

**E-Tender No. for purchase of IEC Materials under
Directorate of Medical and Public Health Department, Daman & Diu for the Year 2018-19.**

Administration of
UT of Daman & Diu.,
Office of the Directorate,
Medical & Public Health Department,

No. 3/4/(P&T)/RC-IEC/2018/4384

Daman.

Date: 09/05/2018

E-Tender Notice

The Director of Medical and Health Services, Daman & Diu on behalf of President of India, invites online tender on <https://ddtenders.gov.in> from the Manufactures / Authorized Dealers / Suppliers for Rate Contract of Printing/Supplying/Installation of IEC Material for Directorate of Medical & Health Services, U.T. of Daman & Diu, Daman, for the F.Y. 2018-19.

Sr. No	Particulars	Estimated Cost	(E.M.D.) Earnest Money Deposit	Tender Fees (Non-Refundable)	e-Tender ID No.
1	Rate Contract for IEC Materials for DMHS, Daman.	₹.9.99 Lacs	₹.25,000/-	₹.1,000/-	2018_DAMA N_11_pack2

Bid document downloading Start Date : **10.05.2018**
Bid document downloading End Date : **31.05.2018, 12:00 Hrs.**
Last Date & Time for receipt of Bid : **31.05.2018, 14.00 Hrs.**
Preliminary Stage Bid Opening Date : **31 .05.2018, 15.00 Hrs.**
Technical Stage Bid Opening Date : **31.05.2018, 15.30 Hrs.**

Bidders have to submit Technical Bid and Price Bid in Electronic format only on <https://ddtenders.gov.in> website till the last date and time for submission. Technical Bid and Price Bid in Physical format shall not be accepted in any case.

Bid submission should be done along with tender Fees and EMD in original by R.P.A.D./Speed Post or to be deposited in the tender box kept in the office of the undersigned. However, Tender Inviting Authority shall not be responsible for any postal delay. Tenders can be downloaded from <https://ddtenders.gov.in>, www.daman.nic.in

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1. The EMD and Tender Fees should not be forwarded by cash.
2. The Tender Fees will be accepted only in form of DD/A/c payee Cheque of any Nationalized or Scheduled Bank of India payable in Daman.
3. The EMD will be accepted in form of FDR /A/c Payee Demand Draft / Bankers Cheque or Bank Guarantee from any Commercial Banks in an acceptable form payable at Daman in favor of under signed.

The tender inviting authority reserves the right to accept or reject any or all the tender to be received without assigning any reasons thereof. Bidders shall have to post their queries on E-Mail address: dmhs-daman-dd@nic.in.

In case bidder needs any clarification or if training required for participating in online tender, they can contact the following office. For any technical related queries please call at 24 x 7 Help Desk Number 0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787. International Bidders are requested to prefix 91 as country code. Note- Bidders are requested to kindly mention the URL of the Portal and Tender Id in the subject while emailing any issue along with the Contact details. For any issues/ clarifications relating to the tender(s) published kindly contact the respective Tender Inviting Authority.

Tel:-0120-4200462,0120-4001002,0120-4001005,0120-6277787

[E-Mail-eproc@nic.in](mailto:dmhs-daman-dd@nic.in)

Sd/-
Director
Medical & Health Services/
UT of Daman & Diu,
“Tel.No.0260-2230470”
email ID : dmhs-daman-dd@nic.in

Copy to :-

- 1) Field Publicity Officer, Daman for wide publicity in Newspaper.
- 2) NIC, Daman & Diu with a request to publish in Website.
- 3) Accounts Section, DMHS, Daman for information.
- 4) Store Dept, DMHS, Daman for information.
- 5) P&T Department, DMHS, Daman for information.

