

DIRECTORATE OF FAMILY WELFARE
GOVT. OF NCT OF DELHI, 7th Floor, VIKAS BHAWAN-II, CIVIL LINES,
DELHI-110054
PHONES 23813221, Email dirdfw@nic.in

E-TENDER NOTICE

Online open tender bids are invited from the reputed offset printers (Web offset/ Sheet Offset), operating within NCR of Delhi for printing of 50,000,00 (Fifty Lakh) Vaccination certificates.

1. Details of the tender are as below:

S. No.	NIT No.	2018_DSHM_162786_1
1.	Type of tender	Indigenous Open e-Tender -Two bid System
2.	Description	Printing of Vaccination certificates.
3.	Scope of work	Described under the section 'Scope of work' in the tender document
4.	Date/time of Pre-Bid Meeting	03.12.2018 at 11:00 AM
5.	Closing date & time of submission of documents in the Tender Box (Physically)	10.12.2018 up to 11:00 AM
6.	Closing date/time of submission of bids online	10.12.2018 at 3:00 pm
7.	Opening Date/time of technical Bid	10.12.2018 at 4:00 pm
8.	EMD /Bid security	Rs.2 Lakhs
9.	Bid Validity	180 days from the date of opening of Un-priced Technical Bid.
10.	Financial bid opening	11.12.2018 at 3:00 pm. If there is any delay in opening of financial bid, the same will be intimated to the technically qualified bidders.
11.	Performance Security Deposit (To be submitted by successful bidder/ contractor)	10 % of contract value
12.	Address of correspondence	Directorate of Family Welfare, B Block, 7 th Floor, Vikas Bhawan –II, Civil Lines, Delhi-110054.

2. Terms and Conditions:

2.1 Experience and past performance on similar work:

- a) The bidder must be in existence in the field of Printing for the last three years for which registration of the firm is required and documentary proof needs to be submitted.
- b) Experience and past performance in Printing work for at least three years. The work orders for such works along with their completion certificates (if work is completed) are to be submitted by the bidder.

2.2 Personal, equipment and manufacturing facilities:

2.2.1 The firm applying as MSME should have MSME registration certificate under relevant printing category.

2.2.2 The firm should be registered/ empanelled with NCERT/ DAVP/ CBSE.

2.2.3 The firm will submit an Undertaking that the firm has been registered with the labour department and fulfilling all the statutory conditions with regards to personal/ labour laws.

2.2.4 The firm should have a registered office in Delhi/ NCR.

2.2.5 The firm should be operating in Delhi/ NCR.

2.2.6 The firm should have a valid printing license from Competent Authority.

2.2.7 Equipment and Manufacturing facilities:

A) The Applicant Printer must have atleast 2 (two) offset printing machines of the following specifications:- Machine- Multi colour (CPC) Sheet Fed Offset Printing machine of not less than 23"x36" size.

B) Machinery and Equipment for perforation to ensure easy tear.

C) Plate Making:

Printers must have Full-fledged Plate making Unit with pasting table and printing down frame at their premises. CTP or CTCP system is desirable.

2.3 Financial standing:

The Bidder will upload the following:

- a) The proof of average annual turnover duly certified by C.A. for the last 3 financial years, ending 31st March 2018. The average annual turnover should be at least Rs Thirty Lakhs.
- b) Trading and Profit & Loss A/c and Balance Sheet for last three previous Financial Years ending 31st March 2017 duly attested by C.A and ITRs for the same period i.e. Assessment Year 2016-17, 2017-18 & 2018-19.
- c) Upload the Registration of GST for respective state and also upload the GSTR-3B Return for September, 2018.
- d) Upload the copy of PAN Card of Firm/Company/Proprietor.

3. Scope of Work

3.1 The Art card shall be procured by the printer from their own resources for all the printing work in the following specifications: -

3.2 Indian White Art Card of 200 GSM to 210 GSM conforming to BIS specification 4658:1988 with latest amendments, Matte finish.

3.2 **Size** of Vaccination certificates – A4 (210 mm X 297 mm)

3.5 **Colours** - Four/ muti colour printing on single side.

