



MISSION DIRECTOR NATIONAL HEALTH MISSION, J&K

Jammu Office: Regional Institute of Health & Family Welfare, Nagrota, Jammu.

Fax: 0191-2674114; Telephone: 2674244. Pin: 181221

Kashmir Office: J&K Housing Board Complex, Chanapora, Srinagar. Pin: 190015

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NHM Help Line for Jammu Division 18001800104: Kashmir Division 18001800102

Notice inviting e-Bids for Printing and Supply of IEC Material

For and on behalf of the Governor of Jammu & Kashmir State, online bids are invited from the firms dealing with printing work who are registered with Health & Medical Education Department of J&K State for printing and supply of IEC material **for the year 2017-18**, as per details given in the Tender document, alongwith terms and conditions, available on website(s) www.jktenders.gov.in and www.jknhm.com from **20.01.2018 (1400 Hrs onwards)**.

Sd/-

Mission Director
National Health Mission
Jammu

No: SHS/NHM/J&K/Estt./17228-33

Dated: 18.01.2018



PURCHASE COMMITTEE, STATE HEALTH SOCIETY,
NATIONAL HEALTH MISSION, JAMMU AND KASHMIR

Name of the Group/ Item:

Printing and Supply of IEC material, formats, cards, booklets, registers, news-letter, etc. required in various Health Institutions under National Health Mission, Jammu and Kashmir

NOTICE INVITING BIDS

E-TENDER NOTICE 07 OF 2017

e-TENDER NOTICE 07 OF 2017

Notice inviting e-Bids for Printing and Supply of IEC material, formats, cards, booklets, registers, news-letter, etc. required in various Health Institutions under National Health Mission, Jammu and Kashmir

For and on behalf of the Governor of Jammu & Kashmir State, online tenders are invited from the firms registered with Health & Medical Education Department of J&K State for printing and supply of IEC material, formats, cards, booklets, registers, news-letter, etc. required in various Health Institutions under National Health Mission, Jammu and Kashmir as per detailed specifications and Terms & Conditions mentioned in this Tender document:

S. No.	Particulars of Tenders	Cost of Tender Fee	Earnest Money
01	Printing and supply of IEC material, formats, cards, booklets, registers, news-letter, etc. required in various Health Institutions under National Health Mission, Jammu and Kashmir	✓ Rs. 750/- for General Tenderers and ✓ Rs. 500/- for the Firms registered with DIC Jammu/ Kashmir as SSI Units	✓ Rs. 50,000.00 for General Tenderers ✓ Rs. 5,000.00 for the Firms registered with DIC Jammu/ Kashmir as SSI Units

- Detailed tender document alongwith terms and conditions can be downloaded from the website www.jktenders.gov.in or www.jknhm.com or www.jkhealth.org from **20.01.2018 (1600 Hrs onwards)**.
- Pre-bid meeting shall be held in the office of National Health Mission, J&K on **31.01.2018 at 1400 Hrs**.
- Bids (both Technical as well as Financial bid) shall be submitted in electronic format on website www.jktenders.gov.in from **01.02.2018 (1400 Hrs) upto 12.02.2018 (1600 Hrs) only**.
- Technical bids will be opened on **16.02.2018 (1400 Hrs)** in the Conference Hall of State Health Society, NHM, J&K in the presence of tenderers who wish to attend. In case of holiday on the date of opening of bid, bids will be opened on the next working day at the same time and venue.
- Financial bids of bidders qualifying the Technical evaluation shall be opened on later date which will be notified separately.
- Samples of all the quoted items should reach in the office of **FA/ CAO, National Health Mission, Jammu** through Regd. Post only by or before **10.02.2018 upto 1600 Hrs**.
- Following documents, in original, should reach in the office of **FA/ CAO, National Health Mission, Jammu** through Regd. Post by or before **10.02.2018 upto 1600 Hrs**:
 - Cost of tender fees in the shape of Demand Draft drawn with any of the scheduled/ nationalized Bank in favour of National Health Mission, J&K;
 - Earnest Money Deposit in the shape of CDR/ FDR pledged to the FA/ CAO, NHM, J&K. Purchase Committee shall not be responsible for any delay due to any reason;
 - Affidavit, in original, on Rs.100/- stamp paper duly attested by 1st **Class Magistrate** stating that:
 - The firm has not been blacklisted in the past by any Govt./ Private institution of the country and there is no vigilance/ any other investigating agency, case pending against the firm/ supplier.
 - If anything found wrong at any stage, I shall be responsible and deem to any legal action against me.
- Samples of the items can be seen in the office of State Health Society, National Health Mission, J&K at Nagrota, Jammu and Chanapora, Srinagar on any working day between 10.00 AM to 4.00 PM
- Complete bidding process will be on-line. Tenderers are not required to submit the price bid in physical form.**

Sd/-

Financial Advisor & CAO
National Health Mission, J&K

Instructions to bidders regarding e-tendering process:

1. The interested bidder can download the notice inviting EoI/ bidding document from the website <http://jktenders.gov.in>.
2. To participate in bidding process, bidders have to get (DSC) “Digital Signature Certificate” as per Information Technology Act-2000, to participate in online bidding. This certificate will be required for digitally signing the bid. Bidders can get the above-mentioned digital certificate from any NIC/ Govt. approved vendors. The Bidders, who already possess valid (DSC) Digital Signature Certificates, need not to procure new Digital Signature Certificate.
3. The bidders have to submit their bids online in electronic format with Digital Signature. The bids cannot be uploaded without Digital Signature. No Proposal will be accepted in physical form.
4. Bids will be opened online as per time schedule mentioned in the notice inviting EoI.
5. Before submission of online bids, bidders must ensure that scanned copies of all the necessary documents have been attached with the bid.
6. The State Health Society, J&K will not be responsible for delay in online submission of bids, whatsoever reasons may be.
7. All the required information for bid must be filled and submitted online.
8. Bidders should get ready with the scanned copies of cost of documents & EMD as specified in the tender documents. The original instruments in respect of cost of documents, EMD and relevant documents be submitted to the Tender Inviting Authority by Registered Post as per the time schedule specified.
9. The details of cost of documents, EMD specified in the tender documents should be the same, as submitted online (scanned copies) otherwise bid will not be accepted.
10. Bidders can contact the FA&CAO, SHS, NHM, J&K for any guidance for getting DSC or any other relevant details in respect of e-tendering process.
11. Bidders are advised to use “My Documents” area in their user on <http://jktenders.gov.in> e-tendering portal to store important documents like Balance sheet, GST Certificate, IT Returns, and other relevant documents etc., and attach these certificates as Non Statutory documents while submitting their bids.
12. Bidders are advised not to make any change in BOQ (Bill of Quantities) contents or its name. In no case they should attempt to create similar BOQ manually. The BOQ downloaded should be used for filling the rates inclusive of all taxes and it should be saved with the same as it contains.
13. Bidders are advised to scan their documents at 100 DPI (Dots per Inch) resolutions with Black and White, PDF Scan properly.
14. The guidelines for submission of bid online can be downloaded from the website <http://jktenders.gov.in>.
15. **Scanned copies of the below mentioned documents shall be attached from My Document area for tenderers.**
 - a. PAN Card
 - b. GST Registration Certificate
 - c. Declaration from Competent Authority
 - d. Average Annual turnover Certificate

Terms and Conditions:

1. Tenderers should be registered supplier with the Health and Medical Education Department of J&K.
2. **All the items are SAMPLE based.**
3. Tenders are to be submitted under two cover system -

A. Cover 1st - Technical Cover:

1. Scanned copy of Tender Fees
2. Scanned copy of EMD

CDR/ FDR Format:

Received from M/s...ABC...pledged to the FA/ CAO, NHM, J&K.

3. Scanned Copy of an affidavit on Rs.100/- stamp paper duly attested by **1st Class Magistrate** stating that: -
 - a. The firm has not been blacklisted in the past by any Govt./ Private institution of the country and there is no vigilance/ any other investigating agency, case pending against the firm/ supplier.
 - b. If anything found wrong at any stage, I/ we shall be responsible and deem to any legal action against me.

B. Cover 2nd - Financial Cover:

1. Rates have to be submitted by the tenderers in BOQ only.
 2. Detailed description of rates.
4. **Original** of below-mentioned documents have to be submitted to the office of the FA/ CAO (Member Secretary), Purchase Committee, State Health Society, NHM, J&K before the last date and date of submission of tender:
- a) Tender Fee and EMD
 - b) Affidavit
 - c) Self-attested copies of all documents asked in the technical bid including:
 - a. PAN Card
 - b. GST Registration certificate
 - c. SSI Registration certificate issued by the concerned DIC
 - d. Declaration from Competent Authority
 - e. Average annual turnover certificate, issued by the Chartered Accountant, with average annual turnover of last three financial years not less than Rs.3.00 Crore
5. All the documents attached with the tender should be self-attested by the authorized signatory of the firm with seal.
6. Financial bid (Price bid) of only those tenderers shall be opened who will qualify in Technical bids on the basis of Technical Evaluation report. Date of opening of Financial Bid shall be notified separately.
7. It will be the responsibility of the tenderer to mention any special offers clearly in the technical bid only.
8. **Rates quoted should be FOR stores, in accordance with the BOQ inclusive of GST/ other taxes and charges.**
9. Price bids should be offered **on-line only**.
10. Specifications in Financial Bid should not differ with the original tender specifications/ samples, otherwise tender may liable to be rejected.
11. The technical documents submitted by the firm with the tender form will be opened in public in the presence of tenderers/ firms or their authorized representatives.
12. The tenderer/ authorized representatives should point out to the MD NHM regarding embitterment, if any, at the time of opening of tenders. Thereafter the tenderer/

authorized representative will have no legal right to confer or to represent on one ground or the other.

13. No conditional tender shall be accepted.
14. All the terms and conditions of the tenders should be carefully studied for the sake of submitting complete and comprehensive tender, failing to comply with any of the terms and conditions will lead to rejection of tender, even if it is competitive offer.
15. The committee reserves the right to accept or reject any tender/ quotation without assigning any reasons thereof.
16. The approved tenderer shall carefully examine the terms & conditions. In case of any doubts, he shall refer to the officer-in-charge and get clarifications before signing the contract. After signing the documents, no communications regarding change in terms & conditions shall be entertained.
17. The successful tenderer is bound to stick on the rates once quoted by him. In addition, he shall have to abide by the standard terms and conditions as laid down in the J&K book of financial rules/ codes and the conditions as per the contract.
18. The successful tenderer shall have to abide by the terms and conditions of the NIT and the approval of the contract for which an agreement shall have to be executed on a NON JUDICIAL Stamp Paper with the concerned authorities before the allotment of the contract. The cost of the stamp duty shall be borne by the tenderer. The successful tenderer shall have to execute an agreement in the prescribed form.
19. The contract fixed shall be valid for a period of **twelve months** from the date of issue of approved rate contract or till such time the new rate contract comes into force.
20. The successful tenderer shall be responsible for execution of the contract in full and shall not in any case assign or sub-let approved contract or any part thereof to other party. Suitable penalty up-to 10% of the total value of a contract shall be imposed for any deviation from contractual obligation on merits of each case, which can be forfeiture of Earnest money/ CDR/ Security deposits/ with-holding of other deposits in Health and Medical Education Department as a whole or even debarring/ black listing of the suppliers/ firms/ dealers. The earnest money shall be forfeited if the contractor withdraws his tender or revise the prices of his offer within validity period/ refuse to comply the work order placed on him within the validity period of the offer.
21. The time specified for supply of printing material in the supply order shall be deemed to be the essence of the contract and the successful tenderer shall arrange supplies within the period on receipt of order from State Health Society. In case of extension in the delivery period with liquidated damages, recovery shall be made on the basis of following percentages of value of supply order which the tenderer has failed to supply:

S. No.	Delay	Penalty (as %age of Value of Supply Order)
(a)	Delay up to 1/4 th period of prescribed Delivery Period	2.5%
(b)	Delay exceeding 1/4 th but not exceeding 1/2 of prescribed delivery period	5%
(c)	Delay exceeding 1/2 but not exceeding 3/4 th of prescribed delivery period	7.5%
(d)	Delay exceeding 3/4 th of prescribed period	10%

- a) Fraction of a day in reckoning the period of delay in supplies shall be eliminated if it is less than half a day.
- b) The maximum amount of agreed liquidated damage shall be 10%.
- c) If the successful tenderer requires an extension of time in completion of supply on account of occurrence of any hindrance, he shall apply in writing to MD, NHM, which has placed the supply order, but not after the stipulated date of completion of

supply. However, mere applying for extension does not mean that extension shall be granted. It shall be discretionary on the part of MD, NHM taking into account the reason(s) for delayed supply.

- d) Delivery period may be extended with or without liquidated damages. If the delay in the supply of material is on account of hindrances beyond the control of successful tenderer, the extension in delivery period may be granted without Liquidated Damages.
22. Any loss sustained by the department as a result of re-tendering the contract or allotting the same to 2nd lowest tenderer due to backing out by the successful tenderer, shall be recovered from the defaulting tenderer out of his earnest money/ Security deposit or from any of his pending bills with department, as the case may be. Even if the second lowest tenderer agreed to carry the contract at the rate of first lowest, the earnest money deposit of the first lowest tenderer will be forfeited and he shall have no claim for the same and also shall have no right to raise this issue in any court of law. The same procedure will be adopted in case of second lowest on his default and likewise for 3rd lowest.
 23. The earnest money shall be refunded in favour of unsuccessful tenderer after finalization of tender, whereas it shall be retained in case of successful tenderer and treated as security deposit to be refunded after the successful completion of the contract.
 24. MD NHM is competent and reserves the right to consider, ignore, or reject any tender at any stage without assigning any reason what so-ever.
 25. In case of any dispute/ difference or doubts, the orders of the MD NHM shall be final.
 26. Legal proceedings that may arise at any time shall be subject to the jurisdiction of Courts of J&K State only.
 27. All other issues that may come up during the course of compilation of contract shall be decided by the Mission Director, NHM, J&K and his decision shall be final.

In Acceptance

Sig. & Seal of the Tenderer
alongwith Full address

Check-list for the Tenderers

S. No	Particulars	Annexed at Page No. (in manual envelop)
1.	Registration certificate issued by the Health & Medical Education Department, J&K	
2.	Tender Fee (in the form of DD drawn with any of the scheduled/ nationalized Bank in favour of State Health Society, NHM, J&K payable at Jammu)	
3.	EMD (in the form of CDR/ FDR pledged to the FA/ CAO, State Health Society, NHM, J&K)	
4.	Affidavit on Rs.100/- stamp paper duly attested by 1 st Class Magistrate	
5.	Undertaking as per Annexure 'A' (to be typed on letter-head of tenderer)	
6.	Registration Certificate issued by concerned DIC (enclose documentary evidence)	
7.	PAN Card	
8.	GST Registration Certificate of the tenderer	
9.	Declaration from Competent Authority	
10.	Average annual turnover certificate, issued by the Chartered Accountant, with average annual turnover of last three financial years not less than Rs.3.00 Crore	

Sig. & Seal of the Tenderer
alongwith Full address

UNDERTAKING

(To be typed on letterhead of bidder)

Annexure 'A'

To

The Mission Director,
National Health Mission,
Jammu and Kashmir

Subject: NIT for Printing and Supply of IEC material, formats, cards, booklets, registers, news-letter, etc. required in various Health Institutions under National Health Mission, Jammu and Kashmir

Sir,

1. I/ We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/ we before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ ourselves abide by the said terms and conditions.
3. I/ we agree to abide by the tendered terms & conditions.
4. I/ we declare that our financial position is sound and we are competent to execute the supplies as & when allotted.
5. I/ we declare that we will not ask/ expect any financial assistance from the Govt. of Jammu & Kashmir State.
6. We will execute the supplies strictly in accordance with the approved specifications, if approved in our favour

In acceptance
Sig. & Seal of the Bidder
alongwith Full address
Contact No.:
e-Mail ID:

List of Items

S. No.	Name of Items	Size	A. U.
1.	Strategy Handbook 130 GSM Art Paper; Title cover - 300 GSM with Lamination	9" x 7"	Per Page
2.	Maternal and New-Born Health Tool Kit 130 GSM Art Paper; Title cover - 300 GSM with Lamination	9" x 7"	Per Page
3.	Newsletter 170 GSM Art Paper with Lamination (8 pages each book)	10 1/2" x 8 1/2"	Per Page
4.	Reproductive & Child Health Register (410 Pages each Register) – Sample basis	14 1/2" x 9 1/2"	Per Register
5.	Fixed Asset Register Ledger paper (200 Pages each Register) with cloth binding – Sample basis	13" x 8"	Per Register
6.	Stock Register Ledger Paper (200 Pages each register) with cloth binding – Sample basis	13" x 8"	Per Register
7.	Mother and Child Protection Card – Sample basis	11" x 28"	Per Card
8.	Safe Motherhood Booklet – Sample basis	Sample basis	Per Book
9.	Screening Cards (for 0-6 age group) – Sample basis	13" x 8"	Per Card
10.	Screening Cards (for 6-18 age group) – Sample basis	13" x 8"	Per Card
11.	ASHA Register (100 Pages each register) – Sample basis	14 1/2" x 9 1/2"	Per Register
12.	Mobile Team Register for School Children (100 Pages each Register) – Sample basis	14 1/2" x 9 1/2"	Per Register
13.	Delivery Point Register (100 Pages each Register) – Sample basis	14 1/2" x 9 1/2"	Per Register
14.	Mobile Team Register for Aanganwadi Centre (100 Leaves each Register) – Sample basis	14 1/2" x 9 1/2"	Per Register
15.	Monthly Reporting Register for ASHAs (100 Pages each Register) – Sample basis	13" x 8"	Per Register
16.	Comprehensive Abortion Services Book 130 GSM Art Paper; Title cover 300 GSM with Lamination	9" x 7"	Per Page
17.	Poster – Sample basis	18" x 22"	Per Poster
18.	Commendation Certificate/ Cards (300 GSM)	10 1/2" x 8 1/2"	Per Certificate
19.	Referral Forms (in duplicate) Colour Paper (200 Pages Booklet)	13" x 8"	Per Booklet
20.	File cover with printing – Sample basis	Sample basis	Per Piece
21.	Birth Register Ledger paper (100 Pages each Register)– Sample basis	14" x 19"	Per Register

Sig. & Seal of the Tenderer
alongwith Full address