Tender Document Fee Rs.1000.00

**Tender Document**

For

Printing of Resource Materials, Job Aids, Modules

and IEC Materials of RMNCH+A Programmes

State Programme Management Unit

National Health Mission, U.P.

19-A, Vishal Complex, Vidhan Sabha Marg

Lucknow-226001,

Ph.0522-4006732



Pre Bid Meeting -28.10.2016 at 11:30 AM

Last Date and Time of Submission of Tender Document

Date-10.11.2016

Time-2:00 pm

Date and Time of Opening of Tender Document

Date-10.11.2016

Time-3:30 pm

Terms of Reference

**Description of Work:**

The SPMU NHM, Uttar Pradesh intends to print Resource Materials, Job Aids, Modules and IEC Materials on RMNCH+A Programmes for which it invites proposals from the Firms/Companies who are in the business of Printing and related services.

1. Eligibility: All Firms/ Agencies, who are in the business of printing are eligible for bidding if other wise suitable, subject to specific conditions or restrictions stipulated in the document.
	1. The applicant should clearly read all the pages of the document.
	2. Correct/relevant information/data have to be furnished by the applicant.
	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. Earnest money of Rs.10000/-(Rs.Ten Thousand only) shall be paid in the shape of bank draft/ Bankers Cheque drawn on any nationalized 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 Bids. 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.
	2. 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.
	3. Applicants 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.).
	4. Applications incomplete in any respect, viz. non submission of any required document or information, or fee in requisite amount are liable for rejection.
	5. The applicant is required to submit the Technical and Financial Bids in two separate sealed envelops clearly super scribed “Technical Bid for Printing of IEC Materials and printing& installation of MH Protocol posters and Kayakalp posters” and “Financial Bid for Printing of IEC Materials and printing& installation of MH Protocol posters and Kayakalp posters”. The Bids in a sealed cover super scribed “Bids for printing of Printing of IEC Materials and printing & installation of MH Protocol posters and Kayakalp posters,” should reach the office of Mission Director, National Health Mission, Uttar Pradesh, 19-A, Vishal Comlex, Vidhan Sabha Marg, Lucknow-226001” before 2:00 pm on 10th November, 2016.
	6. Technical Bids will be opened on 10th Nov.2016 at 3:30 pm 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 Financial bid of those bidders will be opened who fulfill all the requirements of the technical bid.
	7. The following essential documents should accompany with the registration form:
	8. CST/VAT/TIN No.
	9. Trade License; Factory License
	10. Income Tax Permanent Account No.
	11. Memorandum and Article of Association, Certificate of Incorporation, Partnership

 Deed, Registration Certificate issued by the Registrar of Firms etc. whichever is

 applicable.

* 1. Annual Turnover Certificate for last 3 years.
	2. Bank Details
	3. Relevant ISO certificate
	4. A notarized certificate that the vendor hasn’t been black listed by any institution of the

 Central/State Government/ Any PSU, University, Institution etc. in the past three years

 should be submitted.

1. **Terms & Conditions for Tenderer:**
	1. **General Clause**
		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. 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.
		3. In case applicant is found to breach any term and 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 black listing the vendor concerned for at least three years, for further dealings with SPMU, NHM, UP.
		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.
		5. All Bidders are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier.
		6. The SPMU, NHM UP has all the rights reserved to add/ delete/alter any of the terms 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. **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.
	3. Termination for Default :
2. Default is said to have occurred
3. 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.
4. If the vendor fails to perform any other obligation(s) under the empanelment.
5. 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 may authorize in writing), SPMU, NHM UP may terminate the empanelment/ purchase order in whole or in part.
	1. In the event of any dispute, difference of opinion which may at any time arise between SPMU-NHM, UP 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 the arbitrator on the point referred to him/her shall be binding on 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. Conditional Bids shall not be considered and will be out rightly rejected in very fast instance.
6. **Performance Security:** The successful Bidder 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 & suppy of IEC Materials and printing& installation of MH Protocol posters and Kayakalp posters with in 10 days respectively 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.
7. **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 or 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 not standing 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.
8. **Jurisdiction :** The courts at Lucknow alone shall have the jurisdiction in any matter arising out of Correlating to this tender.

Mission Director

National Health Mission, U.P.

19-A, Vishal Complex, Vidhan Sabha Marg

Lucknow-226001,

Ph.0522-4006732

**Financial Bid**

Invitation for Quotations for Printing & Supply of IEC Materials

and Printing & Installation of MH Protocol posters and Kayakalp posters

 (This Invitation Duly Signed on All Pages Should be Attached with the Quote)

To

Mission Director,

National Health Mission

19-A, Vishal Complex,

Vidhan Sabha Marg,

Lucknow-226001.

Dear Sir

Sub: Invitation for Quotations for Printing of Materials

1.You are invited to submit your most competitive quotations for the following works/goods:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr | Brief Description of work | Quantity No. | Specifications | Delivery Period | Place of Delivery /installation |
| 1 | Printing and installation of MH Protocol posters on sun-board at 300 FRUs | 11400 |  3X2 feet, sun board- 1.4 mm, laminated vinyl printing, 4 colours. | 10 days from the date of order placed | As per annexure - |
| 2 | 2 posters for RMNCH+A Counseling Center (2 type-limiting and spacing methods) for 290 centers in state         | 580 |  3X2, 4 colour, 170 GSM Art Paper, laminated both side | 10 days from the date of order placed | As per annexure - |
| 3 | Comprehensive Safe Abortion Campaign- Kalyani Posters | 11250 | • Size: 17” X 22”•Paper:170gsm imported art paper• Four colours• Laminated on front sideGumming strip on back side (top & bottom) | 10days from the date of order placed | As per annexure - |
| 4 | Technical Posters (MVA Steps etc  | 11250 | • Size: 17” X 22”•Paper: 170 gsm imported art paper• Colour: Four colour• Laminated on front side•Gumming strip on back side (top & bottom) | 10 days from the date of order placed | As per annexure - |
| 5 | Set of 6 posters on FP Methods for all 4429 DHs, CHCs and PHCs | 26574 | • Size: 17” X 22”•Paper: 170 gsm imported art paper• Colour: Four colour•Laminated on front side•Gumming strip on back side (top & bottom) | 10 days from the date of order placed | As per annexure - |
| 6 | Stencil for new logo of Family Planning 900 pieces | 900 |  MUTCD Stencil 18 inch height  | 10 days from the date of order placed | As per annexure - |
| 7 | Pamphlets for distributed during folk shows  | 500000 |  A-4, bi colour,  | 10 days from the date of order placed | As per annexure - |
| 8 | VHND Protocol Posters (set of 10 posters) for 6953 sub centers and selective set of 4 posters (out of 10) for Session sites in 25 HPDs total 69530 poster for sub centers and 220177 posters for session sites  | 289707 |  • Size: 17” X 22”•Paper:170gsm imported art paper• Colour: Four colour•Laminated on front side | 10 days from the date of order placed | As per annexure - |
| 9 | Kayakalp set of 10 Posters with mounting & installation cost for 157 DHs and 189 FRU CHCs and (24X7) 369 PHCs total 715 facility and 10 sets for state   | 7150 | 3X2 feet, sun board, laminated vinyl printing, 4 colour. | 10 days from the date of order placed | As per annexure  |

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, initializing, 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 Bidders shall include the cost of inland transportation and other incidents for delivery and installation of work/goods to the final destinations namely:

a) unloading , safe storage and handling of consignment, delivery to the consignee and installation in in public health facilities.

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 for one or more items.

**4.** **Validity of Quotations:**

Quotation shall remain valid for a period of 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

b) confirm to the terms and conditions, and specifications

c) Not furnishing Catalogues, Point wise compliance statement of Technical specifications, and producing the sample of the quoted items 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.

1. **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.
	1. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotation and to cancel the Bidding process and reject all quotations at any time prior to the award of contract.

 The Bidder whose Bid is accepted will be notified of the award of contract by the Purchaser prior or expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

* 1. 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.
	2. For delay in supply of the goods beyond the stipulated delivery period, liquidated damages at 0.5% per week or part thereof undelivered portion of the contract, subject to a maximum of 10% of the contract value is levied .
	3. The purchaser will pick up random samples from the delivered printed material and send it to Govt. Press of UP Govt./Central Pulp & Paper Institute, Saharanpur/ UP Information and Public Relations Depatment, Lucknow 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.
	4. The Bidder shall furnish performance security for 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 and installation of the printed Materials within specified 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.
1. The bidders are requested to submit the quotations in a sealed cover super scribed “Quotations for Printing & Supply of IEC Materials and Printing & Installation of MH Protocol posters and Kayakalp posters’’ and quotations should reach this office on or before 10th November, 2016 at 02.00 PM
2. Quotations will be opened at 3:30 PM on 10th November, 2016 in the presence of bidders.
3. We look forward to receiving your quotation and thank you for your interest in this project.

FORMAT OF QUOTATION

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr | Brief Description of work | Quantity | Unit Rate (Rs) | Total Amount (Rs.) | Sale Tax Payable in % |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1 | Printing and Display of MH Protocol posters on sun-board at L1, L2 and L3 - (11400 No.) | 11400 |  |  |  |
| 2 | 2 posters for RMNCH+A Counseling Center (2 type-limiting and spacing methods) for 290 centers in state  | 580 |  |  |  |
| 3 | Comprehensive Safe Abortion Kalyani Posters - 11250 posters | 11250 |  |  |  |
| 4 | Technical Posters (MVA Steps etc 11250 posters | 11250 |  |  |  |
| 5 | Set of 6 posters on FP Methods for all 4429 DHs, CHCs and PHCs  | 26574 |  |  |  |
| 6 | Stencil for new logo of Family Planning 900 pieces  | 900 |  |  |  |
| 7 | Pamphlet to be distributed during folk shows  | 500000 |  |  |  |
| 8 | VHND Protocol Posters (set of 10 posters) for 6953 sub centers and selective set of 4 posters (out of 10) for Session sites in 25 HPDs total 69530 poster for sub centers and 220177 posters for session sites(total-289707 poster  | 289707 |  |  |  |
| 9 | Kayakalp set of 10 Posters with mounting & installation cost for 157 DHs and 189 FRU CHCs and (24X7) 369 PHCs total 715 facility and 10 sets for state  | 7150 |  |  |  |

* All column should be filled.