



**OFFICE OF THE MISSION DIRECTOR  
National Health Mission, Assam  
Saikia Commercial Complex, Srinagar Path, Christianbasti,  
G.S Road, Guwahati-781005, Assam**

**SHORT TENDER NOTICE FOR SELECTION OF FIRM FOR PRINTING & SUPPLY OF  
INVITATION CARD, FOLDER, BROCHURE, CERTIFICATE & STANDEE**

|  |  |
|--|--|
| Tender Reference No                              | :NHM/IEC-BCC/Tender/EOI/2016-17/2973<br>/22219 DATE: 07/11/2017  |
| Date of commencement of sale of Tender Documents | : 08/11/2017   |
| Pre Bid Meeting                                  | : 10/11/2017 at 2:00PM   |
| Last date for sale of Tender Documents           | : 16/11/2017   |
| Last Date and Time of receipt of Tender          | : 16/11/2017 till 2:00PM   |
| Date and Time of opening Tender                  | : 16/11/201 at 3:00 PM   |
| Place of opening Tender                          | : Office of the Mission Director, National Health Mission, Saikia Commercial Complex, Srinagar Path, Christianbasti, G.S Road, Guwahati-781005, Assam. |
| Address for Communication                        | : Mission Director, National Health Mission, Saikia Commercial Complex, Srinagar Path, Christianbasti, G.S Road, Guwahati-781005, Assam.               |
| Cost of Tender Documents in Demand Draft         | :Rs. 2000/- (Rupees two Thousand only) only in the form of Demand Draft in favour of State Health Society, Assam                                       |



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CARD, FOLDER, BROCHURE, CERTIFICATE & STANDEE**

**Sealed tenders in TWO BID SYSTEM affixing Court Fee Stamp of Rs 8.25 only are invited by NHM, Assam, from reputed firms/ agencies for printing & supply of invitation card, leaflet, brochure , certificate & standee. Interested firms/agencies are requested to submit their tender along with the specified documents which will be received till 16/11/2017 up to 2.00 P.M. The tender to be submitted in sealed cover addressed to “O/O the Mission Director, National Health Mission (NHM), Saikia Commercial Complex, Srinagar Path, Christianbasti, G.S Road, Guwahati-781005, Assam.” **Tender received after the closing date & time shall not be entertained.****

**1. LAST DATE FOR RECEIPT OF TENDERS**

Sealed Tenders in two separate covers {Technical Bid (Cover “A”) and Price Bid (Cover “B”)} will be received till 16/11/2017 up to **2 PM** by the Mission Director, National Health Mission, Assam, Saikia Commercial Complex, Srinagar Path, Christianbasti, G.S Road, Guwahati-781005

**2. Pre- Bid Meeting:**

A Pre- Bid meeting with all the intending bidders will be held at Conference Hall of the NHM Office on 10/11/2017 at **2.00 pm**.

### 3. ELIGIBILITY CRITERIA

The Eligibility Criteria and the documents required thereof are given in the table below:

| Sl.No | Eligibility Criteria   | Documents required  |
|-------|--|---|
| A     | Must have establishment in Guwahati for carrying out business.   | Trade License/registration certificate from competent authority   |
| B     | Should have earlier experiences for making & supply of materials for Govt./Semi Govt./PSUs etc. and must have minimum 3 nos. of work orders executed in such organization during the last three financial years. | Self attested copies of at least three orders/contracts executed for Government organizations during the last three financial years 2014-15, 2015-16 and 2016-17 in similar works.  |
| C     | Should have an average annual turnover of at least Rs.8.5 Lakhs during the last three financial years (2014-15,2015-16,2016-17)  | Average annual turnover of last three financial years certified by a Chartered Accountant/Auditor (2014-15, 2015-16, 2016-17) as per format Annexure-A2 along with self attested profit & loss statement & balance sheet of the last three financial years. |
| D     | Should have a PAN Card   | Self attested copy of the PAN card in the name of the proprietor/Printing press.  |
| E     | Should have valid GST Registration   | Self attested copy of GST Registration Certificate.   |
| F     | Any other information, which may be useful in the process of evaluation.   | Supporting documents which is useful for evaluation.  |

