



**INDIAN INSTITUTE OF HEALTH & FAMILY WELFARE (IIHFW)
GOVERNMENT OF TELANGANA**

**Sealed Tenders are invited from 'A' CLASS Printers
For
Printing and Supply of Print Material**

Short Tender Notice No. 96/IIHFW/Printing/2020-21, Dated 06-01-2021



Implementing Agency

INDIAN INSTITUTE OF HEALTH & FAMILY WELFARE (IIHFW)

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SHORT TENDER NOTIFICATION – FOR PRINTING WORK

No.96/IIHFW/Printing/2020-21

Date:6-01-2021

Sealed tenders are invited from the “A” Class printers for printing and supply of Print material. Tender forms with full details of work and Tender Conditions can be obtained from the Administrative & Finance Officer, IIHFW between 10.30 AM to 5.00 PM from the date of publication. The last date for submission of tender forms is **18-01-2021 before 3-00 PM.**

Director(FAC)

**INDIAN INSTITUTE OF HEALTH AND FAMILY WELFARE
VENGALRAONAGAR: HYDERABAD**

SHORT TENDER NOTIFICATION – FOR PRINTING WORK

No.96//IIHFW/Printing/2020-21

Date: 06-01-2021

Sealed tenders are invited from the “A” Class printers for printing and supply of Print material and other prescribed Forms for Indian Institute of Health and Family Welfare, to be valid for one year. Tender forms with full details of work and Tender Conditions are available with the Administrative and Finance Officer, Indian Institute of Health and Family Welfare, Hyderabad.

- Issue of Tender Forms** : From 08.01.2021 to 18-01-2021 (upto 12.00 Noon)
- Last date for receipt of tenders** : **18.01.2021** upto 3.00 PM
- Opening of Tenders** : **18.01.2021 at 4.00 PM** in the
Indian Institute of Health and Family Welfare
- Cost of Tender Form** : **Rs.1500/- Demand Draft in favour of
“Director, IIHFW”**

The dates stipulated above are fixed and under no circumstances they will be relaxed unless otherwise extended by an official notification or the day happens to be a public Holiday.

The sealed tenders should be dropped in the tender box put up at Indian Institute of Health and Family Welfare only. Tenders sent by post/courier etc., will not be accepted.

RATE:

- Rate should be quoted in figures as well as in words. Telegraphic, Pencil written, over writing, abbreviated and any conditional offers will be rejected.
- All duties, taxes and other levies payable by the bidder (other than sales tax on the finished goods) shall be included in the item rate. GST should be quoted separately.
- Rates or partial quantity of an item is not acceptable.
- The rates have to be quoted which are valid for one year
- **Rates on partial quantity and other than specifications of item are not acceptable.**
- Telex or Facsimile quotations are not acceptable.
- The sealed tenders should be dropped in the tender box put up at Indian Institute of Health and Family Welfare only. Tenders sent by post/courier etc. Will not be accepted

DESIGN: The soft copy of the Print Material and Prescribed Forms will be provided. The sample copies can be seen at IIHFW.

VALIDITY OF TENDER: Tender shall remain valid for a period not less than 1(one) year after the deadline date specified for submission.

The requisite E.M.D amount shall be paid through Demand Draft from any Nationalized Bank drawn in favour of "The Director, Indian Institute of Health & Family Welfare, Hyderabad". Cheques will not be considered. Payment of EMD will be relaxed in case of the enterprises registered with Telangana State Small Scale Industrial Development Corporation (Current SSI Certificate should be enclosed for exemption of EMD).

1. E.M.D mentioned in the schedule of requirements Annexure 1 shall be paid either by way of Crossed Demand Draft, drawn in favour of the Director, IIHFW, HYDERABAD, Hyderabad (OR) in the form of an unconditional and irrevocable Bank Guarantee as per the Standard Format annexed to this Bid Document as Annexure-3. **The DD / BG towards EMD shall be drawn on or after date of bid floated.**
2. All the bidders shall invariably submit the DD/BG towards EMD. If the bidder fails to submit the EMD, the bid will be treated as incomplete and will be rejected
3. MSMEs/SSIs/EM-II units, related to Printing work located in Telangana Region only are exempted from paying the EMD.

Tenders without the EMD or the above certificate will be rejected. Tenders received after the due date will be rejected. No correspondence will be entertained in this regard. The successful tenderer shall be required to pay Security Deposit @ 20% on the value of the contract in the shape of Demand Draft / Bank Guarantee. Successful tenderer should enter into a contract with the terms and conditions etc., on Rs.100/- non-judicial stamp paper within ten days from the date of receipt of orders.

All Taxes as applicable will be deducted as per Rules in vogue.

In case the successful Tenderer fails to deliver the material within the prescribed period, the firm is liable to make good of the loss sustained by the department in addition to forfeiture of Security Deposit and the firm will be kept under Black list and they will never be considered for future participation in Tender.

The EMD of the unsuccessful tenderers will be returned after finalization of the tender.

DELIVERY OF MATERIAL:

The successful Tenderer should deliver the material at the identified delivery points as specified in the order.

MODE OF PACKAGE:

All material should be packed in gunny cover properly stitched and the material should not be exposed or damaged.

Delivery should be made within 15 days from the date of the purchase order. For delay from the due date a penalty @ 0.5% of the total amount of the bill will be imposed for one week upto a maximum of 10%. The Director, IIHFW, Hyderabad has full powers either to accept the work executed with late penalty or to cancel the order without any further notice; and the Security Deposit will be forfeited.

PAYMENT:

The successful tenderer should submit the bills in triplicate along with advanced stamped receipt immediately after completion of supply. Payment will be made to printers / agencies after completion of official procedure as detailed

80% payment after completion of supply.

Balance 20% will be paid only after receipt of test reports on the material supplied, from the Laboratories.

