



F. No. NIHFWS/37-4/2021
THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
BABA GANGNATH MARG, MUNIRKA, NEW DELHI-110067

NOTICE INVITING TENDER

The National Institute of Health & Family Welfare is an Apex Body in the field of Health and Family Welfare which is located at Baba Gangnath Marg, Munirka, New Delhi. The Institute is organizing various training, seminars etc. throughout the year. The Institute intended to award Annual contract for preparation of Banners and Standee for various training courses/workshop meeting etc. in the Institute Campus. The interested firms/company may quote their rates in the enclosed Performa.

2. Sealed Tender in Two Bid system are invited by Director, NIHFWS for "**Annual Rate Contract for Preparation of Banners and Standee for various training courses / workshop meeting etc.**" and same may be dropped in the tender box kept at reception of the Institute **by 3:00 PM on 28/06/2022**. The envelope should also bear the sender's name and address.

EMD: - Declaration Performa is to be filled by the bidder & enclose with the tender document.

S. NO	Tender Number	Name of work	Cost of tender document	Date of Sale of Tender	Last date & time of receipt of tender	Date & time of opening of Tender
1.	F. No. NIHFWS/37-4/2021	Annual Rate Contract for Preparation of Banners and Standee for various training courses/workshop meeting etc.	Rs. 500	Upto 24/06/2022	28/06/2022 Upto 3:00 PM	28/06/2022 At 3:30 PM

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

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

4. Please note that Tender Form accompanied by requisite have non-refundable Tender fee.

Tender document is enclosed.

(Amar Nath Gupta)
Incharge, WMS

A. TENDER DESCRIPTION AND ELIGIBILITY

GENERAL CONDITIONS

1. Tender Documents can be download from the Institute website www.nihfw.org and CPPP website, a DD of Rs. 500/- in favor of Director, NIHFW should also be submitted with the technical bid. Necessary Certificate regarding eligibility criteria along with the tender documents duly signed on each page should be submitted in **one envelope marked as Technical Bid** and Bid of **Quoted Rate** calculated by the agency should be submitted in **Second envelop marked as Price bid.** **The price bid and technical bid shall be submitted in third envelope (large size) marked on envelope as Tender for "Annual Rate Contract for Preparation of Banners and Standee for various training courses/workshop meeting etc."**
2. The Tenderer has to quote the Items rates in the enclosed Performa (**Annexure-IV**) for the Price Bid. The self attested copies of all necessary certificates/documents have to be enclosed with the bid.
3. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed and stamped with company's seal by the authorized signatory may be attached. No overwriting or cutting is permitted in the financial Bid Form. The rate mentioned in price bid Performa if written by hand to be covered by **CELLO TAPE** or should be typed.
4. Self attested copy PAN No. of the agency.
5. Self attested copy of GST registration Certificate.
6. Self attested copies of Income Tax Return of last 3 Years.
7. Tenderer has to submit non-refundable tender fee for Rs. 500/- (Rupees five hundred only) in the form of Demand Draft/Pay Order in favor of Director, NIHFW, New Delhi, failing which the tender will not be considered for acceptance and will be out rightly rejected.
8. Performa for **EMD Declaration (Annexure-V)** is to be filled by the bidders & enclosed with the tender documents.
9. The minimum annual turnover of the agency should be more than 10 Lakh on an average of last three financial years. Copy of **CA Certified Annual Turnover certificate for the last 3 Financial years must be enclosed.**
10. The relaxation for Micro & Small Enterprises and Start-ups companies/bidder shall be given on prior experience - prior turnover criteria as per the policy Circular No. 1(2)(1)/2016-MA dated 10 March, 2016 issued by Ministry of Micro Small and Medium Enterprises and as per the Office Memorandum No. F.20-2/2014/PPD (pt) issued by Department of Expenditure, Ministry of Finance dated 27 July, 2017.

11. If agency is MSME or Startup have to enclose the certificate for the same with the tender documents.
12. The agencies having minimum experience of similar work/field of at least 3 year for printing /supply of Banners flags in Govt. Organization/PSU/Semi Govt. /Reputed name pvt. Organization, **copies of document in support of experience shall be enclosed.** The cost of work should not be less than 2.5 Lakh.
13. The successful Tenderer will Deposit Rs. 10,000/- in form of DD in favor of Director, NIHFW as Security deposit and the amount will be refunded after completion of the contract without bearing any interest thereon.
14. In case of any Defect/fault, the firm shall immediately rectify/replace, on receipt of complaint and shall have to ensure that rectified/replaced is in order. However, no extra payment will be made against this.
15. The Contract shall be awarded initially for a period of One (01) year. The contract may be renewed on year to year basis for a maximum period 3 years subject to the conditions, if the services provide are found to be satisfactory.
16. Undertaking as per **Annexure-I.**
17. Criminal liability undertaking as per **Annexure-II.**
18. Tender document duly signed by Authorized Signatory of the bidder (on each page) with seal of the firms as a token of acceptance by the Bidder of all terms & Conditions.
19. Bidder's profile giving complete details about the firm including the period for which it is in this business.
20. The rates should be quoted inclusive of all necessary taxes, over heads etc. including delivery of items and installation of the same.
21. The quoted price shall be typed on the format of Price Bid (both figures and words) and transparent cello tape shall be pasted on it, if the quoted price written by hand.
22. Pre-receipted duplicate bill in the favor of Director, NIHFW may be submitted for release of payment.
23. The Institute will recover TDS and other applicable taxes etc. as per rule from the payment made to the firm.

24. The Tenderer in enclosed Performa addressed to the Director, shall be submitted latest by **3:00 PM on 28/06/2022** in a sealed cover marked "**Annual Rate Contract for Preparation of banners and standee for various training courses/workshop meeting etc.**". The bid has to be dropped in the Tender Box kept at the Reception of Administrative Block of NIHF, Munirka, New Delhi-110067. No tender will be accepted after above date & time.
25. The Tender (Technical Bid) will be open at **3:30 PM on 28/06/2022**.
26. Date & Time for opening Financial Bid will be intimated to all eligible bidders separately by e-mail.
27. The Financial Bid of technically qualified agencies will be opened later and same will be informed to the agencies via email or telephonically.
28. The Competent Authority does not bind itself to accept the lowest or any other tender. Further, Competent Authority have right to cancel the tender/tender process at any time.
29. The jurisdiction to any dispute arising in the contract will be executed under the Indian law at the courts located at New Delhi.
30. The contract shall be valid initially for one year and the Department reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions for year to year as may be agreed upto further three years, subject to the condition if the services of the agency found satisfactory.
31. The agency has to submit the sample (miniature of minimum size 6 x 6 inch) for the banners/standees/flags to the concerned section (WMS) before opening of the financial Bid.
32. Banners/standees/flags etc. and the material used for the different purposes are as below follows (sizes may differ as per different users with different requirements): -
- PVC (Poly Vinyl Chloride) Banners
 - Star Media Flex Banners
 - Canvas Banner
 - Standees on metal frame
 - Standees/Banners on wooden frame
 - Backlit banners (Glow sign Boards)
 - Flex Hoardings.

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THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
BABA GANGANATH MARG, MUNIRKA, NEW DELHI-110067

FORMAT FOR UNDERTAKING
(TO BE SUBMITTED ON A NON-JUDICIAL STAMP PAPER PF Rs. 100/-)

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them.
2. The rates quoted by me/us are valid and binding on me/us for acceptance for the period of one year from date of acceptance of tender bid. I/We, hereby bind myself/ourselves to the Director, NIHFW, New Delhi for supply of items for use for use in NIHFW, New Delhi during the period of tender.
3. The supplied by me/us, would be of the best quality and as per specifications.
4. If I am the successful Tenderer will deposit Rs. 10,000/- in form of DD in favor of Director, NIHFW will be retained as Security deposit and same will be refund after completion of the contract without bearing any interest thereon.
5. I/We hereby undertake to supply the items during the validity of the tender as per direction given in the supply order within the stipulated period.
6. If the NIHFW authorities think it necessary to change any item/items supplied by me/us, found to be defective/inferior quality, the same will be replaced by me/us at no extra cost.
7. **Guarantee/Warrantee** as asked for in the tender form is acceptable to us. if any item supply by me/us is found to be defective and beyond repair, the same shall be replaced immediately by me/us free of cost.
8. I/we undertake to bear the cost of testing for quality of item supplied whenever decided to do test during contract period, if required.
9. I/We hereby undertake to bear the recoup any loss/damages caused to the NIHFW authority through the use of defective materials supplied by me/us.
10. I/We hereby undertake to pay penalty as per terms and conditions for delayed supplies/non supply.
11. It is certified that rate quoted by me/us are not higher than the MRP/Prevailing market rate.
12. It is certified that the quoted item have not been and are not being supplied to any other organization at a rate lower than being quoted here.
13. I/We agree to accept the bill to be paid by the purchaser after completion of all formalities and should any amount of bill found to have been overpaid, the amount shall be refunded by me/us.
14. Certify that no vigilance/CBI or Court case is pending against the firm.
15. I/we understand that the Director, NIHFW, New Delhi has the right to accept or reject any or all the tenders without assigning any reasons (s) thereof.
16. The decision of the Director, NIHFW, New Delhi will be final and binding upon me/us.

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

Place _____

Date _____

AFFIRMATION

(Affirmation should be on Agency/Company Letter Head)

I pledge and solemnly affirm that the information submitted in tender documents is true to the best of my knowledge and belief. I further pledge and solemnly affirm that nothing has been concealed by me and if anything adverse comes to the notice of purchaser during the validity of tender period, Director, NIHFWS, New Delhi will have full authority to take appropriate action as he/she may deem fit.

Place _____

Date _____

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

F. No. NIHFWS/37-4/2021
THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
BABA GANGA NATH MARG, MUNIRKA, NEW DELHI-110067
CRIMINAL LIABILITY UNDERTAKING ON Rs. 100/- AFFIDAVIT

I.....S/o.....

Resident of

..... do solemnly pledge and affirm: -

1. That I am the proprietor/partner/authorized signatory of
M/s.
2. That my firm has not been declared defaulter by any Govt. agency and that no case of any nature i.e. CBI, Criminal/Income Tax/ Sales Tax/ Blacklisting is pending against my firm.

Name_____

Signature_____

Rubber stamp_____

Affirmation/verification_____

F. No. NIHFWS/37-4/2021**Technical Bid**

(CERTIFICATES/DOCUMENTS TO BE SUBMITTED WITH THE BID)

Before submitting the tender, the tender should check the following enclosures (to be submitted with the bid).

S. No	Particulars	Yes/ No	Page No.
1	Non-refundable Tender fee for Rs. 500/- (Rupees five hundred only) in the form of Demand Draft/Pay order in favor of Director, NIHFWS, payable at New Delhi.		
2	EMD: - Declaration Performa as Annexure-V is filled and enclosed with the tender documents.		
3	Attested copy of PAN card issued by Income Tax department.		
4	Attested photocopy of latest GST/STCC/TIN registration certificate		
5	Undertaking as per prescribed Performa on an affidavit of Rs. 100/- as Annexure-I in the tender document.		
6	Criminal liability undertaking on an affidavit of Rs. 100/- as per prescribed form regarding CBI case/Criminal Case/Income Tax Case/GST/Sales Tax Case/Black Listing is not pending against the bidder or manufacture, marked as Annexure-II in Tender Document.		
7	Tender document duly signed by authorized signatory of Bidder.		
8	Proof of filling Income Tax Return (encloses attested copy of last three year income tax assessment certificate)		
9	The agencies having minimum experience of similar work/field of at least 3 years for printing/supply of Banners/Flags Copies of document in support of experience shall be enclosed. The cost of work should not be less than 2.5 Lakh.		
10	The minimum annual turnover of the agency should be more than 10 Lakh on an average of last 03 financial years. Copies of CA Certified Annual Turnover Certificate for last 03 Financial years must be enclosed. (Exemption for MSME and startup agency will be only given if valid certificate for the same is enclosed with tender documents).		
11	Whether agency is MSME MSME Reg. No. _____		
12	Whether agency is startup Startup Reg. No. _____		
13	Bidders Profile giving complete details about the firm including the period for which it is in this business		
14	Price Bid of the Tender as Annexure-IV is enclosed.		
15	The agency has to submit the sample (miniature of minimum size 6 x 6 inch) for the banners/standees/flags to the concerned section (WMS) before opening of the Financial Bid.		

Undertaking: I/We here by certify that all Particular given above are correct and true to the best of my/ our knowledge.

In case at an stage, it is found that the information given by me/us is false/incorrect, NIHFWS shall have the absolute right to take any action as deemed fit, (including termination of contract and/or black list and debar), without any prior intimation to me/us.

Name of Agency : _____
 Contact No : _____
 Address : _____
 PAN No. : _____
 Bidder's Name with Seal: _____
 Contact Person : _____
 Company Seal : _____

**F. No. NIHFWS/37-4/2021
PERFORMA FOR PRICE BID**

Required specifications for Banner Printing

Sl. No.	Nature of work with Specifications	Quantities	Rate per sq. Mtr.	Taxes	Total quoted Amount
1.	Normal Flex multi colour printing with eyelids	100 Sq. Mtr.			
2.	Normal Flex multi colour printing with wooden/metal frame.	100 Sq. Mtr.			
3.	Star media flex printing for banners corners fixed with eyelids	75 Sq. Mtr.			
4.	Star media flex printing with Wooden/ metal frame (Gate Banner etc.)	75 Sq. Mtr.			
5.	Star media flex printing for dropdown banners	75 Sq. Mtr.			
6.	Star media flex digital print (back lit) Rate per Sq. Mtr. including tube light with box frame	50 Sq. Mtr.			
7.	Star media Flex print with mount (front lit) Rate per Sq. Mtr. mild steel frame & fixing	70 Sq. Mtr.			
8.	Digital vinyl/solvent print (colour) Rate per Sq. Mtr. With flexing and mounting on wooden board	50 Sq. Mtr.			
9.	Digital vinyl/solvent Print with stand frame.	50 Sq. Mtr.			
Grand Total					

Grant Total Amount: (in figures) _____

Grant Total Amount: (in words) _____

Note: -

1. Quantities may vary as per actual site requirement. As the above mentioned Quantities is just for Quoting of rates purposes only.
2. Quoted Grand Total Amount should be written in figure and words both and transparent cello tape shall be pasted on it.
3. All entries in the tender form should be legible and filled clearly. if the space for furnishing information is insufficient, a separate sheet duly signed and stamped with company's seal by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid form. The Rate mentioned in Price Bid Performa if written by hand to be covered by **CELLO TAPE** or should be typed.

Signature: _____

Name: _____

Designation: _____

Address: _____

Company Seal: _____

Performa for Earnest Money Deposit Declaration

Whereas I/We (Name of the Agency)have Submitted bids for (Name of the Work): "**Annual Rate Contract for Preparation of Banners and Standee for various training courses/workshop meeting etc.**"

NIT Sl. No. : - F. No. NIHFW/WS/37-4/2021

I/We hereby submit the following declaration in lieu of submitting Earnest Money Deposit.

1. If after the opening of tender, I/We withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) specified in the tender documents.

OR

2. If after the award of work, I/we fail to sign the contract, or to submit performance guarantee before the deadline defined in the tender documents.

I/we shall be suspended for one year and shall not be eligible to bid for NIHFW tenders from date of issue of suspension order.

Signature of the Contractor (s)
Name and Address of the Bidder

Place: _____
Date: _____
Telephone No.: _____