Tender Document

for

Printing of Resource Material & Job Aid

Modules

State Programme Management Unit,
National Health Mission, U.P.,
19-A, Vishal Complex, Vidhan Sabha Marg,
Lucknow-226001,
Ph. No. 0522-2236894

Last Date and time of Submission of Tender Document

Date:-- 16-09-2014

Time:-- 11:00 hrs.
Terms of Reference

Description Of Work
The SPMU-NHM, Uttar Pradesh intends to print Resource Material & Job Aid Modules for RBSK from the firms/companies who are in the business of Printing & related services.

1. Eligibility. All firms/agencies, which are in the business of Printing, are eligible for bidding if otherwise suitable, subject to specific conditions or restrictions stipulated in this document.

1.1. The applicant should clearly read all the pages of the document.

1.2. Correct / relevant information / data have to be furnished by the applicants.

1.3. The applicant should make sure before applying that the vendor/firm has the required eligibility criteria & experience for Printing.

The cost of application forms and processing fees to be remitted along with the forms. shall be as Rs. 1000/-.

1.4. Earnest money of Rs.10,000/- (Rs. Ten Thousand only) shall be paid in the shape of bank draft/Bankers Cheque drawn on any nationalised bank in favour of “State Health Society Uttar Pradesh”, payable at Lucknow valid for 90 days from the date of opening of technical bids, along with Technical Bid. SPMU-NHM reserves the right to forfeit the earnest money if any wrong declaration/commitment by the bidder is found at any stage or fails to execute the rate contract, if awarded.

1.5. The security /EMD furnished by the bidders will bear no interest. The EMD of unsuccessful bidders shall be returned back within 30 days of opening of financial bids and of successful bidders will be returned upon submission of Performance Security as mentioned in clause 29.

1.6. Applicant shall have to fill and submit the hard copy of Tender form along with required documents and fees to “Mission Director, NHM”, Lucknow(U.P.).

1.7. Applications incomplete in any respect, viz non-submission of any required document or information, or fee in requisite amount are liable for rejection.


1.9. Technical Bids will be opened on 16-09-2014 at 13:30 hrs in the presence of such bidders or their duly authorized representatives as may be present. As a token of acceptance of all the terms and condition mentioned in this document, the bidder is required to sign all pages of this document and return the same along with their bid. Tenders of unsigned documents will be rejected. The price bid of those bidders will be opened who fulfil all the requirements of the technical bid.
1.10. The following essential documents should accompany with the registration form:

1.11. CST / VAT / TIN No.
1.12. Trade License; Factory License.
1.13 Income tax Permanent Account No.
1.14. Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc. which ever is applicable
1.15. Annual Turnover Certificate for last 3 years.
1.16 Bank Details.
1.17. Relevant ISO certificate.
1.18. A notarized certificate that the vendor hasn’t been black listed by any institution of the Central/State government / any PSU, University / Institute etc. in the past three years should be submitted.

2: Terms & Conditions for Tenderer
2.1) General Clause
2.1.1. SPMU-NHM UP reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of SPMU-NHM UP, in respect of registration of parties for various categories of work / items shall be final & binding on all concerned registered firms / vendors in the panel of SPMU-NHM UP
2.1.2. This document is treated as a valid contract between SPMU NHM UP and Vendor, and adherence to all aspects of fair trade practices in executing the purchase orders/ work orders placed by SPMU NHM UP.
2.1.3 In case applicant is found to breach any terms & condition(s) of SPMU NHM UP or supply/work order, at any stage during the course of supply period, the legal action as per rules/laws, shall be initiated against the vendor and EMD/Security Deposits shall be forfeited by SPMU NHM UP, besides debarring and blacklisting the vendor concerned for at least three years, for further dealings with SPMU NHM UP.
2.1.4 The selected vendor should not assign or sublet the contract to other vendor in part or full. Failure to do so shall result in termination of contract.
2.1.5 All bidders are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier.
2.1.6 The SPMU NHM UP has all the rights reserved to add / delete / alter any of the items and to amend / add any of the terms and conditions included prior to submission of bid date, without assigning any reason(s) for the same.

2.2) Indemnity The selected vendor shall indemnify the SPMU NHM UP and user departments against all third party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied items and related services or any part thereof. SPMU NHM UP/ User department stand indemnified from any claims that the vendor’s manpower may opt to have towards the discharge of their duties in the fulfillment of the purchase orders.

2.3) Termination for Default a) Default is said to have occurred
i) If the vendor fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by SPMU NHM UP.
ii) If the vendor fails to perform any other obligation(s) under the empanelment.
b) If the vendor, in either of the above circumstances, does not take remedial steps within a period of 30 days after receipt of the default notice from SPMU NHM UP (or takes longer period in spite of what SPMU NHM UP may authorize in writing), SPMU NHM UP may terminate the empanelment/purchase order in whole or in part.

2.4 In the event of any dispute, difference of opinion which may at any time arise between SPMU-NHM and the bidder out of or in connection with the terms and conditions contained herein or as to the construction of application thereof or the respective right and obligations of the parties there under or as to
any clause or thing herein contained or by reason of the supply or failure or refusal to supply any material or as to any other matter in any way relating to these presents, the matter shall be referred to a neutral sole arbitrator, who shall be appointed by Mission Director, NHM, Lucknow as per the Arbitration and Conciliation Act, 1996; the decision of arbitrator on the point referred to him/her shall be binding on both the parties in accordance with the provisions of the Arbitration and Conciliation Act, 1996; Provided that nothing in this clause shall entitle the bidder to refuse to perform its obligation under this agreement merely because a reference to the arbitrator has been made, this agreement shall be enforceable exclusively at the courts situated at Lucknow (Uttar Pradesh) only.

2.5 Conditional bids shall not be considered and will be out rightly rejected in very fast instance.

3. **Performance Security** The successful tenderer will have to deposit performance security of 10% of the contract value by means of Demand draft drawn in favour of State Health Society Uttar Pradesh payable at Lucknow which will be returned after satisfactory completion of delivery of the printed Resource Materials in the, within 7 days from award of Contract. The performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations by the firm.

4. **FORCE MAJEURE:** If the performance as specified in this order is prevented, restricted, delayed or interfered by reason of Fire, explosion, cyclone, floods, War, revolution, blockage or embargo, any law, order, proclamation, ordinance, demand or requirements of any Government or authority or representative of any such Government including restrict trade practices or regulations, Strikes, shutdowns or labour disputes which are not instigated for the purpose of avoiding obligations herein, or any other circumstances beyond the control of the party affected, then notwithstanding anything here before contained, the party affected shall be excused from its performance to the extent such performance relates to prevention, restriction, delay or interference and provided the party so affected uses its best efforts to remove such cause of non-performance and when removed the party shall continue performance with utmost dispatch.

5. **JURISDICTION:** The courts at Lucknow alone shall have the jurisdiction in any matter arising out of Correlating to this tender.
FINANCIAL BID
INVITATION FOR QUOTATIONS FOR PRINTING & SUPPLY OF RESOURCE MATERIAL & JOB AID MODULES
THIS INVITATION DULY SIGNED ON ALL PAGES SHOULD BE ATTACHED WITH THE QUOTE

To,

The Mission Director,
National Health Mission,
19-A Vishal Complex, Vidhan Sabha Marg,
Lucknow – 226001.

Dear Sir,

Sub:- Invitation for Quotations for Printing of Resource Material.

1. You are invited to submit your most competitive quotation for the following goods:

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Brief description of the goods</th>
<th>Quantity No.</th>
<th>Delivery Period</th>
<th>Place of delivery &amp; technical specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Resource Material</td>
<td>2,500</td>
<td>30 days from the date of order placed</td>
<td>As per annexure -A</td>
</tr>
<tr>
<td>2</td>
<td>Job aid modules</td>
<td>2,500</td>
<td>30 days from the date of order placed</td>
<td>As per annexure -A</td>
</tr>
</tbody>
</table>

2. Bid Price

2.1 The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialising, dating and re writing.

2.2 All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.

2.3 The rates quoted by the bidder shall include the cost of inland transportation and other incidental for delivery of the goods to the final destinations namely

a) unloading, safe storage and handling of consignment, delivery to the consignee.
b) Sales Tax shall be indicated separately.
2.4 The Prices should be quoted in Indian Rupees only.

3. Each bidder shall submit only one quotation.

4. Validity of Quotation:-
Quotation shall remain valid for a period not less than 45 days after the deadline date specified for submission.

5. Evaluation of Quotations:-

5.1 The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

(a) Are properly signed; and
(b) Conform to the terms and conditions, and specifications
(c) Not furnishing Catalogues, Point wise compliance statement of

Technical specification, and producing the sample of the quoted item for demo within one week note, if called for would be treated as a violation of the terms of the tender and the bids would be treated as non responsive.

5.2. The Quotation would be evaluated separately for each item.

6. Award of contract:-
The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

6.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

6.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

6.3 For delay in supply of the goods beyond the stipulated delivery period, liquidated damages at 0.5% per week or part thereof of undelivered portion of the contract, subject to a maximum of 10% of the contract value is leviable.

6.4 The purchaser will pick up random samples from the delivered printed material and send it to Central Pulp & Paper Research institute, Sharanpur to examine the correctness of Technical Specifications. If the goods fail the test, the supplier shall replace all the goods within 15 days at no extra cost to the purchaser.

6.4 You shall furnish performance security for 10% of contract value by means of demand draft drawn in favour of State Health Society, Uttar Pradesh, payable at Lucknow which will be returned after satisfactory completion of delivery of the printed Resource Materials within 7 days from award of contract. The performance security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations by the firm.

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6.5 Payment shall be made within 30 days after delivery of the goods, against submission of bills with certification from the consignee for satisfactory completion of supply.

7. You are requested to submit the quotations in a sealed cover superscribed “Quotations for Printing & Supply of Resource Material & Job Aids Module for RBSK” and quotations should reach on or before 11.00 AM on 16.09.2014.

8. Quotation will be opened at 03.30 PM on 16.09.2014 in the presence of bidders.

9. We look forward to receiving your quotations and thank you for your interest in this project.

**FORMAT OF QUOTATION**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description of goods</th>
<th>Quantity</th>
<th>Unit Rate (Rs.)</th>
<th>Total Amount (Rs)</th>
<th>Sales Tax Payable in %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Resource Material</td>
<td>2500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Job aid modules</td>
<td>2500</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* All columns should be filled.

Signature of Supplier
## TECHNICAL SPECIFICATION

288 Pages colour booklet of **Resource Material (MODULE)-**

1. Size - A-4
2. Paper- 100 GSM, Art Paper(Bilt)
3. Colour- 4 Colour
4. Printing- Both side
5. Binding- Book Binding
6. No. of Booket- 2500
7. Cover Page- 120 GSM, Art Paper(Bilt)

98 Pages colour booklet of **Job Aids Module -**

1. Size - A-4
2. Paper- 100 GSM, Art Paper(Bilt)
3. Colour- 4 Colour
4. Printing- Both side
5. Binding- Spiral Binding
6. No. of Booket- 2500
7. Cover Page- 120 GSM, Art Paper(Bilt)

<table>
<thead>
<tr>
<th>SL.</th>
<th>Place of delivery of Resource Material (MODULE) &amp; Job Aids Module</th>
<th>No of Booklet</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>RHFWTC Agra</td>
<td>176</td>
</tr>
<tr>
<td>2.</td>
<td>RHFWTC Allahabad</td>
<td>224</td>
</tr>
<tr>
<td>3.</td>
<td>RHFWTC Bareilly</td>
<td>240</td>
</tr>
<tr>
<td>4.</td>
<td>RHFWTC Moradabad</td>
<td>176</td>
</tr>
<tr>
<td>5.</td>
<td>RHFWTC Gorakhpur</td>
<td>280</td>
</tr>
<tr>
<td>6.</td>
<td>RHFWTC Faizabad</td>
<td>200</td>
</tr>
<tr>
<td>7.</td>
<td>RHFWTC Kanpur</td>
<td>216</td>
</tr>
<tr>
<td>8.</td>
<td>RHFWTC Lucknow</td>
<td>392</td>
</tr>
<tr>
<td>9.</td>
<td>RHFWTC Varanasi</td>
<td>160</td>
</tr>
<tr>
<td>10.</td>
<td>SPMU-NHM Lucknow</td>
<td>436</td>
</tr>
<tr>
<td>11.</td>
<td>Total</td>
<td>2500</td>
</tr>
</tbody>
</table>