Penal charges whatsoever such as interest on the late payment of bills etc., will not be paid. No interest is to be paid on the amounts paid towards EMD or Security Deposit.

The Director, IIHFW reserves the right to increase or decrease the quantity; and reject any or all tenders even after award of work if they fail to fulfill the conditions and specifications and the work may be entrusted to the next Tenderer deemed fit and recover the loss arisen from the defaulter.

The Director, IIHFW, Hyderabad reserves the right to accept or reject any tender without assigning any reasons thereof.

Each tenderer is required to sign the declarations enclosed to the "Tender" form with date and stamp and the designation and status of the signatory enjoying the authority of firm/partnership and to submit the original and duplicate tender form in a sealed cover.

Tender rate for the items should be submitted on the form supplied by this office in detail: 1) Name of the item; 2) Quantity (in figures); 3) Rate quoted excluding taxes, taxes if any mention details; 4) Total Rate in words; 5) Sample details.

Unsigned tenders will be rejected.

A certificate/undertaking should be submitted along with the "Tender Form" that the firm has not been convicted for any criminal act or black listed for any fraudulent activities any time prior to this tender.

Tenders will be opened in the presence of the Tenderers on **18.01.2021 at 04.00 PM** at the Indian Institute of Health and Family Welfare, Vengalraonagar, Hyderabad. In case the above-notified date is declared as holiday, the tenders will be opened on the next working day at the same hour.

The following enclosures should be submitted along with tender form:

- 1 Sealed Tender forms in original and duplicate.
- 2 Declaration signed by the Tenderer or by the authorized person along with letter of authority
- 3 E.M.D. as per the terms and conditions.
- 4 Income Tax clearance Certificate for the years 2017-18, 2018-19 and 2019-20 along with Income Tax PAN (Permanent Account Number).
- 5 Sales Tax Clearance Certificate for the years 2017-18 , 2018-19 and 2019-20 along with Sales Tax Registration Certificate.
- 6 In case of units Registered under SSI, Certificate copy attested by Gazetted Officer.
- 7 Printing license, copy of the manufacturing/printing unit.
- 8 In case of the Tenderer who fail to submit their latest 'A' Class printer certificate issued by the Govt. Printing Press, their tender will be rejected.
- 9 Previous related work samples in the same field should be submitted in a Sealed Cover separately along with Tender sealed cover. Only single sample for each item should be submitted. Tender with multiple samples/rates will strictly be rejected.
- 10 The part or whole tender may be cancelled / rejected at any stage by the Director, IIFHW without any prior notice.

Following are not eligible to participate in tender:

- a. The bidders who have withdrawn their bids in any of the previous tenders of Health, Medical & Family Welfare Department and TSMSIDC during last 3 years (from bid calling date).
- b. Bidders who are on black list of **any Organization of Government of India / any State Government or its agencies as on bid calling date.**
- c. Bidders who are on black list of **any Organization of Government of India / any State Government or its agencies** for any period during the period from bid calling date to signing of contract.

Bidders who are declared Non Dependable by any Government in India / any State Government / Organisation or its agencies during last 3 years (from bid calling date)and declaration is in force as on bid calling date or is in force at present (During the period from bid calling date to signing of contract).

Statement of important limits/values related to bid

Clause	Item	Description
A.	Tender Fee	Rs.1500/- shall be furnished in the form of DD drawn in favour of the Director, IIHFW, HYDERABAD.
B.	EMD Schedule -1	As per schedule of requirements Annexure 1
C.	Bid Validity Period	One year from the bid opening date
D.	EMD validity Period	In case of EMD submission in the form of BG, the validity of BG should be not less than 135 days from the date of Bid closing.
E.	Variation in quantities.	Quantities indicated in tender are liable to be increased or decreased as per Actual Requirement.
F.	Warranty period	3 months from the date of supply of print material at users' site.
G.	Period for furnishing performance security value deposit & its validity period	Furnish within 4 days from the date of receipt of Purchase order. Value of performance security shall be 20% of Contract Value. In case of BG the validity shall not be less than 1 year and 30 days (13 months) as specified in the work order.
H.	Period for signing contract	Within 4 days from date of receipt of notification of award.
I.	Payment terms:	<p>a) The successful tenderer should submit the bills in triplicate along with advance stamped receipt immediately after completion of Supply. The payment of 80% on the total cost of the bill amount will be made on complete delivery of the materials only. The balance of 20% will be released on receipt of Test Report from the Laboratory.</p> <p>b) Payment will be made to printers after completion of official procedure as detailed below:</p> <ol style="list-style-type: none"> 1) The printer on whom orders are placed shall only raise the bills for payment. 2) Penal charges what so ever such as interest on the late payment of bills etc., will not be entertained. No interest to be paid on the amounts paid towards EMD or Security Deposit.

J.	Delivery period and LD for late deliveries	<p>Supplies shall be completed within 15 days or as indicated in the work order(s) at designated locations in the State.</p> <p>IIHFW, HYDERABAD reserves right to alter the supply schedule</p> <p>The material should be packed in a Plastic Gunny Bag (As per Distribution Statement) which cannot be tearable & such material should properly stitched and the material should supply to the destination in good condition without any damage. Supply should be made within 10 Days from the date of the approval of design or proof. For delay from the due date, the penalty will be imposed for 1st week @</p> <p>1%, 2nd Week @ 2%; 3rd Week @ 3% upto a maximum of 10% of the balance of amount for the material and The bidder has full power either to accept the work executed with late penalty or to cancel the order without any further notice and forfeit the security deposit.</p>
K.	Letter of Acceptance (LOA)	<p>Shall be furnished within 3 days from the date of issue of work order. If fails to do so, the given work order is deemed to be cancelled</p>
L.	Contract Agreement	<p>Shall be concluded within 4 days from the date of issue of work order.</p>
M.	Exemption of EMD	<p>EMD exempted for The Firms / MSMEs registered in Telangana State only.</p> <p>Micro, Small, Medium Enterprises (MSMEs) units / Small Scale Industries (SSI units) /EM-II units, located in Telangana Region, Printing the “related products”, participating in this tender have few incentives as indicated in the tender document. The incentives are subject to production of MSME/SSI/EM-II certificate issued by the relevant competent authority.</p>
N	Rate Contract Validity.	<p>The prices of the material and Manuals finalised by the Bid Finalization Committee are valid for one year from the date of approval of Bid Finalization Committee and can be extended for further period at mutually agreed terms and conditions. No escalation charges will be paid during this period.</p>

Bidding procedure

- 1) Bids shall be submitted in two(2) parts i.e. Technical Bid and Financial Bid in favour of the Director, IIHFW, Hyderabad.