- 3.6 The paper shall be strictly in accordance with the specifications mentioned above as per BIS specifications 4658:1988.
- 3.7 Perforation along the width (210 mm)
- 3.7 Quantity – 50,000,00 (Fifty Lakhs) (+/- 10%) Vaccination certificates.
- 3.8 Lead Period – The successful bidder shall have to submit Proof within two days of issue of work order and the supply in full quantity shall have to be made by the supplier in 14 days from the day of approval of proof by the department.
- 3.9 The successful bidder will submit 10 full sheet indicating name, address of the paper mill, specification of the paper, duly signed and stamped by the firm indicating name, address of the paper mill and specification of the paper as laid down by BIS, Lab test report of the mill and ISI certificate of the mill after being declared L-1 bidder/ s by the Directorate.
4. EMD to be submitted by the bidder physically along with other requisite documents before the closing time and date as specified.
5. The L-1 bidder/s will submit an Undertaking/Self Declaration regarding use of same paper submitted as a sample (Bid Form No. 16).
6. The paper of the finished product will be tested in the Govt. Labs./Govt. Approved Labs. Any deviation in the paper will attract the penalty on the total cost of Work Order issued by the Directorate and will be deducted from the printer's bill. (As per Clause No. 23.2.2)
7. The Vaccination certificates as per works contract, shall be supplied by the bidder or its authorized distributor in Delhi against a sale invoice/bill under GST Act. The bidder or its authorized distributor, as the case may be, who supplies the Vaccination certificates should have a GST Registration No. and carry a valid Tax Identification Number issued by it. The bidder shall, however, be responsible for compliance with all conditions, warranties/guarantees, irrespective of the fact that the supplies are supplied by him directly or through its authorized distributors. Further, the quoted bid price in the tender shall be inclusive of all levies, duties and taxes (**excluding GST**).
8. The last date of up-loading the completed tender document would be 10.12.2018 at 3:00 PM. There shall be two types of bids namely **Technical and Financial bids**.
9. The **Earnest Money Deposit** in the form of F.D.R. (Original) for **Rs. 2,000,00 (Two Lakhs)** of any nationalized/ Scheduled bank valid up to 180 days from date of opening of Technical Bid in favour of **NRHM-RCH FLEXIBLE POOL SUB A/C RCH**. EMD in physical form has to be dropped in the Tender Box in chamber of Director, Directorate of Family Welfare till 10.12.2018 up to 11:00 AM.
- 9.1 NOTE: The EMD, undertaking and other requisite documents in sealed envelope should be dropped in the Tender Box in chamber of Director, Directorate of Family Welfare, Vikas Bhawan-II, Civil Lines, Delhi-110054 and should bear the heading “Vaccination certificates Tender”. The copy/details of the EMD and other requisite documents shall also be uploaded with the Tech. Bid.**
10. The bidders not conforming to the requirements mentioned above and as laid down in the terms and conditions/ scope of work or not accompanied by earnest money along with the required documents are liable to be rejected summarily.
11. The bid must be uploaded on the website <https://govtprocurement.delhi.gov.in> before last date and time of up-loading the Bid i.e. 10.12.2018, 3:00 PM.
12. The Tender form along with detailed terms and conditions is available at the website <https://govtprocurement.delhi.gov.in>. The details of the tender are as under: -

- A. Last date for uploading the bids online is 10.12.2018, 3:00 PM through e-procurement website.
 - B. Online opening of Technical Bid: 10.12.2018, 4:00 PM in the Chamber of Director, Directorate of Family welfare.
 - C. Online opening of financial bid: 11.12.2018, 3:00 PM: If there is any delay, the same shall be intimated to technically qualified bidders.
13. **The first requirement to participate in e-tender is to have digital signature and the registration of bidders with application service provider i.e. NIC is mandatory. For any enquiry about e-tender/digital signature, please contact at NIC Help Desk, C Wing, 6th floor, Vikas Bhawan-2, Near-Metcalf House, Civil Lines, Delhi-110054, Tel. No. 23813523.**
14. Director, Directorate of Family Welfare reserves the right to accept or reject any or all or any part of the tender(s) without assigning any reason whatsoever.

Director,
Directorate of Family Welfare

15. **GENERAL TERMS & CONDITIONS**

15.1 The delivery of printed material shall be made at / in the stores of the Directorate or stores of districts or any other place/s in the NCR of Delhi. Director, Directorate of Family Welfare/ officer/ officers/ officials authorized by Director shall have all rights to enter into the premises of the printer within the validity period of placed work order.

15.2 All the printers should quote rates for the printing and supply of material as per their capacity and capability. While uploading the rates, it should be calculated that the quantum of work allotted to the respective printer should be completed within the stipulated time schedule for each work. No extension of time shall be allowed for any reason except force majeure i.e. war, hostility, civil commotion, sabotage, quarantine restrictions, act of God and acts of Government (including but not restricted to prohibition of export or imports), floods, explosions, epidemics).

15.3 The printer shall have to carry out the composing/corrections, if directed, in the printing material at his/ her own cost.

15.4 Printing Ink Quality: -The ink to be used in printing should bear the following qualities: -

- a) The ink should be of a good quality having sufficient quantity of finely grind pigments.
- b) The ink should be adequately viscous to fully transfer and stick on paper but should not fully penetrate in the paper reflecting "See Through".
- c) The ink should have good drying quality to avoid "Set off".
- d) The ink should not be so tacky to snatch/pick up the paper while printing.
- e) The selection of the set of printing of ink should be made taking into account the shade of paper and the nature of illustration used in the Vaccination certificates.

15.5 As far as possible printing work shall be entrusted in accordance with the Equipment and Machinery installed by the printer. The printers shall execute the work as entrusted.

15.6 The printer blacklisted by any Govt. department or by any other Govt. Undertakings/Organizations shall not be eligible for bidding. **Every printer would be required to submit an undertaking that the bidder has never been blacklisted by any Govt. department/Govt. undertaking/Organizations directly to the office of the Director along with the EMD before the opening the technical bid and should also upload the same.**

15.7 The printer is under obligation to pay all the dues of the workers as per law and pay all legal charges/contributions to statutory authorities.

15.8 The printer should follow the labour laws framed by the Labour Commissioner of Govt. of NCT of Delhi or of concerned authorities of neighboring states concerned. **The printer shall submit a certificate on his letter head duly signed and stamped that the printer is maintaining the labour laws as framed by the labour departments of the concerned states. (Form 10)**

