



MISSION DIRECTOR NATIONAL HEALTH MISSION, J&K

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

For and on behalf of the Governor of Jammu & Kashmir State, online tenders are invited from the firms dealing with Printing Works who are registered with Health & Medical Education Department of J&K State for supply of following, **sample based items for the year 2016-17**, as per detailed specifications given in the Tender document.

S. No.	Particulars of Tenders	Cost of Tender Fee	Earnest Money
01	Printing and Supply of IEC Material, Format, Cards, Booklets, Screening Cards, Resource Books, Facilitator Guide etc. required in various Health Institutions of Health & Medical Department in Jammu and Kashmir State.	✓ 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

1. Detailed tender document alongwith terms and conditions can be downloaded from the website www.jktenders.gov.in or www.jknrhnm.com from **11.06.2016 (1000 Hrs onwards)**.
2. Pre-bid meeting shall be held in the office of National Health Mission, J&K on **18.06.2016 at 1100 Hrs.**
3. Bids (both Technical as well as Financial bid) shall be submitted in electronic format on website www.jktenders.gov.in from **20.06.2016 (1200 Hrs) upto 02.07.2016 (1600 Hrs) only**.
4. Technical bids will be opened on **04.07.2016 (1100 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.
5. Financial bids of bidders qualifying the Technical evaluation shall be opened on later date which will be notified separately.
6. 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 **30.06.2016 upto 1400 Hrs.**
7. Following documents, in original, should reach in the office of **FA/ CAO, National Health Mission, Jammu** through Regd. Post by or before **30.06.2016 upto 1400 Hrs:**
 - a.) 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;
 - b.) 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;
 - c.) Affidavit, in original, on Rs.100/- stamp paper duly attested by 1st **Class Magistrate** stating that:
 - (i) 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.
 - (ii) If anything found wrong at any stage, I shall be responsible and deem to any legal action against me.
8. **Complete bidding process will be on-line. Tenderers are not required to submit the price bid in physical form.**

Sd/-

Mission Director
National Health Mission
Jammu

No: SHS/NHM/J&K/Estt./3809-19

Dated: 09/06/2016

Instructions to Tenderers regarding e-tendering process:

1. The interested tenderer can download the NIT/ bidding document from the website <http://jktenders.gov.in>.
2. To participate in bidding process, tenderers 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. Tenderers can get the above mentioned digital certificate from any approved vendor. The Tenderers, who already possess valid (DSC) Digital Signature Certificate, need not to procure new Digital Signature Certificate.
3. The tenderers 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 the time schedule mentioned in the NIT.
5. Before submission of online bids, tenderers must ensure that scanned copies of all the necessary documents have been attached with the bid.
6. The department 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. Tenderers 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/ courier as per 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. Tenderers can contact in the office of FA/ CAO, State Health Society, NHM, J&K for any guidance for getting DSC or any other relevant details in respect of e-tendering process.
11. Tenderers 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, VAT Certificate, Sales Tax Clearance Certificate, IT certificate and other related documents etc., and attach these certificates as Non Statutory documents while submitting their bids.
12. Tenderers 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 rate as per the Proforma provided and it should be saved with the same as it contains. **Complete description of rates should also be mentioned in the “Description of rates” provided in Cover –II.**
13. Tenderers 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. Sales Tax / VAT registration certificate
 - b. Latest “Sales Tax/ VAT Clearance Certificate” issued by competent authority
 - c. Performance Certificate
 - d. Declaration from Competent Authority

➤ **Instructions for Tenderers**

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. Sales Tax / VAT registration certificate
 - c. Latest "Sales Tax/ VAT Clearance Certificate" issued by competent authority
 - d. Performance Certificate
 - e. Declaration from Competent Authority
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 all 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.	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)	
2.	EMD (in the form of CDR/ FDR pledged to the FA/ CAO, State Health Society, NHM, J&K)	
3.	Affidavit on Rs.100/- stamp paper duly attested by 1 st Class Magistrate	
4.	Undertaking (to be typed on letter-head of tenderer)	
5.	Registration Details (enclose documentary evidence)	
6.	PAN Card	
7.	Sales Tax / VAT registration certificate of the tenderer	
8.	VAT Clearance Certificate issued by Competent Authority of tenderer	
9.	Performance Certificate	
10.	Declaration from Competent Authority	

Sig. & Seal of the Tenderer
alongwith Full address

List of Items

S. NO.	Name of the Item Quoted	Description	Unit
1	Operational Guideline 130 GSM Art Paper Per Page	10 ½ “ Long X 8 ½” Width	
2	Strategy Hand Book 130 GSM Art Paper Per Page	9 “ Long X 7” Width	
3	Maternal & New Born Health Toolkit Per Page	9 ½ “ Long X 7 ” Width	
4	Comprehensive Abortion Services Per Page	10 ½ “ Long X 8 ½” Width	
5	Resource Book Training Module for ANMs and LHVs Per Page	10 ½ “ Long X 7 ½” Width	
6	RBSK Module Multicolour Printing 130 GSM Art Paper Per Page	10 ½ “ Long X 8 ½” Width	
7	Safe Mother Booklets Multicoloured Per Page	Sample Based	
8	Resource Book Training Module for Peer Educators Per Page 170 GSM Art Paper	10 ½ “ Long X 8 ½” Width	
9	Mother and Child Protection Cards Per Card	28 “ Long X 11” Width	
10	Screening Cards (0-6 age group) Both Side Printing Per Card	13 ¼ “ Long X 8 ¼” Width	
11	Screening Cards (6-18 age group) Both Side Printing Per Card	13 ¼ “ Long X 8 ¼” Width	
12	ASHA Register (100 pages) each Register	14 ½ “ Long X 9 ½” Width	
13	Mobile Team Register for School 100 Pages each Register	14 ½ “ Long X 9 ½” Width	
14	Mobile Team Register for Anganwari Centre 100 Pages each Register	14 ½ “ Long X 9 ½” Width	
15	Delivery Point Register Centre 100 pages Per Register	14 ½ “ Long X 9 ½” Width	

S. NO.	Name of the Item Quoted	Description	Unit
16	Facilitators Guideline for Peer Educators 170 GSM Art Paper	10 ½ “ Long X 8 ½” Width	
17	Pamphlets/Leaflets	10 ½ “ Long X 8 ½” Width	
18	Multipurpose Cards i.e. WIFS Card, JSY Card, RMNCH+A Cards, Treatment Card etc.	10 ½ “ Long X 8 ½ “ Width	
19	Poster Multicolour Printing 90 GSM Art Paper each Poster	18 “ Long X 22 “ Width	
20	ASHA Module Multicolour 130 GSM Art Paper Per Page	10 ½ “ Long X 8 ½ “ Width	
21	Fixed Assessed Register 100 Pages each Register Ledger Paper	15 “ Long X 12” Width	
22	Newsletter Multicolour Printing each Page	10 ½ “ Long X 8 ½” Width	
23	ASHA Diary Per Page	23 “ Long X 18 ½ Width	
24	Reproductive Child Health Register 410 Pages (Each Register)	14 ½” Long X 9 ½” Width	
25	Monthly Reporting Format for ASHA – 100 Page Register	13” Long X 8” Width	

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