Preparation of Technical bid

It shall contain of the following parts:

1. General business information
2. Turnover details
3. Major clients' details
4. Service centre details
5. Past performance details
6. Declaration Form
7. Financial Capacity of bidder
8. Bid security (EMD)
9. Technical documentation – confirmation to technical specifications etc.
10. Plan for in lab proof of concept, if required in tender call.
11. Plan for field demonstration if required in tender call
12. Detailed technical documentation, reference to various industry standards to which the goods and services included in bidder's offer conform, and other literature concerning the proposed solution. In particular, the bidders should identify areas in which their solution conforms to open standards and areas that are proprietary in nature. Justification about proprietary components in terms of functionality and performance should be given.
13. In the case of a bidder offering to supply goods under the contract which the bidder did not manufacture or otherwise produce, the bidder has been duly authorised by the good's manufacturer or producer to supply the goods in India. It will not apply when bid is open only to manufacturers.
14. A statement of the serviceable life of goods and services offered by the firm. Available sources of maintenance and technical support during the serviceable life. Available sources of spare parts, special tools, etc. Necessary for the proper and continuing functioning of the goods and services, for the serviceable life.
15. Any other information required as per bid document.

Financial bid:

The financial bid should provide cost calculations corresponding to unit price of each item of the schedule in the Form provided.

Overview of financial bid

The financial bid should provide cost calculations corresponding to each component of the requirements.

1. Bid prices:

- a. The bidder shall indicate the unit prices of all items and the total bid price of the goods/services it proposes to supply under the contract as per Format. Bid prices shall be rounded off to nearest rupee.
- b. The bidder shall indicate Basic Prices and taxes, duties etc. (if required) in the form prescribed.
- c. Bidder's separation of price components will be solely for the purpose of facilitating the comparison of bids by the IIHFW, Hyderabad and will not in any way limit the purchaser's right to contract on any of the terms offered.
- d. Prices quoted by the bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account unless otherwise specified in the tender call. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.
- e. However, variation in GST from the date of filing bid up to the period of contract, will be adjusted accordingly. Hence Bidder must specify the value of GST , as the case may be, which has been included in the bid .

2. Bid currency:

Prices shall be quoted in Indian rupees.

Standard procedure for opening and evaluation of bids

1. Opening of bids

- a. The Technical Bids will be opened as per the schedule specified in the Tender Document.
- b. After opening of the Technical bids, the bidders will be informed of the deficiency if any and the bids may be disqualified and no representations will be entertained in this regard. The decision of IIHFW, HYDERABAD will be final.
- c. The Price bids of those bidders will be opened as per the schedule and those who qualify Technical qualifications will be informed.
- d. The Price bids of those bidders will be not be opened if they do not qualify the Technical qualifications stage.

Evaluation of financial bids

Financial bids of those bidders who satisfy the technical bid and technical verification of samples will only be opened. All other financial bids will be ignored.

Contacting IIHFW, HYDERABAD

1. Bidder shall not approach IIHFW, HYDERABAD officer(s) outside of office hours and / or outside office premises, from the time of the tender call notice to the time the contract is awarded.
2. Any effort by a bidder to influence IIHFW, HYDERABAD officer(s) in the decisions on bid evaluation, bid comparison or contract award may result in rejection of the bidder's offer and bidder may also be marked as ineligible for future bids.

IIHFW, Hyderabad has the right to vary quantities at the time of award

The Director, IIHFW reserves the right at the time of award to increase or decrease the quantity, as indicated in tender call, from the quantity of goods and services originally specified in the specification without any change in unit price or other terms and conditions.

IIHFW, Hyderabad has the right to accept any bid and to reject anyone or all bids.

The Director, IIHFW, Hyderabad reserves the right to accept or reject any bid or annul the entire bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

Notification of Award

Prior to expiration of the period of bid validity, the Director, IIHFW, HYDERABAD will notify the successful bidder in writing, that its bid has been accepted. Upon the successful bidder's furnishing of performance security, IIHFW, Hyderabad will promptly notify each unsuccessful bidder and will discharge its bid security.

Signing of contract

At the same time as the Director, IIHFW, Hyderabad notifies the successful bidder that its bid has been accepted, the IIHFW will send the bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties. On receipt of the Contract Form, the successful bidder shall sign and date the contract and return it to the IIHFW, HYDERABAD.

Performance security

On receipt of notification of award from the IIHFW, HYDERABAD, the successful bidder shall furnish the performance security in accordance with the conditions of contract, in the performance security form provided in the bidding documents failure of the successful bidder to sign the contract, proposed in this document shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the IIHFW, HYDERABAD at its discretion, may make the award to another bidder or call for new bids.

Corrupt, fraudulent and unethical practices

The Director, IIHFW, HYDERABAD will reject and also may debar the bidder for future tenders in IIHFW, HYDERABAD, if it determines that the bidder has engaged in corrupt, fraudulent or unethical practices in competing for, or in executing a contract.

Bid letter

From:
(Registered name and address of the bidder.)

Date:

To:
The Director,
Indian Institute of Health & Family Welfare (IIHFW),
Govt. of Telangana,
Vengalrao Nagar, Hyderabad – 500 038

Madam,

Having examined the bidding documents and amendments there on, we the undersigned, offer to provide print material/services/execute the works including supply, delivery and installation of goods in conformity with the terms and conditions of the bidding document and amendments there on, for the following project in response to your Tender 96/IIHFW/Print/2020-21 dated 06-1-2021.

Project title:

If our bid is accepted, we undertake to:

1. provide print material/services/execute the work according to the time schedule specified in the bid document,
2. obtain the performance guarantee of a bank in accordance with bid requirements for the due performance of the contract during warranty/maintenance period, and
3. Agree to abide by the bid conditions, including pre-bid meeting minutes if any, which remain binding upon us during the entire bid validity period and bid may be accepted any time before the expiration of that period.
4. We undertake that in competing for the (and if the award is made to us, in execution) the contract, we will strictly observe the laws against fraud and corruption in India like but not limited to “The Prevention of Corruption Act 1988”
5. We understand that until formal contract is signed and executed, this bid and your notification of award shall constitute a binding contract between us.
6. We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid and that you will not defray any expenses incurred by us in bidding.
7. We hereby nominate. Mr/Mrs, (with complete contact details) with mobile number..... and e-mail ID....., responsible for dealing with this tender process.

Place: Bidder’s signature and seal.

Date:

Schedule of Requirements

ANNEXURE – I

Sl. No.	Description	EMD	TURNOVER (In Rupees only)
1.	Case Sheet for Maternity Services – L3 facility	2% of Total Value of Material	Rupees two Crore and above in each of the three(3) Financial Years i.e. 2017-18, 2018-19 and 2019-20
2.	Case Sheet for Maternity Services – L1 and L2 facility		
3.	Eligible Couple Registers		
4.	MHN Registers		
5.	CH & I Registers		
6.	Village Health Register		
7.	ASHA Diary		
8.	ASHA – OP Registers		
9.	VHND/UHND Registers		
10.	VHSNC/MAS Registers		
11.	SNCU Wall Charts (one set – 14 charts)		
12.	NTEP Request Form for Examination		
13.	NTEP Referral Slip (PHI)		
14.	Treatment Card		
15.	NTEP TB Identity Card		
16.	NTEP PMDT Treatment Card		
17.	NTEP PMDT Treatment Book		
18.	Transfer/Referral for Treatment Form		
19.	NTEP PMDT Referral for Treatment Form		
20.	TB Notification Register		

Sl. No.	Description	EMD	TURNOVER (In Rupees only)
21.	NTEP PMDT Treatment Register		
22.	TB Lab Register		
23	NTEP Laboratory Register for CBNAAT & CDST		
24.	Drug Stock Register (District)		
25.	Drug Stock Register (TU)		
26.	Drug Stock Register (PHI)		
27..	PHI Report		
28.	OSE Form		
29.	Annexure – B		
30.	Annexure – C		
31.	Annexure – D		

NOTE : It is mandatory to quote for all the items as per the specifications and partial quotations are not acceptable.

ANNEXURE - 2

Sl. No.	Name of the Facility	Print Specifications	QUANTITY
1.	Case Sheet for Maternity Services – L3 facility	Specifications : ¼ Demy (8.5" x 11") 40 pages, cover pages : 4 250 GSM Art Card with both side multicolor printing Inner pages : 36 80 GSM Maplitho paper with multicolor printing and centre pinning (3 pins) and page numbering (Discharge/Referral slip and Feed back form should be perforated)	250000 Nos.
2.	Case Sheet for Maternity Services – L1 and L2 facility	Specifications : ¼ Demy (8.5" x 11") 24 pages, cover pages : 4 250 GSM Art Card with both side multicolor printing Inner pages : 20 pages 80 GSM Maplitho paper with multicolor printing and centre pinning (2 pins) and page numbering (Discharge/Referral slip and Feed back form should be perforated)	100000 Nos.
3.	Eligible Couple Registers	Specifications : Size 20.50 Cm x 32.50 Cm (FS), Total Pages 112 Pages ; Cover 4 Pages 250 GSM Grey back duplex Board with 1 st Page single colour printing on Calico. Inner 108 Pages 80 GSM Map litho Paper with single colour Printing Binding: Centre Pinning (two Pins) and Cover Top and Bottom with Full Red Colour Calico Binding.	27000 No's
4.	MHN Registers	Specifications : Size 20.50 Cm x 32.50 Cm (FS), Total pages 112 ;Cover 4 pages 250 GSM Grey back duplex Board with with 1 st page single color printing on Calico. Inner 108 pages : 80 GSM Maplitho paper with single color printing; Binding : centre pinning (two pins) and cover top and bottom with Full Red color Calico binding	27000 No's
5.	CH & I Registers	Specifications : Size 20.50 Cm x 32.50 Cm (FS), Total pages 112 ;Cover 4 pages 250 GSM Grey back duplex Board with with 1 st page single color printing on Calico. Inner 108 pages : 80 GSM Maplitho paper with single color printing; Binding : centre pinning (two pins) and cover top and bottom with Full Red color Calico binding	27000 Nos.