- 15.9 A certificate regarding acceptance of all the terms and conditions of the tender will be and submitted physically and uploaded by the bidder with the technical bid (form 8).
- 15.10 Technical Bid has - to be uploaded after completion in all respect.
- 15.11 Financial Bid - Rates inclusive of all levies, duties and taxes **excluding GST** should be quoted and uploaded.
16. **Earnest money deposit (EMD):-** EMD of **Rs. 2,000,00 (Two Lakhs)** in shape of FDR of any nationalized/scheduled bank has to be submitted in favour of **NRHM-RCH FLEXIBLE POOL SUB A/C RCH.**
- 16.1 EMD to be submitted physically and details/ scanned copy uploaded
- 16.2 No interest shall be payable on EMD.
- 16.3 The EMD of the unsuccessful bidder shall be returned after the finalization of the tender within a reasonable time consistent with the rules and regulations in this behalf.
- 16.4 The EMD of the successful bidders will be released only after submission of performance Security which will be verified by the Directorate from the concerned bank. If the bidder fails to submit the EMD and other documents required **directly in the Tender Box to the office of the Directorate prior to the last date and time specified**, the tenders of such bidders shall be summarily rejected.
- 16.5 The EMD will be submitted by all the bidders except Micro Small and Medium Enterprises (MSMEs) as defined in MSME Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department. The document with regard to claim of Exemption will be submitted along with other document in the Tender Box in the Chamber of Director, Directorate of Family Welfare within time prescribed in the tender.
17. **Special Instructions for Completing the Technical Bid: -**
- 17.1 All particulars must be uploaded as asked for in the prescribed formats for technical and financial bids in the bid document.
- 17.2 The bidder should drop the complete copy of exemption from submission of EMD issued by Competent Authority in sealed envelope, if they have, along with other document in the Tender Box in the Chamber of Director within time prescribed in the tender.
- 17.3 The documents required along with EMD in physical form should be dropped in the Tender Box in sealed envelope in the Chamber of Director within time prescribed in the tender.
- 17.4 The bidder should not impose any counter condition and in such case tender shall be summarily rejected.
- 17.5 The tenders not conforming to the requirements as laid down in the terms and conditions or not accompanied by earnest money along with the required documents are liable to be rejected summarily.
18. **Opening and evaluation of tender: -** The uploaded technical bid will be opened by a committee on 10.12.2018 at 4:00 p.m. in the office of Director, Directorate of Family Welfare in the presence of the bidders or representative/s of the bidders (who wish to be present) with a

letter of authority. The technical bid will be evaluated in the light of the eligibility criteria and submission of documents required for the tender as per terms and conditions. After evaluation, the list of the bidders will be short-listed by the Directorate of Family Welfare in the light of eligibility criteria of the tender. The financial bids in respect of the above short-listed bidders will only be opened on the date and time announced after the evaluation of the tech. bid. The decision of Director, Directorate of Family Welfare shall be final regarding the evaluation of technical and financial bid.

19. Performance Security (P.S): -

19.1. The successful bidders will have to deposit the performance security at the rate of 10% of the total contract value within 3 clear calendar days from the issue of Letter of Intent (LOI). The PS will remain valid upto 60 days after the validity period of contract. The work order will be provided only after the submission of performance security. The Director will have the discretion to take any or all the following actions in case of non submission of performance security within stipulated time: -

- i) Forfeiture of its EMD.
- ii) Termination of the contract.
- iii) Any other action as decided by Director, DFW.

19.2. Further, the required performance security will be accepted in the form of FDR of any Scheduled/nationalized bank in favour of **NRHM-RCH FLEXIBLE POOL SUB A/C RCH**. The performance security will be released only after the successful completion of work, final payment of the job or 60 days after completion of work whichever is later. No interest will be paid by DFW.

19.3. The performance security can be forfeited in the following cases:-

- a) If the bidder fails to perform any contractual obligation.
- b) For any unexcused delay in supply of material (Clause-23.1).
- c) For more than 6 failed parameters (Clause No. 23.2.2).
- d) If maximum aggregate penalty on all possible issues, will exceed 25% of total work order (Clause No. 23.3).
- e) If the L-1 bidder fails to execute the complete job (Clause No. 25.2).
- f) In the event of furnishing false/incorrect information by the bidder. (Clause No. 26).

19.4 Performance security, so required, will not be adjusted against any other FDR already submitted to Directorate by the bidder against any other work. The successful Bidder has to submit fresh performance security in the form of FDR for the work awarded. However, if the work is also assigned for the next Academic year on mutual consent, then the Performance security of the previous year may be adjusted, however the validity of the PS has to be extended as per requirement.

20. Payment: -

20.1 Payment will be made after 100% supply of material (work order) subject to submission of:

- i) Bills in triplicate
- ii) Delivery Challans for supply of material to DFW.

20.2 Payment will be made after deducting remaining penalties as per T & C of the tender.

20.3 No interest shall be paid by the department.

21. Implementation schedule: -

- 21.1 The printer shall be required to supply the entire quantity of fifty lakhs vaccination certificate within 14 days from the initial date of award of the work/issue of production CD/ approval of proof whichever is later.
- 21.2 For any unexcused delay beyond 14 days, the Director will have the discretion to take any or all of the following actions:-
- Forfeiture of its Performance Security.
 - Termination of the contract
 - Debarring of the firm for specified period.
 - Blacklisting of the firm
 - Any other action as deemed fit by the Director, DFW.
- 21.3 Date of award of work (contract)/issue of Production CD/ approval of proof by the department whichever is later will be considered as Day one (1).
- 21.4 The bidder should give their acceptance for the implementation schedule in the prescribed form with sign and seal, along with the technical bid. Any deviation in the implementation schedule shall make the tender liable for rejection.
- 21.5 If the printer fails to supply the Vaccination certificates as per terms & conditions of the tender, the Directorate may get the work executed from other resources at the risk of cost to the defaulting printer.

22. Further assigning of tender in whole or part: - The contractor shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or body corporate. No under letting or subletting to any person or body corporate for the execution of the contract or any other part thereof is permitted under any circumstances. In case of subletting the work, the contractor/firm shall be blacklisted apart from taking other appropriate actions as per terms & conditions of the tender.

