



Govt. of National Capital Territory of Delhi
Health and Family Welfare Department
Delhi State Health Mission
6th level A & B Wing,
Vikas Bhawan II, Near Metcalf House
New Delhi-110054



Request For Proposal for “Printing of Public Health Standards for Primary Urban Health Centers & Quality Assurance Manual Books and Other Material”

The State Health Society invites proposals for “Printing of Public Health Standards for Primary Urban Health Centers & Quality Assurance Manual Books and Other Material” The background, scope of work, items and conditions etc are given below.

SECTION I

THE PROJECT

Delhi State Health Mission (Under the National Rural Health Mission) is a joint initiative of the Government of India and the GNCTD to optimize the health delivery system in the State through architectural / systemic reforms, innovation and convergence of various healthcare providing agencies and related sectors. Health facilities are expected to deliver quality assured health care services in an age, gender and culture sensitive manner responsive to community health. The Scheme is being implemented in all eleven districts of Delhi. The State Health Society invites proposals for “Printing of Public Health Standards for Primary Urban Health Centers & Quality Assurance Manual Books and Other Material” to the districts as per their requirements.

Detailed Request for Proposal giving the eligibility criteria, Terms and Conditions, Guidelines for submitting the proposal can be downloaded from the website:

<http://govtprocurement.delhi.gov.in>.

Important Dates:

- i. Last date for downloading the RFP from the above Website: **12.07.2013**
- ii. Last date for submission of the proposal to the State Health Society: **12.07.2013**
- iii. Date of opening of the Proposal: **15.07.2013**
- iv. Date of opening of the Financial Proposal: **23.07.2013**

Mission Director, DSHM

**Government of National Capital Territory of Delhi
Health and Family Welfare Department
State Health Society, Delhi State Health Mission
VIKAS BHAWAN 2, SIXTH FLOOR, A&B WING,
NEAR METCALF HOUSE, CIVIL LINES. NEW DELHI 110054.**

Request For Proposal for “Printing of Public Health Standards for Primary Urban Health Centers & Quality Assurance Manual Books and Other Material”

SECTION II

- Tender No : _____
- Name of Work : Printing of Public Health Standards for Primary Urban Health Centres & Quality Assurance Manual Books, and other material.
- Name of Department: Delhi State Health Mission.
- Address of Tender Process : Office of the Delhi State Health Mission .Vikas Bhawan 2, Sixth floor, A & B Wing, Near Metcalf House, Civil Lines,. N D 110054
- Subject : Printing of Public Health Standards for Primary Urban Health Centres & Quality Assurance Manual Books and other material.
- Estimated Cost of Project : 22 Lacs
- Duration : One year.
- Issue of RFP : The RFP may be downloaded from the portal of E-procurement site of Delhi Govt from 25/06/2013 to 12/07/2013 till 05:00 PM (<https://govtprocurement.delhi.gov.in>)
- Closing Date : Proposals as per the procedure below should be submitted in the website of e-procurement portal of Delhi Govt. from 25/06/2013 to 12/07/2013, 5:00pm. No tender will be accepted after the last date and time of Submission.
- Opening of the Bids : The proposals will be opened on 15/07/2013 at 11:00 AM. in Office of the Delhi State Health Mission, Vikas Bhawan II, Sixth Floor, A & B Wing, Near Metcalf House, Civil Lines, New Delhi - 110054 in presence of designated Committee and the authorized representative of the bidders who choose to be present on the occasion.

Tender form download starts on	Last date of submission of tender document	Place of deposit of the proposal	Opening date, time & place of tender
25/06/2013 at 05:00 PM	12/07/2013 till 5:00 PM	On the e-procurement web site of Delhi Govt.	15/07/2013 at 11:00 AM On the e-procurement web site of Delhi Govt.

Section III

1. Item wise Specifications are given below:

Sr. No.	Item Name	Specification	Quantity
1.	Set of two books: A) Public Health Standards for Primary Urban Health Centers B) Quality Assurance Manual Books (set of books)	Open Size: 16"x11" No. of Pages: 148(± 4) + 4 Cover (for Public Health Standards for Primary Urban Health Centers) 132(±4) + 4 Cover (for Quality Assurance Manual) Paper: Inside: 130gsm Magnostar Art Paper Matt. Cover: 300gsm Magnostar Art Card Matt. Printing: Throughout four Colour Binding: Sewn & Perfect	500(±10%) & 1000(±10%)
2.	RCH Register	Open Size: 28" x 10" No. of Pages: 300(± 4) Paper: Cover: 32 Ounce Millboard Inside: 80 gsm Printing Item : Register Printing: B/W Both side Binding: Pasting/Staple with cloth Binding	1700(±10%)
3.	ASHA Diary	Size: A4 No. Of Pages: 396(± 4) Paper: Text: 80gsm sunshine super packet Printing Item : Diary Printing : Text- mono-colour Cover : 32 ounce star gray board with gold leaf on front and back cover Binding: section sewn & perfect	3500 (±10%)
4.	Newsletter	Open Size:- 17" x 11" No. of Pages: 8 (±4) Paper: 200 Matt Art Paper Printing Item : Newsletter Printing : 4 Colour both side printing Binding: Pasting/Staple	500(±10%)& 1000(±10%)
5.	Annual Report (Booklet)	Open Size: A4 No. of Pages: 36 (± 4) + 4 Cover Paper: Cover: Matt Art 250gsm, Inside: Matt 100 gsm Printing Item : Booklet Printing : 4 Colour both side printing Binding: Pasting/Staple	500(±10%)& 1000(±10%)
6.	ASHA Eye Care (Booklet)	Size: A4 No. of Pages : 12 (± 4) + 4 Cover	5000(±10%)

		Paper: Cover: Matt Art 250gsm, Inside: Matt 100 gsm Printing Item : Booklet Printing : 4 Colour both side printing Binding: Pasting/Staple	
7.	Family Planning (Booklet)	Open size: 12" x 8.5" No. of Pages: 24 (± 4) + 4 Cover Paper: Cover- 250gsm Matt Art, Inside- 130Gsm Matt Art Printing Item : Booklet Printing : 4 Colour both side printing Binding: Pasting/Staple	2000($\pm 10\%$)& 5000($\pm 10\%$)
8.	3 Fold Folder(15"x10")	Open Size: 15" x 10" (3 fold) No. of Pages: 8 (4 in front and 4 at back) Paper: 200Gsm Glossy Art Paper Printing Item : 3 Fold Folder Printing : 4 Colour both side printing Binding: Creasing and Folding	50000($\pm 10\%$) & 10000($\pm 10\%$)
9.	3 Fold Folder (24" x 11")	Open Size: 24" x 11" (3 fold) No. of Pages: 8 (4 in front and 4 at back) Paper: 200Gsm Matt Art Paper Printing Item : 3 Fold Folder Printing : 4 Colour both side printing Binding: Creasing and Folding	500($\pm 10\%$) and 1000 ($\pm 10\%$)
10.	2 Fold Folder for Reaching the Unreached	Open Size: 24.5" x 11.5" (2 fold) No. of Pages: 6 (3 in front and 3 at back) Paper: 350Gsm Art Paper Printing Item : 2Fold Folder Printing : 4 Colour both side printing Fabrication: Both Side Lamination Binding: Creasing and Folding	5000($\pm 10\%$)
11.	DSHM Table Calendar	Size: Leaves- 12" x 5" Board- 12" x 6.5" Paper: Leaves- Matt Art Card 300gsm Board- Art Paper pasted on Board 130gsm Board Stand: 1.5mm No. of Pages: 26(± 4) Printing Item : Table Calendar Printing: 4 colour Both side Binding: White Spiral or Wiro Binding	500($\pm 10\%$) and 1000 ($\pm 10\%$)

2. Sample can be examined at the Office of Delhi State Health Mission by contacting the Logistic Consultant, Delhi State Health Mission at Vikas Bhawan 2, Sixth floor, B Wing, Near Metcalf House, Civil Lines. New Delhi 110054 between 11 AM to 4.30PM.

SECTION IV

Technical Bid: The Technical Bid shall contain following documents.

I.(A)

1. Turnover criteria:

The firm must be having a minimum annual turnover while bidding for a particular item / items as given below in each financial year for last three years. Copies of the Income Tax Return along with copies of the Audited Final Accounts of the last three financial years must be enclosed in support. Itemwise turnover requirement is given below:

Sr. No	Item	Minimum Annual Turnover (in lacs & Rs.)
1	Set of two books : A) Public Health Standards for Primary Urban Health Centers B) Quality Assurance Manual Books (set of books)	10.0
2	RCH Register	
3	ASHA Diary	
4	Newsletter	8.0
5	Annual Report (Booklet)	
6	ASHA Eye Care (Booklet)	
7	Family Planning (Booklet)	
8	3 Fold Folder (15"x10")	5.0
9.	3 Fold Folder (24"x 11")	
10.	2Fold Folder for Reaching the Unreached	
11.	DSHM Table Calendar	

2. Earnest Money Deposit:

Sr. No	Item	EMD required (in Rs)
1.	Public Health Standards for Primary Urban Health Centres & Quality Assurance Manual Books	Rs. 18000/-
2.	Register	Rs. 15000/-
3.	ASHA Diary	Rs. 20000/-
4.	Newsletter	Rs. 5000/-
5.	Annual Report (Booklet)	Rs. 5000/-
6.	ASHA Eye Care (Booklet)	Rs. 5000/-

7.	Family Planning (Booklet)	Rs. 5000/-
8.	3 Fold Folder	Rs. 5000/-
9.	3 Fold Folder	Rs. 5000/-
10.	2Fold Folder for Reaching the Unreached	Rs. 5000/-
11.	DSHM Table Calendar	Rs. 5000/-

EMD should be submitted separately for each and every item only by Bank Draft / FDR in the name of State Health Society, Delhi.

3. A detailed profile of the firm.
4. Attested copy of the registration of the firm.
5. Attested copy of certificates of service Tax (Certificate indicating TIN No.)
6. Attested copy of the VAT registration of the firm and copy of VAT no.
7. Attested photocopy of PAN Card of the Firm.
8. An undertaking to the effect that the firm has not been black-listed by any of the Government offices. The undertaking should be signed by the owner. If an authorized signatory is signing the undertaking, then the letter of the authorization by the owner of the firm should be enclosed.

I.(B).

1. Samples of the paper / board / leather etc should be enclosed with the proposal duly labelled and signed by the authorized signatory of the firm. Proposal without the required samples will not be considered. Item's name and number for which the sample has been submitted must be clearly mentioned on the sample.
2. The above documents must be placed in a sealed envelope labelled as "Technical Bid for printing of Public Health Standards for Primary Urban Health Centres & Quality Assurance Manual Books and other material"
3. If the above stated documents are not found enclosed in the technical proposal, the proposal shall not be considered.
4. Checklist for the Technical Bid at Annexure 1.
5. Samples of any printing / publishing work done earlier may be enclosed.

Financial Bid:

1. Financial Bid shall indicate the price offer being made by the firm for per piece of any item .i.e. A set of the two books -- Public Health Standards for Primary Urban Health Centers & Quality Assurance Manual, Register, Newsletter, Annual report (booklet), ASHA Eye Care (booklet), 2 fold folder, 3 fold folder, Family Planning (booklet), ASHA Dairy, Calender etc. Quoted rate shall be inclusive of all

charges including packaging, cartage and any other incidental charges. Rate should be quoted separately for each item as per the specified quantities.

2. The VAT on the said item should be indicated separately.
3. Only single price will be accepted for each item.
4. Rates should be quoted in Indian Rupees only and rates once quoted shall be final.

See Annexure 2. Financial Bid shall be submitted electronically only.

Submission of Proposals:

1. Covering letter should clearly indicate the list of enclosures.
2. Proposal should be submitted in Sealed envelope labelled "Technical Bid for Printing of Public Health Standards for Primary Urban Health Centers & Quality Assurance Manual Books and other material" along with the Name of the firm.
3. Only the technical bid shall be opened for evaluation. Based on the evaluation of the technical bids, financial bids of only those firms found to be eligible technically shall be opened.
4. The tender document must be typed or handwritten in a legible handwriting without any cutting or erasing, In case cutting / erasing becomes necessary, the same must be countersigned by the tenderer.
5. Each and every page of the tender document must be signed and numbered.
6. Samples of previous publications may be submitted along with the proposal.

SECTION V

THE GENERAL TERMS AND CONDITIONS

The following terms and conditions must be read carefully and complied with before submitting the proposal. These Terms and conditions will not be modified except by a written addendum / corrigendum issued by the Mission Director, Delhi State Health Mission.

1. Bidding firm should not be black-listed / debarred by any government institution in the last 3 years.
2. Each tender must be accompanied by a **Fixed Deposit Receipt / Bank Draft** from a Nationalized Bank / Commercial Bank, in the name – State Health Society (Delhi) , Delhi as Earnest Money deposit for a minimum period of 12 months. Cheque / Postal order / Money Order / Cash payment will not be accepted. Proposal without EMD will be rejected.
3. The EMD is refundable to the unsuccessful bidders after the award of tender. The EMD of the successful bidder (commensurate with the EMD required as per the item awarded to the bidder) will be kept as a Performance Security with the State Health Society (Delhi) and shall be refundable after expiry of the contract and no interest is payable to the tenderer.
4. If any information / documents furnished by the Bidder are found to be incorrect / fake / forged, at any time, the proposal / contract will be terminated without any notice and the EMD / performance security will be forfeited. The same term and condition shall be applicable in case of default in supply.
5. **VALIDITY OF TENDERS / TERMS OF CONTRACT:**
The validity of the Bid will be for a period of 180 days from the date of opening of the tender. However the Mission Director has the right to extend the said period.

Unless earlier terminated as set forth herein, the rates contract will be valid for a period of one year from the date of award and can be further extended on mutual consent on same terms and conditions and rate, provided the performance of the agency has been found to be satisfactory.

6. **Order of the Goods:** The State Health Society (Delhi) &/or eleven Integrated District Health Societies of the eleven districts shall place their orders to the agency as per their requirements.

The Material to be printed shall be supplied by the Department in a CD. The firm must collect the material from the above address and submit a proof copy for approval within five days of receiving the work order. Any corrections / modification / formatting required shall be done by the firm. The final CD used for printing shall be the property of The State Health Society (Delhi) and shall be returned by the firm.

7. **Packaging and supply of orders:** The printed material shall be packaged in bundles of 5 sets -- each set comprising of the two books -- PUHC standards and Quality Assurance Manual, 5 pieces of RCH registers 5 pieces of Dairies, 5 Calendars. Bundles of 50 shall be made for Folders, News letter. Bundles of 25 shall be made in case of Annual report, ASHA eye care and family planning booklets. These shall be packaged in brown paper packets to protect them from damage and defacement during transport and storage. The supplies shall be delivered to the destination as mentioned in the supply order. The Society will not bear any cost on account of cartage, octroi or any other incidental charges.
8. The supplies will have to be made strictly in accordance with the approved specifications within 30 days of the issue of confirmed supply order. Supplies, if received later may not be accepted or penalty at the rate 2% per week (maximum upto 10%) of the total amount of bill may be imposed. Failing supply, contract will be cancelled and firm will be blacklisted. However, in exceptional circumstances, extension may be granted by the Mission Director.

- 9. Terms of Payment :** Payments shall be made by the Ordering organization within 30 days from the date of complete delivery of the material ordered after satisfactory supply of all the copies ordered along with invoice/Bill (in triplicate).

Tax at source will be deducted from the amount of bill as per prevailing I.T. Rules.

The payment shall be made after deduction of any penalty as prescribed & imposed for breach / violation of any the provisions / terms and conditions of the tender and contract.

- 10.** Bidder shall abide by all the terms & conditions of tender document.
- 11.** There will be no post tender negotiations except in case of negotiations with lowest Bidder.
- 12.** This contract shall be governed by the laws of India. Only the courts of Delhi shall have jurisdictions to decide any dispute arising out of or in respect of the contract.
- 13.** Proposals received unsealed or without EMD or after the due date will not be entertained under any circumstances.
- 14.** The documents attached with the bids are sacrosanct for considering any offer as a complete offer. It is therefore important that all required documents duly completed and signed are enclosed failing which the bid shall be deemed "incomplete and rejected".
- 15.** The State Health Society, Delhi reserves the right to accept or reject any of the proposals without assigning any reasons.

**MISSION DIRECTOR
DELHI STATE HEALTH MISSION**

SECTION VI

Annexure-I

Technical Bid

S. No.	Particulars of the requirement :	Whether Enclosed or not	Remarks
1.	Turnover of the firm in last three financial years (Attach copies of Income Tax Returns along with copies of the Final Accounts for the last three financial years).		
2.	EMD (As per the item for which bid is being made)		
3.	Detailed Profile of the firm.		
4.	Registration of Firm and TIN No. (Attested Copy)		
5.	VAT No. (Attested Copy)		
6.	PAN No. (Attested Photocopy)		
7.	Undertaking in respect of not being blacklisted.		
8.	The authorization / undertaking for signing the tender document.		
9.	Sample of Paper / board / leather as mentioned in the specifications.		
10.	List of Clients (Copies of the award of contracts)		

Samples of the Publications, books to be enclosed separately.

**Signature and Seal of
The Authorized Signatory**

Annexure 2

Financial Bid

S No.	Particulars of requirement	Quantity	Rate quoted per piece excluding VAT	Remarks , if any
1.	Set of two books : A) Public Health Standards for Primary Urban Health Centers	500 ($\pm 10\%$)		
	B) Quality Assurance Manual Books (set of books)	1000 ($\pm 10\%$)		
2.	RCH Register	1700 ($\pm 10\%$)		
3.	ASHA Diary	3500($\pm 10\%$)		
4	Newsletter	500($\pm 10\%$)		
		1000($\pm 10\%$)		
5	Annual Report (Booklet)	500($\pm 10\%$)		

			1000(±10%)		
6	ASHA Eye Care (Booklet)		5000(±10%)		
7	Family Planning (Booklet)		2000(±10%)		
			5000(±10%)		
8	3 Fold Folder (15"x10")		50000(±10%)		
			10000(±10%)		
9.	3 Fold Folder (24"x 11")		500(±10%)		
			1000 (±10%)		
10.	2Fold Folder for Reaching the Unreached		5000 (±10%.)		
11.	DSHM Table Calendar	White Spiral	500(±10%)		
			1000 (±10%)		
		Wiro	500(±10%)		
			1000 (±10%)		