#### 4. GENERAL CONDITIONS.

- a) A bidder may quote for all the items or any one.
- b) The bid document may be purchased from NHM office or downloaded from the official website- [www.nrhmassam.in](http://www.nrhmassam.in). The bidder downloading the bid document from the website is required to deposit Rs. 2000/- (non-refundable) as tender document fee, in the form of Demand Draft in favour of "State Health Society, Assam" payable at Guwahati while submitting the bid. Tenders without the fee Rs. 2000/- will not be accepted.
- c) All bids must be accompanied by Earnest Money Deposit (EMD) as specified in the relevant clause of the bid document.
- d) Bids will be opened in the presence of bidders or their authorized representatives on the specified date and time as stipulated in the bid document.
- e) At any time prior to the date of submission of bid, the Tender Inviting Authority may, for any reason, whether on his own initiative or in response to a clarification requested by a prospective bidder, modify the tender documents by an amendment. All prospective bidders who have received the bid document will be notified of the amendment and that will be binding on them. In order to provide reasonable time to take the amendment into account in preparing their bid, the Tender Inviting Authority may at its discretion, extend the date and time for submission of bids.
- f) Interested eligible bidders, if they so desire, may obtain further information from the office of the Tender Inviting Authority.
- g) Earnest Money Deposit of Rs 12,000/- only in the form of Bankers Cheque/DD only in favour of **State Health Society, Assam**. The EMD of the unsuccessful bidders will be returned within 60 days after finalization of the tender. The EMD of the successful bidder will be returned with 60 days after signing of agreement and deposited of performance guarantee.
- h) "Agreed Terms & Conditions" as per **Annexure-A4** duly filled in and signed and sealed.
- I) The documents should be serially arranged as per **Annexure-A3** and should be securely tied or bound.
- J) The tender/bid document should be signed by the bidder in all pages with office seal and submitted with the bid.

#### 5. TECHNICAL BID- COVER "A"

The bidder should furnish the following in a separate cover hereinafter called "**Cover A**".  
**Court Fee Stamp of Rs 8.25 must be affixed.**

- a. Self attested copy of valid certificate of competent authority
- b. Self attested copy of Trade License from competent authority with updated validity.
- c. Self attested copies of at least three orders/contracts executed for Government/Semi Govt./ PSU organizations during the last three financial years 2014-15, 2015-16 and 2016-17 in similar works.
- d. Self attested copy of GST Registration Certificate

- e. Undertaking as per **Annexure A1**
- f. Annual Turnover Statement of last 3 financial years certified by a Chartered Accountant/Auditor in the format at **Annexure A2**

The bidder shall put above documents in a sealed cover super scribed as "**TECHNICAL BID - COVER "A" short tender notice for selection of firm for printing & supply of invitation card, folder brochure, certificate & standee, DUE 16/11/2017**" and addressed to the Mission Director, National Health Mission, Saikia Commercial Complex, Srinagar Path, Christianbasti, G.S Road, Guwahati-781005, Assam.

## 6. PRICE BID - COVER "B"

Cover "B" shall contain the Price Bid of the bidder.

- (i) Signature and Seal on each page

Each page of the price bid should be duly signed by the bidder affixing the office seal.

- (ii) Rates quoted

The bidder shall submit the Price Bid (Cover-B) as in the given format at **Annexure-B1**.

The bidder shall put the duly signed Annexure-B1 in a sealed cover Super scribed as "price bid cover "b" **short tender notice for selection of firm for printing & supply of invitation card, folder, brochure, certificate & standee**, DUE 16/11/2017" and addressed to O/O the Mission Director, National Health Mission, Saikia Commercial Complex, Srinagar Path, Christianbasti, G.S Road, Guwahati-781005, Assam.

