



State Program Management Unit DELHI STATE HEALTH MISSION

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Date: 11/01/2015

Sub: Quotation invitation notice for printing and publishing of Planner cum Diary 2016

Delhi State Health Mission wishes to get the Planner cum Diary 2016 printed in order to create public awareness about the health programmes and facilities available. Accordingly, bids are invited from printing & publishing agencies/organisations having valid VAT/Service Tax registration certificate.

Specifications for Planner cum Diary:

| Sr. No. | Particulars | Specifications |
|---------|---|---|
| 1 | Size | 8.25" x 11.75" (finished) |
| 2 | Leaves/sheet: Total pages 368 + 12 pages for information + 12 pages each month separator (Four color) | <One page/day separate page single color printing on 80 gsm super sunshine paper <12 pages as information Single color printing on 80 gsm super sunshine paper matte. <12 Separators in the beginning of each month Four color printing on 130 gsm art paper matte. |
| 3 | Paper/Card* quality gsm | 80 gsm (368+ 12) & 130 gsm (12 Pages) Cover: Leatherite as per sample, 2 mm Board with foam padding |
| 4 | Printing | Inside pages : 368 single colour + 12 page information Single Colour, 12 separator pages Four colour |
| 5 | Binding | Leatherite Hard bound |
| 5 | Quantity | 1000 (+/- 10%) |
| 7 | Packing in (individual packing) | Polythine Shrink wrap |

The vender must submit the proposal in two envelopes i.e. technical and financial bid. Both sealed Envelopes put in a big envelop and labelled as Quotation for printing and supply of DSHM Diary cum Planner 2016 and signed by the authorized signatory of the firm. Proposal without the required samples will not be considered.

The following documents should be furnished with technical bid:-

1. Earnest Money Deposit (EMD): Rs. 10,000 (Rupees Ten thousand only) in favour of **NUHM Flexible Pool**, Delhi in form of Demand draft/Bankers Cheque/FDR only. EMD deposited in any other form shall not be accepted. Bids submitted without EMD shall be summarily rejected. Validity of EMD is 180 days.
2. VAT/Service tax registration certificate self attested.
3. Non blacklisting certificate.
4. Sample of Board/Paper/Leather proposal without sample will not be considered.

Rate to be quoted in following format in sealed and labelled as financial bid for printing and supply of Diary cum Planner:

| Sr. No. | Item (A) | Quantity (B) | Unit Cost per Diary exclusive of taxes. In Rs. (C) | Applicable Taxes @ In Rs. (D) | Total unit Cost inclusive all Tax etc. in Rs. Word as well as figure. (E) |
|---------|-----------------------------|------------------|--|-------------------------------|---|
| 3 | DSHM Diary cum Planner 2016 | 1,000 +/-10 % | | | |

Rate may be quoted per Diary cum planner in the C, D and E columns of the format given above. The Samples of the paper and board etc may be enclosed in separate envelop labelled as **Technical bid for printing and supply of Diary cum Planner.**

The Material to be printed shall be supplied by the Department in a CD. The firm must collect the material from the above address and submit a proof copy for approval within Seven days of receiving the work order. Any corrections / modification / formatting required shall be done by the firm without any additional cost to the department. The final CD used for printing shall be the property of The State Health Society (Delhi) and shall be returned by the firm.

The supplies will have to be made strictly in accordance with the approved specifications within 15 days of the approval of the draft submitted for approval. Late Supplies shall not be accepted. Failing supply, contract will be cancelled, EMD shall be forfeited and the firm will be blacklisted.

Terms of Payment: Payments shall be made by the Ordering organization within six weeks from the satisfactory completion of the job. Tax at source will be deducted from the amount of bill as per prevailing I.T. Rules.

This contract shall be governed by the laws of India. Only the courts of Delhi shall have jurisdictions to decide any dispute arising out of or in respect of the contract.

Mission Director, DSHM reserves the rights to accept/reject the tender without assigning any reason.

Quotation may be addressed to:

Mission Director
Delhi State Health Mission
B Wing, Vikas Bhawan II, Sixth floor,
A&B Wing, Civil Lines, New Delhi 110054

The sealed quotations for the above mentioned item along with the Diary cum planner sample of board, paper should be submitted in this office positively by 2: 00 PM, on or before 01/02/2016. The envelope must be superscripted –**“Bid for printing and publishing of Planner cum Diary 2016”**

- ➔ Technical bid will be opened on 01/02/2016 at 02:30 pm in presence of committee members at SPMU, Delhi State Health Mission. Bidders may also attend the same. Bidders are requested to mention with clarity the email id of their firm or the dealing person so as to enable the department to make correspondence.
- ➔ Financial bid shall be open for technically eligible bidders only.

➔ Financial bid will be opened of technically eligible bids only on 04/02/2016 at 02:00 pm in presence of committee members at SPMU, Delhi State Health Mission. Bidders also may attend the same.

For any clarification on the subject, you may contact to undersigned at: +91-8800834079, bccspmu@gmail.com.

(D. K. Sahu)
State IEC/BCC Consultant