

**NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH
(Indian Council of Medical Research)**

Department of Health Research, Ministry of Health and Family Welfare, Government of India
Nirmal Bhawan-ICMR Complex (II Floor), Poojanahalli, N.H-7, B. B. Road, Kannamangala Post,
Bengaluru-562 110 (India)

TENDER FOR

**Printing and Supply of Patient Information Forms for National Centre for
Disease Informatics and Research (ICMR) Bengaluru.**

Email: adm.ncdir@gov.in / admin@ncdirindia.org

Website: www.ncdirindia.org

Tender Inquiry No: NCDIR/HBCR-RCC/32/2017-18

Name of the Bidder:

Cost of Tender Document – Rs. 200/-

NOTICE INVITING TENDER

NCDIR, Bengaluru invites sealed tenders under two bid systems for printing and supply of Patient Information Forms.

SCHEDULE		
Sl.	Activity Description	Schedule
1.	Tender Enquiry No	No: NCDIR/HBCR-RCC/32/2017-18
2.	Sale of Tender Document	24 th November 2017 from 4:30 pm to 14 th December 2017 upto 5:30 pm Tender document can be collected from NCDIR office or downloaded from our website www.ncdirindia.org , https://eprocure.gov.in
3.	Time and last date of depositing Tender/Bid	15 th December 2017 up to 5 PM
4.	Time and date of Opening of Technical Bid	Time and date of Opening of Technical Bid will be announced later.
5.	Time and date of Opening of Financial Bid	The Financial bid will be opened after evaluation of technical bid, which will be announced later.
6.	Minimum Validity of Tender Offer	One year from the date of Opening of tender.
7.	Services to be offered	Printing and supply of Patient Information Forms.
8.	Estimated Cost of Tender	Rs. 6,00,000/-
9.	Amount of EMD to be Deposited	Rs. 12,000/-
10.	Cost of Tender Document	Rs. 200/-

Important Notes:

1. NCDIR reserves the right to accept / reject any/all tenders in part/full without assigning any reason thereof.
2. Any Addendum/Corrigendum date extension in respect of above tender shall be issued on our website www.ncdirindia.org only and no separate notification shall be issued in the press. Bidders are therefore requested to regularly visit our website to keep themselves updated.

**DIRECTOR
NCDIR (ICMR) BENGALURU**

TENDER DOCUMENT FOR PRINTING AND SUPPLY OF PATIENT INFORMATION FORMS

1. **Name of Tender:** NCDIR, Bengaluru invites sealed quotations from the reputed printer for the printing and supply under two bid system.
2. **Scope of Work:** Printing and supply of Patient Information Form as per the sample details provided in Annexure I
3. Details of Tender fees, Estimated value of tender, Earnest Money Deposit for the tender:

Name of tender	Tender fee (Non-refundable)	Approximately value of tender	Earnest Money Deposit
Printing of Patient Information Form	200/-	6,00,000/-	12,000/-

Please note that,

- a) Tender fee is payable in the form of Demand Draft / Banker's Cheque drawn on any scheduled bank in favour of 'The Director, NCDIR payable at Bengaluru' Party downloading the form from website shall have to deposit the same along with Bid Document as prescribed in above manner.
 - b) The actual tender value may vary as per requirement. The details of the item to be supplied are furnished in the Annexure– I, with specifications. However, it should be clearly noted that the NCDIR, Bengaluru shall place the order only as per the requirements from time to time which may vary from the quantity mentioned in the tender and the supplier cannot raise any objection in this regard.
 - c) Earnest Money Deposit as above mentioned will be accepted in the form of Demand Draft/Bankers' Cheque from any Schedule bank drawn in favour of 'The Director, NCDIR payable at Bengaluru' shall accompany the bid.
 - d) EMD shall remain valid for a period of 45 days beyond the final validity period of bids. A bid received without EMD shall be rejected at the bid opening stage.
 - e) EMD shall be refunded to the unsuccessful Tenderers after finalization of the tender.
 - f) No interest is payable on the EMD.
 - g) EMD may be forfeited, if a bidder withdraws his bid during the specified period of bid validity specified in the bid document.
4. **Eligibility Criteria for Tenderer:**
- a) The average annual turnover of the firm should be of Rs. 20 Lakh minimum in printing business, during financial year 2014-15, 2015-16 & 2016-17.
 - b) The firm should be existed prior to 2014 (i.e. the firm should be existed since last three years)
 - c) The bidder shall be free from encumbrance and there shall not be any vigilance case/ CBI Case/ Court Case pending against him, even the firm/Bidder should not have been

blacklisted by the Govt. / PSUs or any other government Agency or Private institution (Undertaking in this regard shall have to be furnished in format given in Annexure-III attached to this tender documents).

- d) The bidder shall have valid registration or trade license to carry/supply the item in question. (Shops and Establishment Registration or Sale Tax act (VAT) registration or Registered under certain enactment or any other certificate issue by government or Government Agency)
- e) The Vendor must have PAN No and Bank Account in any of the Nationalized Banks/ Scheduled Banks. (In case of Ltd./Pvt. Ltd./Partnership Firm, the PAN and Account shall be in the name of the Firm / Company and in case of Individual Ownership, the PAN and Account may be in the name of Owner.)

5. General Term and Condition:

- a) While submitting the tender for this work, the tenderers will be deemed to have read, understood and accepted all the items and conditions stated in the tender document and shall be complied with by the tendering firm.
- b) Vendor shall comply with all the statutory requirements / norms issued by the Govt. from time to time
- c) If the successful Bidder fails to fulfill his obligations under this tender i.e. on adherence to terms and conditions contained in this tender, the NCDIR, Bengaluru after due notice to the Printer may blacklist the firm. In such events, the tender will stand terminated and the EMD of such Firm shall be forfeited to the NCDIR, Bengaluru.
- d) In the event of any disputes arising out of the execution of tender / Supply Orders, the matter will be referred to Director, NCDIR, Bengaluru.
- e) All disputes relating to this tender can be legally resolved through courts in Bengaluru only.
- f) Tender must reach this office not later than the time and date notified in the tender form stated in the schedule of tender. In the event of tender received after scheduled date and time, the tender will not be allowed in bidding and it will be rejected summarily.
- g) Each page of the Tender and all its annexures shall be signed and stamped by authorized representative of Tenderer in token of acceptance of the terms and conditions laid under the Tender Document. No page should be removed /detached from the tender document.
- h) All entries in the Tender form shall be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory.
- i) Tender incomplete in any form will be rejected out rightly.
- j) Conditional Tenders will be rejected out rightly.
- k) The Annexures enclosed received without the signature of authorized person will not be entertained and will be rejected summarily.

- l) Tenders not received in the prescribed format shall be ignored and no correspondence in this regard will be entertained. Telegraphic/Telex/Fax/email/Letterhead/Quotations will not be accepted and ignored straightaway
- m) Canvassing in any form by the tenderer or his representative with any of the officials of NCDIR, Bengaluru shall render the tender liable to be rejected
- n) This tender is non-transferrable.
- o) As the tenderers are requested to quote their prices on F.O.R. (freight on road) destination basis, (Free delivery to the consignee's premises). No kind of Tax or duty or other levies /transport charge / insurance or any charges reimbursed/paid/Borne by this institute and no kind of exemption certificate will be issued.
- p) The rates quoted by the selected firm and approved by this office shall remain valid for one year and requests to increase the rates for any item(s) during the currency of the tender shall not be considered.
- q) Supply of all items should be duly tied up in convenient bundle into gum pad of say 100 forms, each with indication slip provided after 500 forms. Every forms must have an imprint line given on the left hand side top or bottom corner indicating the concise name of the printer, month of printing and quantity viz printer name.

6. Special Terms and conditions related with tender:

- a) Director, NCDIR, Bengaluru reserves the right to withdraw / relax any of the terms and conditions mentioned above.
- b) It will be the responsibility of the supplier to ensure that items supplied are of the requisite quality and free from all defects. The acceptance of items will be given only when the items are found up to the specifications given in the tender enquiry and free from all defects. The decision of the Director, NCDIR, Bengaluru shall be final as to the quality of the items and shall be binding upon the tenderers. Any item fails conformity with specification will be rejected out rightly and it shall be replaced immediately (within Three days from the information about rejection) at the risk and cost of the supplier.
- c) Director, NCDIR, Bengaluru has the right to authorize / appoint / depute any person to supervise the services.
- d) The term and condition of this tender document are the part of the contract document related with the execution of the contract.

7. Bid Prices:

- a) The tenderer is requested to submit their rate in 'Annexure V' (Details of Printed forms)
- b) The rates / prices including the taxes, if any, should be quoted in Indian Rupees only in words as well as figures.
- c) The price quoted should be valid for the one year.

8. Submission of tender:

Only physical bids received by NCDIR, Bengaluru office will be considered for opening. Bids sent through fax or email will not be considered. The tender should be submitted in a sealed cover in two parts as under

- a) Technical Bid: Envelope should super-scribed as 'Technical bid for Printing and supply of Patient Information Forms'. It should contain the Tender Fee, Earnest Money Deposit (EMD) and all details as mentioned in Annexure I to Annexure IV.
- b) Financial Bid: Financial Bid: The second envelope should super-scribed as 'Financial bid for Printing and supply of Patient Information Forms' and it should contain the rates etc. as per Annexure V.

9. Deadline for submission of bids

- a) The above envelopes shall be sealed and addressed to 'The Director, National Centre for Disease Informatics and Research (ICMR), Nirmal Bhawan-ICMR Complex (II Floor), Poojanahalli, Off N.H. -7, Adjacent to Trumpet Flyover of BIAL, Kannamangala Post, Bengaluru - 562 110' and must reach on or before the 15-12-2017 upto 5 PM.
- b) No bids will be received / accepted after the expiry of the prescribed date and time for submission of the bids.
- c) Director, NCDIR, Bengaluru may, at his discretion, extend the deadline for submission of bids.

10. Payment Terms:

- a) 100% payment will be made only after satisfactory supply as per specification, inspection, complete acceptance of the items by the Director, NCDIR, Bengaluru or any other person(s) authorized by him. If the supplied item found to be of substandard, the same will be returned and required to be reprinted by the successful bidder. Any item fails conformity with specification will be rejected outrightly and it shall be replaced immediately at the risk and cost of the supplier.
- b) Advance payment will not be made under any circumstances. The payment shall be made through RTGS/NEFT.
- c) Successful tenderer will have to supply the material within 30 days from the date of issue of supply order on the rate quoted by them and approved by the competent authority of this institute.

11. Selection of Eligible Tenderer:

The selection of successful bidder shall be made on the rate offered by the bidder keeping in the view of terms & conditions and specification laid under tender document.

12. Rights of Acceptance/ Rejection:

Director, NCDIR, Bengaluru, reserves the right to reject all or any tender in whole or in part, without assigning any reason there

13. Acceptance of Bid

The successful bidder shall give its acceptance within 7 days from award of work order. In case, if successful bidder fails to give acceptance or within stipulated time, the award of contract will be deemed to be cancelled and EMD amount will be forfeited.

- 14. If similar or identical printing work was done to any ICMR Institute, the details of such supplied for the preceding three years may also be given together with the price eventually or finally paid.
- 15. The tenderer is required to furnish the permanent Account No. PAN allotted by the Income Tax Department. If registered with National Small Industries Corporation, the registration number, purpose of registration and the validity period of registration etc. should be provided in Bid.
- 16. NCDIR, Bengaluru will not be responsible for delayed / late quotations submitted / sent by post / Courier etc.
- 17. the item has to be delivered at NCDIR, Bengaluru Unloading the item from the transport under risk of supplier. No extra charges will be paid for delivering the item.

(Signature of Authorized Person)

Place: _____

Name:- _____

TECHNICAL BID – PART I

Technical specification and nature of work

Sl. No.	Type of form	Specifications	Quantity
1	Cancer Breast	Patient Information Form Size: A4, Pages: 12 Page Color: 4 Colors Paper: 80 GSM Maplitho paper (demmy ¼) Printing: Back to back	50,000
2	Cancer Cervix	Patient Information Form Size: A4, Pages: 12 Page Color: 4 Colors Paper: 80 GSM Maplitho paper (demmy ¼) Printing: Back to back	50,000
3	Head and Neck Cancers	Patient Information Form Size: A4, Pages: 12 Page Color: 4 Colors Paper: 80 GSM Maplitho paper (demmy ¼) Printing: Back to back	50,000

Note:

1. The tender should be submitted in two separate sealed covers with technical bid marked clearly as 'Technical Bid' and financial proposal marked as 'Financial Bid'
2. Approximate estimated copies are 50,000 each type of form or plus or minus 20%.
3. Specific rate with reference to less or more copies, if any, should be quoted. Such prorated rate is also applicable for lesser or more copies, if any, than estimated.
4. The rates should be quoted separately for each type of form.
5. Proof of text, boxes and strips including colour proofs should be provided for verification before printing.
6. The persons responding to quotation should have modern facility for four colour printing such as direct computer to plate transfer machine etc.
7. Color proof should be provided for verification before printing. The rates to be quoted should include colour proof charges, if any.
8. No extra charge will be paid for the proof.

9. The sample of the papers to be used for printing in accordance with the prescribed specification should accompany the quotation duly signed on behalf of the firm with detailed specification i.e. Name of the paper, GSM and ream weight etc.
10. The quotation should be valid at least for a period of one year from the date of closing of quotation.
11. **Validity:** The rates to be quoted are valid for minimum period of one year and any further orders during the period holds good for repeat orders. The rates once quoted should not be altered for any reasons during the period.
12. **Time limit:** Within 30 days from the date of issue of work / purchase order for printing.
13. **Taxes:** Government taxes as applicable should be clearly mentioned in your quotations.
14. The printing work will be entrusted to the lowest tenderer.

(Signature of Authorized Person)

Place: _____

Name:- _____

TECHNICAL BID – PART II

Tender Application / Declaration Form

Sl. No	Particulars	Proof enclosed (Yes / No)	Page No.
1	Name of the firm:		
2	A Full Postal Address		
	B Telephone No.		
	C Fax No.		
	D E-Mail Address		
3	Ownership Details:		
	A Name of Director/Prop/Partner(s)		
	B Residential Address of Director/Prop/Partner(s)		
	C Cell Phone No.		
	D E-mail Address		
4	If your Firm Registered under		
	A GST No.		
	B Any other authority under which firm registered		
	Registration No. for above		
	C PAN Details		
	PAN No		
5	Bank Details		
	A A/c Holder name		
	B Bank Name		
	C A/c No		
	D Branch Name		
	E IFSC Code		
6	Annual Turnover(In Rupees for following financial year)		
	A For the Financial Year 2014-15		
	B For the Financial Year 2015-16		
	C For the Financial Year 2016-17		
	D Average Annual Turnover		

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

(Signature of Authorized Person)

Place: _____

Name:- _____

UNDERTAKING

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 are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest quoted for any other institution/hospital in India.
3. The Tender fee of Rs. To be deposited by me has been enclosed herewith vide Demand Draft/Banker Cheque no. dated:drawn on BankBranch
4. The earnest money of Rs. To be deposited by me has been enclosed herewith vide Demand Draft/Banker Cheque no. dated:drawn on BankBranch
5. I hereby undertake to supply the items as per directions given in the tender document/supply order within stipulated period.
6. I/We give the rights to Director, NCDIR, Bengaluru to forfeit the earnest money deposited by me/us if any delay occurred on my/agent's part of failed to supply the article within the appointment time or the items of desired quality.
7. There is no vigilance/CBI case or court case pending against the firm.
8. This is to declare & certify that the neither myself nor my firm has ever been blacklisted by any Govt./Semi Govt./Public/Private Intuition.
9. I/We hereby certify that the firm poses all the required license/certification to perform the work.

(Signature of Authorized Person)

Place: _____

Name:- _____

ANNEXURE – IV

CHECK LIST OF THE DOCUMENTS TO BE SUBMITTED WITH THE TENDER

(Confirm the enclosure of all the below listed applicable documents without which tenderer may not be eligible to participate in the tender.)

Sr. No.	Items	Confirm (Yes/Not Applicable)
1	Tender Document fee	
2	Earnest Money Deposit	
3	Original Tender form with complete Tender Application/Declaration Form in Annexure I, Annexure II, Annexure III, Annexure IV, Annexure V with all pages serially numbered, signed and stamped on each page	
4	Copy of registration of firm (Shops and establishment Registration or factory act registration or Registered under certain enactment or any other certificate issue by government or Government Agency)	
4	Audited Balance sheet with details of annual turnover, profit & loss account etc. if last three financial year as mentioned here.	Year-2014-15
		Year -2015-16
		Year-2016-17
5	Income tax returns of three financial year as mentioned here.	Year-2014-15
		Year -2015-16
		Year-2016-17
6	Attested Photo copy of PAN Card	
7	Details of the Bank Account No.	
8	Copy of any other registration mention at	

(Signature of Authorized Person)

Place: _____

Name:- _____

FINANCIAL BID

To,
The Director
NCDIR, Bengaluru.

Dear Sir,

1. I/We submitted the quotation for 'Printing and Supply of Patient Information Forms' at NCDIR, Bengaluru.
2. I/We thoroughly examined and understood terms & conditions of contract given in the enquiry document.
3. I/We hereby offer to print and supply at the following rates.
4. I/We undertake that I/We are not entitled to claim any enhancement of rates on any account during the validity of rate.

Sl. No.	Type of form	Specifications	Quantity	Price per unit	Taxes if any	Total
1	Cancer Breast	Patient Information Form Size: A4 Pages: 12 Page Color: 4 Colors Paper: 80 GSM Maplitho paper (demmy ¼) Printing: Back to back	50,000			
2	Cancer Cervix	Patient Information Form Size: A4 Pages: 12 Page Color: 4 Colors Paper: 80 GSM Maplitho paper (demmy ¼) Printing: Back to back	50,000			
3	Head and Neck Cancers	Patient Information Form Size: A4 Pages: 12 Page Color: 4 Colors Paper: 80 GSM Maplitho paper (demmy ¼) Printing: Back to back	50,000			

(Signature of Authorized Person)

Place: _____

Name:- _____