M/s _____________________________  

Sub. : Short Term Open E-Tender Enquiry No. 1/IPPIP/DSHM/2017-18.

Sir / Madam,

1. Online tenders are invited for procurement of Printed Material & Indelible Ink Marker Pen as mentioned in the Annexure -III for a period of 18 months from the date of finalization of rates. The contract can however be extended for a further period on mutually agreed terms. The supply orders will be placed in 4 or more phases. Polio Cell, Delhi State Health Mission (DSHM) is not bound to procure all of the items / services tendered here with.

2. This contract will be governed by the terms & condition of the tender enclosed herewith.

3. The tenderer must have experience of manufacturing / supplying any items / services to the Govt. Department / PSU, Corporate Sector or any other private reputed agency in last three years.

4. The minimum average annual turnover should be at least Rupees 20 Lac. Copies for the proof of turnover of the last three financial years must be enclosed in support.

5. The tenderers are to submit EMD physically by Fixed Deposit Receipt (FDR) & Annexure IV in Polio Cell, DSHM in sealed envelope super scribed as “e-Tender Enquiry No. 1/IPPIP/DSHM/2017-18, for procurement of Group-(A) Printed material and Group-(B) Indelible Ink Marker Pen separately as detailed below:

<table>
<thead>
<tr>
<th>Group No.</th>
<th>Amount of EMD (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Group-(A) Printed Material</td>
<td>36000.00</td>
</tr>
<tr>
<td>2 Group-(B) Indelible Ink Marker Pen</td>
<td>36000.00</td>
</tr>
</tbody>
</table>

a. The EMD in the form of Fixed Deposit Receipt (FDR) should be in the name of NRHM – RCH Flexible pool sub A/C IPPI.

b. Copies of documents required in support of information asked for in the tender form.

c. Tenderers are to write the name of their firm at the back of EMD (Fixed Deposit Receipt (FDR) which are to be submitted physically in Polio Cell, DSHM along with samples of items tendered before opening date & time of Technical Bid.

d. The samples must be submitted in a sealed / closed container and name of the firm with list of the items be written neatly on container and each item too. Bids without sample will be rejected.

6. Bid of only those tenderers will be accepted whose tender documents are complete in every respect and quality of item offered is acceptable by the committee constituted in this department for the purpose.

(Mission Director, DSHM)
1. Tenderer’s should sign the form of the tender, and not so signed shall be rejected.
2. Tenders uploaded in time will be opened on-line on the date and time specified in the website.
3. If the last date for receiving or opening the tender is declared holiday, the next working day will be the last date for receipt or opening of tenders.
4. The contract shall last for a period of 18 months from the date of finalization of rates and can be extended for a further period on mutually agreed terms.
5. Mission Director, Delhi State Health Mission reserves the right to reject the tender of black listed companies and whose past performance in Delhi Govt. was poor due to delayed, erratic supplies or non supply or any other dispute.
6. For all purposes of the contract, the purchaser or any officer designated by the purchaser shall be entitled to exercise all the rights and power given in the contract.
7. **The tenderer must have experience of manufacturing / supplying any items/services to the Govt. Department / PSU, Corporate Sector or any other private reputed agency in last three years.**
8. Agencies must be registered with the GST regime is mandatory.
9. The minimum average annual turnover should be at least Rupees 20 Lac. Copies for the proof of turnover of the last three financial years must be enclosed in support.
10. Rate contract will be finalized on the basis of rate of individual item.
11. Prices and rates quoted should be final for destination in Delhi at Delhi State Health Mission, Vikas Bhawan-2, 7th Floor, B & C Block, Upper Bela Road, Civil Lines, Delhi-110054 or as per instruction of Polio Cell, DSHM issued from time to time, exclusive of all taxes but inclusive of Cartage.
12. The price / rate quoted by the tender shall remain firm / same till the completion of the contract. Any representation to increase the rates shall not be considered at all.
13. If at any time during the execution of the contract, the contractor reduces the rate/ sale price of such stores, as are covered under the contract, to any person/ organizations including the purchaser at the price lower than the price chargeable under the contract, he shall forthwith notify such reduction or sale as offer of sale or the purchaser and the price payable under the contract for the stores supplied after the date of coming into force of such reduction or sale or offer of sale shall stand correspondingly reduced.
14. The contractor shall perform the contract in all respect in accordance with the terms and conditions thereof. The stores and every constituent or part thereof, whether in the possession or control of the contractor, his agent, or servant, or a carrier or in their joint possession, the contractor his agent or servant as the case may be shall remain in every respect at the risk and at cost of the contractor until the actual delivery of the stores is made to the consignee at the stipulated place in good physical condition.
15. The tenderers are to submit EMD physically by Fixed Deposit Receipt (FDR) & Annexure IV in this department in sealed envelope super scribed as “e-Tender Enquiry No. 1/IPPIP/DSHM/2017-18, for procurement of Group-(A) Printed material and Group-(B) Indelible Ink Marker Pen as detailed below:

