

GOVERNMENT OF NCT OF DELHI
STATE TOBACCO CONTROL CELL,
DIRECTORATE GENERAL OF HEALTH SERVICES
PT. DEEP CHAND SHARMA SAHKAR BHAWAN, 2ND FLOOR
PHASE I, SECTOR 20, DWARKA, E-mail: ntcpdelhistate@gmail.com

File No. DGHS-61/B/2016-ADPH-1DIRGE (DGHS)

Date: 15/03/2016

Sub: Quotation invitation notice for printing and publishing of Challan book for Anti Tobacco Raids under Tobacco Control Program.

State Tobacco Control Program under Director General of Health Services, Department of Health (GNCTD) wishes to publish Challan Book for Anti Tobacco Raids. Accordingly, bids are invited from printing & publishing agencies/organisations having valid VAT/Service Tax registration certificate.

Specifications for Challan Book as under:

Sr. No.	Particulars	Specifications
1	Size	7" X 9"
2	Leaves/sheet	100 Pages in one book with duplicate copy
3	Paper/Card quality gsm	80 gsm, Maplitho Paper
4	Printing	Two Colors both pages printing (White and Pink) <ul style="list-style-type: none">• Every Challan book will have a unique number starting from "abc" and with unique serial number of each invoice within the same book.
5	Quantity	2000 (+/- 10%)
6	Binding	Perfect binding (sewn), Hard Board (2 mm Board) Pasted 90 gsm Art Paper.

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 Challan Book 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. 15,000 (Rupees Ten thousand only) in favour of **Director General of Health Services**, 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. The Company should certify that it has never ever been blacklisted by Govt./Any other organisation.
4. Sample of Board/Paper/Leather proposal without sample will not be considered.
5. Company should provide the evidence that it has the annual turnover of Rs. 2,00,000 for last three financial year including the work order from Govt. Organisation.

Rate to be quoted in following format in sealed and labelled as financial bid for printing and supply of Challan Book:

Sr. No.	Item (A)	Quantity (B)	Unit Cost per Challan Book 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	Challan Book 2016	2,000 +/-10 %			

Rate may be quoted per Challan book in the C, D and E columns of the format given above. The Samples of the paper and board may be enclosed in separate envelop labelled as technical bid. Both sealed Envelope put in big envelopes and labelled as Quotation for printing and supply of Challan Book 2016 and signed 'by the authorized signatory of the firm. Proposal without the required samples will not be considered.

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 five days of receiving the work order. Any corrections / modification / formatting required shall be done by the firm. The final CD used for printing shall be the property of The Tobacco Control Program under Director General of Health Services, Department of Health (GNCTD) and shall be returned by the firm.

The supplies will have to be made strictly in accordance with the approved specifications within 14 days of the issue of confirmed supply order. Supplies, if received later may not be accepted or penalty at the rate 2% per week (maximum upto 10%) of the total amount of bill may be imposed. Failing supply, contract will be cancelled and firm will be blacklisted. However, in exceptional circumstances, extension may be granted by the DGHS.

Selection Procedure:

Selection will be done by the committee constituted for the above said work.

- Scrutiny of Pre-qualification documents.
- Scrutiny of Samples.
- The price bid will only be opened after the firm qualifies the above said two steps.

Terms of Payment: Payments shall be made by the Ordering organization within 15 days from the date of complete delivery of the material ordered after satisfactory supply of all the Challan Book ordered along with invoice Bill (in triplicate). Tax at source will be deducted from the amount of bill as per prevailing I.T. Rules. The payment shall be made after deduction of any penalty as prescribed & imposed for breach I violation of any the provisions I terms and conditions of the tender and contract.

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.

DGHS, Delhi reserves the rights to accept/reject any or all the bid(s) without assigning any reason.

Quotation may be addressed to:

O/O Addl. Director Health, State Tobacco Control Cell
Pt. Deep Chand Sharma Shahkar Bhawan, Sector- 20
Dwarka, New Delhi-110077

The sealed quotations for the above mentioned item along with the daily sample of board, paper should be submitted in this office positively by 11: 00 am, on or before 29/03/2016. The envelope must be superscripted –“Quotation for Challan Book.”

Quotation may be submitted in a envelop labelled quotation for printing and supply of Challan Book with name sealed of agency.

This large envelop shall contain two Smaller envelop i.e. (I) Containing sample & signed by authorises signatory labelled as technical bid.

(II) Containing financial bid in format given above labelled as financial bid. both envelop must be sealed. Financial bid shall be open for technically eligible bidders only.

➔ Technical bid will be opened on 29/03/2016 at 12:00 pm in presence of committee members at:

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Bidders may also attend the same.

Financial bid will be opened of technically eligible bids only on 29/03/2016 at 2:00 pm in presence of committee members at above mentioned address. Bidders also may attend the same.

Chairman
Tender Committee