

**DIRECTORATE OF FAMILY WELFARE (GOVT. OF NCT OF DELHI)
'B' & 'C' WING, 7TH LEVEL, VIKAS BHAWAN-II
NEAR METCALFE HOUSE, CIVIL LINES, NEW DELHI- 110054**

Limited Tender Enquiry

Request for submission of Bids for "Printing & Supply of Posters, Handouts and Folders"

Bids in a two bid system (Technical & Financial) are invited for Printing & Supply of Posters, Handouts and Folders as per quality standards, specifications and quantity mentioned against each item (**Annexure-1**).

You are requested to submit your proposal in two parts, (Both sealed separately and kept inside one envelope) Part (I) Technical Bid and Part (II) Financial Bid so as to reach the tender inviting authority (Director, Family Welfare) on or before **21.01.2016 up to 15:00 hrs.** Please label your sealed proposal as "Tender for Printing & Supply of Posters, Handouts & Folders".

Financial Bid should be submitted on the letterhead of the bidder in the format provided with the Bid document (**Financial Bid Format, Annexure-2**). Bids must be accompanied by sample of papers for each item with clear mention of the item on the sample along with seal of the firm on each sample.

Sealed Bids shall be opened in the presence of such tenderers who wish to be present to witness the tender opening. This Directorate reserves the right to accept or reject any or all tender/s without assigning any reason thereof. In the event of the last date specified for receipt and opening of the proposal being declared as a holiday the due date for submission and opening of proposals will be the next working day. In case of any clarification prior to submission of Tender, you may visit this office on any working day (Monday to Friday) between 10:00 hrs to 17:00 hrs. Conditional bids shall not be accepted. If a supplier withdraws his quotation before the expiry of the validity period, the Earnest Money shall be forfeited.

Financial bids of only those firms shall be opened that are /is found technically qualified.

Tender document can be downloaded from website [http:// health.delhigovt.nic.in](http://health.delhigovt.nic.in) & <http://dshm.delhi.gov.in>

Form to be deposited latest by : **21.01.2016, 3:00 p.m.**

Sample to be deposited latest by : **21.01.2016, 3:00 p.m.**

Tender to be opened : **21.01.2016, 3:00 p.m.**

Sd/-

Dr. J.P. Kapoor
Director, Family Welfare

Copy to :-

1. Deptt. of H&FW Delhi Website
2. Delhi State Health Mission Website
3. Notice Board, DFW
4. Notice Board, DGHS
5. Notice Board, School Health Scheme
6. Notice Board, Delhi State Health Mission

Sd/-

Dr. J.P. Kapoor
Director, Family Welfare

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Section-I

(TO BE FILLED IN BY THE TENDERER)

- A. 1. (a) Name of the firm : _____
- (b) Address and email ID of the Firm: _____
- (c) Contact (landline/Mobile No.). : _____
- (d) Name & address the Prop./Partner: _____
2. (a) TIN No. : _____
- (b) PAN No. : _____

3. Details of Earnest Money Deposit.

EMD(Amount in Rs.)	FDR/Demand Draft/Banker's Cheque Details	Dated

- (i) Rates should be inclusive of free delivery in any part of Delhi.
- (ii) Acceptance of Goods will be subject to the inspection/physical verification by the inspection committee. If the supply is found defective/not confirming to the specification/quantity the same has to be replaced/replenished within 48 hours without any extra cost to the purchaser.
- (iii) The work/supplies should be strictly in accordance with the specification laid down under the Tender.
- (iv) Only one sample of each item needs to be deposited. The tender properly sealed should be deposited in the chamber of Head of Office at **Directorate of Family Welfare, 'B' Wing 7th Floor, Civil Lines, Delhi- 54. Last date for submission of tender document, complete in all respect is 21-01-2016, 15:00 hrs.**
- (v) The technical bid form duly filled in and with enclosures attached i.e. complete in all respect should be sealed in a separate envelope inscribing **"Technical Bid for printing & supply of Posters/Handouts/Folders.**
- (vi) Each bidder shall submit only one bid.
- (vii) Term & conditions duly signed as token of acceptance must accompany the Technical Bid.

**Dr. J.P. Kapoor
Director, Family Welfare**

All the above terms & conditions are accepted by me/us.

Place : _____

Date : _____

**Signature of the tenderer with seal of the
firm/authorized signatory**

DIRECTORATE OF FAMILY WELFARE (GOVT. OF NCT OF DELHI)
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Section-II

Documents required to be submitted in the Technical Bid:

- a) Self attested copy of certificate of Service Tax (certificate indicating TIN No.)
- b) Self attested copy of VAT Registration of the firm and copy of VAT Number.
- c) Self attested copy of PAN Card of the firm.
- d) An undertaking on Rs. 100/- Judicial stamp paper as per **Annexure-3** to the effect that the firm has not been black-listed by any of the Govt. Departments/Corporations and PSUs in the past. The undertaking must be signed by the owner. If an authorized signatory is signing the undertaking, the letter of the authorization by the owner of the firm should be enclosed.
- e) Earnest Money deposit (EMD):

Item	EMD to be deposited (in Rs.)
Posters/Handouts/Folders	Rs. 50,000/- (Rupee Fifty Thousand only)

EMD should be submitted only in the form of Demand Draft/Bankers Cheque/FDR in favour of State Health Society, Sub Account RCH, Delhi.

- f. Sample for each item (duly indicative of item, stamped and roughly A4 in size).

Terms and Conditions for submitting Tender document:

1. Validity of Earnest Money Deposit (EMD)
EMD shall remain valid for a period of minimum 180 days after the last date specified for submission of Tender.
2. Evaluation of Technical Bid
 - a. The purchaser shall evaluate the technical bid, as per the timelines indicated in the tender document. However, this Directorate reserves the right to change the date for evaluation of bids. Any such change shall be communicated to the tenderers via mail. All the tenders are hereby directed to share their valid/working email ID on the external envelop in bold letters. No phone calls in this regard shall be made by the purchaser.
 - b. Quality check of the sample material provided by the bidder along with scrutiny of other documents submitted by the firm in technical bid will be done by the Tender Committee of this Directorate.
 - c. Technical Evaluation will be done on the following criteria indicated :-
 - Submission of all the relevant documents
 - Submission of EMD
 - Sample
 - d. Financial bid of only those bidders who will be technically qualified will be opened in presence/absence of the bidders. It is probable that Financial Bids are opened the same day.
 - e. All the pages of the tender document must be numbered & signed by the authorized signatory of the tenderer.
3. Evaluation of Financial Bid
The purchaser shall evaluate the bids that are determined to be substantially responsive i.e. which

- a) Are properly signed and stamped
- b) Confirm to the terms and conditions and specifications mentioned in tender document.
- c) Financial Bid shall indicate the price offer being made by the firm for per piece of each item in the format as per **Annexure-2**: Financial Bid submitted in any other format except Annexure-2 will not be accepted.
- d) The VAT/any other taxes on the said items must be indicated separately.
- e) Only single price against each item shall be accepted.
- f) Rates should be quoted in Indian Rupee only and rates once quoted shall be final and shall not be subject to any adjustment or increase on any account.
- g) Any overwriting/cutting etc. in quoted rate will make the quotation liable to be rejected.

Section-III

4. Award of contract

The purchaser will award the contract to the bidder/s whose bid has been determined to be substantially responsive and technically approved and who has offered the lowest evaluated quotation price.

- a. 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 the contract.
- b. The bidder, whose bid is accepted, will be notified of the award of the contract by the purchaser prior to the expiration of the quotation validity period. (i.e. one week from the date fixed for opening of technical bid. However, Director Family Welfare has the right to extend the validity period.
- c. EMD of the unsuccessful bidders shall be returned after the process of selection of the agency for supply of all printed material is complete.
- d. EMD of the selected vendor/s shall be retained as Performance Security. EMD hence should be valid for a period of 6 months from the date of publishing of this tender.
- e. The EMD retained as performance security will be returned only after satisfactory completion of the job against submission of request for the same subject to such deductions that may be deemed fit at the sole discretion of Director, Family Welfare in case of non fulfillment of any of the terms and conditions of the Tender/Purchase Order for supply & printing of the items.
- f. If your rate/s is/are accepted, Directorate of Family Welfare/Directorate General of Health Services will issue a Purchase Order for supply of printed materials as per their individual requirement.
- g. Proof and sample for approval must be submitted within 24 hrs of the issue of Purchase Order.**
- h. Full quantity of printed materials as per the purchase order must be supplied latest within 05 days of approval of proof.**
- i. Bidder will be required to deliver the material at any place in Delhi without any additional cost to the purchaser.
- j. In case the tender, whose rates have been approved and after the order is placed, fails to discharge the obligation of tender so awarded to him, part or in full, Director, Family Welfare has the right to place the order to other firm at the cost and risk of contractor and Director, Family Welfare shall have the right to forfeit the EMD or to take any legal action against defaulting contractor/agency.
- k. No interest on EMD shall be paid.
- l. Specifications mentioned on the financial bid format should be strictly followed and bidders are requested to quote their rates for the specifications mentioned on the format against each item separately and exactly as per sample submitted with technical bid. Any deviation from makes and specifications shall lead to rejection of material for which no payment shall be made and the supplier shall be required to lift the rejected material within three days from the date of reporting of the rejected material at their own cost and risk.
- m. Quantity of supply can be altered by a maximum of 10% while placing the work order.
- n. The payment will be made on presentation of the bill in two copies (original and duplicate) in the name of officer placing the work order after the satisfactory completion of job along with acknowledged delivery challan and its acceptance.
- o. There will be no advance payment or payment of interest for any delay in payment. However, purchaser will make payment within six weeks from the date of satisfactory supply of order and after submission of bill in duplicate.

- p. The Department will not be responsible for any clerical mistake if so happen.
- q. Income Tax to be deducted at source @ 2% in all cases of payment to the contractor.
- r. These terms & condition are to be signed by the tenderer at the place specified below which would be final and legally binding on him. The tenderer is not entitled to insert/add/delete any term/condition whether made herein or thereby in separate note/letter and Director, Family Welfare shall not be bound by any such addition/deletion.
- s. In case of any dispute the decision of Director, Family Welfare will be final and binding on both the parties.
- t. Any litigation in connection with the Tender shall be subject to the jurisdiction of Courts at Delhi.

Submission of proposal:

1. Covering letter should clearly indicate the list of enclosures with enclosure page number in **Annexure-4**.
2. Proposal should be submitted as a Two Bid System with separate sealed envelope for Technical & Financial Bids with both envelopes kept in one envelope. All the envelopes to be labelled appropriately as – Technical Bid for Printing & supply of Poster/Handouts/Folders & Financial Bid for Printing & supply of Poster/Handouts/Folders. The envelope in which both Technical & Financial Bid envelopes shall be kept must be sealed and labelled as “Bid for Printing & Supply of Poster/Handouts/Folders”.
3. Only the Technical Bid shall be opened for evaluation. Based on the evaluation of the technical bids, financial bid of only those firms found eligible technically shall be opened.
4. The tender document must be typed or handwritten in a legible handwriting without any cutting or erasing.
5. Each and every page of the tender document must be signed and numbered.

All the above terms & conditions are accepted by me/us. I/We bound myself/ourselves to observe them in the event of my/our tender being accepted. The EMD is enclosed.

**Signature of the tenderer with seal of the
firm/authorized signatory**

Place: _____

Date: _____

Detail of items to be printed & supplied

S. No	Item	Specification	Qty. Needed by DFW	Qty. Needed by DHS	Total Quantity
1.	Poster-I	Size: 18" X 22", 120 GSM Cromo Art Paper, Glossy 4 Color, Complete Gumming	22,000+/-10%	--	22,000 +- 10%
2.	Poster –II	Size: 18" X 22", 120 GSM Cromo Art Paper, Glossy 4 Color, Complete Gumming	NIL	7,000 +- 10%	7,000 +- 10%
3.	Handout-I	Size: 210 X 297mm, 90 GSM Indian Art Paper, Matte Finish 4 Color , Both Sides Printing	11,00,000	--	11,00,000+- 10%
4.	Handout-II	Size: 210 X 297mm, 90 GSM Indian Art Paper, Matte Finish 4 Color , Both Sides Printing	--	1,75,000	1,75,000+- 10%
5.	Handout – III	Size: 210 X 297mm, 90 GSM Indian Art Paper, Matte Finish 4 Color , Both Sides Printing	5,000	Nil	5,000 +- 10%
6.	Folder-I	Finished Size: 210 X 297mm, Open Size: 297 X 630mm 110 GSM Indian Art Paper 2 Folds perforation along the second fold 4 Color, Both Sides Printing	11,000	Nil	11,000 +- 10%
7.	Folder –II	Finished Size: 210 X 297mm, Open Size: 297 X 630mm 110 GSM Indian Art Paper 2 Folds perforation along the second fold 4 Color, Both Sides Printing	Nil	3,500	3,500 +- 10%

Format for submission of Financial Bid

S.No.	Item & Specification	Quantity	Rate/Unit (Excl. of taxes)	Tax @	Rate/unit (Incl. of all taxes)
1	Poster-I Size: 18" X 22", 120 GSM Cromo Art Paper, Glossy 4 Color, Complete Gumming	22,000			
2	Poster –II Size: 18" X 22", 120 GSM Cromo Art Paper, Glossy 4 Color, Complete Gumming	7,000			
3	Handout-I Size: 210 X 297mm, 90 GSM Indian Art Paper, Matte Finish 4 Color , Both Sides Printing	11,00,0000			
4	Handout-II Size: 210 X 297mm, 90 GSM Indian Art Paper, Matte Finish 4 Color , Both Sides Printing	1,75,000			
5	Handout –III Size: 210 X 297mm, 90 GSM Indian Art Paper, Matte Finish 4 Color , Both Sides Printing	5,000			
6	Folder-I Finished Size: 210 X 297mm, Open Size: 297 X 630mm 110 GSM Indian Art Paper 2 Folds perforation along the second fold 4 Color, Both Sides Printing	11,0000			
7	Folder –II Finished Size: 210 X 297mm, Open Size: 297 X 630mm 110 GSM Indian Art Paper 2 Folds perforation along the second fold 4 Color, Both Sides Printing	3,500			

'Notarised on Rs. 100/- Non Judicial stamp paper'

UNDERTAKING

I S/o resident of
.....do solemnly affirm:-

That I am the Director/proprietor / partner/authorized signatory (tick the appropriate one) of M/s.
.....situated at

My/our firm has participated in the **Limited Tender Enquiry** of Directorate of Family Welfare, 'B' & 'C' Wing, 7th Floor, Vikas Bhawan-II, Civil Lines, Delhi-110054 for printing and supply of Poster, Handouts & Folders.

That our firm / company / corporation and any of its Directors / Proprietor / Partner / authorized signatories has not been convicted / nor a criminal case is filed against us or pending in any court of India by any department of the government under Prevention of Corruption Act or for cheating / defrauding government / embezzlement of government fund or for any criminal conspiracy in the said matters.

That our firm/company/corporation is not be currently under conviction for manufacturing/supplying sub-standard material or on any other grounds Act or rules framed there under.

That I have read the terms and conditions of the tender and I agree to abide by these terms and conditions and other guidelines issued in this regard.

That the information given by me in this tender form is true and correct to the best of my knowledge and belief and the rates quoted are not higher than the rates quoted to other Govt. / Semi Govt. / Autonomous / Public Sector Hospitals / Institutions / Organizations situated in India/Delhi in the same financial year.

That I have not been deregistered or black listed by any govt. /autonomous institution, hospital or body in India for an item which is being quoted here by me in this tender or for participating in bid altogether.

If there is any conviction from any authority which adversely affects my eligibility to bid in this tender for this item, I shall inform Directorate of Family Welfare immediately.

Our firm / company / corporation details are:

- a) Nature of firm (Public Ltd, Pvt. Ltd, Proprietary, Partnership etc):
- b) Authority with which it is registered :
- c) Registered Address:
- d) Address of correspondence:
- e) Phone: Landline: Mobile
- f) Fax:
- g) email :

Signature

Name of Proprietor / Partner/Authorized Signatory of bidder

With firm's rubber stamp

Verification

I pledge and solemnly affirm that the information submitted above is true to the best of my knowledge and belief.

Place

Date

Signature

Name of Proprietor / Partner/Authorized Signatory of bidder

With firm's rubber stamp

Note:

* All correspondence shall go to the email given here, and preferably be with @domain name of the firm

Letter of authorization to sign the tender document/ related papers/ deeds are to be enclosed with this undertaking

S.NO.	Particulars of the requirement :	Whether Enclosed or not	Page no.	Remarks
1	EMD			
2	Registration of Firm and TIN No. (self attested copy)			
3	VAT No. (self attested copy)			
4	PAN No. (self attested copy)			
5	Undertaking in respect of not being blacklisted.			
6	The authorization / undertaking for signing the tender document. (if not owner of the firm)			
7	Sample of Paper as mentioned in the specifications.			