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</tr>
</tbody>
</table>

  a. The EMD in the form of Fixed Deposit Receipt (FDR) should be in the name of NRHM – RCH Flexible pool sub A/C IPP
  b. Copies of documents required in support of information asked for in the tender form.
c. Tenderers are to write the name of their firm at the back of EMD (FDR) which are to be submitted physically in the department along with samples of items tendered before opening date & time of Technical Bid.

d. The samples must be in submitted in a sealed / close container and name of the firm be written neatly on container and each item too.

e. The Tenders of the firms who have not submitted samples for the items tendered will be rejected.

f. The EMD shall be refunded to the unsuccessful bidders upon awarding of the tender to the successful bidder. The EMD of the successful bidder will be released after submission of Performance Security Deposit in the form of FDR in the name of NRHM – RCH FLEXIBLE POOL SUB A/C IPPI, that is 10% of total value of contract (valid for six months beyond the last date of Rate Contract) and will be released after satisfactory completion of rate contract. This office will not pay any interest on Performance Security Deposit.

16. The Bids must be accompanied by the prescribed EMDs in the form of Fixed Deposit Receipts, from a Nationalized Bank / Commercial Bank, in the name – NRHM – RCH FLEXIBLE POOL SUB A/C IPPI valid for a minimum period of 6 months from the last date of Bid submission. Demand Draft/Cheque / Postal order / Money Order / Cash payment will not be accepted. Proposal without EMD will be rejected.

17. **If the contractor fails or neglects to observe or perform any of his obligations under the contract, it shall be lawful for the purchaser to forfeit the Performance Security deposit furnished by the contractor.**

18. Sample of items of successful bidders, whose rates are approved are to be retained in Polio Cell, DSHM and sample items of unsuccessful bidders can be collected by them within one month of finalization of the tender & not after that.

19. Order of the Goods: Pulse Polio Cell, DSHM / Department will place order phase-wise as per their requirements as and when required.

20. Packaging and supply of orders: The items shall be packaged as specified with each item to protect them from damage and defacement during transport and storage. The supplies shall be delivered and installed to the destination as mentioned in the supply order. The Department will not bear any cost on account of cartage, octroi or any other incidental charges.

21. The supplies will has to be made strictly in accordance with the approved specifications and shall reach within 15 days or as specified of the issue of confirmed supply order. The entire order (as and when placed) must be completed within the stipulated period mentioned in the confirmed supply order. Supplies, if received later may not be accepted or accepted with a penalty at the rate 2% per week (Subject to Maximum 10%) of the total amount of bill may be imposed. However, in exceptional circumstances, this period may be extended by the Mission Director for reasons in delay which are beyond the control of supplier. Date of confirmed supply order shall be considered as the date of approval of the proof submitted by the agency / supplier within the stipulated time frame.

22. The contractor shall supply the stores with proper packing and marking for transit (whenever applicable) so as to be received at the destination in good physical condition free from any loss or damage. Stores (whenever applicable) shall be marked with the words “For supply to Govt. of NCT Delhi, Not for Sale” and the month and year of manufacturing and supply.

   a. The time and date of delivery of stores / services stipulated in the supply order shall deemed to be the essence of the contract and delivery must be completed not later than the dates as specified in the work order or as agreed in view of any exigency.

   b. If the contractor fails to supply stores in full or in part thereof post the delivery period, the performance security deposit shall be forfeited and/or the process for blacklisting of the firm shall be initiated. In case of exigency the purchaser shall procure the same from next quotation or from open market at the risk and expense of contractor. The contractor has to pay all such extra expenses incurred by the department on such purchases.
23. Any items found to be broken / damaged / non-working condition/ not found satisfactory shall be replaced by the firm latest within 15 days of the intimation to the agency/firm/supplier.
24. Terms of Payment: Payments will be made within 6 weeks of the receipt of bills in triplicate in the user department. Tax will be deducted at source from the amount of bill as per prevailing I.T. Rules. The final payment shall be made after deduction of any penalty as prescribed & imposed for breach / violation of any of the provisions / terms and conditions of the tender and contract.
25. Bidding firm should not be black-listed / debarred by any government institution.
26. Bidder will abide by all the terms & conditions of tender document.
27. Any change in the pattern of the ownership of the contracting party will not nullify the provisions of the contract. The contract will devolve on the successor owners.
28. Proof of firm registered with GST must be submitted online along with tender form.
29. Income tax return for last two financial years and Sale Tax/ VAT/ Service Tax certificate must be submitted online along with tender form.
30. Annexure – IV should be uploaded online and be submitted physically along with EMD- FDR in the office of Mission Director, DSHM, Pulse Polio cell, 7th Floor, C-wing, Vikas Bhavan-2, Civil Lines, Delhi – 110054

31. If any information furnished in tender form is found to be incorrect at any stage of the tender/contract, the tender/contract of the particular tenderer will be rejected/cancelled and tenderer will be blacklisted for a period of at least two years along with forfeiture of Performance Security Deposit submitted by tenderer.
32. The tender is running rate contract and can be extended on mutual consent.
33. The documents attached with the bids are sacrosanct for considering any offer as a complete offer. It is therefore important that the required documents duly completed and signed are enclosed failing which the bid shall be deemed incomplete and not considered.
34. Delhi State Health Mission reserves the right to accept or reject any of the proposals without assigning any reasons.
35. This contract shall be governed by the laws of India. The courts of Delhi shall have jurisdictions to decide any dispute arising out of or in respect of the contract.

(Mission Director, DSHM)
Intensified Pulse Polio Immunization Programme
DELHI STATE HEALTH MISSION, GOVT. OF NCT OF DELHI
Vikas Bhawan-2, 7th Floor, B & C Wing, Upper Bela Road, Near Metcalf House, Civil Lines,
Delhi – 110054 Ph.: 23813210.

**TENDER FORM**

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of Tenderer</td>
</tr>
<tr>
<td>2</td>
<td>Address</td>
</tr>
<tr>
<td>3</td>
<td>Telephone No. / Fax No</td>
</tr>
<tr>
<td>4</td>
<td>Name of person / persons responsible for conduct of business</td>
</tr>
<tr>
<td>5</td>
<td>Name of Govt. institutions to which the tenderer has already supplied the items</td>
</tr>
<tr>
<td>6</td>
<td>Has the tenderer ever been blacklisted by any Govt. agency? If yes, give details</td>
</tr>
<tr>
<td>7</td>
<td>Are any cases pending in the court relating to any supplies/Work/services? If yes, give details</td>
</tr>
<tr>
<td>8</td>
<td>Details of EMD - <strong>Fixed Deposit Receipt (FDR)</strong> No. ________ Dated ________ Bank ________________________ Branch ________________________ Amount ________________________</td>
</tr>
<tr>
<td>9</td>
<td>How long the tenderer has been engaged in the manufacturing / supplying items / services to the Govt. Department / PSU / Corporate Sector or any other private reputed agency</td>
</tr>
<tr>
<td>10</td>
<td>Items supplied to Govt. Deptt./PSU for which rates have been quoted. (Enclosed relevant document in support of claim, if any)</td>
</tr>
<tr>
<td>11</td>
<td>Does the tenderer has its printing press (applicable only for tender for Printed of materials). (Enclosed relevant document in support of claim)</td>
</tr>
<tr>
<td>12</td>
<td>PAN No. (Enclose copies of PAN CARD and Income tax return for the last three years)</td>
</tr>
<tr>
<td>13</td>
<td>GST registration / GST Number (Enclose a copy of GST registration / GST Number)</td>
</tr>
</tbody>
</table>

Signature of Tenderer:
Name: ________________________
Date: ________________
Intensified Pulse Polio Immunization Programme
DELHI STATE HEALTH MISSION, GOVT. OF NCT OF DELHI
Vikas Bhawan-2, 7th Floor, B & C Wing, Upper Bela Road, Near Metcalf House, Civil Lines,
Delhi – 110054 Ph.: 23813210.

S.NO. ______________

Signature of issuing authority_______________

Schedule of Rates

<table>
<thead>
<tr>
<th>#.</th>
<th>Name of Item</th>
<th>Specification</th>
<th>Unit</th>
<th>Rate per unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Figure</td>
</tr>
</tbody>
</table>

It is certified that rate offered are the lowest quoted for any institution in India.