23. Penalty: -

23.1. Delay Penalty

- 23.1.1 If 100% of the material are not supplied within 14 days from date of approval of proof, a penalty @ 5% per week at pro-rata daily basis will be imposed on the unsupplied lot from 15th day from the date of approval of proof. But if the Printer not completed work within 21 days then Directorate of Family welfare will have the discretion to take any or all of the following actions:-
- Forfeiture of its Performance Security and payment of bills.
 - Termination of the contract
 - Debarring of the firm for specified period.
 - Blacklisting of the firm
 - Any other action as deemed fit by the Directorate.

23.1.2 Any delay in submission of proof shall attract a penalty of 1% per day of the value of contract.

23.2 Technical penalty:

23.2.1. For Trimmed Size:-

1.	If the Vaccination certificates is short in size upto 5mm in width and or in length.	The Vaccination certificates found short in size upto 5mm a penalty @ 0.5% (per side) of the total cost of the work order will be imposed
2.	If the Vaccination certificates is short in size by more than 5 mm in width and or in length.	If the Vaccination certificates is short in size by more than 5mm in width and or in length 1 % (per side) of the total cost of the work order will be imposed.
3.	If the matter is bled on any side of the Vaccination certificates	If the matter is bled on any side, the Vaccination certificates shall be forfeited for the purpose of destruction at the cost of printer and the printer will be directed to print and supply the Vaccination certificates again within specified period, failing which the performance security is liable for forfeiture

23.2.2. Paper Penalty- BIS specifications (mentioned in Clause 3.2 &3.6) shall be levied in accordance to the quality of parameters failed.

- a) Up to 2 failed parameters: Penalty will be deducted @ 2% per failed parameter on total value of the contract.
- b) Up to 4 failed parameters: Penalty will be deducted @ 3% per parameter on total value of the contract.
- c) Up to 6 failed parameters: Penalty @ 4.5% per parameter will be deducted on total value of the contract.
- d) For more than 6 failed parameters: Debarring from Directorate, termination of contract and forfeiture of performance security.
- e) For 8 or more failed parameters: Blacklisting from Delhi Government, termination of contract and forfeiture of performance security.
- f) For imposition of above penalty, the average of result of all test reports of the samples will be considered.

23.2.3 Penalty for Non Registration of Color and Defective Perforation - In case of non-registration of colours in perfect form, the penalty of 2% of the total cost of the contract will be levied.

- i) In case of defective perforation, a penalty of 2% will be levied on the total cost of the vaccination certificate work.

23.2.4. In case of any short supply, the penalty will be deducted at the rate of 1 % of the total value of contract.

23.3. Maximum Limit of Total penalty:

The maximum aggregate penalty on all possible issues will not exceed 25% of total work order which will be besides the option of forfeiture of Performance Security submitted by the printers. Other penal action would also remain available to DFW as per the Terms & conditions of the Tender.

24. Paper Quality :

- a. The paper shall be strictly in accordance with the specifications as per BIS specifications 4658:1988 of card/ paper.
- b. On declaring the bidder as L-1, bidder shall submit the 10 sample sheets of the paper to be used in printing.
- c. The printer will intimate the Directorate before starting of printing.
- d. Further, for testing of printed Vaccination certificates the sample may be randomly collected.

25. Power of acceptance and withdrawal of the tender: -The final acceptance of the tender would entirely vest with the Director, Directorate of Family Welfare, who reserves the right to accept and reject any or all tenders without assigning any reason whatsoever. There is no obligation on the Director, Directorate of Family Welfare to communicate in any way with the bidder whose bid is rejected. After acceptance of the tender by Director, Directorate of Family Welfare, the bidder shall have no right to withdraw his tender or claim higher price.

25.1 Tender with incomplete information is liable for rejection.

25.2 If the L-1 bidder fails to execute the job, the Director, DFW may allot the work to the other printers at L-1 rates and forfeit the Performance security of defaulter printer/firm and blacklist the firm.

25.3 Any dispute and or difference arising out will be resolved by the arbitrator appointed by the Director, Directorate of Family Welfare.

- 26. False Information:-**In the event of furnishing false/incorrect information by the bidder, the EMD in respect of such bidder shall be forfeited. Further during the performance of the contract, if it is detected that the contract has been obtained by furnishing the false/incorrect information in the tender, the agreement is liable to be terminated and performance security and other payments due to the contractor in r/o this work shall be forfeited and depending upon the gravity of the false/incorrect information, the contractor is liable to be blacklisted for a period or forever as may be considered appropriate by the competent authority.
- 27. Submission of Self declarations/Undertaking:** - The bidder will have to furnish the following four self declarations/Undertaking with the tender documents directly to be dropped in the tender box placed in the chamber of Director, Directorate of Family Welfare prior to the last date and time specified.
- 27.1.1 That the bidder has furnished the correct information in the tender and the bidder shall be solely responsible for furnishing wrong/false information in the tender.
- 27.1.2 That the firm has never been blacklisted in the past by any Govt. Department/ Undertakings/ Organizations.
- 27.1.3 That the firm has been registered with the labour department and fulfilling all the statutory conditions with regards to personal/labour laws.
- 27.1.4 That the firm accepts all terms & conditions of the tender and validity of rates.
- 28. Submission of Self Declaration/Undertaking regarding use of same paper as submitted by the L-1 bidder as sample:**
- After being declared L- 1, the bidder will have to furnish a self declaration/Undertaking that "*The----- (name of printing firm) will use same paper submitted by it as sample to the Directorate. In case of any deviation of paper as required by the terms and condition of this tender, the Directorate can take any legal and administrative action against the (name of printing firm)*". (As per Bid Form No. 16)
- 29. Delivery:** - Delivery of the material shall be made at the stores/s of Directorate of Family Welfare at the address given above or district stores or at any other place/s in the NCR of Delhi specified by the Directorate.
- 30. Packing:** - Finished material shall be packed in bundles and bundles will be first tied with strip packing. Each bundle should contain 50 Vaccination certificates only.
- 31. Registration with GST department:** - The bidder/authorized distributor should be registered with the GST Department of the concerned state and shall submit the documentary proof of registration of GST.
- 32. Quoting of rates:** - The rates of the material should be quoted as per copy basis of the job (including all charges like corrections, Cover, freight, loading, unloading, stacking in the godown etc.). The rate should be **exclusive of GST**. However, the payment shall be made by the Directorate to the bidder after deducting TDS as per the scheduled rate at time of payments. GST will be paid as per Govt. Norms.
- 33. Validity of Rates:** - The rates should be valid up to 31.12.2019.
- 34. Printing of extra copies:** - The printer **will upload an undertaking** that he will not print any extra copy without the permission of the Directorate. In case of any complaint in this regard, action may be initiated against the bidder under the copyright act (form 9).