U.T. ADMINISTRATION OF DAMAN & DIU,
OFFICE OF THE DIRECTOR,
MEDICAL AND HEALTH SERVICES, DAMAN

Terms and Conditions for the **“Rate Contract for
Printing/Supply/Installation of IEC Materials for DMHS, Daman.”**

❖ **Instructions to Bidders:**

- 1) All Tender Documents can be downloaded free from the website <https://ddtenders.gov.in>
- 2) All bids should be submitted online on the website <https://ddtenders.gov.in>
- 3) The user can get a copy of instructions to online participation from the website <https://ddtenders.gov.in>
- 4) The suppliers should register on the website through the “New Supplier” link provided at the home page, the registration on the site should not be taken as registration or empanelment or any other form of registration with the tendering authority.
- 5) The application for training and issue of digital signature certificates should be made at least 72 hours in advance to the due date and time of tender submission.
- 6) For all queries regarding tender specifications and any other clauses included in the tender document should be addressed to personnel in tendering office address provided below:

**The Director
Medical & Health Services,
Primary Health Centre, Moti Daman,
Daman - 396220.
Tel: 0260-2230470.**
- 7) 9) All documents scanned/attached should be legible / readable. A hard copy of the same may be send which the department will be use if required. Uploading the required documents in <https://ddtenders.gov.in> is essential.
- 10) The Bidder has to give compliance for each quoted product for any false / misleading statement in compliance found any time during the procurement process, the bid shall be out rightly rejected & EMD shall be forfeited.

Keydates:

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- 8) The Tenders shall be submitted in two-bid system, wherein the Technical bid and Commercial Bid is to be filled online on <https://ddtenders.gov.in> and the EMD and Tender Fee has to be submitted in Tender Box along with a covering letter. The envelope should be super scribing as **“e-Tender - Sealed Cover of Bid for: Rate Contract of IEC Materials for DMHS, Daman.”**

The **EMD and Tender Fees** should be enclosed with **BID** only.

Tender Fees (Non Refundable).1,000/- :

- a. The Tender Fees should not be forwarded by cash.
- b. The Tender Fees (Non-Refundable) will be accepted only in form of DD/A/c payee in favor of **The Director of Medical & Health Services, Daman** from any Nationalized or Scheduled Bank of India payable in Daman.
- c. All tenders must be accompanied by Tender fees as specified in schedule otherwise tender will be rejected.

Earnest Money Deposit. 25,000/-:

- a. All tenders must be accompanied by EMD as specified in schedule otherwise tender will be rejected.
- b. The manufacturing units who are placed in Daman are exempted for Earnest Money Deposit. For getting exemption, tenderers have to furnish valid and certified documents along with the tender, otherwise tender will be rejected.
- c. Any firm desires to consider exemption from payment of Earnest Money Deposit, valid and certified copies of its Registration with D.G.S. & D. should be attached to their tenders.
- d. EMD can be paid in either of the form of following:
 - i. A/c Payee Demand Draft
 - ii. Fixed Deposit Receipts
 - iii. Bank Guarantee

In favor of **The Director of Medical & Health Services, Daman** from any Nationalized or Scheduled Bank authorized by RBI to undertake Government Business.

- e. EMD should be valid upto **12 (Twelve Months)** from the date of its issuance.
- f. EMD in any other forms will not be accepted.
- g. EMD/Security Deposit shall be liable to be forfeited in following circumstances:
 - i. Tender is rejected due to failure of supply the requisite documents in proper format or giving any misleading statement or submission of false affidavit or fabricated documents.
 - ii. In case, the contractor does not execute the supply order placed with him within stipulated time, the EMD of the contractor will be forfeited to the Government and the contract for the supply shall terminated with no further liabilities on either party to the contract.
 - iii. Tenderer fails to replace the goods declared to be not of standard quality or not conforming to acceptable standards or found to be decayed/spoilt.
- h. The amount of Earnest Money paid by the tenderer(s) whose tenders are not accepted will be refunded to them by Demand Draft (as may be convenient to the Tender Inviting Officer if the amount is above ₹.200/-) drawn on any Nationalized or Scheduled Bank payable at Daman. Where this mode of payment is not possible the amount will be refunded at the cost of the tenderer.
- i. Only on satisfactory completion of the supply order for and on payment of all bills of the contractor, as to be admitted for payment, the amount of Security Deposit/Earnest Money will be refunded after expiry of guarantee/warranty period, if any, or any such date/period as may be mutually agreed upon.
- j. In case of failure to supply the store, materials etc. ordered for, as per conditions and within the stipulated time, the name articles will be obtained from the tenderer who offered next higher rates or from any other sources, as may be decided by the tender inviting Officer and the loss to the Government on account of such purchases(s) shall be recovered from the former contractor Security Deposit/Earnest Money or bills payable. The contractor shall have no right to dispute with such procedure.
- k. The Earnest Money(s) paid by the tender(s) earlier against any tender(s) or supply order(s) is not adjustable with Earnest Money required by these conditions.

Security Deposit: (SD)

- a. The successful tenderer will have to pay within 10 days from the date of demand, an amount equal to 10% of the total value of articles, which may be ordered, as the amount of security deposit.
- b. Non-receipt of Security Deposit within stipulated time will result in automatic cancellation of the order for supply without any intimation.

- c. However, in case if any articles are received for which the Security Deposit may not have been deposited, the full Security Deposit as may be due from the contractor will be recovered from the bill(s) for such articles.
- d. The Security Deposit(s) paid by the tender(s) earlier against any tender(s) or supply order(s) is not adjustable with Security Deposit required by these conditions.
- e. In case of failure to replace the accepted and rejected articles from the supplies made, as mentioned in the conditions the loss undergone by the Government will be recovered from the contractor Security Deposit or payment due of any bill(s) to the extend required.
- f. The tender inviting officer will consider extension of time for remitting the Security Deposit as demanded. However, in case of denial to consider such extension the contractor is bound to abide by the limit given and liable to make good for the loss made to the Government on account of his failure to abide by the time limit.

❖ **Conditions of Contract:**

1. ACCEPTANCE OF TENDER:

- a. The tender is liable for rejection due to any of the reasons mentioned below:
 - i. Non-Submission of tender within stipulated time online.
 - 9) Submission of tender physically in the Office but not submitted online on <https://ddtenders.gov.in>
 - ii.
 - iii. Tender is unsigned or not initialed on each page or with unauthenticated corrections.
 - iv. Non-payment of Earnest Money Deposit (if not exempted).
 - v. Non-Submission of required documents as mentioned in schedule.
 - vi. Conditional/vague offers.
 - vii. Unsatisfactory past performance of the tenderer.
 - viii. Items with major changes/deviations in specifications/ standard/ grade/ packing/ quality offered.
 - ix. Offering an accessory optional even though required to operate the instrument.
 - x. Submission of misleading/contradictory/false statement or information and fabricated/ invalid documents.
 - xi. Tenders not filled up properly.
- b. Any discount which the bidder wants to give has to be considered and total final bid amount has to be mentioned clearly in the price bid form on <https://ddtenders.gov.in>
- c. Discount offered after price bid opening will not be considered.

- d. The consolidated rates entered in the online website will be taken in to account for preparing price statements. However the tender which is found technically acceptable as well as lowest in terms of evaluated rates only be considered for placing the order.
- e. The Director, Medical and Health Services may seek any clarifications / explanation / documentary evidence related to offer at any stage from tenderers if required.
- f. The rate should be quoted in the prescribed form given by the department; **the rate should be valid upto One Year from the date of tenderization.**
- g. The Rate Contract shall be initially for a period of one year from the date of commencement and further renewal for the period of two years but not extending 3 years subject to satisfaction of work performance and same rates.
- h. All/Taxes/Duties/Royalties Charges payable on the sales/transport etc. within and/or outside the state shall be payable by the supplier.
- i. The decision of the Tender Inviting Officer for acceptance/rejection of any articles supplied including the decision for equivalent specifications, standard and quality etc. of articles shall be final.
- j. The right to accept or reject without assigning any reasons or all tenders in part or whole is reserved with the Tender Inviting Officer and his decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.
- k. Separate agreement will be required to be signed by the successful tender(s) for the purpose of this Rate contract for Printing/Supply/Installation of IEC Materials including labour cost. Rates tendered/offered in response to the concerned Tender Notice shall be considered as acceptance of all above terms and conditions for supply for all legal purpose.
- l. The rate(s) quoted should be strictly for free delivery at FOR Govt Hospital Daman and will be valid and operative for supply orders issued within one year from the date of invitation of tenders.
- m. The department shall not take any responsibility of unloading the goods; the successful bidder has to make arrangements for unloading at the site.

- n. Bidder / its sister concerns / companies where its Promoters / Directors either directly or indirectly are involved, should not have ever been blacklisted in tender / supplies by any state/Central Govt . Bidder should submit affidavit in this regard. The bidder should provide accurate information of litigation or arbitration resulting from contracts completed or under execution by him over the last ten years. False affidavit would lead to blacklisting and termination of the contract at any stage. In such cases all the losses that will arise out of this issue will be recovered from the Tenderer / Contractor and he will not have any defence for the same. In case of bidder / principal is involved / penalized under any investigation of CVC or any State/Central Govt. Commission in relation to the similar work project issue; the bid will be out rightly rejected.
- o. The tendered quantity is tentative and the actual purchase can be 20% Less or More than the quantity put to tender for all items and the tenderer is bond to supply such requirement without any demur.

2. TERMS OF WORK EXECUTION :

- a. Extension of time limit of work order shall be considered by the Tender Inviting Officer. The extension so granted may be without levy of compensation for delay in execution of work the cost of work order for at the discretion of the authority competent to grant extension of time limit provided such request is made well in time, depending upon the circumstances and such decision in the matter will be final.
- b. Inspection will be carried out in the premises of DMHS. If goods to be inspected in factory premises all expenditure to be borne by the Tenderer.

3. Bid Evaluation Methodology :

- A. **Preliminary Evaluation:** Tender Fee and EMD Submission.
- B. **Technical Evaluation:**
- Scrutiny of technical specifications and other relevant documents as asked by the department with the quoted specification.
 - Scrutiny of Compliance Statement given by the bidder.
 - Technical Demonstration if required.
- C. **Financial Evaluation:** Lowest quoted offered by Technically Qualified Bidders

4. PAYMENT TERMS :

- a. 100% of the invoice amount will be paid only after competition of work successfully and submission of Security deposit i.e. 10% of the tender value.
- b. Price escalation clause will not be entertained under any circumstances.
- c. All bills should be in **TRIPLICATE** and should invariably mention the number and date of work order.

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- d. All bills for amount above ₹.5,000/- should be pre-receipted on a Revenue Stamp of proper value. Bills for amount exceeding ₹.5,000/- not pre-receipted on Revenue Stamp of proper value will not be accepted for payment.
- e. Each bill in which Service Tax is charged must contain the following certificates on the body of the bill: **“CERTIFIED”** that the service on which Service Tax has been charged have not been exempted under the Central Service Tax Act or the Rules made there under and the amount charged on account of Service Tax on these service is not more than what is payable under the provisions of relevant Act or Rules made there under”.
- f. No extra charge for transportation, forwarding and insurance etc. will be paid on the rates quoted.
- g. The rates should be quoted only for the work specified in the list of requirement.

Signature of Agency
With Rubber Stamp

Sd/-
Director
Medical & Health Services
Daman & Diu
“Tel.No.0260-2230570, 2230508”

ANNEXURE- B
SCHEDULE OF DOCUMENTS ATTACHED

Sr. No.	Document / Certificate	Uploaded & Enclosed
A.	General Documents :	Yes / No
01	Copy of Tender fees	Yes / No
02	Copy of EMD	Yes / No
03	GST No.	Yes / No
04	PAN No.	Yes / No
05	Chartered Accountant Certificate regarding annual turnover of ₹.25 lakhs in last three financial years.	Yes / No
06	Partnership Deed / Memorandum / Registration of Firm, etc.	Yes / No
07.	Scan copy of Terms and Conditions of the tender documents duly Stamped and Signed on each page.	Yes / No
08.	Scan copy of Schedule of Documents correctly filled with Stamped and Signed on each page. (Scope of Work)	Yes / No

It is verified that all the certificates / permissions / documents are valid and current as on date and have not been withdrawn/cancelled by the issuing authority. It is further verified that the representants at above, declaration part are as per the format prescribed by the Administration and it is clearly and distinctly understood by me/us that the tender is liable to be rejected if on scrutiny and of these certificates is found to be not as per the prescribed format of Administration.

I/We further undertake to produce on demand the original certificate / permission / document for verification at any stage during the processing of the tender.

Date:

Place:

Sign & Stamp of tenderer.

❖ **Scope of Work:**

**Rate Contract for Printing/Supply/Installation of IEC Materials for
 Directorate of Medical & Health Services, U.T. of Daman & Diu,
 Daman, for F.Y. 2018-19.**

S.N.	Name of Items	Specification	Size	Rate in Unit
1	IPC flip chart	flipchart, Size A3, 300 GSM art paper, Multi-color with photographs, one side mostly text	A3	One page
			Legal	
2	Poster	Multi-color with photographs, 120 GSM Glossy imported art papers, laminated, adhesive strip of 1cm width on back side for top bottom and sides	22" X 17"	One poster
			A3	
3	Hoarding	Multicolor flexi, mounted on iron frame, post with cement concrete base (should be 3.5 feet under the ground level). Including Printing, Installation of hording with the provided layout in weatherproof material.	4X4 feet	Per square feet
			6X4 feet	
			6X10 feet	
			20X10 Feet	
4	Flyers/leaflets/Folder	half A4 Size, Multicolor, with photographs, 170 GSM Glossy imported art paper.	Single Fold	1000 leaflets
			Double Fold	
			Triple Fold	
5	Wall paintings	4 Color, Standard company color, Surface preparation with designs	As per space available	Per square feet
6	Banner	Multicolor, size according to need, Flexi	As per space available	Per square feet
7	Kiosk/Canopy	Printing on flex and mounted	As per	Per square

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		on steel frame	Need	feet
8	Balloons	4 color, 6 feet in diameter, Halogen filled balloon with logo	6 feet and 8 feet.	Per Balloons
9	Sticker	Multi-color, Sticker, 80 GSM, waterproof, adhesive in back side.	Half A4	Per sticker
			A4	
			12X 18 inch	
			15 X 20 inch	
10	Booklet	Multicolor, 80 GSM paper, waterproof, with designing, proof reading,	half A4	Per page
			A4	
11	Pen/Scale	Ball pen, Standard quality, Printed with two color and logo / Scale printed with matter & logo.	-	Per piece
12	Plastic Scale	Multicolor printing, with logo, standard company	1 feet	Per Scale
13	Handbill	Multicolor, 100 GSM paper, size according to need, glossy paper single and double side	half A4	1000
			A4 Size	Handbill
14	Calendar	Multicolor, with photographs, 170 GSM Glossy imported art paper, with lamination	18 X 23 inch	Per piece
15	Mick publicity/Publicity	8 X8X5 Feet, Model No-TATA- AC, Magic or equivalent four-wheeler, Along with good stereo system, Electricity and LED size 50 inch	-	Per day
16	Standee/Spring Board	Multicolor, with photographs, Glossy imported art paper, with lamination	2.5*5 Size and 3*6 Size	Per piece

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17	Vinyl sticker/form sheet	Multicolor, with photographs, 170 GSM Glossy imported art paper, with lamination	As per space available	Per square feet
18	Wooden frame for banners/digital banners	Multicolor, size according to need, Flaxo	As per space available	Per square feet
19	Repairing of Hoarding	Multicolour, size according to need, Flaxo	As per space available	Per square feet
20	Batch	All types of colors, with logo, size as per need.	-	Per Piece
21	Change of Flexi Banners	Digital Star Flex, Printing with Back Side Black color & Fitting at our location, Transportation, Design etc / Digital flex & Fitting at our location, Transportation, Design etc	As per space available	Per Sq Feet
22	Acrylic Board	Flexible board in which IEC material can be changed whenever needed. Minimum A4 size pamphlet or paper should be inserted	As per space available	Per Piece.
23	Signages	Digital Eco Vinyl printing, pasted on foam sheet with small S.S. stand and fitting at desired location	As per space available	Standard size

Signature of Suppliers/Dealers
With Rubber Stamp

Sd/-
Director
Medical & Health Services/
UT of Daman & Diu,

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email ID : dmhs-daman-dd@nic.in