Signature ________________

Name of tenderer ________________

Note:
1. Rates offered should be exclusive of all taxes but inclusive of cartage, handling charges / collie/Octroi charges.
2. The tenderer should quote firm rates. No condition like discount/ free goods / additives will be accepted;
3. Rate should be according to unit asked for only.
4. Plea of clerical error, typographic error etc will not be accepted.
5. Rate offered should not be higher than the M.R.P. of the item offered.
ANNEXURE -I

UNDEARTAKING

I _______________________________________________________ Prop./Partner / Dealer of M/s _________________ hereby declare that the information given in this form is true and correct to the best of my knowledge and belief.

I offer to supply the items mentioned in the schedule of price (enclosed) at the rate quoted therein. I agree to all terms & conditions of the contract and hold this offer for one year after finalization of contract.

Yours faithfully,

Signature__________________
Name of tenderer__________________
Address__________________
Tel. No. __________________
Mobile Phone No.__________________
Dated: __________________
To,
The Mission Director, DSHM
Govt. of NCT of Delhi
Vikas Bhawan-2, 7th Floor, B& C Wing
Upper Bela Road, Near Metcalf House,
Civil Lines, Delhi – 110054

Reg.: Tender Enquiry No. ____________________________

Sir/Madam,

I have gone through the condition laid down in the tender document and accept the same.
I am hereby submitting my bid online enclosing the documents as per details given below:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of document</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Scanned copy of duly filled and signed tender form.</td>
</tr>
<tr>
<td>2</td>
<td>Scanned copy of PAN Card.</td>
</tr>
<tr>
<td>3</td>
<td>Scanned copy of Income-Tax return for last three financial years.</td>
</tr>
<tr>
<td>4</td>
<td>Scanned copy of GST Registration &amp; GST Number.</td>
</tr>
<tr>
<td>5</td>
<td>Scanned copy of Proof of Annual turnover for last three financial years.</td>
</tr>
<tr>
<td>6</td>
<td>Scanned copy of Duly filled and Signed of Annexure-I (Undertaking).</td>
</tr>
<tr>
<td>7</td>
<td>Scanned copy of Duly filled and Signed of Annexure-IV (Affidavits).</td>
</tr>
<tr>
<td>8</td>
<td>Scanned copy proof of experience of manufacturing / supplying any items / services to the Govt. Department / PSU, Corporate Sector or any other private reputed agency for last three years.</td>
</tr>
<tr>
<td>9</td>
<td>Scanned Copy of EMD in the form of FDR.</td>
</tr>
</tbody>
</table>

Certified that each and every page of tender documents are serially numbered and signed by me.

(Note: Delete whichever is not applicable).

Yours faithfully,

Signature:
Name:
Designation:
Address:
Telephone No.:
Fax No.:
Mobile No.
## ANNEXURE-III

### GROUP – A – Printed Material

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Item</th>
<th>Specification</th>
<th>Annual Estimated Quantity / Requirement for 4 rounds</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Printed Performa</td>
<td>Size : A4, 60 GSM Single Color Single Side Printed</td>
<td>1,00,000</td>
</tr>
<tr>
<td>2</td>
<td>Printed Performa</td>
<td>Size : A4, 60 GSM Single Color Both Side Printed</td>
<td>2,67,000</td>
</tr>
<tr>
<td>3</td>
<td>Certificates</td>
<td>Size : 11’’ X 9’’ 200 GSM, four color printed</td>
<td>30,000</td>
</tr>
<tr>
<td>4</td>
<td>Certificates</td>
<td>Size : 14’’ X 11’’ Four color printed Without Embossing 200 GSM</td>
<td>10,000</td>
</tr>
<tr>
<td>5</td>
<td>Certificates</td>
<td>Size : 14’’ X 11’’ Four color printed With Embossing 200 GSM</td>
<td>10,000</td>
</tr>
<tr>
<td>6</td>
<td>Printed Register</td>
<td>Register containing 400 Pages Finished Size : 21.5 cm. X 27.5 cm Open Size :43.0 cm X 55.0 cm white/ultra-white, 60 GSM with both side single color printed, binding perfect and sewn, with cover 300 GSM hard board with single color printed on front</td>
<td>15,000</td>
</tr>
</tbody>
</table>

### GROUP – B: Indelible Ink Marker Pen

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Item</th>
<th>Specification</th>
<th>Annual Estimated Quantity / Requirement for 4 rounds</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Indelible Ink Marker Pen</td>
<td>Adequate to make 600 impressions, Non-Toxic, Turns Violet to Black, Impression to last for 1 Weeks, Suitable for tender / Baby skin. With shelf life of 6 months from the date of manufacturing.</td>
<td>72,000</td>
</tr>
</tbody>
</table>
UNDERTAKING (to be executed on Rs. 100/-Non Judicial Stamp Paper)

To

The Mission Director,
Delhi State Health Mission
Pulse Polio Cell, Govt. Of NCT of Delhi,
Vikas Bhawan-2, 7th Floor, B&C Wing
Upper Bela Road, Near Metcalff House
Civil Lines, Delhi-110054

Sir / Madam,

1. The undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with item. I have no objection for any of the content of the tender document and I undertake not to submit any complaint/representation against the tender document after submission date and time of the tender. The rates quoted by me/us for acceptance till the validity of tender.

2. I/We undersigned hereby bind myself/ourselves to Lt. Governor of Delhi to supply the various items for Pulse Polio Cell, Vikas Bhawan-2, 7th Floor, B&C Wing Upper Bela Road, Near Metcalff House, Civil Lines, Delhi-54 or provide services on outdoor locations as per instructions of the department from time to time on behalf of the President of India during the period under contract.

3. The articles shall be of the best quality and of the kind as per the requirement of the department. The decision of the Mission Director, Delhi State Health Mission, Delhi as regard to the quality and kind of article shall be final and binding on me.

4. EMD deposited by me viz Rs. 36000/- (Rupees- Thirty six Thousand only) under Group A, and Rs. 36000/- (Rupees- Thirty six Thousand only) for Group B in the form of FDR in the name of the NRHM-RCH FLEXIBLE POOL SUB A/C IPPI, as attached herewith and shall remain in the custody of the State Health Society till the finalization of the tender or till the release order issued by the competent authority. Performance security deposited by me that is 10 % of total value of contract (valid for six month beyond the last date of Rate Contract) shall remain in the custody of the State Health Society till the satisfactory completion of the rate contract or till the release order issued by the competent authority

5. Should the department deem it necessary to change any article on being found of inferior quality, it shall be replaced by me/us free of cost in time to prevent inconvenience.
6. I/We hereby undertake to supply the items during the validity of tender as per directions given in supply order within stipulated period positively.

7. If I/We fail to supply the stores in stipulated period and the department has full power to compound or forfeit the Bid Security/EMD/security deposit.

8. I/We declare that no legal/financial irregularities are pending against the proprietor/partner of the tendering firm or manufacturer.

9. I/We undertake that the rates quoted by me when approved and selected by the Mission Director, Delhi State Health Mission, Delhi will be valid for one year after finalization of tender or till extended as mutually agreed upon. In case of any of the items being rejected or not supplied at all, the department shall have liberty to procure the same at my risk and expenses.

10. I/We undertake that if the rates of any items are lowered due to any reason, I will charge the lower rates.

11. I/We undertake that the items supplied are as per approval/quotation.

12. I/We undertake that the quoted rates are not higher than that approved in any other Govt. institutions in Delhi for the same items.

13. Affidavit regarding no CBI inquiry/criminal proceeding. Black listing is pending or going on against the manufacturer/bidder firm is also enclosed. I undertake that I will not submit any irrelevant documents with the tender and in doing so I will not have any objection if my tender is rejected on that ground.

14. I/We do hereby confirm that the prices/rates quoted are fixed and are at par with the prices quoted by me/us to any other Govt. of India/Govt. of NCT Delhi. I/we also offer to supply the stores/provide services at the prices and rates not exceeding those mentioned in the price bid.

15. I/we do accept/agree for the all clauses including payment terms and conditions of this tender enquiry.

Signature of Bidder  
(Name of Bidder)  
Place .................  
With seal of firm

Affirmation

I pledge and solemnly affirm that the information submitted in tender documents is true to the best of my knowledge and belief. I further pledge and solemnly affirm that nothing has been concealed by me and if anything adverse comes to the notice of purchaser during the validity of tender period, the Mission Director, Delhi State Health Mission, Delhi will have full authority to take appropriate action as he/she may deem fit:

Signature of Bidder  
(Name of Bidder)  
Place .................  
Date .................  
With seal of firm
CRIMINAL LIABILITY UNDERTAKING ON Rs. 10/- AFFIDAVIT

I …………………………………………S/o………………………………………………….Resident of ……………………………………………………………………………………………………
………………………………………………………………………………………………………
………………………………………………………………………………………………………
………………………………………………………………………………………………………
do solemnly pledge and affirm :-

1. That I am the proprietor/partner/authorized signatory of M/s. ………………………………………………………………………………………………………………………………………

2. That my firm has not been declared defaulter by any govt. agency and that no case of any nature i.e. CBI, Criminal/Income Tax/Sales Tax/Blacklisting is pending against my firm.

Name/Sign.
Signature with rubber stamp

Affirmation/Verification