- 35. Self-attestation of the documents:** - Each and every document required to be uploaded with the technical bid must be self-attested by the bidder along with seal.
- 36. Amendment in tender documents:** - At any time prior to the deadline for uploading of bids, Directorate of Family Welfare may amend the tender document by issuing an addendum/ corrigendum. The amendment will be displayed on the website of the Delhi Govt. i.e. <https://govtprocurement.delhi.gov.in>. The amendment will be binding on all the bidders. In order to afford prospective bidders reasonable time in which to make the amendment into account in preparing their bid, the Directorate of Family Welfare may, at its discretion, extend the deadline for the submission of bids.
- 37. Completeness of the tender document:** - The Directorate is not responsible for the completeness of the tender documents of the bidder, if bidder does not upload the documents correctly on the site.
- 38. Power to reject the tender:-** The Director, Directorate of Family Welfare does not bind himself to accept the lowest or any other tender and reserves the right to accept the tender in whole or in part or reject it entirely without assigning any reasons at any time.
- 39. Submission of documents for the required turnover:** - The bidder should upload Trading Account, Profit and Loss Account & Balance Sheet for the last three financial years ending 31st March 2018 authenticated by the chartered accountant with the technical bid.
- 40. Submission of documents for the partnership firms and in other cases:** - The bidder should submit a partnership deed in case of partnership firm, memorandum and article of association and certificate of registration in case of private/public limited company or registered society.
- 41. Taxes and Duties:** - The Printer shall be entirely responsible for all taxes, duties, license fees, road permits any compensation under wage act etc. Printing and supply incurred in supplying the finished Vaccination certificates as per the directions given by the Directorate.
- 42. IMPORTANT NOTES: -**
- 42.1 The successful bidders shall be selected on the basis of lowest tender rate, subject to fulfillment of all terms and conditions as mentioned in this tender document. Director, Directorate of Family Welfare reserves the right to negotiate for further reduction of rates.
- 42.2 If the L-1 bidder does not have the capacity to execute complete work, the Directorate with the permission of competent authority may allot the work to the next lower bidders at L-1 rates.
- 42.3 The implementation schedule specified in the contract shall be strictly adhered to.
- 42.4 Director, Directorate of Family Welfare reserves the right to change the stores/place of supplying the Vaccination certificates within NCR region at his/ her discretion.
- 42.5 Director, Directorate of Family Welfare reserves the right to change any of the terms and conditions prior to the dead line for submission of bids.
- 42.6 Prices quoted by the Bidder will remain fixed during the Bidder's performance of the contract and not be subject to variation on any account. A Bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

43. Amendment in Bidding Document:

- 43.1 At any time prior to deadline for submission of Bids, the Directorate may amend the bidding documents by issuing an addendum/corrigendum on the Website only. No addendum/corrigendum will be published in the newspaper.
- 43.2 The amendment will be binding on all the bidders. Bidders are advised to keep themselves updated with the information displayed on the website of Delhi govt. Directorate shall not be responsible if the bidder has not received such addendum/corrigendum in the manner stated above.

44. Clarification regarding Bids

- 44.1 To assist in the examination, evaluation and comparison of Bids, the Directorate may, at its discretion, ask the bidder for a written clarification of his/her Bid. No change in the prices or substance of the bid shall be sought, offered, or permitted, except to confirm the correction of arithmetical errors, if discovered by the Directorate in the evaluation of the Bids.
- 44.2 No Bidder shall contact the Directorate in any matter relating to firm's bid from the time of the bid opening to the time the contract is awarded. Any attempt by any bidder to influence the Directorate, bid Evaluation, bid Comparison or Contract Award decision in any manner may result in summarily rejection of its bid and this will be treated as a fraudulent and corrupt practice and in such cases the earnest money of the firm will be forfeited besides any other action as deemed fit by the Directorate.

45. Authority Letter:

If the tender is signed by other than proprietor/ partners/ director of the firm, the authority letter issued by the proprietor/director/partners of the firm must be uploaded in the technical Bid, failing which, tender will not be considered.

46. More Instructions for Technical Bid.

- 46.1 The tenders not uploaded in prescribed form and non submission of EMD, self declarations, and necessary documents, upto the last date of uploading the tender shall be disqualified.
- 46.2 The quotations should be strictly in accordance with the specifications at clause 2 of the terms & conditions specified above. Uploading of **incomplete tender or incorrect specifications or any false information** shall be liable for rejection and forfeiture of EMD.
- 46.3 The details as required in the Technical bid form shall be provided by the printer to the directorate and **no self-made condition or counter conditions shall be written by the bidder.**
- 46.4 **Rates shall not be quoted in the technical bid form.** In case rates are mentioned therein directly or indirectly, the bid shall be summarily rejected.
- 46.5 The bidder must upload the details of his machines and capacity to print in durations of 14 days as prescribed in tender bid form. The printer shall mention their capacity of printing of four colour material within a span of 14 days as the case may be, in the Technical Bid in the prescribed form.
- 46.6 **If the printer does not supply as per terms and conditions of the tender and as per schedule mentioned in the main print order/extended print order or the printer backs out after the print order is issued by the directorate, the directorate may get the work executed from other resources at the risk of cost the defaulting printer shall be liable to be debarred from the allotment of work in future and the security deposited will be forfeited.**

- 46.7 The owner/partner of the press should upload a declaration with the technical bid of the tender that **"the supplies shall be made in accordance with the specification and time schedule mentioned in the tender if any order is placed with them"**. In the event of such document not uploaded with the Technical Bid, the tender will be rejected.
- 46.8 The printer must upload the undertaking with the technical bid that the all the terms and conditions of the tender are acceptable to them and shall abide by the same fully and the rates quoted shall remain effective up to 31.12.2019.
- 46.9 Bidder must upload self-declaration confirming that the information furnished in the tender document is correct to the best of knowledge and belief.
- 46.10 Bidder must upload declaration regarding financial bid has to be signed and submitted with the technical bid as given below: -

"I/We declare that the financial bid has been submitted without any condition and strictly as per terms and conditions of the tender document and I/We are aware that the financial bid is liable to be rejected if it contains any other condition".

- 46.11 A certificate of reading/understanding of technical specifications and quoting of rates accordingly as mentioned in the tender document has to be signed.
- 46.12 Such other information as may be specified in the technical bid Form.

47. More instructions for financial bid: -

- 47.1 The printer will have to fill financial bid completely. The rates of the Vaccination certificates shall be for per copy basis in Indian Rupees (including all charges like corrections, Cover, freight, loading, unloading, stacking etc.) and also include cartage/packing/ transportation/ stacking charges in the stores of Directorate of Family Welfare or district stores or any other place/s in NCR of Delhi. **The rates should be inclusive of levies, duties and taxes (excluding of GST).**
- 47.2 The printer shall print as per the Tech. specifications mentioned at clause 2 of the tender.
- 47.3 If any printer quotes rate for which he is not entitled according to the possession of No./Size/Type of machines, his bid shall be rejected and EMD would be forfeited with immediate effect.
- 47.4 The allotment of a particular job shall be made to the lowest bidder.
- 47.5 The printer shall quote the rate on per unit basis (Excluding GST) and will have to quote the rates in the prescribed format of BOQ.

48. Any point not covered under the Terms and condition of the tender: - For any point not covered under the provisions of the tender, Director, Directorate of Family Welfare shall be the final competent authority, whose orders in this regard shall be final and binding upon the bidders.

49. Jurisdiction of Court: - The courts at Delhi/New Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

50. Submission of undertaking of the acceptance of all the terms and conditions:- The bidder must upload an undertaking with technical bid that all the terms & conditions of the tender are acceptable to us and shall abide by the same fully and the rates quoted shall remain effective.

51. DISPUTE RESOLUTION

- 51.1 Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the Authorities representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Director, Directorate of Family Welfare.
- 51.2 The award of the sole Arbitrator shall be final binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.
- 51.3 The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/ service to which the dispute relates on account of tie arbitration.

**Director,
Directorate of Family Welfare**

Tender No.-----

TECHNICAL BID FORM - 1

TECHNICAL BID FOR THE PRINTING OF VACCINATION CERTIFICATES

(EACH PAGE OF THE TECHNICAL BID MUST BE SIGNED BY THE BIDDER WITH SEAL)

1. GENERAL INFORMATION: -

The Printer should furnish the following details

1.1	Name & Address	
1.2	Nature of the Firm	Public/Private/Partnership/ Proprietorship
1.3	Contract Nos. & fax	Land Line
		Mobile
		Fax
1.4	Proof of requisite experience in printing (As per Clause No. 2.1 of Terms and Conditions)	Uploaded/Not uploaded
1.5	Copy of the PAN Card	Uploaded/Not uploaded
1.6.	Copy of GST Registration No (As per Clause No.2.3(c))	Uploaded/Not uploaded
1.7	Copy of the valid license of printing/ declaration under Press & Registration Books Act, 1867, from/before Competent Authority. (As per Clause No.2.2.2)	Uploaded/Not uploaded
1.8	Details of Earnest Money Deposit (EMD) (Original EMD to be submitted directly in the tender box in the Chamber of Director, Directorate of Family Welfare) (Scanned copy should be uploaded) FORM-2	Uploaded/Not uploaded
		Submitted/Not Submitted
1.9	Proof of average turnover during last 3 years ending March 2018 (Authenticated by C.A.), Balance sheet and the ITR for the last 03 financial year ending 2016-17 (for the assessment year 2015-16, 2016-17 & 2017-18 (Clause No. 2.3) FORM-3	Uploaded/Not uploaded
1.10	Details of Machines (Ownership documents to be uploaded) FORM-4	Uploaded/Not uploaded
1.11	Certificate of reading/understanding of Technical specifications FORM-5	Uploaded/Not uploaded
1.12	Acceptance of Implementation schedule FORM-6	Uploaded/Not uploaded
1.13	Declaration regarding financial bid FORM-7	Uploaded/Not uploaded
1.14	Undertaking regarding acceptance of all terms and conditions of the tender and Validity of rates up to 31-12-2019. FORM-8	Uploaded/Not uploaded
		Submitted/ Not Submitted

1.15	Declaration regarding supply of material as per specification and schedule-FORM-9	Uploaded/Not uploaded
1.16	Undertaking that firm is registered with labour deptt and is following all the Rules & Regulations of the Labour Deptt. of Govt. of NCT of Delhi/ Concerned State Govt. FORM-10 (Directly to be submitted physically in Directorate)	Uploaded/Not uploaded
		Submitted/Not Submitted
1.17	Certificate regarding capacity to handle the work within 14 days. FORM-11	Uploaded/Not uploaded
1.18	Self-declaration regarding incorrect/false Information. FORM-12 (Directly to be submitted in the Directorate)	Submitted/Not Submitted
		Uploaded/Not uploaded
1.19	Self-declaration regarding never Blacklisting. FORM-13 (Directly to be submitted physically in the Directorate)	Submitted/Not Submitted
		Uploaded/Not uploaded
1.20	Documents for partnership firm / Company/ Society/ Proprietorship	Uploaded/Not uploaded
1.21	Authority Letter FORM-14	Uploaded/Not uploaded
1.22	Whether all documents signed with seal By the Owner/Partner/Director of the Press	Yes/No
1.23	Latest GST-3B Return for the Month of September - 2018. Form No.15	Uploaded/Not Uploaded
1.24	Proof of 03 years experience in the field of Printing (as per Clause No. 2.1. of Terms and conditions)	Uploaded/Not Uploaded
1.25	Proof regarding empanelment with NCERT/ DAVP/ CBSE As per Clause No. 2.2.2	Uploaded/Not Uploaded
1.26	Proof of being MSME	Uploaded/Not Uploaded

**Name & signature of the authorized signatory of the Firm/Partner of the Firm/ Director/ Proprietor
With rubber stamp**

Place:

Dated:

Note: - 1. All the documents uploaded with this form should be self attested and stamped by the Firm.

2. Firm shall not upload any other additional documents other than asked above.

TECHNICAL BID FORM-2

DETAILS OF EARNEST MONEY DEPOSIT (EMD): -

S. No.	Name of the Bank	Amount	Details of the EMD

Note: Please Submit the EMD of the above mentioned amount in physical form directly to the office of the Director, Directorate of Family Welfare and details/ scanned copy to be uploaded in above mentioned form.

Name & signature of the authorized signatory of the Press/Partner of the Press/ Director/ Proprietor With rubber stamp

Place & Date:

TECHNICAL BID FORM-3

PROFORMA FOR INFORMATION OF ANNUAL TURNOVER

Name of the Firm

Address

Annual turnover for the last three years: (In Indian Rupees)

Financial year	Turnover (Rs. in lacs)	Profit & Loss A/c, Balance Sheet Authenticated by Chartered Accountant	ITR for the financial year 2015-16, 2016-17 and 2017-18. (Assessment year 2016-17, 2017-18 and 2018-19)
2015-16		Uploaded/Not uploaded	Uploaded/Not uploaded
2016-17		Uploaded/Not uploaded	Uploaded/Not uploaded
2017-18		Uploaded/Not uploaded	Uploaded/Not uploaded

Name & signature of the authorized signatory of the Firm/Partner of the Firm/ Director/ Proprietor. With rubber stamp

Place & Date:

TECHNICAL BID FORM-4

PROFORMA FOR DETAILS OF MACHINES AND OTHER UNITS AS PER TENDER DOCUMENT

- 1. No. of CPC multi colour Sheet Size 23"x 36" Fed Machines as mentioned in the tender. (as per clause 2.2.7.A)**

Ownership Proof- The Printer shall have to submit the ownership proof.

- 2. No. of perforation Machinery and Equipment (as per clause 2.2.7.B)**

- 3. Plate making (as per clause 2.2.7.C)**

CERTIFICATE

" It is certified that the information is correct and all the above machines/ units are owned by me and existing in my owned/Leased premises".

**Name & signature of the authorized signatory of the Firm/Partner of the Firm/ Director/ Proprietor.
With rubber stamp**

Place:

Date:

TECHNICAL BID FORM-5

CERTIFICATE

It is certified that I/We have read and understood the technical specifications along with Specifications given at clause 2 of the tender and have quoted the rates accordingly. The finished product will match the specifications. If any deviation is found in the finished Vaccination certificates the action will be taken as per terms and conditions of the tender along with punitive action.

**Signature of the Authorized person with seal of the
Firm/Partner of the Firm/ Director/ Proprietor.
With rubber stamp**

Place & Date

TECHNICAL BID FORM-6

Implementation schedule

- A.** I/we shall complete the work of printing and delivery within the stipulated time schedule of 14 days.
- I) If 100% material are not supplied within 14 days from the initial date of award of the contract/issue of last production CD/ approval of proof whichever is later, a penalty @ 5% per week at pro-rata daily basis will be imposed on the unsupplied lot from 16th day from the initial date of award of contract/issue of last production CD/ approval of proof whichever is later.
- II) For any unexcused delay beyond 14 days the Directorate will have the discretion to take any or all of the following actions:-
- i. Forfeiture of its Performance Security and payment of bills.
 - ii. Termination of the contract
 - iii. Debarring of the firm for specified period.
 - iv. Blacklisting of the firm
 - v. Any other action as deemed fit by the Director, Directorate of Family Welfare.
- III) Date of award of work (contract)/issue of Production CD/ approval of proof whatever is later will be **Day one (1)**.
- IV) Printing material/ CD/ Soft Copy of art work shall be taken from the Directorate of Family Welfare along with work order.
- B.** I/we accept the implementation schedule in the prescribed form with sign and seal, with the technical bid. Any deviation in the implementation schedule shall make the tender liable for rejection. If supply is not made as per the time schedule, it will be treated as Criminal Offence and action shall be taken against the bidder as per the law in this regard.