Sl. No.	Name of the Facility	Print Specifications	QUANTITY
6.	Village Health Register	Specifications : Size 20.50 Cm x 32.50 Cm (FS), Total pages 40 ;Cover 4 pages 250 GSM Grey back duplex Board with 1 st page single color printing on Calico. Inner 36 pages : 80 GSM Maplitho paper with single color printing; Binding: Centre pinning (two pins) and cover top and bottom with Full Red color Calico binding	27000 Nos
7.	ASHA Diary	Specifications : Size 20.50 Cm x 32.50 Cm (FS), Total pages 112 ; Cover 4 pages 250 GSM Grey back duplex Board with 1 st page single color printing on Calico. Inner 108 pages : 80 GSM Maplitho paper with single color printing; Binding : Centre pinning (two pins) and cover Top and Bottom with Full Red color Calico binding	27000 Nos.
8.	ASHA – OP Registers	Specifications : Size 20.50 Cm x 32.50 Cm (FS), Total pages 40 ;Cover 4 pages 250 GSM Grey back duplex Board with 1 st page single color printing on Calico. Inner 36 pages : 80 GSM Maplitho paper with single color printing; Binding: Centre pinning (two pins) and cover top and bottom with Full Red color Calico binding	27000 Nos.
9.	VHND/UHND Registers	Specifications : Size 20.50 Cm x 32.50 Cm (FS), Total pages 40 ;Cover 4 pages 250 GSM Grey back duplex Board with 1 st page single color printing on Calico. Inner 36 pages : 80 GSM Maplitho paper with single color printing; Binding: Centre pinning (two pins) and cover top and bottom with Full Red color Calico binding	27000 Nos.
10.	VHSNC/MAS Registers	Specifications : Size 20.50 Cm x 32.50 Cm (FS), Total pages 40 ;Cover 4 pages 250 GSM Grey back duplex Board with 1 st page single color printing on Calico. Inner 36 pages : 80 GSM Maplitho paper with single color printing; Binding: Centre pinning (two pins) and cover top and bottom with Full Red color Calico binding	27000 Nos.
11.	SNCU Wall Charts (one set – 14 charts)	20 X 30 Poster size 130 GSM Art Multicolor printing with 1” double tapes sticked at the back(3 Nos.)	105 (1 set = 14 sheets)

Sl. No.	Name of the Facility	Print Specifications	QUANTITY
12.	NTEP Request Form for Examination	Size: A4; Type of paper: Black and white; both side; portrait Binding : Centre pinning /perfect binding with calico pasting (No. of Pages 100)	4000 Nos.
13.	NTEP Referral slip	Size: A4 size, Landscape Type of paper : Black and white; single side; Landscape two perforated line (vertical) perfect binding with calico pasting (90 pages)	1000 Nos.
14.	Treatment card	Size: A4 Type of paper : Paper Printing: Black and white; both side; landscape	180000
15.	NTEP TB identity card	Size: A5 Type of paper :Black and white; both side; portrait	90000
16.	NTEP PMDT Treatment Card	Size: A3 Type of paper : Paper Printing: Black and white; single side; landscape Binding: Centre folding with binding & Belt	20000
17.	NTEP PMDT Treatment Book	Size: A5 Cover page : 150 GSM Paper Inside page: 70 GSM Printing: Black and white; both side Binding: Stapled No. of pages: 36	4000
18.	Transfer/Referral for Treatment form	Size: A4 Type of paper: 70 GSM Printing: Black and white; single side; portrait (300 pages) (1+1+1) Binding & perforation	1500
19.	NTEP PMDT Referral for treatment form	Form Size: A4; Type of paper: 70 GSM Printing: Black and white; single side; portrait (100 pages) (1+1) binding	400
20.	TB Notification Register	Size: A3 size Cover: 300 GSM Hard binding with red cloth/rexin corners with end leaves Inside: 95 GSM map litho Printing: Black and white; both side; landscape Binding: Good quality hard board register binding; binding gutter on left side; Perfect sewn Fabrication: Rows of the table on the left side of the page should be aligned with the rows of the table on the right hand side No. of Pages: 101 sheets (with number)	2000
21.	NTEP PMDT Treatment Register	Size: A3 size Cover: 300 GSM Hard binding with red cloth/rexin corners with end leaves Inside: 95 GSM map litho Printing: Black and white; both side; landscape Binding: Good quality hard board register binding; binding gutter on left side; Perfect sewn Fabrication: Rows of the table on the left side of the page should be aligned with the rows of the table on the right hand side No. of Pages: 101 sheets (with number)	40

Sl. No.	Name of the Facility	Case Sheet & Specifications	QUANTITY
22.	TB Lab Register	Size: A3 size Cover: 300 GSM Hard binding with red cloth/rexin corners with end leaves Inside : 95 GSM map litho paper Printing: Black and white; both side; landscape Binding: Good quality hard board register binding; binding gutter on top; Perfect sewn No. of Pages: 151 sheets (with number)	1000
23.	NTEP Laboratory Register for CBNAAT and CDST	Size: A3 size Cover: 300 GSM Hard binding with red cloth/rexin corners with end leaves Inside: 95 GSM map litho Printing: Black and white; both side; landscape Binding: Good quality hard board register binding; binding gutter on left side; Perfect sewn Fabrication: Rows of the table on the left side of the page should be aligned with the rows of the table on the right hand side No. of Pages: 101 sheets (with number)	100
24.	Drug Stock Register (District)	Size: A4 size Cover: 300 GSM Hard binding with red cloth/rexin corners with end leaves Inside : 95 GSM map litho paper Printing: Black and white; both side; landscape Binding: Good quality hard board register binding; binding gutter on top; Perfect sewn; No. of Pages: 101 sheets (with number)	100
25.	Drug Stock Register (TU)	Size: A4 size Cover: 300 GSM Hard binding with red cloth/rexin corners with end leaves Inside : 95 GSM map litho paper Printing: Black and white; both side; landscape Binding: Good quality hard board register binding; binding gutter on top; Perfect sewn; No. of Pages: 101 sheets (with number)	200
26.	Drug Stock Register (PHI)	Size: A4 size Cover: 300 GSM Hard binding with red cloth/rexin corners with end leaves Inside : 95 GSM map litho paper Printing: Black and white; both side; landscape Binding: Good quality hard board register binding; binding gutter on top; Perfect sewn; No. of Pages: 101 sheets (with number)	800

Sl. No.	Name of the Facility	Case Sheet & Specifications	QUANTITY
27.	PHI Report	Size: A4 Type of paper: 70 GSM Printing: Black and white; single side (100 pages)	1000
28.	OSE Form	Size: A4 Type of paper: 70 GSM Printing: Black and white; single side; portrait (100 pages)	40
29.	Annexure – B	Size: A4 Type of paper: 70 GSM Printing: Black and white; single side; portrait (50 pages)	800
30.	Annexure – C	Size: A4 Type of paper: 70 GSM Printing: Black and white; single side; portrait (50 pages)	800
31.	Annexure – D	Size: A4 Type of paper: 70 GSM Printing: Black and white; single side; portrait (50 pages)	800

Supplies shall be made to all Districts in Telangana State. Distribution List will be intimated later.