## 7. COVER FOR TECHNICAL BID & PRICE BID

The two separately sealed covers Technical Bid (Cover "A") and Price Bid (Cover "B") should be placed together inside another cover which shall be sealed and supers cribbed as "**short tender notice for selection of firm for printing & supply of invitation card, folder, brochure, certificate & standee**, DUE 16/11/2017" and addressed to O/O the Mission Director, National Health Mission, Saikia Commercial Complex, Srinagar Path, Christianbasti, G.S Road, Guwahati-781005, Assam.

## 8. OPENING OF COVER "A" AND COVER "B" OF TENDER

- (a) Bidders or their authorized representatives are entitled to be present on the date and time of opening of Technical Bid - Cover "A".
- (b) Only those bidders whose Technical Bids are found acceptable after technical and commercial evaluation will be invited to be present at the date and time of opening of Price Bid - Cover "B". The price bids of bidders not found technically qualified will not be opened.

## 9. VALIDITY OF BID:

Bids shall remain valid for acceptance for a period of 90 days after opening of

Technical Bid i.e. Cover 'A'. Bids with shorter validity shall be rejected. Tender Inviting Authority may request bidders for an extension of validity period of 50 days and noncompliance to the extension request will be liable for forfeiting of their EMD.

**10. VALIDITY OF OFFER OF SUCCESSFUL BIDDER:**

The validity of offer of the successful bidder shall be at least three years from the date of finalization of the order and the successful bidder will be bound to supply the items at agreed rates and terms during this period. This validity may further be extended with mutual consent.

**11. ACCEPTANCE OF TENDER**

**(i) Tender Evaluation**

Tenders will be evaluated with reference to technical and commercial parameters to determine the technically qualified bidders. Price bids of technically qualified bidders will be evaluated separately with reference to the quoted rates for each item. Conditional discounts shall not be taken into account for price comparison. The bidder quoting the overall lowest price in one item shall be ranked as L1 bidder of that item.

**(ii) Right to Reject Tender**

Tender Inviting Authority reserves the right to accept the tender or to reject the tender for all items or for any one or more of the items tendered at any point of time without assigning any reason thereof.

**(iii) Tender Acceptance**

The acceptance of the tenders will be communicated to the successful bidder in writing.

**(iv) Agreement**

The successful bidder shall execute an agreement on a non-judicial stamp paper of the value of Rs. 100 (stamp duty to be paid by the bidder) within 10 days from the date of the intimation from Tender Inviting Authority informing that his tender has been accepted or within 10 days from the date of issue of order failing which the tender is liable to be cancelled and in the event the EMD is liable to be forfeited.

**12. SECURITY DEPOSIT**

The successful bidder shall have to deposit an amount of Rs. 12000/- as performance security deposit in the form of bank guarantee valid for a period of 3 years. However, if the supplier fails to execute the order or fails to perform the services as per agreement, in addition to other penal actions, the bank guarantee shall be encashed and the amount will be forfeited.

**13. NON ASSIGNMENT OR SUB- LETTING**

The bidder shall not, at any time, assign, sub-let or make over the contract or the benefit thereof or any part thereof to any person or persons, whatsoever.

**14. COMMUNICATION**

All notices or communications relating to or arising out of the agreement or any of the terms thereof shall be considered duly served on or given to the bidder if delivered to him or left at his premises, places of business or abode.

**15 ANNULMENT OF AWARD, FORFEITURE OF SECURITY DEPOSIT & FRESH AWARD**

Failure of the successful bidder to comply with the requirements of signing of agreement and / or submission of security deposit within the time schedule as stipulated above shall constitute sufficient grounds for the annulment of the award and forfeiture of the performance security deposit . Under such a situation, the proposal may be reviewed for award of the contract on the next lowest evaluated technically qualified bidder or go for a fresh bid depending on the circumstance. In case it is decided to go for the next lowest bidder, negotiation may be considered to bring down their price nearer to the originally evaluated lowest bid.

**16. Specifications and Quality**

The items executed by the successful bidder shall be of the best quality and shall comply with specifications, stipulations and conditions specified by NHM authority

a. Delivery Period

The items should be delivered at NHM office or as specified. Date of delivery mention in the work order should be strictly adhered to or else penalty will be invoked.

b. Penalty for Delayed Delivery

- I. In case there is delay in delivery beyond the stipulated period there shall be reduction in price @ 0.5 per cent of order value
- II. Non-compliance of the contract provisions shall make the successful bidder liable to be disqualified to participate in any tender for the next 5 years, in addition to forfeiture of Security Deposit and other penal actions.

**17. FORCE MAJUERE**

The above conditions of delivery period, & termination etc. are subject to force majeure conditions which are beyond the control of the supplier, do not involve fault or negligence of the agency and are not anticipated. Such events may include but are not limited to riots, mutinies, war, fire, storm, tempest, flood, earthquakes, epidemics, or other exceptional causes like quarantine restrictions, freight embargoes. On specific request made by the bidder the time period of supply may be extended by the purchaser at his discretion for such period as may be considered reasonable. However, the condition shall not include scarcity of raw

materials, power cut, labour dispute, failure of sub-vendor and increase in cost of raw material.

**18. FRAUD & CORRUPTION:**

The bidders shall observe the highest standard of ethics during bidding and during performance of the contract. For the purposes of this provision, the following acts shall be considered as corrupt and / or fraudulent practices -

1. "Corrupt Practice" means offering, giving, receiving, or soliciting directly or indirectly, of anything of value to influence the action of an official in the procurement process or in contract execution.
2. "Fraudulent Practice" means misrepresentation or omission of facts in execution of contract.
3. "Collusive practice" means a scheme or arrangement between two or more bidders, with or without the knowledge of the NHM authority, designed to establish bid prices at artificial, non-competitive level.
4. "Coercive Practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process or in execution of a contract.

During the process of evaluation of a bid or proposal for award of a contract, if it is detected that a bidder directly or through agent has engaged in corrupt, fraudulent, collusive or coercive practice in competing for the contract in question, then a) the bid shall be rejected and b) declare the firm ineligible for a specific period or indefinitely to participate in a bidding process. However, if any such practice is detected at any subsequent stage or during execution of the contract, the Tender Inviting Authority will exercise the right to cancel the contract and make suitable alternative arrangement at the risk and cost of such offending bidder.

**19. PAYMENT PROVISIONS**

- A. Payments towards the supply of items will be made strictly as per rules, terms & conditions of the Tender Inviting Authority. All payments shall be made by way of Crossed A/C Payee Cheque drawn in favour of the supplier.
- B. On completion of supplies of ordered quantities bills/ Invoices should be raised in triplicate in the name of the Tender Inviting Authority with address.
- C. If at any time during the period of contract, the price of tendered items is reduced or brought down by any law or Act of the Central or State Government or by the Bidder himself, the Bidder shall be bound to inform Tender Inviting Authority immediately about such reduction in the contracted prices. Tender Inviting Authority is empowered to unilaterally effect such reduction as is necessary in rates in case the Bidder fails to notify or fails to agree to such reduction in rates.
- D. If the supply is received in damaged condition or not as per specification / prototype it shall not be accepted. In case of damage in the packing, the supply will be accepted only after levying penalty as decided by the Tender Inviting Authority on the total value of supply to that particular warehouse.

**22. ARBITRATION**

Any dispute whatsoever in any way arising out of or relating to the contract shall be referred to arbitration of the Mission Director, National Health Mission, Assam or to the sole arbitration of some person nominated by him. There shall be no objection if the arbitrator so appointed happens to be an employee of National



Health Mission, Assam. The award of the arbitrator shall be final, conclusive and binding on all parties.

**23. SAVING CLAUSE**

No suit, prosecution or any legal proceedings shall lie against Tender Inviting Authority or any person for anything that is done in good faith or intended to be done in pursuance of tender.

**24. LAWS GOVERNING THE CONTRACT & JURISDICTION**

The contract shall be governed by the laws in force in India. In the event of any dispute arising out of the tender, such dispute would be subject to the jurisdiction of the Court within the city of Guwahati only.

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**ANNEXURE A1**

**UNDERTAKING**

To

Mission Director,  
National Health Mission, Assam

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

Sir,

1. I, Shri \_\_\_\_\_, on behalf of M/s \_\_\_\_\_ having registered office at \_\_\_\_\_ and branch office at-----, do hereby declare that I have gone through the terms and conditions mentioned for the above and undertake 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 two year from the date of award of contract to us.
2. We agree to the conditions of the tender under which the EARNEST MONEY DEPOSIT and SECURITY DEPOSIT shall be forfeited by us.
3. The tender inviting authority has the right to accept or reject any or all the tenders without assigning any reason.
4. We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.
5. We hereby declare that there is no vigilance/CBI or court case pending/contemplated against us at the moment.

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM :

**Annexure-A2**

**ANNUAL TURNOVER STATEMENT OF THE BIDDER**

The Annual Turnover of M/s \_\_\_\_\_ for the past three years are given below and certified that the statement are true and correct.

| Sl No. | Year    | Turnover in Lakhs |
|--------|---------|-------------------|
| 1.     | 2014-15 |                   |
| 2.     | 2015-16 |                   |
| 3.     | 2016-17 |                   |
|        | Total   | - Rs. _____ Lakhs |

Seal & Signature of Chartered  
Accountant/Auditor

## Annexure-A3

## CHECK LIST

| Sl. | Cover A  | Yes | No |
|-----|--|-----|----|
| 1.  | Court Fee Stamp/IPO & Tender Document Fee furnished  |     |    |
| 2.  | EMD in the form of DD furnished  |     |    |
| 3   | Trade license/registration certificate from competent authority furnished.   |     |    |
| 4   | Attested copies of order/contracts of earlier works and supported by completion certificate/documents wherever applicable furnished.                     |     |    |
| 5   | Attested copies of order/contracts/ completion certificated of earlier works.  |     |    |
| 6   | Details of manpower in the respective fields to be enclosed as a undertaking in the specified format Annexure-01.  |     |    |
| 8   | Attested copies of order/contracts of earlier works to be enclosed showing works in Assamese, Bengali language furnished.                                |     |    |
| 9   | Details of the infrastructure furnished.   |     |    |
| 10  | Annual turnover statement for the last 3 financial years in the specified format at annexure a certified by the auditor/ chartered accountant furnished. |     |    |
| 11  | Supporting documents and up to date Service tax/GST clearance certificate furnished.   |     |    |

## Annexure-A4

### AGREED TERMS & CONDITIONS

Tender No. & Date \_\_\_\_\_

#### A. Details of Bidder

Bidder Name:

Offer Ref:

Telephone No:

Fax No:

Contact Person:

Signature:

E-mail:

#### B. Definitions

1. "NHM authority" means the Mission Director, National Health Mission, Assam or his authorized representative.
2. "Bidder" means a person or firm or company who has made an offer for supply of goods and /or service as per tender.

**NOTE: The questionnaire below must be duly filled in and should be enclosed with un-priced Technical Bid, (Cover A). Clauses confirmed here under should not be repeated. All commercial terms and conditions should be indicated in this format. If necessary, details including deviations to the terms and conditions of the bid document, if any, should be enclosed as annexure to this questionnaire.**

| Sl. No. | Description   | <u>Vendor's Confirmation</u><br>(Confirmed/Noted/Deviation furnished separately) |
|---------|---|--|
|         | <b>C. Technical</b>   |  |
| 1.      | Confirm that you meet the eligibility criteria as per bid document and have furnished relevant documents. |  |
| 2.      | Confirm acceptance of Technical Specification and scope of supply as per Tender Document.                 |  |
| 3.      | In case of deviations, confirm that the same have been highlighted separately.                            |  |
| 4.      | Confirm that literature and technical data, wherever applicable, have been enclosed.                      |  |
| 5.      | Confirm that all certificates/ documents furnished.   |  |
| 6.      | Confirm that Earnest Money Deposit (EMD) as per bid document has been furnished in Cover A                |  |
|         | <b>D. Commercial</b>  |  |
| 2.      | Confirm that the quoted landed price of the item  |  |

|     |  |  |
|-----|--|--|
|     | is services Tax/GST.   |  |
| 3.  | Confirm furnishing of price break-up of each item showing basic price of item and Tax/GST as % age of basic price to arrive at landed price in D1 above.   |  |
| 4.  | It is noted that the statutory variations in taxes and duties within the contractual delivery period shall be borne by the NHM authority.  |  |
| 7.  | Confirm that in case any new or additional duties and taxes are imposed after the contractual delivery date due to delays attributable to the supplier the same shall be borne by the agency.                              |  |
| 8.  | Confirm acceptance of Price Reduction Schedule for delay in delivery @ 0.5% of delayed value of goods per week of delay or part thereof subject to maximum of 10% of the total order value.                                |  |
| 10. | Confirm acceptance of relevant payment terms specified in the bid document.  |  |
| 11. | It is noted that delivery period, price reduction, termination etc are subject to Force Majeure Condition as stipulated in the bid document.   |  |
| 12. | Confirm that the quoted prices shall remain firm & fixed till validity of the tender.  |  |
| 15. | Confirm that security deposit of 5 % of the total order value in the form of a Bank Guarantee from a nationalized Bank shall be furnished, which will be valid for a period of one year from the date of order.            |  |
| 20. | Terms & Conditions indicated in this format shall not be repeated in the bid. Terms & Conditions indicated elsewhere and contradicting those in this format shall be ignored. Confirm compliance.                          |  |
| 21. | Confirm that you shall observe the highest standard of ethics during bidding and in case favoured with an order, the execution of the order will be completed, without resorting to any fraud, corruption and/or coercion. |  |
| 22. | Confirm that the offer shall be valid for a period of 90 days from the date of bid opening.  |  |

SIGNATURE :  
NAME & DESIGNATION :  
DATE :  
NAME & ADDRESS OF THE FIRM

## Specification

### Annexure-5

| Sl.no | Item                          | Specification   |
|-------|-------------------------------|---|
| 1     | Folder                        | ¼ Demy multicolor both side printing, 170 GSM                   |
| 2     | Brochure                      | ½ Demy multicolor both side printing (2 folded) 250 GSM         |
| 3     | Invitation Card with Envelope | 5 inches X 7 inches multicolor Single side printing, 300 GSM    |
| 4     | Certificated                  | A4 size multicolor single side printing, 300GSM                 |
| 5     | Standee                       | Size:6 inches X 4 inches, iron framing, flex printing & fixing. |

**Annexure-B1  
COVER 'B' - PRICED BID**

**To**

**The Mission Director,  
NHM, Assam.**

**I do hereby submit my financial bid for the item**

EOI No. : .....

| Sl. no | Item  | Unit rate Exclusive of all Taxes |                 |                  |                   |                 | Total unit price Exclusive of all Taxes(A+B+C+D+E) |
|--------|---|----------------------------------|-----------------|------------------|-------------------|-----------------|--|
|        |   | 1 - 500 nos.                     | 501 - 2000 nos. | 2001 - 5000 nos. | 5001 - 10000 nos. | 10000 and above |  |
|        |   | A                                | B               | C                | D                 | E               | F  |
| 1      | Folder (as per annexure-5)                        |                                  |                 |                  |                   |                 |  |
| 2.     | Brochure (as per annexure-5)                      |                                  |                 |                  |                   |                 |  |
| 3.     | Certificate (as per annexure-5)                   |                                  |                 |                  |                   |                 |  |
| 4.     | Invitation card With Envelope (as per annexure-5) |                                  |                 |                  |                   |                 |  |
| 5      | Standee (as per annexure-5)<br>rate per standee   |                                  |                 |                  |                   |                 |  |

N.B: Commercial Bid evaluation will be made as per rate offered and bid will be decided with Bidder offering lowest amount. Rate quoted at **F** will be considered as the L1 rate .

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM :

OFFICIAL SEAL :