The above implementation schedule is acceptable to us.

Name & signature of the authorized signatory of the Firm/Partner of the Firm/ Director/ Proprietor. With rubber stamp

Place & Date:

TECHNICAL BID FORM-7

DECLARATION REGARDING FINANCIAL BID

I/We declare that the financial bid has been submitted without any condition and strictly as per the conditions of the tender documents and I/We are aware that the financial bid is liable to be rejected if it contains any other condition.

**Name & signature of the authorized signatory of the
Firm/Partner of the Firm/ Director/ Proprietor.
With rubber stamp**

**Place:
Date:**

TECHNICAL BID FORM-8

**UNDERTAKING REGARDING ACCEPTANCE OF ALL TERMS & CONDITIONS OF THE
TENDER AND VALIDITY OF RATES**

I/We hereby undertake that all the technical & financial tender conditions and other terms & conditions mentioned in this document or any changed conditions prior to the dead line for submission of bids shall be acceptable to us and I/We shall abide by the same fully and the rates quoted shall remain effective till 31.12.2019.

**Name & signature of the authorized signatory of the Firm/Partner
of the Firm/ Director/ Proprietor. With rubber stamp**

Place:

Date:

TECHNICAL BID FORM-9

**DECLARATION REGARDING SUPPLY OF VACCINATION
CERTIFICATES AS PER SPECIFICATION AND SCHEDULE**

I/We declare that supplies shall be made in accordance with the specifications and time schedule mentioned in the tender, if any order is placed with us.

I/ We also hereby undertake that I/We will not print any extra copy without permission of this directorate. In case of violations, action may be initiated against us under copyright act or other relevant rules.

**Name & signature of the authorized signatory of the Firm/Partner of the
Firm/ Director/ Proprietor. With rubber stamp**

Place & Date

TECHNICAL BID FORM-10

CERTIFICATE REGARDING IMPLEMENTATION OF LABOUR LAWS AND ETC.

It is certified that I/We are registered with Labour department and have read all the clauses of labour law of GNCT of Delhi/ State Govt. concerned and we are implementing/ following all the labour laws, rules & regulations in our press/ firm as framed by the Labour Department, Govt. of NCT of Delhi /State Govt concerned.

**Name & signature of the authorized signatory of the Firm/Partner
of the Firm/ Director/ Proprietor. With rubber stamp**

Place & Date

TECHNICAL BID FORM 11

CERTIFICATE REGARDING CAPACITY OF PRINTING IN TERMS OF REAMS

Certified that I/We can print following quantity of paper with in the premises of our press in different sizes/colours with in schedule time of 14 days.

**Name & signature of the authorized signatory of the Firm/Partner
of the Firm/ Director/ Proprietor with rubber stamp**

Place & Date

TECHNICAL BID FORM-12

SELF DECLARATION TO BE SUBMITTED ALONG WITH TECHNICAL BID

That I/We _____ M/s _____
Address _____ has/have furnished the
correct information in the tender and I/We shall be solely responsible for furnishing wrong/false
information in the tender.

**Name & signature of the authorized signatory of the
Firm/Partner of the Firm/ Director/ Proprietor. With rubber
stamp**

Place & Date:

TECHNICAL BID FORM-13

SELF DECLARATION TO BE SUBMITTED ALONG WITH TECHNICAL BID

That I/We _____ M/s _____

Address _____ certified that our

firm has never been blacklisted in the past by any Govt. Department/ Organization/ Undertaking.

**Name & signature of the authorized signatory of the Firm/Partner
of the Firm/ Director/ Proprietor. With rubber stamp**

Place& Date

AUTHORITY LETTER

Certified that I/We _____ proprietor/director/partner of
M/s _____ Address _____ hereby
authorize to Sh. _____ to sign the tender documents on my / own behalf.

**Name & signature of the authorized signatory of the Firm/Partner of the
Firm/ Director/ Proprietor. With rubber stamp**

Place & Date

Certificate regarding filling of latest GST Return 3B

Certified that I/We _____ proprietor/ director/ partner of
M/s _____ Address
_____ hereby certify that I/
We have filed the latest return of GSTR 3B for the month of September, 2018.

**Name & signature of the authorized signatory of the Firm/Partner of the
Firm/ Director/ Proprietor. With rubber stamp**

Place & Date

BID FORM-16

Self Declaration / Undertaking regarding use of same paper submitted as sample.

That I/We _____ M/s _____

Address _____ certify that the
_____ (name of printing firm)

will use same paper as submitted by us as sample to the Directorate. In case of any deviation of paper as required by the terms and condition of this tender, the Directorate can take any legal and administrative action against the _____ (name of printing firm)".

**Name & signature of the authorized signatory of the Firm/Partner of the Firm/ Director/ Proprietor.
With rubber stamp**

Place & Date

BOQ Performa

Tender Inviting Authority: Director, Directorate of Family Welfare

Name of Work: Tender for printing material.

Contract No: -----

TENDER ID:

**Bidder
Name**

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

Item	Unit	Bidders Name	Rates quoted in figures on per unit basis	Rates quoted in words on per unit basis
Vaccination certificates	One MCP Vaccination certificates			

NOTE: - Rates have to be quoted in India rupees and should be inclusive of all taxes, levies, duties, charges except GST.

