**DIRECTORATE OF FAMILY WELFARE (GOVT. OF NCT OF DELHI)**

**‘B’ & ‘C’ WING, 7TH LEVEL, VIKAS BHAWAN-II**

**CIVIL LINES, NEW DELHI- 110054**

**Limited Tender Enquiry**

**Request for submission of Bids for “Printing & Supply of Peer Educator Kits”**

Bids in a two bid system (Technical & Financial) are invited for Printing & Supply of Peer Educator Kits 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 **22.07.2016 up to 2:00 p.m.** Please label your sealed proposal as **“Tender for Printing & Supply of Peer Educator Kits”.**

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 for each component of the PE Kit with clear mention of the component 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 (i.e. one week from the date fixed for opening of Technical Bid), the Earnest Money shall be forfeited.

Financial bids of only those firms shall be opened that are /is found technically qualified for each component of the item (PE Kit).

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

**Form to be deposited latest by : 22.07.2016, 2:00 p.m.**

**Sample to be deposited latest by : 22.07.2016, 2:00 p.m.**

**Tender to be opened**  **:** **22.07.2016, 2:00 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, Delhi State Health Mission
5. Notice Board, Dte. General Health Services

Sd/-

**Dr. J.P. Kapoor**

**Director, Family Welfare**

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**Section-I**

**(TO BE FILLED IN BY THE TENDERER)**

1. 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. (A maximum of Two (02)

(ii) Acceptance of Goods will be subject to the inspection/physical verification by the inspection committee. If the supply is found defective/not conforming to the specification/quantity a second inspection shall be carried out by the inspection committee in the presence of an authorized representative from the supplier. If at the end of 2nd inspection as above the supplies are found not conforming to any of the specification or quantity etc. the same has to be replaced/replenished latest within 7 days 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 submitted. The tender properly sealed should be submitted 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 22-07-2016, 2:00 p.m.**

(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 Peer Educator Kit.**

(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, GNCTD**

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:**

1. Self attested copy of certificate of Service Tax (certificate indicating TIN No.)
2. Self attested copy of VAT Registration of the firm and copy of VAT Number.
3. Self attested copy of PAN Card of the firm.
4. 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.
5. Earnest Money deposit (EMD):

|  |  |
| --- | --- |
| **Item** | **EMD to be deposited (in Rs.)** |
| Peer Educator (PE) Kit | Rs. 10,000/- (Rupee Ten Thousand only) |

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

f. Sample for each component of the 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.

1. Evaluation of Technical Bid
2. 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.
3. 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. Other member/s may be co-opted in the committee with approval from Director, Family Welfare.
4. Technical Evaluation will be done on the following criteria indicated :-

* Submission of all the relevant documents
* Submission of EMD
* Sample

1. 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.
2. 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

1. Are properly singed and stamped
2. Conform to the terms and conditions and specifications mentioned in tender document.
3. Financial Bid shall indicate the price offer being made by the firm for the Peer Educator Kit as a whole in the format as per A**nnexure-2**: Financial Bid submitted in any other format except Annexure-2 will not be accepted.
4. The VAT/any other taxes on the said items must be indicated separately.
5. Only single price against the item (PE Kit) shall be accepted.
6. 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.
7. Any overwriting/cutting etc. in quoted rate will make the quotation liable to be rejected.

**Section-III**

**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.

* 1. 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.
  2. 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.
  3. However, Director Family Welfare has the right to extend the validity period.
  4. EMD of the unsuccessful bidders shall be returned after the process of selection of the agency for supply of the item is complete.
  5. 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.
  6. 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.
  7. If your rate/s is/are accepted, Directorate of Family Welfare will issue a Purchase Order for supply of the said kit as per its individual requirement.
  8. **Proof and sample for approval must be submitted within 48 Hrs of the issue of Purchase Order.**
  9. **Supply in full quantity as per the purchase order must be undertaken latest within 7 days of approval of proof.**
  10. Bidder will be required to deliver the material at any place is Delhi (a maximum of two places) without any additional cost to the purchaser.
  11. 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 including blacklisting of the agency/contractor.
  12. No interest on EMD shall be paid.
  13. Specifications mentioned on the financial bid format should be strictly followed and bidders are requested to quote the rate for the kit keeping in view the specifications of each component. Any deviation from content, makes and specifications shall lead to rejection of supply 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 after 2nd inspection in the presence of an authorized representative of the firm at their own cost and risk.
  14. Quantity of supply can be altered by a maximum of 10% while placing the work order.
  15. 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.
  16. 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 item and after submission of bill in duplicate (whichever is later).
  17. The Department will not be responsible for any clerical mistake if so happen.
  18. Income Tax to be deducted at source @ 2% in all cases of payment to the contractor/Agnecy.
  19. 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.
  20. In case of any dispute the decision of Director, Family Welfare will be final and binding on both the parties.
  21. 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 lebelled appropriately as – Technical Bid for Printing & supply of Peer Educator Kits & Financial Bid for Printing & supply of Peer Educator Kits. The envelope in which both Technical & Financial Bid envelopes shall be kept must be sealed and lebelled as “Bid for Printing & Supply of Peer Educator Kits”.
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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Annexure-I)**

**DIRECTORATE OF FAMILY WELFARE (GOVT. OF NCT OF DELHI)**

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**COMPONENT -WISE SPECIFICATION & QUANTITY FOR PRINTING & SUPPLY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Item** | **Components** | **Specification** | **Quantity** |
| 1 | Peer Educator Kit | Peer Educator Activity Book | Open Size: A3  Closed Size: A4 (210x297 mm) Cover page: 120GSM Indian Art Paper, Glossy Finish 4 color printing  Inside pages 80 GSM Indian Art Paper, Matte finish, 2 color printing on both sides  Stapled centrally (at two places) total no. of inside pages 84 | 500 Books |
| 2 | Peer Educator Reference Book | Open Size: A3  Closed Size: A4 (210x297 mm) Cover page: 120GSM Indian Art Paper, Glossy Finish 4 color printing  Inside pages 80 GSM Indian Art Paper, Matte finish, 4 color printing on both sides  Stapled centrally (at two places) total no. of inside pages 50 | 500 Books |
| 3 | Peer Educator Bhranti & Kranti Booklet | Open Size: A4  Closed Size: A5  All pages: 120GSM Indian Art Paper, matte Finish 4 color printing  Inside pages 80 GSM Indian Art Paper, Matte finish, 4 color printing on both sides  Stapled centrally (at two places) total no. of inside pages 4 | 500 Booklets |
| 4 | Peer Educator Bhranti & Kranti Cards | Size: A4  120 GSM Indian Art Paper, Matte Finish 4 color printing on single (1) side  total no. of cards 4 | 500 set of 4 cards each |
| 5 | Peer Educator Bhranti & Kranti Cards | Size: A4  120 GSM Indian Art Paper, Matte Finish 4 color printing on both sides  total no. of cards 4 | 500 set of 4 cards each |
| 6 | Peer Educator Illustration Card | Size: A4  180 GSM Indian Art Card, Matte Finish 4 color printing on single (1) side | 500 sets of 8 type of cards |
| 7 | Cotton Bag for Peer Educators | Good quality cotton bag with Zip  Size : 250x 400 mm with 4 color printing on one side | 500 Bags |

**Note: The rate has to be quoted for complete Peer Educator Kit & not for individual components of the Kit.**

**(Annexure-II)**

**DIRECTORATE OF FAMILY WELFARE (GOVT. OF NCT OF DELHI)**

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**Format for submission of Financial Bid**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Item** | **Quantity** | **Rate in Rs. /Unit (Excl. of taxes)** | **Tax @** | **Rate in Rs. /unit (Incl. of all taxes)** |
| 1 | Peer Educator Kit (all 7 components, specification as per Annexure-I) | 1 |  |  |  |

Note: Unit rate quoted for Printing & supply of 500 complete kits.

**Annexure-3**

***‘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 Peer Educator Kits.

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:

1. Nature of firm (Public Ltd, Pvt. Ltd, Proprietary, Partnership etc):
2. Authority with which it is registered :
3. Registered Address:
4. Address of correspondence:
5. Phone: Landline: Mobile
6. Fax:
7. 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***

**Annexure-4**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 | Samples as mentioned in the specifications. |  |  |  |