



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

TENDER FOR SELECTION OF PRINTERS/PRINTING FIRMS FOR PRINTING OF NHM, ASSAM CALENDAR & DIARY

| | | |
|---|----------|---|
| Tender Reference No | : | NHM/EOI/26/2008-09/ 16030 DATE 20/12/2016 |
| Date of commencement of sale of Tender Documents | : | 21/12/2016 |
| Pre Bid Meeting date and time | : | 23/12/2016 at 2.00PM |
| Last date for sale of Tender Documents | : | 27/12/2016 |
| Last Date and Time of receipt of Tender | : | 28/12/2016 at 2:00 PM |
| Date and Time of opening Tender | : | 28/12/2016 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. 1000/- (Rupees One Thousand only) only in the form of Demand Draft in favour of State Health Society, Assam |



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

TENDER FOR SELECTION OF PRINTERS/PRINTING FIRMS FOR PRINTING OF NHM, ASSAM CALENDAR & DIARY

Sealed tenders in TWO BID SYSTEM affixing Court Fee Stamp of Rs 8.25 only are invited by NHM, Assam, from reputed printing Govt. Press/printing firms for printing of NHM, Assam Calendar. Interested parties are requested to submit their tender along with the specified documents which will be received till 28/12/2016 up to 2.00 P.M. The tender may be sent in person in sealed cover addressed to "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. The Mission Director, NHM Assam shall not be responsible for any postal delay.

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 28/12/2016 up to **2 PM** by the Mission Director, National Health Mission, Assam, Saikia Commercial Complex, Srinagar Path, Christianbasti, G.S Road, Guwahati-781005

ELIGIBILITY CRITERIA

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

| SI No. | Eligibility Criteria | Documents required |
|--------|--|--|
| A | Must be a Govt. registered printing press/ printing firm | Attested/notarized copy of certificate of registration of firm/company/society by competent authority. |
| B | 1. Must have establishment/office set up for carrying out business. 2. Must have own printing press | <ul style="list-style-type: none">• Attested copy of Trade License.• Location to be specified with Municipality holding no./Certificate from competent authority in case of non-municipal area. |
| C | Should have experience of printing multicolor calendar/ booklets etc. for Govt. organization. | Attested/notarized copies of orders/contracts of earlier printing works executed for Govt. organization during the last three financial years. |
| D | Should have an average annual turnover of at least Rs 25 Lakhs during the last 3 financial years. | Average annual turnover statement of last 3 financial years certified by a Chartered Accountant/Auditor, in the prescribed format (Annexure-II) |
| E | Should have valid VAT/Registration and Permanent Account Number | copy of <ol style="list-style-type: none">1. VAT Registration Certificate.2. Permanent Account Number (PAN) Card |
| F | Should have Sales Tax/VAT/IT clearance certificate for the last financial year. | Attested/notarized copy of Sales Tax/VAT/IT clearance certificate issued by Tax authority as on 31 st March of last financial year |
| G | Any other information, which may be useful in the process of evaluation. | Supporting documents which is useful for evaluation. |

4. GENERAL CONDITIONS.

- a) The bid document may be purchased from NHM office or downloaded from the official website- www.nrhmassam.in. The bidder downloading the bid document from the website is required to deposit Rs. 1000/-(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. 1000/- will not be accepted.
- b) All bids must be accompanied by Earnest Money Deposit (EMD) as specified in the relevant clause of the bid document.
- c) 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.
- d) 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.
- e) Interested eligible bidders, if they so desire, may obtain further information from the office of the Tender Inviting Authority.

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) Attested/notarized copy of certificate of registration of the firm/company by the company authority.
- b) Attested/notarized copy of Trade License.
- c) Attested/notarized copies orders/contracts of earlier works executed for Govt. organization during the last 3 financial years.
- d) Attested/notarized copy of VAT Registration Certificate
- e) Attested/notarized copy of valid Sale TAX/VAT/IT clearance certificate up to 31st March 2016./Latest IT Return.
- f) Undertaking as per **Annexure I**
- g) Annual Turnover Statement of last 3 financial years certified by a Chartered Accountant/Auditor in the format at **Annexure II**
- h) Earnest Money Deposit of Rs 13,200.00 (Thirteen Thousand & Two Hundred) only in the form of Demand Draft/Bankers Cheque in favour of **State Health Society, Assam**. The EMD of the successful / unsuccessful bidders will be returned within 30 days after the finalization of the tender.)
- i) "Agreed Terms & Conditions" as per **Annexure-III** duly filled in and signed and sealed.
- j) A Checklist (**Annexure-VI**) for the list of documents enclosed with their page number. The documents should be serially arranged as per this **Annexure-VI** and should be securely tied or bound.
- k) The tender/bid document should be signed by the bidder in all pages with office seal and submitted with the bid.
- l) Specimen/Sample copy of paper on which printing of Calendar will be done must be submitted duly signed by the bidder and stamped with the Stamp of the Printing Press.

The bidder shall put above documents in a sealed cover super scribed as "**TECHNICAL BID - COVER "A" NHM, ASSAM CALENDAR & DIARY, DUE ON 28/12/2016**" 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) in the format at **Annexure-IV**. The rates quoted shall be inclusive of all taxes and any other charges.

The bidder shall put the duly signed Annexure-IV in a sealed cover Super scribed as "**PRICE BID COVER "B" TENDER FOR PRINTING NHM, ASSAM CALENDAR & DIARY**" and addressed to 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")} shall be placed together inside another cover which shall be sealed and super scribed as "**TENDER FOR PRINTING OF NHM, ASSAM CALENDAR & DIARY DUE 28/12/2016**" and addressed to 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 365 days after opening of Technical Bid i.e. Cover 'A'. Bids with shorter validity shall be rejected. Tender Inviting Authority may solicit bidders consent for an extension of validity period. A bidder may refuse extension request without forfeiting their EMD.

10. VALIDITY OF OFFER OF SUCCESSFUL BIDDER:

The validity of offer of the successful bidder shall be at least two 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. The total value of each item in a particular group will be added to determine the overall lowest price. The bidder quoting the overall lowest price inclusive of all taxes shall be ranked as L1 bidder.

(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.

(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

12. SECURITY DEPOSIT

The successful bidder, within 10 days of signing of the agreement, shall be required to submit Security Deposit of 5% of the order value in the form of bank guarantee from any Indian nationalized bank in favour of the Tender Inviting Authority valid for a period of 3 months from the date of order. 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 encased 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 bid Security/EMD. 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. **SUPPLY CONDITIONS**

a. Purchase Order:

Purchase order will be placed on the successful bidder at the discretion of the Tender Inviting Authority.

b. Specifications and Quality

The items supplied by the successful bidder shall be of the best quality and shall comply with specifications, stipulations and conditions specified at **Annexure-V**

c. Delivery Period

The items should be delivered at NHM State Warehouse, Guwahati within 10 days from date of purchase order unless otherwise specified in the purchase order.

d. Penalty for Delayed Delivery

- I. In case there is delay in delivery beyond the stipulated period as mentioned in the purchase order, there shall be reduction in price @ 0.5 per cent of the value of the delayed goods per week of delay or part thereof subject to a maximum of 10 per cent of the total order value
- II. Once the maximum price reduction is reached, termination of the contract may be considered. 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.

e. Alternative Purchase

If the successful Bidder fails to execute the order within the stipulated time, the Tender Inviting Authority will be at liberty to make alternative arrangements for purchase of the items for which the purchase orders have been placed, from any other source or from the open market, at the risk and cost of the supplier. This would be in addition to any other penalties including forfeiture of security deposit.

f. Shortage and Damage

It shall be the responsibility of the successful Bidder for any shortages/damages at the time of receipt in Warehouse.

17. **FORCE MAJUERE**

The above conditions of delivery period, price reduction & termination etc. are subject to force majeure conditions which are beyond the control of the supplier, do not involve fault or negligence of the supplier 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, suppliers & contractors 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 purchaser, 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 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.

20. **ANNULMENT OF AWARD, FORFEITURE OF SECURITY DEPOSIT & FRESH AWARD**

Failure of the successful bidder to comply with the requirements of signing of contract, submission of performance security within the time schedule as stipulated above and/or to make delivery of printed materials conforming to approved specification and quality in time shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security/EMD. 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 bidder.

21. NON CONFORMANCE, TERMINATION & PENALTIES

- A. If the items do not conform to specifications, the same shall be taken back by the supplier at the supplier's cost within a period of 30 days of the receipt of the letter/notice from the Tender Inviting Authority. If the supplier fails to take back the items within the stipulated time, the Tender Inviting Authority will have the right to dispose-off such ITEMS NOT CONFORMING TO SPECIFICATIONS. Tender Inviting Authority may also levy storage charge calculated at the rate of 2% per week on the value of the item rejected till such disposal. The decision of the Tender Inviting Authority or any officer authorized by him on the quality of the items supplied shall be final and binding.
- B. In case of supply of inferior products or products not conforming to specifications, the Tender Inviting Authority will be at liberty to terminate without assigning any reasons thereof the contract either wholly or in part on 30 days notice. The supplier will not be entitled for any compensation whatsoever in respect of such termination.
- C. For infringement of the stipulations of the contract or for other justifiable reasons, the contract may be terminated by the Tender Inviting Authority, and the supplier shall be liable for all losses sustained by the Tender Inviting Authority, in consequence of the termination which may be recovered personally from the supplier or from his properties, as per rules.
- D. Non performance of any of the contract provisions will disqualify a firm to participate in tenders issued by the Tender Inviting Authority for the next five years.
- E. In the event of making ALTERNATIVE PURCHASE, the supplier will be imposed penalty apart from forfeiture of Security Deposit. The excess expenditure over and above contracted prices incurred by the Tender Inviting Authority in making such purchases from any other source or from the open market shall be recovered from the Security Deposit or from any other money due to the supplier and in the event of such amount being insufficient, the balance will be recovered personally from the supplier or from his properties, as per rules.
- F. In all the above conditions, the decision of the Tender Inviting Authority shall be final and binding.

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.

ANNEXURE I

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 PERFORMANCE 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-II

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. | 2013-14 | |
| 2. | 2014-15 | |
| 3. | 2015-16 | |
| | Total | - Rs. _____ Lakhs |

Seal & Signature of Chartered
Accountant/Auditor

Annexure-III

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.
- 2.
3. "Bidder" means a person or firm or company who has made an offer for supply of goods and /or service as per tender.
4. "Vendor" or "Supplier" means a person or firm or company, to whom the order is addressed for supply of goods and /or services.
5. "Site" means the premises of the purchaser or any other place as decided by the Purchaser.

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 | Vendor's Confirmation (Confirmed/Noted/Deviation furnished separately) |
|---------|---|--|
| | C. Technical | |
| 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 | |
| | D. Commercial | |
| 1. | It is noted that any deviations to the commercial terms and conditions shall lead to loading of prices or | |

| | | |
|-----|---|--|
| | rejection of offer. | |
| 2. | Confirm that the quoted landed price of the item is inclusive of cost of packing & forwarding charges, freight, insurance and all duties and taxes viz. Excise Duty, Sales Tax/VAT. | |
| 3. | Confirm furnishing of price break-up of each item showing basic price of item and Tax/VAT as % age of basic price to arrive at landed price in D2 above. | |
| 4. | It is noted that the statutory variations in taxes and duties within the contractual delivery period shall be borne by the purchaser. | |
| 5. | If there is any variation or fresh imposition of Excise Duty at the time of supply due to various reasons, including turn-over, confirm that the same shall be borne by supplier. | |
| 6. | If clause 5 above is not acceptable, advice maximum possible rate of additional ED chargeable; this shall be loaded to your price. | |
| 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 supplier. This will be in addition to Price Reduction for Delay in Delivery. | |
| 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. | |
| 9. | Confirm acceptance of Delivery Period as indicated in the bid document. | |
| 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 complete execution of the order. | |
| 13. | a) In case you are a manufacturer confirm that the prices quoted are not higher in any respect than MRP b) In case you are a dealer/ distributor / authorized agent, confirm that the prices quoted are as per manufacturer's price list with appropriate discount | |
| 14. | Packing / forwarding, transportation, loading/unloading and insurance are supplier's responsibility. However, to protect the items from physical damages and/or deterioration due to weather during transit, supplier to ensure proper packing & handling arrangement. Please confirm compliance. | |

| | | |
|-----|--|----------------|
| 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. | |
| 16. | Confirm acceptance of Part Order. | |
| 17. | Confirm acceptance of Repeat order within 24 months from the date of initial order at same price and terms & conditions. | |
| 18. | In case of material having shelf life, confirm that you have declared the same with the expiry date. Also confirm that such materials shall be delivered within 60 days from the date manufacture. | Not Applicable |
| 19. | It is noted that the purchaser would disown any responsibility / liability towards irregularity, contravention or infringement of any statutory regulations including those of patent, on manufacture or supply of goods covered by the 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 favored 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

**Annexure-IV
COVER 'B' – PRICED BID**

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

I do hereby submit my financial bid for the item

Tender No. :

| Sl.no | Item | Basic Price in Rs. | VAT/TAX | Total Cost Inclusive of Taxes/per sq ft. |
|--------------|---|---------------------------|----------------|---|
| 1 | Printing of Multicolour Calendar of NHM Assam in three languages (English, Assamese & Bengali) for the year 2017. | | | |
| 2 | Printing of Multicolour Table Calendar of NHM Assam in three languages (English, Assamese & Bengali) for the year 2017. | | | |
| 3 | Printing of Diary of NHM Assam for the year 2017. | | | |

N.B: Commercial Bid evaluation will be made as per rate offered and bid will be decided with Bidder offering lowest amount.

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM :

OFFICIAL SEAL :

Annexure-V

Specifications of NHM Calendar

| Sl. No. | Description |
|----------------|--|
| 1. | No of sheets- 13 sheets including fly leaf |
| 2. | Colour- Multicolour |
| 3. | Size: 24 inch X 17 inch |
| 4. | Paper quality- a. 170 GSM Gloss Art Paper inside (12 pages) b. 130 GSM Maplitho fly leaf (1 pages) |
| 5. | Binding- Wirrow Binding |
| 6. | No. of Quantity: 2500 in Assamese, 500 in English & 1000 in Bengali (The quantity in indicative) |
| 7. | Design to be provided by NHM Directorate |

Specifications of NHM Diary

| Sl. No. | Description |
|----------------|--|
| 1. | Size of Diary: 1. Length: 24.5cm 2. Breadth: 19cm 3. Altitude: 2cm |
| 2. | Paper quality- 80 GSM Maplitho paper |
| 3. | Cover: Rexine Cover pasted on Straw/hard Board(Extra Colour cover will have to be supplied along with Diary. |
| 4. | Printing : Through Offset Process. |
| 5. | No. of Quantity : 500 |
| 6. | Design to be provided by NHM Directorate |

Specifications of NHM Table Calendar

| Sl. No. | Description |
|---------|--|
| 1. | No of sheets- 13 sheets including fly leaf |
| 2. | Colour- Multicolour |
| 3. | Size: 24cm x 16cm |
| 4. | Paper quality- a. 170 GSM Gloss Art Paper inside (12 pages) b. 130 GSM Maplitho fly leaf (1 pages) |
| 5. | Binding- Spiral Binding |
| 6. | No. of Quantity: 500(300 in Assamese, 100 in English, 100 in Bengali) (The quantity in indicative) |
| 7. | Design to be provided by NHM Directorate |

Quantity:

* This is indicative and may vary depending on actual requirement and availability of fund.

Annexure- VI**CHECK LIST**

| Sl.no | Cover A | Yes | No |
|-------|---|-----|----|
| 1 | Court fee Stamp affixed | | |
| 2 | Attested/notarized copy of certificate of registration of the firm/company by the competent authority | | |
| 3 | Attested/notarized copy of Trade license | | |
| 4 | Attested/notarized copy of orders/contracts of earlier works executed for Govt. organization during the last 3 financial years. | | |
| 5 | Undertaking as per Annexure I. | | |
| 6 | Annual Turnover Statement of last 3 financial year from a Chartered Accountant/Auditor in the format at Annexure II | | |
| 7 | Attested/notarized copy of VAT Registration certificate and PAN card. | | |
| 8 | Attested/notarized copy VAT/Sales Tax Clearance Certificate as on 31 st March of last financial year issued by Tax authority | | |
| 9 | EMD in the form of DD/Banker's cheque | | |
| 10 | Agreed terms & condition as per Annexure-II duly filled in and signed | | |
| | Cover B | Yes | No |
| 11 | Cover B-Price Bid as per Annexure-IV | | |

**Annexure-VII
Form of Agreement**

THIS CONTRACT AGREEMENT is made

This day of month..... year.....

BETWEEN

(1) Name and Address of the Purchaser:

(2) Name and Address of the Supplier:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz., [insert: brief description of goods and services] and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [insert: contract price in words and figures] (hereinafter called “the Contract Price”)

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the Condition of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and constructed as an integral part of the Contract:
 - (a) This Contract Agreement
 - (b) Special Conditions of Contract
 - (c) General Conditions of Contract
 - (d) Technical Requirements (including Technical Specifications)
 - (e) The Supplier’s bid and original Price Schedules
 - (f) The Purchaser’s Notification of Award
 - (g) [Add here: **any other documents**]
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

For and on behalf of the Purchaser

Signed: _____

In the capacity of [insert: **title or other appropriate designation**]

In the presence of _____

For and on behalf of the supplier

Signed: _____

In the capacity of [insert: **title or other appropriate designation**]

In the presence of _____