

F.No. NIHFW/E&T/H.Edu./2014

Dated: 26/04/2016

To,

Subject: - Tender for Facilitating Printing of Books of Health Education

Sir,

Sealed Tenders are invited by Director, NIHFW, New Delhi for **Facilitating Printing of Books of Health Education, NIHFW, New Delhi.**

Date & time of issue of tender	Cost of tender document	Earnest money deposit	Last date & time of receipt of tender	Date & time of opening of Prequalification & Technical Bid.
28/04/16 to 18/05/16 9.30 A.M. to 4.00 P.M.	Rs.500/-	Rs.2,000/-	19/05/2016 Up to 3.00 P.M.	19/05/2016 3.30 P.M.

Note- In case the date of opening of tenders happens to be a declared holiday then tenders shall be opened on the next working day at the same time.

The sealed envelope containing the quotation should be marked in capital letters "**TENDER FOR FACILITATING PRINTING OF BOOKS OF HEALTH EDUCATION**" and same may be dropped in the tender box kept at reception of institute by 3:00 PM on 19/05/2016. The envelope should also bear the sender's name and address.

Director, NIHFW, New Delhi reserves the right to enhance or reduce the quantity or to decide not to print any tendered item, to accept any tender in full or in part, to reject any or all tenders at any time without assigning any reason thereof.

Please note that Tender Form not accompanied by requisite earnest money will be rejected outrightly without assigning any reason or entertaining any correspondence. The earnest money of unsuccessful bidders will be refunded, without any interest, in due course of time, as mentioned in the tender document.

Tender document is enclosed.


(Rajiv Ranjan Singh)
Dy. Director (Admn.)

TERMS AND CONDITIONS

1. The tender document is non-transferable.
2. The bidder must be Delhi based only. Quotations from printers outside Delhi will not be considered in any case.
3. All the mentioned terms and conditions are mandatory and bidders responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the part of the successful bidder. The bidder has to give an undertaking as per Annexure-II to the effect that he agrees to abide by all the terms and conditions laid down in the tender and Technical specifications given in Annexure-I of printing, binding and supply of the material.
4. The material has copy right of Ministry of Health and Family Welfare, Govt. of India, hence, will not be used in any other manner.
5. Material will be provided in the form of soft copy. To ensure the quality as well error free printing 3 (three) drafts to be shown before starting final printing.
6. The rates should be quoted on the terms of NIHFW duly stamped and signed by the authorized person of the Company along with details of all taxes, excise duty, service tax, etc. as per Annexure-III.
7. The tender must be accompanied by earnest money of Rs. 2000/- (Rs. Two Thousand only). Tender received without earnest money is liable to be rejected. The earnest money must be through Demand Draft issued from any Nationalised bank drawn in favour of the Director, NIHFW payable at New Delhi. No interest is payable on the earnest money.
8. No figure or words should be overwritten or cutting in quotation. Rates should be written / printed on the letterhead of the company in figure and words duly stamped and signed on each page by the authorized person of the Company.
9. During the evaluation of bids, Director, NIHFW may at his discretion, ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.
10. The successful bidder will be required to deposit security of 10% of the order value by way of Bank Draft / Bank Guarantee in favour of Director, NIHFW which will be retained by the Institute till the completion of assignment and will be refunded only after successful completion of the assignment.
11. The earnest money of the unsuccessful bidders will be refunded only after the acceptance of quotation is conveyed to the successful bidder. The decision of the Director, NIHFW in such cases of refund of EMD, shall be final.
12. The technical specification of the items as mentioned in this document is final and bidder has to quote strictly as per specifications. No suggestions, modifications by the bidder will be accepted.
13. Rates quoted against this quotation shall remain valid up to 01 year during which period it will be obligatory on the part of the successful bidder to honour supply orders placed with him for any quantities ordered or for further successful bidder will be bound to supply the

ordered article at the same rates and terms for another three months after the expiry of rate contract. No request for increase in the rate, if any will be allowed or entertained during this period after the opening of tenders by the company.

14. As soon as the acceptance of quotation is communicated to the successful bidder the contract shall be started and binding on the part of successful bidder to honour the terms and conditions herein contained which shall be enforced by the Director, NIHFW.
15. Any loss sustained by the Institute as a result of non-compliance of delivery schedule, a questionable quality of stores and short delivery during the pendency of the contract shall be recoverable from the bidder besides forfeiting of Earnest Money / Security which may be lying in this Institute. Failure to comply with the supply order/s shall authorize the Director, NIHFW to effect purchases at the cost, risk and responsibility of the bidder as a consequence of which the increase in the purchase cost shall be realized by retrenching the resultant increase in cost from the pending bills of the successful bidder.
16. The quantity shown in this Rate Inquiry is only approximate requirement and is subject to alteration at the time of placing the supply order and during the pendency of the quotation. It will be binding on the part of successful bidder to honour and comply such order placed by NIHFW.
17. Conditional bids are liable to be rejected. In the event of acceptance, Director's decision will be final.
18. Payment will be made within a reasonable period through a crossed cheque drawn on State Bank of India, National Institute of Health & Family Welfare, New Delhi-110067 after inspection and acceptance of supplies and presentation of pre-receipted bill. No conditional clause with regard to interest etc. shall be entertained.
19. Director, NIHFW reserves the right to accept or reject any or all of the bids in full or part including the lowest without assigning any reason thereof or incurring any liability thereby.

ABOVE TERMS AND CONDITIONS ARE ACCEPTABLE TO OUR FIRM

Signature:

Full Name in Capital Letters:

Stamp of the Firm:

Date:

SPECIFICATIONS FOR PRINTING

- I. Specifications for printing of 26 sets of (each one book and one manual from class-III to Class X and one Overview)

Finished Size : 7.25" x 10"

No. of Pages and quantity required as below :

Class	Book (no. of pages)	No. of copies required	Manual (no. of pages)	No. of copies required
III	50	26	30	26
IV	45	26	35	26
V	80	26	50	26
VI	50	26	40	26
VII	60	26	40	26
VIII	50	26	40	26
IX	80	26	50	26
X	80	26	40	26
Overview	80	26		

Cover : 4 Colour printing on 220 GSM glossy Art card.

Text : 4 Colour printing on 100 GSM glossy Art paper.

Binding : Perfect Binding

- II. Specification for sticker printing for DVDs (sample enclosed)
No. of lables to be printed 120 i.e. 60 sheets (A-4)

Colour : 4 (four) Colour printing

Time : 10 days from the date of supply of the material / soft copy.

FORMAT FOR UNDERTAKING
(TO BE SUBMITTED ON A NON-JUDICIAL STAMP PAPER OF Rs.10/-)

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them.
2. The rates quoted by me/us are valid and binding on me/us for acceptance for the period of one year from date of acceptance of tender bid. I/We, hereby bind myself/ourselves to the Director, NIHFW, New Delhi for printing of books/manuals for NIHFW, New Delhi during the period of tender.
3. The books/manuals printed by me/us, would be of the best quality and as per specifications.
4. Earnest money deposited by me/us, may be retained till the finalization of the tender.
5. Performance Security will be deposited by me/us and the same may be retained two months beyond the period of ARC is over.
6. I/We hereby undertake to print the books/manuals two months beyond the validity of the ARC as per directions given in the supply order within the stipulated period on the existing rates.
7. If the NIHFW authorities think it necessary to change any item/items supplied by me/us found to be defective/inferior quality, the same will be replaced by me/us at no extra cost.
8. Guarantee/Warranty as asked for in the tender form is acceptable to us. If any item supplied by me/us is found to be defective and beyond repair during the guarantee period, the same shall be replaced by me/us free of cost.
9. I/We undertake to bear the cost of testing for quality of item supplied whenever decided to do test during contract period.
10. I/We hereby undertake to recoup any loss/damages caused to the NIHFW authority through the use of defective materials supplied by me/us.
11. I/We hereby undertake to pay penalty as per terms and condition for delayed supplies/non supply.
12. It is certified that rate quoted by me/us are not higher than the MRP/Prevailing market rate.
13. It is certified that the quoted items have not been and are not being supplied to any other organization at a rate lower than being quoted here.
14. I/We agree to accept the bill to be paid by the purchaser after completion of all formalities and should any amount of bill found to have been overpaid, the amount shall be refunded by me/us.
15. There is no vigilance/CBI or court case pending against the firm.
16. I/we understand that the Director, NIHFW, New Delhi has the right to accept or reject any or all the tenders without assigning any reasons (s) thereof.
17. The decision of the Director, NIHFW, New Delhi will be final and binding upon me/us.

Signature of Bidder _____
 (Name of Bidder) _____
 With seal of firm _____

Place.....
 Date.....

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 Director, NIHFW, New Delhi will have full authority to take appropriate action as he/she may deem fit.

Signature of Bidder _____
 (Name of Bidder) _____
 With seal of firm _____

Place.....
 Date.....

PRICE BID**CHARGES OF BOOK**

Class	Book (no. of pages)	No. of copies required	Price (Per Book)	Price of Total Books
III	50	26		
IV	45	26		
V	80	26		
VI	50	26		
VII	60	26		
VIII	50	26		
IX	80	26		
X	80	26		

A. CHARGES OF MANULS

Class	Manual (no. of pages)	No. of copies required	Price (Per Manual)	Price of Total Manuals
III	30	26		
IV	35	26		
V	50	26		
VI	40	26		
VII	40	26		
VIII	40	26		
IX	50	26		
X	40	26		

B. CHARGES OF OVERVIEW

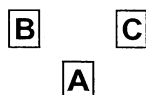
Class	Book (no. of pages)	No. of copies required	Price (Per Book)	Price of Total Books
Overview	80	26		

C. CHARGES OF DVD LABELS

No. of lables to be printed	Price of Sticker printing for DVDs
120 i.e. 60 sheets (A-4 size) (02 labels in each sheet)	

Place.....
Date.....

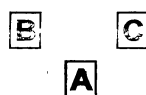
Signature of Bidder _____
(Name of Bidder) _____
With seal of firm _____



Einlegehilfe
alignment-tab

Das ABC der Zentrierhilfe The ABC of the alignment-tab

1. Etikett in Pfeilrichtung langsam abziehen.
Peel label carefully from the page in the direction of the arrow.
2. Einlegehilfe an der Perforationslinie A umknicken.
Fold alignment-tab along the perforation A.
Die Seiten B und C der Einlegehilfe vorsichtig zusammenkleben.
Stick side B and C of the alignment-tab carefully together.
3. CD in die Hülle legen (vom CD-Rekorder beschriebene Seite weist nach unten).
Place CD in the jewel case (with recording side facing downwards)
4. Anlagehilfe in die Aussparung des Bodehteils der Hülle einlegen.
Place centering aid in the recess of the jewel case.
5. CD-Etikett mit einer Bewegung glatt streichen.
Apply pressure evenly to the CD label.
6. CD entnehmen und Einlegehilfe vorsichtig an der Mikroperforation trennen.
Take CD from the case and remove gently the alignment tab.



Einlegehilfe
alignment-tab