

NATIONAL HEALTH MISSION



**PURCHASE COMMITTEE, STATE HEALTH SOCIETY,
NATIONAL HEALTH MISSION, JAMMU AND KASHMIR**

Name of the Group/ Item: Printing and supply of photo identity cards for Accredited Social Health Activists (ASHAs) & ASHA Support Group engaged in the State/Districts/ Blocks under National Health Mission, Jammu and Kashmir

NOTICE INVITING BIDS

E-TENDER NOTICE 04 OF 2018

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e-TENDER NOTICE 04 OF 2018

Notice inviting e-Bids for printing and supply of photo identity cards for Accredited Social Health Activists (ASHAs) & ASHA Support Group engaged in the State/Districts/ Blocks under National Health Mission, Jammu and Kashmir.

For and on behalf of the Governor of Jammu & Kashmir State, online tenders are invited from the firms dealing in printing work, for printing and supply of photo identity cards for Accredited Social Health Activists (ASHAs) & ASHA Support Group engaged in the State/Districts/ Blocks under National Health Mission, Jammu and Kashmir as per detailed specifications and Terms & Conditions mentioned in this Tender document:

S. No.	Particulars of Tenders	Cost of Tender Fee	Earnest Money
01	Printing and supply of photo identity cards for Accredited Social Health Activists (ASHAs) engaged in the Districts/ Blocks under National Health Mission, Jammu and Kashmir	✓ Rs.750/- for General Tenderers and ✓ Rs. 500/- for the Firms registered with DIC Jammu/ Kashmir as SSI Units	✓ Rs.25,000.00 for General Tenderers ✓ Rs. 5,000.00 for the Firms registered with DIC Jammu/ Kashmir as SSI Units

1. Detailed tender document alongwith terms and conditions can be downloaded from the website www.jktenders.gov.in or www.jknhm.com from **30.05.2018 (1400 Hrs onwards)**.
2. Pre-bid meeting shall be held in the office of National Health Mission, RIHFW, Nagrota Jammu on **07.06.2018 at 1400 Hrs**.
3. Bids (both Technical as well as Financial bid) shall be submitted in electronic format on website www.jktenders.gov.in from **14.06.2018 (1400 Hrs) upto 21.06.2018 (1600 Hrs) only**.
4. Technical bids will be opened on **22.06.2018 (1400 Hrs)** in the Conference Hall of State Health Society, NHM, J&K in the presence of tenderers who wish to attend. In case of holiday on the date of opening of bid, bids will be opened on the next working day at the same time and venue.
5. Financial bids of bidders qualifying the Technical evaluation shall be opened on later date which will be notified separately.

6. Sample of all ID card should reach in the office of **FA & CAO, National Health Mission, Jammu** through Regd. Post only by or before **21.06.2018 upto 1600 Hrs.**
7. Following documents should reach in the office of **FA & CAO, National Health Mission, Jammu** through Regd. Post by or before **21.06.2018 upto 1600 Hrs.** Purchase Committee shall not be responsible for any delay due to any reason:
 - a.) Cost of tender fees in the shape of Demand Draft, in original, drawn with any of the scheduled/ nationalized Bank in favour of National Health Mission, J&K;
 - b.) Earnest Money Deposit in the shape of CDR/ FDR, in original, pledged to the FA & CAO, NHM, J&K;
 - c.) Affidavit, in original, on Rs.100/- stamp paper duly attested by **1st Class Magistrate** stating that:
 - (i) The firm has not been blacklisted in the past by any Govt./ Private institution of the country and there is no vigilance/ any other investigating agency, case pending against the firm/ supplier.
 - (ii) If anything found wrong at any stage, I shall be responsible and deem to any legal action against me.
 - d) Undertaking as per Annexure :-AØ
 - e) Scanned copies of following documents, in-force at the time of uploading of bids, duly self-attested by the authorized signatory, alongwith seal:
 - i. PAN card;
 - ii. GST Registration certificate;
 - iii. SSI Registration certificate issued by the concerned DIC (Wherever applicable);
 - iv. Declaration from Competent Authority;
 - v. Tender document;
8. **Complete bidding process will be on-line. Tenderers are not required to submit the price bid in physical form.**

Sd/-
Financial Advisor & CAO
National Health Mission, J&K

Schedule of critical dates to be observed with respect to notice inviting online bids for finalization of Rate Contract for printing and supply of photo identity cards for Accredited Social Health Activists (ASHAs) & ASHA support Group engaged in the State/Districts/ Blocks under National Health Mission, Jammu and Kashmir.

S. No.	Particulars	Date/ Time
1	Date of Publishing RFP	30/05/2018 at 1400 Hrs
2	Start Date of Downloading RFP from Website	30/05/2018 at 1400 Hrs
3	Websites for Downloading RFP	www.jktenders.gov.in , www.jknhm.com
4	Last Date of Downloading RFP from Website	16/06/2018 upto 1600 Hrs
5	Pre-Bid Meeting	07/06/2018 at 1400 Hrs
6	Venue of Pre-Bid Meeting	Conference Hall of State Health Society, NHM, J&K RIHFW, Nagrota Jammu - 181221
7	Website for Submission of Bids (Technical as well as Financial)	www.jktenders.gov.in
8	Start Date for Submission of Online Bids	14/06/2018 (1400 Hrs)
9	Last Date for Submission of Online Bids	21/06/2018 (1600 Hrs)
10	Date of Opening of Technical Bids	22/06/2018 at 1500 Hrs
11	Place of Opening of Technical Bids	Conference Hall of State Health Society, NHM, J&K RIHFW, Nagrota Jammu - 181221
12	Date of Opening of Financial Bids	To be Notified Separately
13	Tender Fee (including Cost of Tender and Processing Fee) (to be deposited in the shape of Demand Draft drawn with any of the Scheduled/ Nationalized Bank in favour of National Health Mission, J&K)	✓ Rs.750/- for General Tenderers and ✓ Rs. 500/- for the Firms registered with DIC Jammu/ Kashmir as SSI Units

14	Earnest Money Deposit (in the shape of CDR/ FDR from a Scheduled Bank duly pledged in favour of FA&CAO, National Health Mission, J&K)	✓ Rs.25,000.00 for General Tenderers. ✓ Rs. 5,000.00 for the Firms registered with DIC Jammu/ Kashmir as SSI Units
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Sd/-
Financial Advisor & CAO
NHM, J&K

Instructions to bidders regarding e-tendering process:

1. The interested bidder can download the notice inviting EoI/ bidding document from the website <http://jktenders.gov.in>.
2. To participate in bidding process, bidders have to get (DSC) Digital Signature Certificate as per Information Technology Act-2000, to participate in online bidding. This certificate will be required for digitally signing the bid. Bidders can get the above-mentioned digital certificate from any NIC/ Govt. approved vendors. The Bidders, who already possess valid (DSC) Digital Signature Certificates, need not to procure new Digital Signature Certificate.
3. The bidders have to submit their bids online in electronic format with Digital Signature. The bids cannot be uploaded without Digital Signature. No Proposal will be accepted in physical form.
4. Bids will be opened online as per time schedule mentioned in the notice inviting EoI.
5. Before submission of online bids, bidders must ensure that scanned copies of all the necessary documents have been attached with the bid.
6. The State Health Society, J&K will not be responsible for delay in online submission of bids, whatsoever reasons may be.
7. All the required information for bid must be filled and submitted online.
8. Bidders should get ready with the scanned copies of cost of documents & EMD as specified in the tender documents. The original instruments in respect of cost of documents, EMD and relevant documents be submitted to the Tender Inviting Authority by Registered Post as per the time schedule specified.

9. The details of cost of documents, EMD specified in the tender documents should be the same, as submitted online (scanned copies) otherwise bid will not be accepted.
10. Bidders can contact the FA&CAO, SHS, NHM, J&K for any guidance for getting DSC or any other relevant details in respect of e-tendering process.
11. Bidders are advised to use "My Documents" area in their user on <http://jktenders.gov.in> e-tendering portal to store important documents like Balance sheet, GST Certificate, IT Returns, and other relevant documents etc., and attach these certificates as Non Statutory documents while submitting their bids.
12. Bidders are advised not to make any change in BOQ (Bill of Quantities) contents or its name. In no case they should attempt to create similar BOQ manually. The BOQ downloaded should be used for filling the rates inclusive of all taxes and it should be saved with the same as it contains.
13. Bidders are advised to scan their documents at 100 DPI (Dots per Inch) resolutions with Black and White, PDF Scan properly.
14. The guidelines for submission of bid online can be downloaded from the website <http://jktenders.gov.in>.
15. ***Scanned copies of the below mentioned documents shall be attached from My Document area for tenderers.***
 - a. PAN card
 - b. GST registration certificate
 - c. Declaration from Competent Authority

Terms and Conditions:

1. Scope of Work =

- a) Successful bidder has to print and supply photo identity cards for 12000 Accredited Social Health Activists (ASHAs), approximate No., & ASHA Support Group engaged in the State/Districts/ Blocks under National Health Mission, Jammu and Kashmir;
- b) Identity Cards shall be as per the following specifications:
 - (i) Holder Size: 2.5" (Height) x 3.5" (Width);
 - (ii) Fusing cards;
 - (iii) Scratch proof;

- (iv) Single side printing; and
 - (v) Plastic jacket (Notched holder), with ribbon, for carrying the card. Ribbon should contain the words
National Health Mission, J&K all around;
- c) **Sample of photo identity card can be seen in Jammu office of State Health Society, National Health Mission, at Regional Institute of Health & Family Welfare, Kandoli Nagrota, Jammu/ Kashmir office at J&K Housing Board Complex, Chanapora, Srinagar on any working day between 11.00 AM to 4.00 PM;**
- d) Detailed particulars of the ASHAs will be made available to the successful bidder by the Programme Manager, Community Participation & Inter-Sectoral Convergence/ ASHAs, State Health Society, NHM, J&K;
- e) Rates shall have to be quoted FOR Stores, Jammu/ Srinagar and supplies shall have to be made accordingly;
- f) District-wise supply of photo identity cards shall have to be made within fifteen days of issuance of the work order failing which penalty shall be applicable as per clause 20 below;
- g) Payment shall be made after confirmation of the photo identity cards by the Districts/ ASHAs who will have to confirm the particulars mentioned on their respective card within two days from the issuance of the same. Modification, if any, reported by the respective ASHA(s) shall have to be made by the successful bidder at its own expense.

2. Tenders are to be submitted under two cover system -

A. Cover 1st - Technical Cover:

- 1. Scanned copy of tender fees
- 2. Scanned copy of EMD

CDR/ FDR Format:

Received from M/s (Name of the bidder) pledged to the FA & CAO, NHM, J&K.

- 3. Scanned Copy of affidavit, on Non-Judicial Stamp Paper of Rs.100/-, duly attested by **1st Class Magistrate** stating that: -
 - a. The firm has not been blacklisted in the past by any Govt./ Private institution of the Country and there is no vigilance/ any other investigating agency, case pending against the firm/ supplier.

b. If anything found wrong at any stage, I/ we shall be responsible and deem to any legal action against me.

4. Undertaking as per Annexure :-Aø

5. Scanned copies of following documents, in-force at the time of uploading of bids, duly self-attested by the authorized signatory, alongwith seal:

a) PAN card;

b) GST Registration certificate;

c) SSI Registration certificate issued by the concerned DIC (Wherever applicable);

d) Declaration from Competent Authority; and

e) Tender document.

B. Cover 2nd - Financial Cover:

1. Rates have to be submitted by the tenderers in BOQ only.

3. Below-mentioned documents have to be submitted in the office of FA & CAO (Chairman), Purchase Committee, State Health Society, NHM, J&K before the last date and date of submission of tender:

a) Tender fees and EMD, both in original;

b) Affidavit, in original;

c) Undertaking as per Annexure :-Aø in original;

d) Self-attested xerox copies of the documents mentioned above at sub-clause (5)(a) to (e) of clause 2(A)

4. All the documents attached with the tender should be self-attested by the authorized signatory of the firm with seal.

5. Financial bid (price bid) of only those tenderers shall be opened who will qualify in technical evaluation. Date of opening of financial bid shall be notified separately.

6. It will be the responsibility of the tenderer to mention any special offers clearly in the technical bid only.

7. **Rates quoted should be FOR stores, in accordance with the BOQ inclusive of GST/ other taxes and charges.**

8. Price bids should be offered **on-line only**.

9. Specifications in financial bid should not differ with the original tender specifications/ samples, otherwise tender may liable to be rejected.
10. The technical documents submitted by the firm with the tender form will be opened in public in the presence of tenderers/ firms or their authorized representatives.
11. The tenderer(s)/ authorized representative(s) should point out to the FA & CAO, NHM, J&K regarding embitterment, if any, at the time of opening of tenders. Thereafter, the tenderer/ authorized representative will have no legal right to confer or to represent on one ground or the other.
12. No conditional tender shall be accepted.
13. All the terms and conditions of the tenders should be carefully studied for the sake of submitting complete and comprehensive tender, failing to comply with any of the terms and conditions will lead to rejection of tender, even if it is competitive offer.
14. The approved tenderer shall carefully examine the terms & conditions. In case of any doubts, he shall refer to the officer-in-charge and get clarifications before signing the contract. After signing the documents, no communications regarding change in terms & conditions shall be entertained.
15. The successful tenderer is bound to stick on the rates once quoted by him. In addition, he shall have to abide by the standard terms and conditions as laid down in the J&K book of financial rules/ codes and the conditions as per the contract.
16. The successful tenderer shall have to abide by the terms and conditions of the NIT and the approval of the contract for which an agreement shall have to be executed on a NON JUDICIAL Stamp Paper with the concerned authorities before the allotment of the contract. The cost of the stamp duty shall be borne by the tenderer. The successful tenderer shall have to execute an agreement in the prescribed form.
17. The contract fixed shall be valid for a period of **twelve months** from the date of issue of approved rate contract or till such time the new rate contract comes into force.
18. The successful tenderer shall be responsible for execution of the contract in full and shall not in any case assign or sub-let approved contract or any part thereof to other party. Suitable penalty up-to 10% of the total value of a contract shall be imposed for any deviation from contractual obligation on merits of each case, which can be forfeiture of EMD/ Security deposits/ with-holding of other deposits in with State health Society, National Health Mission, J&K as a whole or even debarring/ black listing of the suppliers/

firms/ dealers. The earnest money shall be forfeited if the bidder withdraws the tender or revise the prices within validity period/ refuse to comply the work order placed on him within the validity period of the offer.

19. Earnest Money Deposit

- a) Tender shall have to be accompanied with an Earnest Money Deposit of Rs.25,000.00 (Rs.5,000.00 in case of bidders registered with the DIC, Jammu/ Kashmir), without which tenders will not be considered as valid. EMD shall be in the form of CDR/ FDR pledged to the FA & CAO, NHM, J&K. Scanned copy of CDR/ FDR shall have to be uploaded along with the technical bid and shall have to be deposited, in original, in the office of FA & CAO (Chairman), Purchase Committee, State Health Society, NHM, J&K before the last date and date of uploading of bids. EMD in any other form will not be accepted. Bids submitted without sufficient EMD shall summarily be rejected.
- b) EMD shall be forfeited when the bidder:
 - i. Withdraws or modifies the offer after opening of tender;
 - ii. Fails to execute the agreement, if any, prescribed within the specified time or extended time by competent authority on the request of the bidder;
 - iii. Fails to deposit the security money within the prescribed time;
 - iv. Fails to provide the service as per work order within the time prescribed;
 - v. Violates any terms & conditions of the tender document.
- c) EMD of unsuccessful bidder shall be refunded soon after finalization of the tender whereas it shall be retained in case of successful bidder and treated as security deposit which is to be refunded to the successful bidder after completion of the contract period.
- d) EMD lying with State Health Society in respect of any other tender, awaiting approval or rejected or on account of contracts being completed, shall not be adjusted towards EMD for this tender. The earnest money may, however, be taken into consideration in case tenders are re-invited for the similar work.

20. Performance Security Deposit:

- a) Successful bidder(s) will have to deposit Performance Security Deposit of Rs.50,000.00 in favour of FA & CAO, State Health Society, NHM, J&K at the time of agreement. The security amount shall in no case be less than the EMD.

- b) EMD of successful bidder shall be adjusted towards Performance Security Deposit (SD) and balance shall be given in the form of CDR/ FDR/ Bank Guarantee favoring FA & CAO, State Health Society, NHM, J&K.
- c) The security shall be refunded after satisfactory completion of contract and after satisfying that there are no dues outstanding against the successful bidder.
- d) It is to be noted that previous earnest money/ security deposit, on account any previous tenders, even if lying with the State Health Society, NHM, J&K, shall not be considered towards this Rate Contract and therefore fresh security deposit is to be furnished.
- e) State Health Society, NHM, J&K will not pay any interest on Performance Security Deposit/ Earnest Money Deposit.

21. Terms of Payment:

- a) 100% payment shall be made only after confirmation of the photo identity cards by the Districts/ ASHAs who will have to confirm the particulars mentioned on their respective card within two days from the issuance of the same.
- b) No advance payments shall be made.
- c) Payment shall be made by RTGS/ NEFT/ PFMS. Expenses on this account, if any, shall be borne by the firm.
- d) All bills/ invoices should be raised in triplicate.

22. The time specified for supply of photo identity cards in the supply order shall be deemed to be the essence of the contract and the successful tenderer shall arrange supplies within the period on receipt of order from State Health Society. In case of extension in the delivery period with liquidated damages, recovery shall be made on the basis of following percentages of value of supply order which the tenderer has failed to supply:

S. No.	Delay	Penalty (as %age of Value of Supply Order)
(a)	Delay up to 1/4 th period of prescribed Delivery Period	2.5%
(b)	Delay exceeding 1/4 th but not exceeding 1/2 of prescribed delivery period	5%

S. No.	Delay	Penalty (as %age of Value of Supply Order)
(c)	Delay exceeding ½ but not exceeding ¾ th of prescribed delivery period	7.5%
(d)	Delay exceeding ¾ th of prescribed period	10%

a) Fraction of a day in reckoning the period of delay in supplies shall be eliminated if it is less than half a day.

b) The maximum amount of agreed liquidated damage shall be 10%.

c) If the successful tenderer requires an extension of time in completion of supply on account of occurrence of any hindrance, he shall apply in writing to FA & CAO, NHM, J&K who has placed the supply order, but not after the stipulated date of completion of supply. However, mere applying for extension does not mean that extension shall be granted. It shall be discretionary on the part of the FA & CAO taking into account the reason(s) for delayed supply.

d) Delivery period may be extended with or without liquidated damages. If the delay in the supply of material is on account of hindrances beyond the control of successful tenderer, extension in delivery period may be granted without liquidated damages.

23. Any loss sustained by the department as a result of re-tendering the contract or allotting the same to 2nd lowest tenderer due to backing out by the successful tenderer, shall be recovered from the defaulting tenderer out of his EMD/ Security deposit or from any of his pending bills with department, as the case may be. Even if the 2nd lowest tenderer agree to carry out the contract at the rate of 1st lowest, EMD of 1st lowest tenderer will be forfeited and he shall have no claim for the same and also shall have no right to raise this issue in any court of law. The same procedure will be adopted in case of 2nd lowest on his default and likewise for 3rd lowest.

24. In case of any dispute/ difference or doubts or any other issue that may come up during the course of contract, the matter shall be referred to the office of Mission Director, NHM, J&K who will appoint an officer as Sole Arbitrator for the dispute, who will not be related to this contract. The Arbitrator shall deal with the grievance expeditiously, as possible and shall endeavour to dispose it off, within thirty days from the date of its submission. If the officer designated as Arbitrator fails to dispose off the grievance filed within the period or if the Service Provider or prospective bidder or any other stakeholder is aggrieved by the order passed by the Arbitrator, he/ it may file an appeal before MD, NHM, J&K being the final Appellate Authority

in this behalf within fifteen days from the expiry of the order passed by Arbitrator or of the date of receipt of the order passed by the Arbitrator, as the case may be.

25. Failure of the successful tenderer to fulfill any of its obligations under the agreement shall not be considered to be a default in so far as such inability arises from an event of force majeure, provided that the party affected by such an event:
 - a) Has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of the agreement, and
 - b) Has informed the other party as soon as possible about the occurrence of such an event.
26. No oral conversations or agreements with any Officer or Official of NHM, J&K shall affect or modify any terms of this tender. Any alleged oral agreement or arrangement made by the bidder with any Department, agency, Officer or Official of NHM, J&K shall not affect the definitive agreement that results from this Tender process. Oral communications by NHM, J&K to an entity shall not be considered binding on NHM, J&K. Similarly, any written material provided by any person other than NHM, J&K shall not affect the implementation of the Project unless approved and agreed to by NHM, J&K Authorities.
27. Bidders that are found to be canvassing, influencing or attempting to influence the concerned in any manner, including offering bribes or other illegal gratification to any officer/ official of the State Health Society, NHM, J&K, for getting the project issued in its favour can be disqualified from the process at any stage without any notice in this regard.
28. The information contained in this NIT is selective and is subject to updation, expansion, revision and amendment. It does not purport to contain all the information that a bidder requires. Purchase Committee, State Health Society in its absolute discretion, but without being under any obligation to do so, may relax/ change/ modify the terms and conditions including scope of work in any exigency, excluding fundamental changes/ basic conditions, after approval of the same by the Mission Director, NHM, J&K. Such updation/ change/ modification shall be uploaded on the respective websites ó www.jktenders.gov.in and www.jknhm.com and will become part and parcel of the NIT.
29. Purchase Committee, State Health Society is competent and reserves the right to consider, ignore, or reject all or any of the bids received in response to this NIT at any stage, without assigning any reason what so-ever

30. All other issues that may come up during the course of compilation of contract shall be decided by the Mission Director, NHM, J&K and his decision shall be final.
31. All the Legal proceedings that may arise at any time shall be subject to the exclusive jurisdiction of Courts of J&K State only.

In Acceptance

Sig. & Seal of the Tenderer
alongwith Full address

Check-list for the Tenderers

S. No	Particulars	Annexed at Page No. (in manual envelop)
1.	Tender Fee (in the form of DD drawn with any of the scheduled/ nationalized Bank in favour of State Health Society, NHM, J&K payable at Jammu)	
2.	EMD (in the form of CDR/ FDR pledged to the FA & CAO, State Health Society, NHM, J&K)	
3.	Affidavit on Non-Judicial Stamp Paper of Rs.100/- duly attested by 1 st Class Magistrate	
4.	Undertaking as per Annexure 'A' (to be typed on letter-head of tenderer)	
5.	Registration Certificate issued by concerned DIC (enclose documentary evidence)	
6.	PAN card	
7.	GST Registration certificate of the tenderer	
8.	Declaration from Competent Authority	
9.	Tender Document	

Sig. & Seal of the Tenderer
alongwith Full address

UNDERTAKING

(To be typed on letterhead of bidder)

Annexure 'A'

To

The Mission Director,
National Health Mission,
Jammu and Kashmir

Subject: NIT for Printing and supply of photo identity cards for Accredited Social Health Activists (ASHAs) & ASHA Support Group engaged in the State/Districts/ Blocks under National Health Mission, Jammu and Kashmir

Sir,

1. I/ We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/ we before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ ourselves abide by the said terms and conditions.
3. I/ we agree to abide by the tendered terms & conditions.
4. I/ we declare that our financial position is sound and we are competent to execute the supplies as & when allotted.
5. I/ we declare that we will not ask/ expect any financial assistance from the Govt. of Jammu & Kashmir State.
6. We will execute the supplies strictly in accordance with the approved specifications, if approved in our favour

In acceptance
Sig. & Seal of the Bidder
alongwith Full address
Contact No.:
e-Mail ID: