

Tender No : NRHM/ BCC /4810/2011

SPECIAL TENDER CONDITIONS

1. All tenderers should strictly adhere to all tender conditions mentioned in the tender document and in the tender form. If there is any deviations, same to be clearly mentioned.
2. Tenders should be submitted in two sealed covers.

Sl. No.	Contents of Cover	Superscription on Cover
i)	The Bid (as per details given below)	<u>Tender: NRHM/ BCC /4810/2011/SPMSU</u> Printing of Arogyakeralam Newsletter

Eligibility

3. Bids will be accepted only from bonafide printer or their direct authorised dealers. Dealers should attach the valid authorisation/dealership certificate.
4. If any third party supply is offered, the vendor should have a longstanding arrangement with the original manufacturer for support, the proof of which should be enclosed with the tender.
5. *Only those vendors who have supplied items, of the same type mentioned in specifications, in the last two years need participate in the tender. Proof of the same shall be submitted.*
6. The vendor should certify his ability to supply all items as per the delivery schedule.

A. Technical proposal

The technical proposal in the first cover shall consist of the following:

7. The covering letter in the letter head of the firm submitting the tender.
8. The tender document with all pages signed by the authorised representative and the office seal affixed. (The Schedule of Rates should be in the cover containing commercial proposal).
9. Earnest Money Deposit shall be: **Rs. 8000/-**(Rupees Eight Thousand only).
10. Agreement (in the format given at Annexure A)
11. Certificate regarding the bidder being bonafide printer of the items quoted. If the bidder is not the printer, certificate of valid authorisation of dealership of the printer whose items are offered in the tender should be submitted. The support arrangements for the items offered should also clearly be indicated by the printer. If these documents are not submitted, the bid is liable to be rejected.
12. Annual turnover of the firm should be a maximum equal to contract value. Proof of qualifying this criterion, in the form of audited balance sheet, profit and loss account, Annual Report, Income Tax return, etc. should be submitted with the tender.
13. Details of printing and supply should be summarized in the format given at Annexure-B. The vendor should have executed an order for supply of item as specified in 'Eligibility' section. The proof of these should be submitted in the form of certified copies of:
 - a) Work orders issued to the bidder, and
 - b) Certificate from clients on successful supply.

14. The bidder should have service facilities as specified in 'Eligibility' section above.
15. Submit details as per the format given in Annexure D. The cost of the item quoted in the Commercial proposal should include all these components.
16. The make and model of all items quoted should be mentioned clearly in the tender document and the schedule. If the tenderer claims any update from these specification, it should be supported with separate documents. A mere mention that the 'feature is available' in the schedule will not suffice.
17. Detailed supply and schedule: Tenderers shall invariably specify in their tenders, the delivery conditions including the time required for the supply of the articles tendered for.
18. Non-compliance sheet regarding specified technical specifications, if any.
19. Various other documents in formats mentioned in the tender document and annexures.
20. All the pages in the technical proposal should be serially numbered, starting from this tender document. Annexures including brochures should be included in this numbering. The reference to corresponding brochures and other annexures should be entered as required in the tender document.

B. Commercial proposal

21. The second cover shall consist of the financial bid and will be in the prescribed format (Schedule of Rates).
22. In the commercial proposal, the tenderer should include quote for items mentioned in the Schedule of Rates with technical specifications given in this document.
23. Tenderers should quote for all optional items separately wherever applicable
24. The quote shall be in Indian Rupees.
25. Any additional item, which is tenderer specific, can be included, but should reflect on the total cost
26. Unit cost has to be given for all the items.
27. Price should include all duties, taxes, etc. as applicable or should be quoted separately.
28. The price should be inclusive of the delivery cost to all the 14 district head quarters
29. Period of firmness for rates quoted will be three months from the date of submission of tender.

Other conditions

30. Supplier is required to produce sample equipment/ arrange for a demonstration of the equipment quoted (as specified in the Technical Document) for evaluation, when asked for. Non-submission of tender samples would disqualify the bidder. If it is found during evaluation that the equipment offered do not meet the required specification and standard benchmarks for that type of equipment, the offer shall be rejected. No opportunity shall be provided for modification of samples or to correct failures, and the decision of the technical committee for this evaluation shall be final.
31. Failure to include any information requested in the tender document will result in the outright rejection of the tender.

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32. Any ambiguity in the proposal shall make the proposal liable to be rejected.
33. Both covers should be sealed properly using wax. *Number and date of the tender, and the name and address of bidder should be written on the sealed envelopes.* The two envelopes shall be put in another envelope, sealed and superscribed with all necessary information before submission.
34. For the purpose of evaluation of the technical and commercial bids the cost of item and support costs will be considered together.
35. The tenderers shall bear stamp duty, legal charges and all other incidental expenses if any.
36. If the date of opening the tenders happens to be a holiday, the tenders will be opened at the same time during the next working day.

Performance security

37. Five percent of the contract price is to be furnished within 10 days of the receipt of the order, as performance security/guarantee, in the form of a Bank Draft from a Nationalised Bank payable at Thiruvananthapuram.
38. The performance security deposit shall be payable to NRHM, as compensation, for any failure by the tenderer to complete its obligations under the contract as per time schedule given.
39. Performance security shall be discharged by NRHM and returned to the tenderer not later than 45 days following the date of completion of performance obligations under the contract.

Payment terms

40. No advance shall be paid to the successful tenderer.
41. 100% payment shall be made on verification acceptance of items supplied.
42. The tenderer should exclusively mention the terms and conditions of payment along with the commercial proposal.

Tender Submission

43. The two covers (Cover 1: Technical proposal and Cover 2: Commercial proposal) shall be put in another sealed cover superscribed with the *tender number and name*, last date for submission, and the *name and address of the firm* submitting the bid.

The proposal should be addressed to:

The State Mission Director
National Rural Health Mission
Office of the State Mission Director
DHS Campus
Thiruvananthapuram – 695 035

The cover should be superscribed “Tender for Printing Arogyakeralam Newsletter”

Tender no.: **NRHM/ BCC /4810/2011/SPMSU**
Tender for printing of Arogyakeralam Newsletters

Last date for submission: **2 p.m. 28.7.2011**

<the name and address of the tenderer>

To
The State Mission Director
National Rural Health Mission
Office of the State Mission Director
DHS Campus
Thiruvananthapuram – 695 001.

40. Tenders must be submitted before the deadline mentioned in the short tender notice. The tenderer must submit the proposal in hardcopy (in the tender form with all necessary annexures).