

**OFFICE OF THE
STATE HEALTH SOCIETY, MANIPUR**

Imphal, the 24th February,2016

NOTICE INVITING TENDER

No.239/01/NRHM/Proc-12:The State Health Society, Manipur invites tenders from registrar printing firms for printing of Peer Educator's dairy and Tool Kit under NHM programme. Qualified and interested printing firms may submit Technical and Financial with EMD amount of Rs.40,460/-

- | | | |
|----------------------------------------------------|---|---------------------------------|
| i. Date of Commencement of Sale of tender document | - | 24 th February, 2016 |
| ii. Last date of issue of tender form | - | 14 th March, 2016 |
| iii. Last date of submission of tender form | - | 15-03-2016 (1PM) |
| iv. Opening of Tender(Technical) | - | 15-03-2016 (3.00 PM) |

The tender document and items to be printed along with specifications may be obtained from the office of the State Mission Director, State Health Society Manipur on payment of prescribed fee of Rs.500/- in the form of DD/Banker cheque drawn in favour of State Health Society, Manipur or may be downloaded from our website www.nrhmmanipur.org. The downloaded tender form should also enclose the prescribed fee.

(Dr. O. Ibomcha Singh)

State Mission Director
NHM Manipur

**OFFICE OF THE
STATE HEALTH SOCIETY, MANIPUR**

No.369/01/NHM-15(RKSK)(pt1)

Imphal, the 24th February,2016

FOR NATIONAL COMPETITIVE BIDDING

SL. NO.:

Issued To M/s. _____

NOT TRANSFERABLE

OFFICE OF THE STATE HEALTH SOCIETY,MANIPUR

TENDER FOR Printing of PEER EDUCATOR(PE)

TENDER REFERENCE	:	369/01/NHM-15(RKSK)(pt)
DATE OF COMMENCEMENT OF SALE OF TENDER DOCUMENT	:	24 th February,2016
LAST DATE FOR SALE OF TENDER DOCUMENT	:	14 th March,2016
LAST DATE & TIME OF RECEIPT OF TENDER	:	13.00 hrs of 15 th March,2016
TIME AND DATE OF OPENING OF TENDER	:	15.03.2016 at 3.00PM
PLACE OF OPENING OF TENDER	:	Office of SMD, Medical Directorate
ADDRESS FOR COMMUNICATION	:	Office of the State Health Society, Manipur, Health Department, Lamphelpat.
COST OF THE TENDER DOCUMENT	:	Rs 500/-
EMD	:	Rs. 40,460/-

**OFFICE OF
THE STATE HEALTH SOCIETY, MANIPUR**

TENDER FOR PRINTING OF PEER EDUCATOR(PE)

1. Sealed tenders in single bid system are invited by State Health Society, Manipur for Printing of Peer Educator(PE) as per enclosed specification and terms & conditions from reputed and experienced printing firm of similar items and shall be received till 13.00 hrs on 15th March,2016

2. ELIGIBILITY CRITERIA –

- a. Bidder shall be a registrar printing firm having valid registration number. The bidder shall have market standing continuously for the past 2 years in printing such items with customers' satisfaction.
- b. The average annual turnover of the bidder during the last three years shall not be less than Rs 40 lakhs.
- c. The printing shall be effected directly by the bidder and not through any other agency.
- d. The firm which have been blacklisted either by the tender inviting authority or by any State Govt. or by Central Govt. organization should not participate in the tender during blacklisting period.

GENERAL CONDITIONS

3. A complete set of bidding documents may be purchased by any interested eligible bidder on submission of written application and upon payment of non – refundable fee of Rs.500/-in the form of Demand draft/Banker cheque in favour of State Health Society payable at Imphal Bidding document may be obtained during office hours on

all working days either in person or by post or may be downloaded from the website www.nrhmmanipur.org. The downloaded form should also enclosed the prescribed fee at the time of submission.

4. All bids must be accompanied by Earnest Money Deposit (EMD) as specified in the bid document and must be furnished with the bid.
5. Bids shall be opened in presence of bidders/ representatives who intend to attend, on the specified date and time.
6. At any time prior to the date of submission of bid, the authority inviting tender may, for any reason, whether at his own initiatives or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment. All prospective bidders who have received the bidding document will be notified of the amendment in writing and the amendment shall be binding on them. In order to provide reasonable time to take the amendment into account in preparing the bid, the authority inviting tender, may at his discretion, extend the date and time for submission of bids.
7. The bid and all correspondence and documents shall be in the English language.
8. The tender document is not transferable.
9. The tender document shall be signed by the tenderer in all the pages with official seal.
10. Interested eligible bidders, if so desire, may obtain further information from the office of the authority inviting tender.
11. **PRINTING CONDITIONS:**
 - i) Printing order along with the consignment destination will be placed to the successful bidder on discretion of the Tender Inviting Authority.
 - a) All bids must be accompanied by **EARNEST MONEY DEPOSIT** of an amount specified in the form of Demand Draft/Bankers Cheque in favour of SHS, Manipur, EMD submitted in any other form or bids without EMD shall not be accepted. The EMD of the successful bidder shall be retained till completion of the tender period but shall not carry any interest. If the successful bidder fails to execute the agreement

and/ or fails to deposit the performance security within the specified time, or withdraws his bid within the validity period of the bid, the EMD shall be forfeited.

The EMD of the unsuccessful bidders will be returned within 30 days after the finalization of the tender.

- b) Duly attested photocopies of valid Registration Certificate for the firm
- c) Current & Valid Sales Tax Clearance Certificate/ VAT Certificate and Pan card as on 31.03.2015.

12. Bid Price:

- i) All duties, taxes and other levies payable by the supplier under the contract shall be included in the total price.
- ii) The rate quoted by the bidder shall be fixed for duration of the contract and shall not be subject to adjustment on any account.
- iii) Telex or facsimile is not acceptable.
- iv) Tender rates should be valid for at least six months after the date of opening of the tender. Tender valid for a shorter period shall be rejected as non-responsive. No claim for compensation or loss due to fluctuations or any other reasons/ causes will be entertained.
- v) Prices should be quoted F.O.R. Destination (Free delivery at State Health Society Store).

13. Performance Security Deposit (PSD)

- (i) PSD @5% of order value of the contract will have to be made within one week on receipt of supply order to ensure due performance of the contract.
- (ii) PSD shall be in the form of Demand Draft/banker cheque payable to "SHS, Manipur".
- (iii) The PSD should remain valid for a period of ninety days beyond the date of completion of all contractual obligations by the supplier including warranty obligation, if any. EMD will be refunded to the successful bidder on receipt of performance security.
- (iv) PSD will be released after all contractual obligations by the supplier are over. This can be withheld or forfeited in full or in part in case the supply order is not executed satisfactorily within the stipulated period.

Penalty

- 14. It will be the responsibility of the Bidder to print and deliver the printed items in accordance with printing order within stipulated time frame, otherwise, State Health Society will impose penalty.
- 15. If the Bidder/firm leaves the supply without completing it, the State Health Society may get the work completed from another firm and the bidder will have to reimburse the expenditure incurred.

Settlement of disputes

16. All legal proceedings arising out of any dispute between the parties shall have to be settled in the Courts situated in Imphal.
17. State Health Society reserves the rights to accept/reject any or all the Bidders in whole or in part without assigning any reason whatsoever and is not bound to accept the lowest tender.
18. State Health Society reserves the right to award the tender to more than one Bidder.
19. State Health Society reserves the right to relax/ withdraw any of the terms and conditions mentioned above so as to overcome any problem encountered by the contracting parties.
20. State Health Society reserves the right to reject the item supplied in case they are of inferior quality and are not of requisite standards.

Documents / Certificates

21 The Tendering firms/agencies are required to submit the photocopies of following documents, (Documents in original should be produced for verification before signing of the agreement), failing which their bids will be summarily/out-rightly rejected and will not be considered any further:

- a) Registration certificate as per existing norms;
- b) Copy of CST/VAT/TIN Registration Certificates;
- c) Copy of PAN/GIR Card;
- d) Certified Copies of Income Tax Returns filed for last 3 years
- e) Declaration regarding blacklisting or otherwise.

22. Award of Contract

- a) The SHS shall award the supply order to the bidder whose tender has been to be substantially responsive and who has offered the lowest evaluated quotation price.
- b) The purchaser reserved the right at the time of award of supply to increase or decrease the quantities without any change in the unit price or any other term and condition.

Delivery

23. The required quantity of the uniform conforming to the approved samples should be supplied to the Stores of State Health Society, NHM, Manipur. The payment against the bill for printing of said items will be made only after inspection of the materials and if found to the satisfaction of the State Health Society only.
24. Samples/rates quoted should be readily available with the firm so that the same could be supplied at short notice. In case, the firm fails to supply the required quantity within the specified period from the receipt of the order, the printing will be done from other sources and the difference of cost, if any, will be recovered from Performance Security Deposit (PSD) by issuing notice and necessary action for blacklisting the firm will also be taken.

25. In case, the materials printed are found defective and of poor quality the same will have to be replaced.
26. Delivery shall be within 45 days of the placement of order. In case there is delay in delivery beyond the stipulated period, there shall be reduction in price @Rs 2% of the value of the delayed goods per month of delay.

Mode of Payment

27. Payment against Bill / Invoice shall be released only after execution of the supply order and the quality of the items are found to the satisfaction of the State Health Society. Payment will be made direct to the supplier through RTGS, NEFT or e-transfer only. No request for other mode of payment will be entertained. **General/others**
28. The bidder will be bound by the details furnished by him/her to State Health Society, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of contract.
29. All taxes and levies will be paid by the bidder only. No other charges such as Octroi, packing, forwarding, freight insurance, loading and unloading, entry tax, demo, etc. will be allowed. All these are to be borne by the tenderer only.
30. The State Health Society or their representatives may inspect the items before supply.
31. The tender shall be submitted superscripted on the envelope as "TENDER FOR PRINTING OF PEER EDUCATOR(PE).

(Dr. O. Ibomcha Singh)
State Mission Director
State Health Society, Manipur