ANNEXURE – 3**INDIAN INSTITUTE OF HEALTH AND FAMILY WELFARE
VENGALRAONAGAR: HYDERABAD****TENDER PRICE SCHEDULE**

NAME OF THE PRINTER :

ADDRESS :

PHONE FAX :

Sl. No.	ITEM	UNITS	Rate Quoted Excluding Taxes	Taxes (Nature of Tax percentage)	Total Rate	Rupees in words
1	2	3	4	5	6	7
1.	Case Sheet for Maternity Services – L3 facility Specifications : ¼ Demy (8.5" x 11") 40 pages, cover pages : 4 250 GSM Art Card with both side multicolor printing Inner pages : 36 80 GSM Maplitho paper with multicolor printing and centre pinning (3pins) and page numbering (Discharge/Referral slip and Feed back form should be perforated)	250000 Nos.				
2.	Case Sheet for Maternity Services – L1 and L2 facility Specifications : ¼ Demy (8.5" x 11") 24 pages, cover pages : 4 250 GSM Art Card with both side multicolor printing Inner pages : 20 pages 80 GSM Maplitho paper with multicolor printing and centre pinning (2 pins) and page numbering (Discharge/Referral slip and Feed back form should be perforated)	100000 Nos.				
3.	Eligible Couple Register : Specifications : Size 20.50 Cm x 32.50 Cm (FS), Total Pages 112 Pages ; Cover 4 Pages 250 GSM Grey back duplex Board with 1 st Page single colour printing on Calico. Inner 108 Pages 80 GSM Map litho Paper with single colour Binding Printing Centre Pinning (two Pins) and Cover Top and Bottom with Full Red Colour Calico Binding.	27000 Nos.				

Sl. No.	ITEM	UNITS	Rate Quoted Excluding Taxes	Taxes (Nature of Tax percentage)	Total Rate	Rupees in words
1	2	3	4	5	6	7
4.	MHN Registers: Specifications : Size 20.50 Cm x 32.50 Cm (FS), Total pages 112 ;Cover 4 pages 250 GSM Grey back duplex Board with with 1 st page single color printing on Calico. Inner 108 pages : 80 GSM Maplitho paper with single color printing; centre pinning (two pins) and cover top and bottom with Full Red color Calico binding	27000 Nos.				
5.	CH & I Registers: Specifications : Size 20.50 Cm x 32.50 Cm (FS), Total pages 112 ;Cover 4 pages 250 GSM Grey back duplex Board with 1 st page single color printing on Calico. Inner 108 pages : 80 GSM Maplitho paper with single color printing; centre pinning (two pins) and cover top and bottom with Full Red color Calico binding	27000 Nos.				
6.	Village Health Register: Specifications : Size 20.50 Cm x 32.50 Cm (FS), Total pages 40 ;Cover 4 pages 250 GSM Grey back duplex Board with 1 st page single color printing on Calico. Inner 36 pages : 80 GSM Maplitho paper with single color printing; Binding: Centre pinning (two pins) and cover top and bottom with Full Red color Calico binding	27000 Nos.				
7.	ASHA Diary : Specifications : Size 20.50 Cm x 32.50 Cm (FS), Total pages 112 ; Cover 4 pages 250 GSM Grey back duplex Board with 1 st page single color printing on Calico. Inner 108 pages : 80 GSM Maplitho paper with single color printing; Binding : Centre pinning (two pins) and cover Top and Bottom with Full Red color Calico binding.	27000 Nos.				

Sl. No.	ITEM	UNITS	Rate Quoted Excluding Taxes	Taxes (Nature of Tax percentage)	Total Rate	Rupees in words
1	2	3	4	5	6	7
8.	ASHA – OP Registers Specifications : Size 20.50 Cm x 32.50 Cm (FS), Total pages 40 ;Cover 4 pages 250 GSM Grey back duplex Board with 1 st page single color printing on Calico. Inner 36 pages : 80 GSM Maplitho paper with single color printing; Binding: Centre pinning (two pins) and cover top and bottom with Full Red color Calico binding	27000 Nos.				
9.	VHND/UHND Registers : Specifications : Size 20.50 Cm x 32.50 Cm (FS), Total pages 40 ;Cover 4 pages 250 GSM Grey back duplex Board with 1 st page single color printing on Calico. Inner 36 pages : 80 GSM Maplitho paper with single color printing; Binding: Centre pinning (two pins) and cover top and bottom with Full Red color Calico binding	27000 Nos.				
10	VHSNC/MAS Registers: Specifications : Size 20.50 Cm x 32.50 Cm (FS), Total pages 40 ;Cover 4 pages 250 GSM Grey back duplex Board with 1 st page single color printing on Calico. Inner 36 pages : 80 GSM Maplitho paper with single color printing; Binding: Centre pinning (two pins) and cover top and bottom with Full Red color Calico binding	27000 Nos.				
11.	SNCU Wall Charts (one set – 14 charts) 20 X 30 Poster size 130 GSM Art Multicolor printing with 1" double tapes sticked at the back (3 Nos.)	105 Nos. (1 set = 14 sheets)				
12.	NTEP Request Form for Examination Size: A4; Type of paper: Black and white; both side; portrait (No. of Pages 100)	4000 Nos.				

Sl. No.	ITEM	UNITS	Rate Quoted Excluding Taxes	Taxes (Nature of Tax percentage)	Total Rate	Rupees in words
1	2	3	4	5	6	7
13.	NTEP Referral Slip (PHI) Size: A4 size, Landscape Type of paper : Black and white; single side; (90 pages) binding landscape two perforated line (vertical)	1000				
14.	Treatment card Size: A4 Type of paper : Paper Printing: Black and white; both side; landscape	180000				
15.	NTEP TB identity card Size: A5 Type of paper :Black and white; both side; portrait	90000				
16.	NTEP PMDT Treatment Card Size: A3 Type of paper : Paper Printing: Black and white; single side; landscape Binding: Centre folding with binding & Belt	20000				
17.	NTEP PMDT Treatment Book Size: A5 Cover page : 150 GSM Paper Inside page: 70 GSM Printing: Black and white; both side Binding: Stapled No. of pages: 36	4000				
18.	Transfer/Referral for Treatment form Size: A4 Type of paper: 70 GSM Printing: Black and white; single side; portrait (300 pages) (1+1+1) binding and perforation	1500				
19.	NTEP PMDT Referral for treatment form Form Size: A4; Type of paper: 70 GSM Printing: Black and white; single side; portrait (100 pages) (1+1) binding	400				

Sl. No.	ITEM	UNITS	Rate Quoted Excluding Taxes	Taxes (Nature of Tax percentage)	Total Rate	Rupees in words
1	2	3	4	5	6	7
20.	<p>TB Notification Register Size: A3 size Cover: 300 GSM Hard binding with red cloth/rexin corners with end leaves Inside: 95 GSM map litho Printing: Black and white; both side; landscape Binding: Good quality hard board register binding; binding gutter on left side; Perfect sewn Fabrication: Rows of the table on the left side of the page should be aligned with the rows of the table on the right hand side No. of Pages: 101 sheets (with number)</p>	2000				
21.	<p>NTEP PMDT Treatment Register Size: A3 size Cover: 300 GSM Hard binding with red cloth/rexin corners with end leaves Inside: 95 GSM map litho Printing: Black and white; both side; landscape Binding: Good quality hard board register binding; binding gutter on left side; Perfect sewn Fabrication: Rows of the table on the left side of the page should be aligned with the rows of the table on the right hand side No. of Pages: 101 sheets (with number)</p>	40				

Sl. No.	ITEM	UNITS	Rate Quoted Excluding Taxes	Taxes (Nature of Tax percentage)	Total Rate	Rupees in words
1	2	3	4	5	6	7
22	TB Lab Register Size: A3 size Cover: 300 GSM Hard binding with red cloth/rexin corners with end leaves Inside : 95 GSM map litho paper Printing: Black and white; both side; landscape Binding: Good quality hard board register binding; binding gutter on top; Perfect sewn No. of Pages: 151 sheets (with number)	1000				
23	NTEP Laboratory Register for CBNAAT and CDST Size: A3 size Cover: 300 GSM Hard binding with red cloth/rexin corners with end leaves Inside: 95 GSM map litho Printing: Black and white; both side; landscape Binding: Good quality hard board register binding; binding gutter on left side; Perfect sewn Fabrication: Rows of the table on the left side of the page should be aligned with the rows of the table on the right hand side No. of Pages: 101 sheets (with number)	100				
24	Drug Stock Register (District) Size: A4 size Cover: 300 GSM Hard binding with red cloth/rexin corners with end leaves Inside : 95 GSM map litho paper Printing: Black and white; both side; landscape Binding: Good quality hard board register binding; binding gutter on top; Perfect sewn; No. of Pages: 101 sheets (with number)	100				

25.	Drug Stock Register (TU) Size: A4 size Cover: 300 GSM Hard binding with red cloth/rexin corners with end leaves Inside : 95 GSM map litho paper Printing: Black and white; both side; landscape Binding: Good quality hard board register binding; binding gutter on top; Perfect sewn; No. of Pages: 101 sheets (with number)	200				
26	Drug Stock Register (PHI) Size: A4 size Cover: 300 GSM Hard binding with red cloth/rexin corners with end leaves Inside : 95 GSM map litho paper Printing: Black and white; both side; landscape Binding: Good quality hard board register binding; binding gutter on top; Perfect sewn; No. of Pages: 101 sheets (with number)	800				
27	PHI Report Size: A4 Type of paper: 70 GSM Printing: Black and white; single side (100 pages)	1000				
28	OSE Form Size: A4 Type of paper: 70 GSM Printing: Black and white; single side; portrait (100 pages)	40				
29	Annexure – B Size: A4 Type of paper: 70 GSM Printing: Black and white; single side; portrait (50 pages)	800				
30	Annexure – C Size: A4 Type of paper: 70 GSM Printing: Black and white; single side; portrait (50 pages)	800				
31	Annexure – D Size: A4 Type of paper: 70 GSM Printing: Black and white; single side; portrait (50 pages)	800				

STATION:

DATE:

SIGNATURE

ANNEXURE - 4

Bid security (EMD) form

To
The Director,
Indian Institute of Health & Family Welfare,
Vengalrao Nagar, Hyderabad – 500 038

(To be issued by a bank scheduled in India and having at least one branch in Hyderabad)

Whereas..... (Here in after called “the Bidder”) has submitted its bid dated..... (Date) for the execution of..... (Here in after called “the Bid”)

KNOW ALL MEN by these presents that WE of having our registered office at..... (hereinafter called the “Bank”) are bound unto the Indian Institute of Health & Family Welfare, Vengalrao Nagar, Hyderabad, Telangana (hereinafter called “The IIHFW”) in the sum of for which payment will and truly to be made to the said IIHFW, Hyderabad the Bank binds itself, its successors and assignees by these presents.

The conditions of this obligations are:

1. If the bidder withdraws its bid during the period of bid validity or
2. If the bidder, having been notified of the acceptance of its bid by the IIHFW, Hyderabad during the period of bid validity:
 - a. fails or refuses to execute the contract form if required; or
 - b. fails or refuses to furnish the performance security, in accordance with the bid requirement;

We undertake to pay the IIHFW, Hyderabad up to the above amount upon receipt of its first written demand, without the IIHFW, Hyderabad having to substantiate its demand, provided that in its demand the IIHFW, Hyderabad will note that the amount claimed by it is due to it, owing to the occurrence of one or all of the conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date i.e. up to(Date)

Place:
Date:

Signature of the Bank
And seal.

ANNEXURE - 5

Performance security form

(To be issued by a bank scheduled in India and having at least one branch in Hyderabad)

To,
The Director,
Indian Institute of Health & Family Welfare,
Vengalrao Nagar,
Hyderabad - 500038

WHEREAS..... (Name of Bidder) hereinafter called “the Bidder” has undertaken, in pursuance of Notification of Award dated, (Date), to supply called “the Contract”.

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a recognised bank for the sum specified therein as security for compliance with the Supplier’s performance obligations in accordance with the Contract.

WHEREAS we have agreed to give the Bidder a Guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of Rs.(Rupees.....) and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without cavil or argument, any sum or sums within the limit of Rs..... (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the day of..... (Date)

Place:	Signature of guarantors
Date:	And seal.

FORM – 1**INDIAN INSTITUTE OF HEALTH AND FAMILY WELFARE
VENGALRAONAGAR: HYDERABAD****TENDER FORM**
(Bidder Information)

- 1 Name & address of the firm with Phone :
number (Work & Res.)

- 2 Name of the Chief Officer :
(MD/Director/Proprietor etc.)

- 3 Facilities and details of Machinery: : 1.
(Own/Hired) 2.

- 3 Location of facilities available : 3.
(Town/Dist./State)

- 4 Copy of the Manufacturing / Printing licence :
issued by Appropriate Authority / MCH
(Municipality)
(Note : Mere SSI registration or registration
with Director of Printing & Stationary Stores
Dept., alone will not satisfy this condition).

- 5 Previous experience with Govt. works under : 1.
taken (Enclose Govt. work orders) 2.
3.

- 6 Registration number of the firm with :
APGST/CST No.

- 7 In the case of SSI unit, SSI certificate copy :
attested by Gazetted Officer

- 8 Sales tax clearance certificate for the last :
three years (enclosed certified copies)

- 9 Income tax certificate for the last three years :
(enclosed certified copies)

- 10 E.M.D. 2% of quoted value on the maximum
number specified item.
 - a) D.D.No. & Date :

 - b) Name of the Bank :

 - c) With Branch :

- 11 A Certificate / undertaking should be
submitted along with the "Tender form" that
the firm has not been convicted for any
criminal act or black listed for any fraudulent
activities any time prior to this tender.

12. Other certificates

FORM – 2**Financial Capacity of Bidder****(Certificate from the Chartered Accountant / Statutory Auditor concerned)**

A. Details of Annual Turnover for last three Financial years

	2017-18	2018 - 19	2019 – 20	Average
Turnover (Rs. In Crore)				

B. Details of Net Worth of Bidder as on last 31stMarch:

Paid up Capital (Rs. In Crore)	
Free Reserves (Rs. In Crore)	
Total Net Worth (Rs. In Crore)	

Place:

Bidder's signature

Date:

And seal.

FORM - 3**ORIGINAL/DUPLICATE****INDIAN INSTITUTE OF HEALTH AND FAMILY WELFARE
VENGALRAONAGAR: HYDERABAD****DECLARATION FORM**

Madam,

I/We hereby tender for the Printing and supply of Print material and Manuals under the general conditions of contract, the rate noted against the item for delivery at the final destination.

I agree to supply the material at the rates quoted in the tender form and approval by the Director, IIHFW from the date of approval of the tender to _____2021 as per your tender condition.

I/We enclose herewith a D.D. bearing No: _____ for Rs. _____ obtained from _____ Branch of _____ Bank towards requisite Earnest Money Deposit.

I/We may be exempted from EMD since the firm is registered under SSI (copy of certificate duly attested submitted for perusal)(strike off if not applicable)

FULL ADDRESS:

Yours faithfully,

Signature of the Tenderer
or Authorized signatory**DECLARATION**

I/We do hereby declare that I/We shall keep my/our offer open till the end of the (Tenderer should indicate date, month and year here) in the event of my/our offer being accepted. I shall abide by the terms and conditions of the Tender and purchase order and all special conditions.

I will not raise any issues related to prequalification/ technical /financial matters of other bidders after the price bid is opened.

Signature of Tenderer(s)
or Authorised signatory

Check List

Compliance/agreed/enclosed/ deviation statement.

The following are the particulars of compliance/deviations from the requirements of the tender specifications.

Sl. No.	Bid document reference	Remarks
1	Tender Processing Fee	
2	EMD	
3	Form – 1	
4	Form – 2	
5	Form - 3	
6	Bid Letter	
7	Other documents 1. Copy of Company / Firm Registration certificate / proprietorship certificate / partnership deed in case of firms/ Articles of Association and MOU in case of Pvt. Ltd Companies etc. 2. Firm's Registration Certificates of bidders as well as their principal manufacturer's 3. Copy Balance Sheets for asked financial years 4. PAN. 5. GST Registration Certificate 6. GST Returns for the period from Sep-2018 to till date 7. Bank Details	

The specifications and conditions furnished in the bidding document shall prevail over those of any other document forming a part of our bid, except only to the extent of deviations furnished in this statement.

Place:
Date:

Bidder's signature and seal.

NOTE: For every item appropriate remarks should be indicated like 'no deviation', 'agreed', 'enclosed' etc. as the case may be.

