pages- 4 numbers(<u>1st-4th Cover</u>) Inner pages-24 numbers	40000nos.		

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. The supply of printed materials must be completed within 15 (fifteen) days from the date of issuance of supply order by SH&FWS, Tripura or finalization of the proof by the Department.

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. The rate should be typed and quoted both in figure and words clearly. The rate is to be **for Designing, printing and supply of Booklet under NHM**. The rate of both C.S.T. and clearly in the financial bid. No over writing would be accepted. Rate should be quoted in Indian currency only.

12. The following self certified /self attested documents in the technical bid along with Earnest Money Deposit should be submitted along with the tender:

- a. PAN Card.
- b. Copies of Valid Trade license or renewal certificate for printing thereof for issued by the Municipal Corporation/ Nagar Panchayet / Municipality/ Appropriate authority or Department etc.
- c. Documents showing experience in multicolour designing or printing (experience certificate/ earlier work orders) along with printed copy of printing material mentioning the name of the agency.
- d. Sample of paper duly signed to be submitted
- e. Proof of GST Registration
- f. An undertaking for acceptance of terms & condition of tender in annexure- 1.
- g. List of documents submitted as per annexure – 2.

13. 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.

14. The Earnest Money Deposit (EMD) to an amount of **Rs16000/- (Rupees sixteen thousand) only** shall be furnished in one of the following forms: (a) Account payee demand draft (b) Fixed Deposit (c) Bankers Cheque

15. 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)**.

16. Price quoted should be on F.O.R. Door delivery to the Store Section of SH&FWS OR any part of Tripura as may be mentioned in the work order.

17. 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.

18. 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 2nd year to the approved supplier.

19. Failure to provide standard quality item by the tenderer will render him/her disqualified for future supply / tender. If found that, the said materials are not supplied as per specification, supplier will be rejected & payment may not be released.

20. 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.

21. In case of legal dispute the jurisdiction will be the High Court of Tripura.

22. 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.

23. All the documents submitted along with the tender should be duly signed by the authorized person.

24. Clarification, if any, may be sorted from the State IEC Bureau, NHM Tripura, office Telephone no. **0381-2300136** during 11 AM- 5 PM in any working day.

25. Approved rate may be applicable for other sector / Programme of SH&FWS, NHM & H&FW Department, Tripura. The approved bidder shall be bound for doing the job as per work order as and when required.

Encl: As stated.

Mission Director, NHM
Government of Tripura
Agartala, Tripura

Copy to:

The website section of State Health & Family Welfare Society, Agartala, Tripura for information & with request to hoist the NIT in the web site of <http://www.tripuranrhm.gov.in>

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 a uthority 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. No</u>	<u>List of documents</u>	<u>Page no</u>
01	certificate of TIN for others.	
02	Proof of GST Registration	
03	PAN Card.	
04	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.(<u>Not applicable to CPSEs and SPSUs</u>).	
05	Copies of Valid Trade license and renewal certificate thereof.	
06	Documents showing experience in printing.	
07	Constitution of the firm of the tenderer.	
08	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: