

यू. टी. प्रशासन दादरा एवं नगर हवेली और दमन एवं दीव
U.T. Administration of Dadra & Nagar Haveli and Daman & Diu
स्वास्थ्य और परिवार कल्याण विभाग, डीएनएच और डीडी
Department of Health and Family Welfare, DNH & DD
केंद्रीय खरीद शाखा का कार्यालय
Office of the Central Procurement Branch
दमन / Daman

E-mail: cpbdaman106@gmail

Tender ID: 2025_DAMAN_4094_1 Dated:03/03/25 for Rate Contract for printing of IEC activities for National Health Mission UT DNH & Daman for the year 2024-25 under Department of Health and Family Welfare DNH & DD

No. CPB/DNH & DD/IEC-NHM/2024-25/334

Daman

Date:- 03/03/2025

e-tender (Online) Invitation Notice

The Department of Health & Family Welfare, DNH & DD, on behalf of the President of India, invites online tenders on <https://ddtenders.gov.in/nicgep/app> from Authorized Agencies *Rate Contract for printing of IEC activities for National Health for National Health Mission UT DNH & Daman* under Department of Health and Family Welfare, DNH & DD

Sr. No.	Particulars	Tender Fee	EMD (Earnest Money Deposit)
1	<i>Rate Contract for printing of IEC activities for National Health Mission UT DNH & Daman for the year 2024-25</i>	Rs.1500/-	Rs.1,50,000/-

Bid document downloading Start Date : 03/03/2025
Bid document downloading End Date : 24/03/2025, 12:00 Hrs.
Last Date & Time for receipt of Bid : 24/03/2025, 12.30 Hrs.
Preliminary Stage Bid Opening Date : 24/03/2025, 15.00 Hrs.
Technical Stage Bid Opening Date : 24/03/2025, 16.00 Hrs.

Bidders are required to submit both the Technical Bid and Price Bid electronically, exclusively through the <https://ddtenders.gov.in/nicgep/app> website, before the specified deadline. Submissions in physical format for either the Technical Bid or Price Bid will not be accepted under any circumstances.

The submission of bids, along with the Tender Fee and EMD in original, should be made via R.P.A.D./Speed Post/courier or deposited in the tender box located in the office of the undersigned. However, the Tender Inviting Authority shall not be held responsible for any postal delays. Tenders can be downloaded from <https://ddtenders.gov.in/nicgep/app> www.daman.nic.in

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1. The EMD and Tender Fees must not be submitted in cash.
2. The Tender Fees will only be accepted in the form of a Demand Draft/Banker's Cheque from any Nationalized or Scheduled Bank of India, payable in Daman.
3. The EMD can be submitted in the form of a Demand Draft/Fixed Deposit Receipt/Banker's Cheque-Bank Guarantee/Insurance Surety Bonds.
4. The Sealed Tender should be appropriately covered, with the name of the items and tender ID and date clearly indicated on the envelope.
5. Offers received without obtaining tender documents or without EMD and tender fees shall not be entertained.

The tender inviting authority reserves the right to accept or reject any or all tenders received, without providing any reasons thereof. Should bidders require clarification regarding the bidding process or seek further details, they may correspond via email at [cpdd-nic\[at\]nic\[dot\]in](mailto:cpdd-nic[at]nic[dot]in), or contact Mobile No: +91-7878007972 and +91-7878007973, Tel No. 180030702232. Additionally, information is available on the website: www.ddtenders.gov.in."

Sd/-

In-charge,

Central Procurement Branch, DNH & DD

E-mail Id: cpbdaman106@gmail.com

Copy to :

- 1) I.T. Department, DNH &DD, Daman with a request to publish in Website.
- 2) Accounts Section, GHD, Daman for information.

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TERMS AND CONDITIONS FOR RATE CONTRACT FOR PRINTING OF IEC ACTIVITIES FOR NATIONAL HEALTH MISSION UT DNH & DAMAN FOR THE YEAR 2024-25 UNDER DEPARTMENT OF HEALTH AND FAMILY WELFARE, DNH & DD

Instructions to Bidders :

- 1) Tender Documents are available for free download from the website <https://ddtenders.gov.in/nicgep/app>."
- 2) All bids must be submitted online via the website <https://ddtenders.gov.in/nicgep/app>."
- 3) Instructions for online participation can be obtained from the website <https://ddtenders.gov.in/nicgep/app>."
- 4) Suppliers should register on the website using the 'New Supplier' link provided on the homepage. Please note that registration on the site does not imply registration, empanelment, or any other form of association with the tendering authority.
- 5) Applications for training and issuance of digital signature certificates must be submitted at least 72 hours before the due date and time of tender submission.
- 6) For any queries regarding tender specifications or other clauses included in the tender document, please contact the personnel at the tendering office address provided below:
Central Procurement Branch, Daman
Fort Area, CHC Building. 2nd floor
Moti Daman - 396220
UT of DNH & DD
Email ID: cpbdaman106@gmail.com
- 7) All scanned or attached documents must be clear and legible. A hard copy of the same may be submitted, which will be used by the department if necessary. It is essential to upload the required documents on <https://ddtenders.gov.in/nicgep/app>.
- 8) The Bidder must provide compliance for each quoted product. Any false or misleading statement found in the compliance at any stage during the procurement process will result in the outright rejection of the bid, and the Earnest Money Deposit (EMD) shall be forfeited.

Tenders must be submitted in a two-bid system, wherein the Technical Bid and Financial Bid are to be filled online on <https://ddtenders.gov.in/nicgep/app>, and the Earnest Money

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Deposit (EMD) has to be submitted in the Tender Box or send via R.P.A.D./Speed Post/courier along with a covering letter. The envelope should be clearly marked in a sealed cover as 'e-Tender [Tender ID and date] of Bid for Purchase and Installation of IEC materials at Govt. Hospital, Daman under Department of Health and Family Welfare, DNH & DD.

❖ **Tender Fee Rs.1500/-**

1. Tender Fees must not be submitted in cash.
2. The Tender Fees (Non-Refundable) will only be accepted in the form of a Demand Draft/Banker's Cheque favoring Mission Director, NHM DNH & DD drawn from any Nationalized or Scheduled Bank of India and payable in Daman.
3. All tenders must be accompanied by the specified Tender fees as outlined in the schedule; otherwise, the tender will be rejected.

❖ **Earnest Money Deposit Rs. 1,50,000 /-**

1. All tenders must be accompanied by the Earnest Money Deposit (EMD) as specified in the schedule; otherwise, the tender will be rejected.
2. As per Rule 170 of GFR – Micro and Small Enterprises (MSEs) as defined in MSE procurement policy issued by Department of Micro, Small and Medium Enterprises (MSME) are exempt from submission of EMD. Bidders claiming exemption of EMD under this Rule (170 of GFR) are however required to submit a signed bid securing declaration accepting that if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and the fail to sign the contract, or to submit a performance security before the deadline defined in the request for the Bids documents, they will be suspended for a period 12 Months from being eligible to submit the bids for contract with the Department of Health & Family Welfare, Dadra & Nagar Haveli & Daman & Diu.
3. Under MSE Category, Only MANUFACTURERS for goods and SERVICE PROVIDERS for services are eligible for exemption from EMD. TRADERS are excluded from the purview of this policy. Bidder seeking EMD exemption must submit the valid supporting documents for the relevant category.
4. Bidders who choose to opt for exemption from submitting Earnest Money Deposit (EMD) are required to provide a bid security declaration in the specified format outlined in Annexure B.

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5. Start up's (whether MSEs or otherwise) are exempted from prior experience and prior turnover subject to meeting of quality and technical specifications as per OM No. F20-2/2014-PPD(H) dated : 27/07/2017& No. F.20/2/2014-PPD(Pt) dated 20/09/2016
6. EMD can be paid in either of the form of following:
 - i. Insurance Surety Bonds
 - ii. Account Payee Demand Draft
 - iii. Fixed Deposit Receipts
 - iv. Bankers' cheque or Bank GuaranteeIn favor of Mission Director, NHM, DNH & DD from any Scheduled Commercialized Bank authorized by Reserve Bank of India.
7. The Earnest Money Deposit (EMD) should remain valid for a duration of twelve months from the date of its issuance.
8. EMD in any other forms will not be accepted.
9. EMD/Security Deposit shall be liable to be forfeited under the following circumstances:
 - i. The tender is rejected due to failure to supply the requisite documents in the proper format or providing any misleading statements, false affidavits, or fabricated documents.
 - ii. If the contractor fails to execute the supply order within the stipulated time, the EMD of the contractor will be forfeited by the Government, and the contract for the supply shall be 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.
10. The refund of the Security Deposit/Earnest Money will only occur upon satisfactory completion of the supply order and payment of all bills by the contractor, as admitted for payment. The refund will be processed after the expiry of the guarantee/warranty period or any mutually agreed-upon date/period.
11. In the event that there is a shortfall in providing the store or materials ordered, as per the specified conditions and within the agreed-upon timeframe, alternative measures will be taken. The articles required will be sourced from the tenderer offering the next highest rates or from alternate sources, at the discretion of the tender-inviting officer. Any resulting loss to the Government due to such procurement will be recuperated from the former

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contractor's Security Deposit/Earnest Money or outstanding bills. It is important to note that the contractor shall not have the authority to contest this procedure.

12. The Earnest Money paid by the tender(s) earlier against any tender(s) or supply order(s) is not adjustable with the Earnest Money required by these conditions.

❖ **Security Deposit: (SD)**

1. The successful tenderer must remit an amount equal to 3% of the total order value as the security deposit within 10 days from the date of issue of the work order.
2. The Security Deposit (SD) may be furnished in the form of Insurance Surety Bonds/ A/c Payee Demand Draft / Fixed Deposit Receipt / Bank Guarantee in favor of Mission Director, NHM, DNH & DD.
3. Failure to receive the Security Deposit within the stipulated time will result in automatic cancellation of the supply order without any prior intimation.
4. However, if any articles are received without the corresponding Security Deposit being deposited, the full Security Deposit due from the contractor will be recovered from the bill(s) for such articles.
5. Security Deposits paid by the tender(s) earlier against any tender(s) or supply order(s) are not adjustable with the Security Deposit required by these conditions.
6. In the event of failure to replace the accepted and rejected articles from the supplies made as per the conditions, any losses incurred by the Government will be recovered from the contractor's Security Deposit or payment due for any bill(s) to the extent required.
7. The tender inviting officer may consider extensions of time for remitting the Security Deposit upon request. However, if such extensions are denied, the contractor is obliged to adhere to the given time limit and is liable to compensate for any losses incurred by the Government due to the failure to meet the deadline.

CONDITIONS OF CONTRACT:

1. Acceptance of Tender:

- a. The tender may be rejected for any of the following reasons:
 - Failure to submit the tender within the specified online timeframe.

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- Physical submission of tender in the office without online submission at <https://ddtenders.gov.in/nicgep/app>
 - Unsigned tender or lacking initials on each page, or containing unauthenticated corrections.
 - Non-payment of Tender Fees.
 - Non-payment of Earnest Money Deposit (unless exempted)
 - Failure to submit required documents as specified in the schedule.
 - Conditional or ambiguous offers.
 - Unsatisfactory past performance of the tenderer.
 - Submission of misleading, contradictory, false statements, or fabricated/invalid documents.
 - Incomplete filling of tenders.
 - Documents attached by the bidder online that are found unreadable will not be considered for bid evaluation.
- b. Any discounts proposed by the bidder must be duly noted, and the total final bid amount should be clearly stated in the price bid form on <https://ddtenders.gov.in/nicgep/app>.
- c. No discounts offered after the price bid opening will be considered.
- d. The consolidated rates entered on the online website will be used for preparing price statements. However, only tenders that are both technically acceptable and have the lowest evaluated rates will be considered for placing the order
- e. At any stage, the Central Procurement Branch reserves the right to request clarifications, explanations, or documentary evidence related to the offer from tenderers, if deemed necessary.
- f. Tenderers are required to upload supporting documents demonstrating their experience, past performance, valid license in field of supply, certifications of equipment, turnover's etc other pertinent credentials related to the field.
- g. ***The quoted rate should be all-inclusive of taxes, and no additional charges will be compensated.***
- h. The supplier shall be responsible for all taxes, duties, royalties, and charges applicable on sales, transportation, etc., whether within or outside the state.

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- i. The quoted rate(s) must encompass the entirety of the service, including free door delivery, labor, and transportation to Consignee Address. This rate will remain valid and applicable for supply orders issued within one year from the date of Purchase Order. It's important to note that the department will not undertake any responsibility for the loading of goods.
- j. **The contract will be valid for a period of one year, extendable for two years more as per the requirement of department and as per performance basis and mutual consent**
- k. The items listed in the tender are approximate estimates, and the actual purchase quantity may vary as per the requirement of the Department, either exceeding or falling short of these estimates. Consequently, the successful tenderer is not entitled to claim any loss or damages based on the variance between the approximate requirement stated in the tender and the actual requirement.
- l. Tenderer has to provide dry & wet demonstration of the item quoted by them to the Specialist and Committee on the date, time and venue decided by the tendering authority. The bidder will have to be present during this demonstration with the requisite number of samples for the item approved and being intimated to him by the tendering authority. If the bidder fails to be present or fails to bring the samples, his bid for the respective item will be summarily rejected and no further chance will be given unless bidder submits a letter about his inability to do so with valid reasons and the same should have been accepted and approved by the Tendering authority. All the samples provided should be free of cost and Tendering authority will not pay charges towards these samples.
- m. ***The bidder/manufacturer/OEM will get only one chance for demonstration. In case, the company fails to arrange the demonstration the tender shall be liable for cancellation.***
- n. The decision of the Tender Inviting Officer regarding the acceptance or rejection of any supplied articles, including decisions regarding equivalent specifications, standards, and quality, shall be deemed final
- o. The Tender Inviting Officer reserves the right to accept or reject, without providing any reasons, any or all tenders in part or whole. The decision(s) of the Tender Inviting Officer on all matters concerning the acceptance or rejection of tenders, either in whole or in part, will be deemed final and binding for all parties involved.
- p. No separate agreement will be necessary for the successful tender(s) for the purpose of this supply contract. The rates tendered/offered in response to the relevant Tender Notice shall be considered as acceptance of all the above terms and conditions for supply, for all legal purposes.

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- q. No articles shall be supplied except on requisition in writing and signed by an officer authorized **by him/her** in writing to do so.
- r. Orders, once confirmed, are expected to be delivered within the specified timeframe. Additionally, the items should be door-delivered, with the provision of labor assistance, if necessary, at suppliers cost to ensure delivery up to the 3rd floor to the Consignee Address (to the address mentioned in the Purchase Order) 9:00 am to 5:00 pm on all working days.
- s. Part supply should be avoided as far as possible. In case of part supply of any items mentioned in the supply order or either/ goods requisitioned, the supplier shall mention specifically when the balance quantity will be supplied but supply of all items should be made in any case not later than 30 days from the date of dispatch of P.O failing which the portion not supplied will be deemed to have been cancelled and shall be treated as failure to supply, unless approval taken.
- t. The hospital authority reserves the right to test any of the items supplied. If failed in any of the tests prescribed by the appropriate government authority, the stocks will be returned and action will be initiated as per the prevailing rules laid down by the Government of India. In such situation, all rejected items shall be lifted by the supplier at his/her own cost and labor.
- u. Bidder, its sister concerns, or companies where its Promoters/Directors are directly or indirectly involved, should not have ever been blacklisted in tenders/supplies by any state/Central Government. The bidder is required to submit an affidavit affirming this condition. Additionally, the bidder must provide accurate information regarding any litigation or arbitration resulting from contracts completed or under execution by them over the last ten years. Providing false information in the affidavit will result in blacklisting and termination of the contract at any stage. In such cases, all losses arising from this issue will be recovered from the Tenderer/Contractor, who will have no defense against such claims. Furthermore, if the bidder/principal is involved or penalized under any investigation by the CVC or any State/Central Government Commission relating to similar project work, the bid will be outrightly rejected.

2. Bid Evaluation Methodology :

A. **Preliminary Evaluation:** Assessment of EMD Submission.

B. **Technical Evaluation:**

- Examination of technical specifications and other relevant documents as requested by the department, in comparison with the quoted specifications.

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- Review of Compliance Statements provided by the bidder.
- Physical/Virtual Demonstration of the Equipment may be possible if demanded

C. **Financial Evaluation**: Selection of the lowest quoted offer among Technically Qualified Bidder.

3. TERMS OF SUPPLY

- 1) The packing and labels of all the items to be supplied under the order shall be marked with the words 'CONSIGNEE ADDRESS' if the items are packed in packets which are then placed or repacked within a box/ carton/ bottle/ foil, these words will be printed/ marked on both the internal/ external packs and labels. The retail price must not be printed or shown anywhere either on external or internal packs/ box/ carton/ foil.
- 2) In the unfortunate event of breakage or loss of stores during transit against a requisition order, it is the responsibility of the tenderer to replace the affected quantity. The department does not provide separate compensation for transit insurance, and thus, the tenderer is accountable for ensuring the safety and security of the transported stores.
- 3) Railway Receipt or other transport document should be drawn in the favor of Tender Inviting Officer.
- 4) Railway Receipts or any other transport documents should not be sent via Value Payable Post (VPP) or through any bank. Given the nature of this being a Government Office, it is not feasible to accommodate cash demands from the Post Office or Bank for the delivery of Railway Receipts or other transport documents, unless a special arrangement has been agreed upon.
- 5) Items are expected to be delivered up to the 3rd floor, including the provision of labor, as part of the door delivery service. The department will not incur any additional charges for this service.
- 6) Extension of time limit for supplies shall be considered by the Tender Inviting Officer. The extension so granted may be with levy of compensation for delay in execution of supply (as mentioned in Liquidated Damages). ***The cost of supplies ordered 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.
 - a. The supplies, materials etc. of inferior quality standard or of different specifications, brand,

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manufacturer etc. other than that ordered specified and/or incomplete or broken articles will not be accepted. The supplier has to replace the same at his/her own cost and risk. Intimation of non-acceptance of any materials/ supplies etc. will be sent to the supplier within 10 days from the date of receipt of the stores and the same will be returned to the supplier at his/ her own cost, labor and risk, if he so desires and intimates accordingly within 15 days from the date of dispatch of intimation of non - acceptance. However, if no communication is received within 15 days from the date of communication, the tender Inviting Officer will not be responsible for any damages, loss etc. of such rejected articles.

- 7) ***Demurrage charges paid by the Tender Inviting Officer on account of delayed receipt of dispatch documents intimation will be recovered from the bills payable to the supplier.***
- 8) If, for any reason, the Tender Inviting Officer determines that the whole or a part of the quantity specified in the order is no longer required, written notice will be provided to the supplier(s). In such cases, the supplier(s) shall not be entitled to claim any payment of compensation for any potential profit or advantage that might have been derived from supplying the full quantity of articles. Additionally, no compensation shall be claimed for alterations made to the original instructions that result in a reduction in the initially anticipated supply.
- 9) Inspections will be conducted at the premises of the *Consignee Address*. If goods are required to be inspected at the factory premises, all associated expenditures will be the responsibility of the Tenderer.

4. PAYMENT TERMS :

- a. 100% of the invoice amount will be paid and submission of Security Deposit only after completion of supply/ work successfully.
- 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 Purchase/Work order. A copy of Purchase/ Work order should be attached with the bill.
- d. All bills for amount above Rs.5000/- should be pre-receipted on a Revenue Stamp of proper value. Bills for amount exceeding Rs.5000/- not pre-receipted on Revenue Stamp of proper value will not be accepted for payment.

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Office of the Central Procurement Branch
दमन / Daman

E-mail: cpbdaman106@gmail

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- e. Each bill in which GST is charged must contain the following certificates on the body of the bill: “Certified that the service on which GST has been charged have not been exempted under the Central GSR or the Rules made there under and the amount charged on account of GST on this service is not more than what is payable under the provisions of relevant Act of Rules made there under”
- f. No extra charges for packing, forwarding and insurance etc. will be paid on the rates quoted.
- g. The rates should be quoted only for the item specified in the list of requirements.
- h. Rates quoted for items other than the required specification/ make manufacture will not be considered.

Signature of Agency
With Rubber Stamp

Sd/-
In-charge,

Central Procurement Branch, DNH & DD
E-mail Id: cpbdaman106@gmail.com

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ANNEXURE-I

SCHEDULE OF DOCUMENTS ATTACHED

Sr. No.	Document/Certificate	Uploaded & Enclosed [Please tick any 1]	
		Yes	No
01.	PAN No.	Yes	No
02.	Valid GST Registration.	Yes	No
03.	Registration of Firm/The certificate of incorporation, if a Firm	Yes	No
04.	Undertaking as per Annexure A in bidders letter head duly signed and sealed in bidders letterhead	Yes	No
05.	Scan copy of Terms and Conditions of the tender documents duly Stamped and Signed on each page.	Yes	No
06.	Scan copy of Annexure – I of the Tender Documents duly Stamped and Signed	Yes	No
07.	If EMD exemption then submit bid security performa as in Annexure B in bidder's letterhead	Yes	No
08.	CA Certified Average Annual Turnover of Rs.25,00,000/- in last 03 Financial Years.	Yes	No
09.	Scope of Work duly filled with all information regarding technical specifications	Yes	No

I hereby verify that all certificates, permissions, and documents submitted in the order as above are valid and current as of the date mentioned and have not been withdrawn or cancelled by the issuing authority.

Additionally, I confirm that the declarations made at Sr. No. 05,06 in the declaration part adhere to the format prescribed by the Administration. It is clearly understood by me/us that the tender may be rejected if, upon scrutiny, these certificates are found to deviate from the prescribed format of the Administration.

I/we undertake to produce the original certificates, permissions, or documents for verification upon demand at any stage during the processing of the tender.

Additionally, I/We affirm that I/We have not been declared defaulter, blacklisted, or debarred by any State or Central Government, Constitutional authority, Financial Institution, Judicial Court, or any Government undertakings.

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I/We acknowledge that providing misleading or false information or failing to furnish correct or true information to you or any other Officer or failing to comply with any contractual requirements stipulated by you, will be considered a serious breach of the terms and conditions of the tender, and may result in disqualification and other penalties as deemed appropriate by the UT Administration.

Thank you.

Date :

Place:

Signature & Rubber Stamp of Tenderer

Sd/-

In-charge,

Central Procurement Branch

DNH & DD

E-mail Id: cpbdaman106@gmail.com

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ANNEXURE - A

UNDERTAKING:

From: M/s.....
.....
.....

To
The Incharge,
Central Procurement Branch
2nd Floor, CHC Building
Fort Area, Moti Daman 396220
UT of DNH & DD
Email: cpbdaman106@gmail.com

Sub: Rate Contract for printing of IEC activities for National Health for National Health Mission UT DNH & Daman under Department of Health and Family Welfare, DNH & DD.

Ref: Tender Enq #.....

Sir,

I/We hereby enclose the necessary documents, duly signed, as shown in Annexure 'I' (in the order in which they are mentioned). I/We have thoroughly read and understood the terms and conditions outlined in the tender, and hereby commit to abide by all stated conditions. Specifically, I/We affirm that the terms and conditions concerning Delivery Period, Payment Terms, Place of Delivery, etc., are acceptable to me/us, and I/we shall not seek alterations to these terms thereafter.

I/We verify that the copies of the certificates/documents enclosed herewith are authentic true copies of the original certificates/documents, available for verification upon request. Furthermore, I/We undertake to upload the attested copies of certificates/documents required on the website. I/We understand the importance of ensuring that the uploaded scan documents are legible, as failure to do so may result in the rejection of my/our tender.

I/We confirm that I/We possess the requisite licenses/permits necessary for the manufacture/supply/sale/distribution of the items, and I/We further confirm that these licenses/permits have not been revoked or cancelled by the issuing authorities and remain valid as of the present date.

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Additionally, I/We affirm that I/We have not been declared defaulter, blacklisted, or debarred by any State or Central Government, Constitutional authority, Financial Institution, Judicial Court, or any Government undertakings.

I/We acknowledge that providing misleading or false information, or failing to furnish correct or true information to you or any other Officer, or failing to comply with any contractual requirements stipulated by you, will be considered a serious breach of the terms and conditions of the tender, and may result in disqualification and other penalties as deemed appropriate by the UT Administration.

Thank you.

Yours faithfully,

Sign & Stamp of Tenderer.

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(To be submitted in bidder's letterhead)

ANNEXURE – B

**Proforma for Bid Security Declaration
(To be submitted on bidder's letterhead)**

Whereas, I/We (name of agency) ----- have submitted bids for -----(name of goods/works/services) for tender no. -----dated: ----

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

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

OR

2. If after the award of work, I/We fail to sign the contract or to submit the performance guarantee or supply the (goods/ works/services) before the deadline defined in the tender documents.

I/We shall be suspended for one year and shall not be eligible to bid for any tenders published in UT of DNH & DD from the date of issue of suspension/ black list order.

Date:

Signature with Seal of the bidder(s)
Full Company address with contact details

Place:

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SCOPE OF WORK:

Schedule of Requirements, Specifications and Allied Technical Details for Rate Contract for printing of IEC activities for National Health for National Health Mission UT DNH & Daman under Department of Health and Family Welfare, DNH & DD

Please mentioned Offered Company for Quoted Items Only and compliance with specifications as mentioned below and attach the Scan copy of the same. Format is as under :

Sr. No	Item Description	Quantity	Units	Approximate qty*	Specification Comply/Not Comply	Remarks on deviation, if any
1	Flyers/ Folder (Single Page A4 Size, Multi-colour, with photographs, 170 GSM Glossy imported art paper)					
1.01	Single Fold (per1000 leaflets)	1	Per leaflet	5000		
1.02	Double Fold(per1000 leaflets)	1	Per leaflet	5000		
1.03	Triple Fold (per1000 leaflets)	1	Per leaflet	1000		
2	Flyers/ Folder (Each Page A4 Size, Multi-colour, with photographs, 170 GSM Glossy imported art paper)					
2.01	Single Fold (per1000 leaflets)	1	Per leaflet	-		
2.02	Double Fold(per1000 leaflets)	1	Per leaflet	-		
2.03	Triple Fold (per1000 leaflets)	1	Per leaflet	-		
3	Booklet/Module(Multicolour, 80 GSM paper, waterproof, with designing, proof reading, Cover page 120 GSM laminated, glossy paper)					

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3.01	Half A4	1	Per page	1000		
3.02	A4	1	Per page	1000		
4	Pen (Ball pen, Standard quality, Printed with two colour and logo)	1	per piece	1000		
5	Handbill (Multicolour & Black and White printing, 60 GSM paper, glossy paper single and double side)					
5.01	Half A4 Multi Colour printing (per 1000 Handbill)	1	per Hand bill	3000		
5.02	Half A4 Size Black & White printing (per 1000 Handbill)	1	per Hand bill	5000		
5.03	A4 Size multi colour printing (per 1000 Handbill)	1	per Hand bill	1000		
5.04	A4 Size Black & White printing (per 1000 Handbill)	1	per Hand bill	1000		
6	Note Pad (Printed on the cover page with the logo and 80 GSM paper)					
6.01	30 pages	1	per notepad	1000		
6.02	50 pages	1	per notepad	1000		
7	File (Printed on the cover page with the logo and of good quality)	1				
7.01	Spring file	1	per file	1000		
7.02	Cover file	1	per file	1500		

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8	T shirts (80% Recycled Cotton and Remainder Recycled Polyester, Common for male and female) All type of colours, round neck, printed with specifications when required					
8.01	Small	1	per piece	1000		
8.02	Medium	1	per piece	1000		
8.03	Large	1	per piece	1000		
8.04	Extra Large	1	per piece	1000		
9	Caps (Flexible) All type of colours, with logo, flexible for male and female	1	per piece	4000		
10	Badge (All type of Colours with logo, round, size as per need)	1	per piece	4000		
11	Register (80 GSM paper black and white printed with book binding)					
11.01	Legal 200 pages	1	per book	200		
11.02	Legal 100 pages	1	per book	200		
11.03	A3 size 200 pages	1	per book	200		
11.04	A3 size 100 pages	1	per book	200		
11.05	A4 size back-to- back, black & white printing	1	per book	200		
12	Receipt Book (60 GSM paper with triple copy in color pages with black & white printing & book binding)					
12.01	Half A4 size printing 150 pages	1	per book	500		

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12.02	A4 size 150 pages	1	per book	300		
13	IPC flip chart (Flip chart, Size A3, 300 GSM art paper, Multicolor with photographs, one side mostly text)					
13.01	A3	1	per page	-		
13.02	Legal	1	per page	-		
14	Poster (Multi-color with photographs, 120 GSM Glossy imported art paper, laminated, adhesive strip of 1cm width on the back side for top bottom and sides)	1	Per square feet	1000 (per programme)		
15	Banner (Multicolour, size according to need, Eco friendly flex)	1	Per square feet	5000		
16	Wooden frame for banner/digital banners (Multicolour, size according to need, Eco friendly flex)	1	Per square feet	500		
17	Hoarding (Multi-color flexi, mounted on iron frame, post with cement concrete base (should be 3.5 feet under the ground level). Including Printing, Installation of hoarding with the provided layout in weatherproof material. Including administrative charges etc)	1	Per square feet	300		

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18	Change of Flexi Banners with hoarding repairing (Digital Star Flex, Printing with Back side black colour and fitting at our location, Including charges for Transportation, Design etc/ Digital Flex & fitting at our location, transportation, Design etc.)	1	Per square feet	300		
19	Wall painting (4 Colour, Standard company Color, Surface preparation with designs)	1	Per square feet	-		
20	Balloons (4 Colour, With printing, Halogen filled balloon with logo)			-		
20.01	6 feet in diameter	1	Per Balloon	-		
20.02	8 feet in diameter	1	Per Balloon	-		
21	Sticker (Mutlicolour, Sticker, 80 GSM, waterproof, adhesive in back side.)					
21.01	Half A4	1	Per sticker	1200		
21.02	A4	1	Per sticker	1200		
21.03	12X 18 inch	1	Per sticker	1200		
21.04	15 X 20 inch	1	Per sticker	1200		

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22	Mike publicity (four wheeler, Along with good stereo system and flex banner displayed on all four sides of the vehicles)	1	Per day	-		
23	Standee/ Spring Board (Multi-colour, with Photographs, on flex with foldable wooden frame)	1	Per square feet	500		
24	Vinyl sticker/foam Sheet (Multicolor, with photographs, 170 gsm Glossy imported art paper, with lamination)	1	Per square feet	800		
25	Acrylic Board (Acrylic Board with back light)	1	Per square feet	300		
26	AV System for Publicity (Audio System with Microphones, Speakers, Mixing Console, Amplifiers & Audio Processing, Video System with display, projectors & camera, control system with control interference & Integration, connectivity with cable & Adapters/Converters, Installation & Setup with monitoring & Configuration)	1	Per day	-		
27	Canopy/Kiosk (Size will be determined as per space available, good technology, accessibility & ergonomics and installation & setup)	1	Per square feet	-		

* The qty listed in the tender are approximate estimates, and the actual purchase quantity may vary as per the requirement of the Department, either exceeding or falling short of these estimates. Consequently, the successful tenderer is not entitled to claim any loss or damages based on the variance between the approximate requirement stated in the tender and the actual requirement.

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Date:
Place :
Signature & Seal of Supplier
With Rubber Stamp

Sd/-
In-charge,
Central Procurement Branch
DNH & DD
E-mail Id: cpbdaman106@gmail.com