

TENDER DOCUMENT
FOR
Designing, printing and supply of wall calendars -2020 of Ministry of Health
&Family Welfare

No. U-12020/1/2019-SNA (Pt-I)

MINISTRY OF HEALTH AND FAMILY WELFARE
MAULANA AZAD ROAD
NIRMAN BHAWAN,
NEW DELHI-110108

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NOTICE INVITING TENDER

TENDERS ARE INVITED FOR DESIGNING, PRINTING AND SUPPLY OF WALL CALENDARS -2020 OF MINISTRY OF HEALTH AND FAMILY WELFARE

Ministry of Health and Family Welfare, Government of India, invites open tenders in a two bids system for selection of agency for designing, Printing and supply of wall calendar 2020.

(A) IMPORTANT DATES:-

Date of publishing of Tender	12-12-2019 at 09:00 hrs.
Last date for submission of tender/bids documents	23-12-2019 at 14:30 hrs.
Date & time of opening “Technical Bids”	23-12-2019 at 15:00 hrs.
Date of opening of financial bids	24-12-2019 at 11:00 hrs.
Date up to which complete supply to be made	Within 20 days of issue of work order.

(B) CALENDARS- SPECIFICATION AND NUMBER OF COPIES:-

(i) No.of copies:-

3,53,880/- Copies of calendars are to be printed.

(ii) Specification of calendars:-

- Size of Publication- 17.5” X 27.5” cut size
- Number of Pages- 7 leaves(sheets) both sides print
- Paper- 170 GSM Indian Art Paper (Matt Finish)
- Printing- Printer has to design artwork & prepare Sheet as per the layout supplied by the Department and print after approval of the Department.
- Binding - Wiro binding of good quality on 17.5"side (24 loops on each half) with hard steel hanging rod of 13 gauge & 17.5"x 2.5"supporting strip of 250 GSM or above Duplex Board with semicircular die punch.
- Back Support- 7 cms duplex board of 350 gsm to be provided for all calendars on 18” side.
- Language -English & Hindi (Bilingual)
- Colour-6 main sheets in 4+4 colour and one flyleaf in 4+4 colour (both sides)

(C) ELIGIBILITY CRITERIA AND EXPERIENCE:-

- The established ‘A & B’ class Printers, empanelled with Directorate of Printing (DOP) or BOC with their own press can only apply for the job.
- The firm having annual turnover of at least Rs.5.00 crore in last three years each and having at least 05 years of experience in the field of Printing/publishing.
- The Bidder should have valid Pan No. & applicable GST No.
- Firm should have completed one similar work of 1(one) crore or more each in last three years(each year) or two orders of value of 50 lakh or more each in last 3 years (each year) or three orders of more than 30 lakhs or more each year in last 3 years.

(D) Tender Form:

Tenders must be submitted only in the prescribed form as supplied with this tender document for the “**Technical Bid for Wall Calendar-2020 of MOHFW**” and the “**Financial Bid for Wall Calendar-2010 of MOHFW**”. Tenders in the other form will be summarily rejected.

(E) Tender Fee :-

- There is no tender fee and the tender document can be downloaded from the website www.mohfw.gov.in or CPP Portal. The tender form may be submitted along with processing fees of Rs. 1,000/- (non-refundable) in the form of DD drawn in favour of “PAO (Sectt. Ministry of Health and FW” payable at New Delhi.

(F) Earnest Money Deposit (EMD):-

- Earnest Money Deposit of Rs.5, 00,000/- (Rupees Five lakh only) in the form of DD/ Pay order to be submitted along with the bids in favor of “**PAO (Sectt.) Ministry of Health and Family Welfare**” payable at New Delhi.
- Earnest money of successful bidder shall be returned only after successful completion of the contract and EMD of others shall be returned after finalization of the tender.

(G). Performance Security:

The successful bidder or any other bidder (who accepts the lowest rate) will have to furnish a Performance security of 10% of the cost of the job before the job is awarded. If the printer (bidder) backs out from undertaking the job at their quoted / accepted rate or fails to furnish the performance security in the stipulated period, the EMD and performance security will be forfeited and job may be assigned to other bidder.

(H) SUBMISSION OF BID :-

Two bids, one Technical and another Financial bids are required to be submitted by the bidders in the following manner:-

1. TECHNICAL BID & FINANCIAL BID are to be submitted through hardcopy only. Technical bid and financial bids shall be put in separate sealed envelopes with marking as technical bid and financial bid respectively. Both technical and financial bids shall be put in third sealed envelope.
2. The Sealed envelope including the technical and financial bids shall be addressed to SNA Section, Tender Box at Room No. 510-A, Ministry of Health and Family Welfare, Maulana Azad Road, Nirman Bhawan, New Delhi-110108 and should be

submitted by post or in person latest by submission time and at the address mentioned in the Notice Inviting Tender.

3. Technical Bid:-

Envelope of **Technical Bid shall contain the documents as mentioned below:-**

- (i) Covering Letter in the letter head of the firm/agency.
- (ii) EMD and processing fee in the form of original DD/Bank pay order in favour of **“PAO(Sectt.) Ministry of Health and Family Welfare”** payable at New Delhi.
- (iii) Copy of PAN & GST No.
 - (iv) Balance Sheet, Statement of Profit & Loss or certificate from Chartered Accountant certifying the turnover for last three years ending on 31st March 2019
 - (v) Copy of work orders of executed similar work / completion certificates in support of their claims of executing similar work during the preceding three years ending on 31st March 2019.
 - (vi) Duly Signed and stamped copy of complete bid document as a token of acceptance of Terms & Conditions & scope of services etc.
- (vii) Technical bid must be submitted in the format as provided in Annexure-1.

4. Financial Bid:-

- Financial bids to be submitted in separate envelope and quote the rate per item inclusive of all taxes and other charges.
- Financial bid must be submitted as per Format in Annexure – 2.

(I) Period of Validity of Bids :

The bid shall remain valid for a period of 90 days from the date of opening of the financial bid.

(J) Opening of Bids:

Technical Bid of the tender will be opened on the prescribed opening date / time. Financial bids of only those Printers shall be opened, whose technical bids are found to be complete in all respects, and found eligible.

(K) Evaluation of Bids:

For evaluation, a combined Quality Cum Cost based System(CQCCBS) evaluation method will be followed, wherein a weighted composite success score will be calculated based on separate evaluation of the technical bids (40% weightage) and the Financial Bid (60% weightage). The evaluation will be done by a Committee constituted for this purpose by the Ministry.

(i) Technical Bid Criterion & Weightage(40%):-

Marks between 0-100 will be assigned and 40 % weightage will be accorded for calculating the technical marks.

Concept of the calendars will be provided by the MOHFW. The technical marks will be assigned by the Committee after the evaluation of the bid submitted by the bidder on the parameter as indicated below:-

SI No.	Parameters	Max marks
1	Design, Colour scheme, Graphics layout	100

Note:

1. The marks / scores will be calculated up to 2 decimal places.
2. Marks will be assigned and 40 % weightage will be accorded for the technical marks.
3. the bidder who scores minimum 33% marks in technical evaluation will only be qualified for the next stage i.e. opening of financial bid.

(ii) Financial Bid Criterion & Weightage- (60 %)

For evaluation of the financial bid, the lowest bidder will be given marks of 100. The marks of other bidders will be proportionately scaled down as per the following:-

Lowest bidder price X 100=Marks

Quoted price of the bidder

For example, if the lowest bid price is Rs. 100, the lowest bidder will get a score of 100. If the second lowest price is Rs. 150, the bidder will get a score of $(100/150) \times 100 = 66.66$. The score will be calculated up to 2 decimal places.

(iii) Calculating the composite final marks

The composite final marks will be calculated from the technical and financial scores with 40 % weightage to technical and 60% weightage to financial bids.

The short listed firms will be ranked as L1, L2 and so on, based on the decreasing order of the composite final marks and L1 (highest composite marks) will be declared as the lowest bidder.

In case the highest composite marks are the same for more than one bidder, the bidder whose marks are the highest in financial bid will be awarded the contract.

Illustrative example:

Bidders A, B, and C with technical marks of 33, 75, 100 out of 100 respectively, the financial bids of three bidders are as follows: A-Rs. 8 lakh, B=9 lakh, C= Rs. 10 lakh. The composite final marks for A, B, and C will be calculated in the following manner.

1	2	3	4	5	6	7
Bidder	technical marks	weighted technical marks (column 2 x 40%)	financial bid quote (In Rs Lakhs)	proportionate financial marks (lowest quote / bidders quote) x 100	weighted financial marks (column 5 x 60%)	final composite marks = column 3 + column 6)
A	33	13.20	8	100.00	60	73.20
B	75	30	9	88.88	53.33	83.33
C	100	40	10	80.00	48	88.00

Since Bidder C has the highest composite final marks (S=88.00) they will be declared as L1 i.e. lowest bidder.

(L) GENERAL TERMS AND CONDITIONS:

- If at any later stage any of the submitted documents are found to be false, then all payments including EMD/Performance Security may be forfeited and action as per law may be taken.
- Tender schedule is not transferable.
- MoHFW reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.
- No conditional tender document shall be accepted.
- Subletting of work is not permitted.
- If the work is cancelled due to administrative reasons or any other reason at any stage of the tender process or even after the award of the work to the successful bidder or (and) before execution of work or supply of the actual items, then the Ministry shall not be liable to pay any amount to any party or successful bidder.
- Experienced firms who have done work of similar nature of Government Departments/Ministries may be given preference.
- Bidder shall not be permitted to withdraw their offer or modify the terms and conditions thereof after opening of the tender. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid amount of EMD and Security Deposit will be forfeited by the MOHFW.
- No claim shall lie against this office in respect of erosion in value or interest on the amount of EMD or security deposit.
- For any further clarification, please contact in any working day in the telephone numbers 011-23063227 or 011-23062666.

(M) TERMS OF PAYMENT

- (i) Bills may be raised on the basis of approved estimates after satisfactory completion of the work. Payment will be made only after the execution of work carried out by the agency to the satisfaction of the MoHFW.
- (ii) No advance payment shall be made.
- (iii) Deduction at source for income tax or any other tax as applicable shall be made as per rules.

(N) Liquidated Damages and Penalty:

In case of failure to complete the work to the satisfaction of the MoHFW, or delayed delivery of calendars, the MOHFW shall be entitled to recover 0.5 % penalty of the total cost of the contract on every 7 days of delay, subject to a maximum of 10% of the total cost of the contract. The quantum of penalty or liquidated damages assessed by the MOHFW shall be final

and not challengeable by the agency. Also the performance security and EMD submitted by the bidder shall be forfeited.

(O) CONCILIATION/ ARBITRATION:

- i. If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties (MoHFW and agency/firm), the Parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by Joint Secretary (SNA),MOHFW.
- ii. In the event no amicable resolution or settlement is reached between the parties (MoHFW and Contractor) within 10 days after receipt of notice by one party, then the disputes or differences as detailed above shall be referred to and settled by the Sole Arbitrator to be appointed by Joint Secretary (SNA),MoHFW.
- iii. The venue of the arbitration shall be New Delhi, India. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.

Ministry of Health and Family Welfare

Nirman Bhawan, New Delhi

Tender for Designing, Printing and Supply of Wall Calendar-2020

PROFORMA FOR TECHNICAL BID

Tender Number and Date	
Last Date and Time of 'Receipt of Tenders'	
Date and Time of 'Opening of the Technical Bid'	

1.	Name of the Press	
2.	Name of Proprietor / Partners / Directors	
3.	Address of Office with Phone numbers	
4.	Address of Factory with phone numbers	
5.	PAN No.	
6.	Earnest money	DDNo. & Date / Amount
7.	Processing Fees	DDNo. & Date / Amount

Besides, printers must also have registration of:

- i. Licenses to run the factory issued by Competent authority (attach copy of License)
Yes_ No_

ii. Pollution under Control certificate Yes_ No_
 (attach copy of the certificates)

ANNUAL TURNOVER: please enclose a certificate of a Chartered Accountant for your claim along with copies of relevant supporting documents:

Sl. No.	Year	Turnover in Rs.
1.	FY (2016-17)	
2.	FY(2017-18)	
3	FY(2018-19)	

* Attach copy of certificate from CA.

Experience and Expenditure details of work done in last 5 years (copy of work order / completion certificate to be attached)

Sl No.	Name of firms/organisations	Year	Expenditure Details	Remarks
1				
2				
3				
4				
5				

Signature with Stamp:

Date:

DECLARATION:

The information furnished above is true and authentic. I / We have carefully read all the terms and conditions of the tender and agree with these conditions. I / We have signed on each page of this technical bid in token of acceptance of terms detailed in the tender.

Signature with Stamp:

Date:

PROFORMA FOR 'FINANCIAL BID'

Ministry of Health and Family Welfare

Nirman Bhawan, New Delhi

Tender for Designing, Printing and Supply of Wall Calendar-2020

SPECIFICATION FOR PRINTING OF CALENDAR OF MOH&FW

Sl No.	Details of item of work(s)	Unit cost(Rs)	Total cost in figures (in Rs.)	Total cost in words
1.	Designing, Printing, Packing and Delivery of 3,53,880 (Three lakh fifty three thousands and eight hundred and eighty) Calendars(including all charges and taxes). (Calendars are to be delivered at Mass Mailing Unit, Kotla Road, Near Mata Sundri College, New Delhi)			
	Total			

Signature of authorised representative / Owner:
Name:

Seal and Date:
Mobile No: