



**NATIONAL HEALTH MISSION, PATHANAMTHITTA**

**TENDER NO. DPMSU-PTA/433/ASHA(COORDINATOR)/2023/DPMSU**

**TENDER DOCUMENT**

**For**

**Printing of ID cards**

Name of the Bidder:

Address:

Signature:

Last date and time for the receipt of tender: 06-02-2023, 2.00 PM

Date of opening of bid: 06-02-2023, 3.00pm

**NOT TRANSFERABLE**

For Details:

[www.arogyakeralam.gov.in](http://www.arogyakeralam.gov.in)

Email: [dpmptanew@gmail.com](mailto:dpmptanew@gmail.com)

1. The District Programme Manager, National Health Mission (NHM), PTA invites sealed tenders for the printing of ID cards for ASHA Workers the tender document from prospective Service Providers Individuals who are doing the above business preferably having at least two year experience before the date of Notice Inviting Tender (NIT) with a competent authority of any PSU/Central /State Govt. or Private Ltd. Companies / Firms for having executed similar contracts.
2. Intending eligible bidders may obtain Tender document from the Office of the District Programme Management unit, Pathanamthitta on all working days from 10.00 am up to 3.00 pm by paying an amount of Rs. 1500 as tender cost. The tender documents can also be issued from District Program Management Unit, Arogyakeralam, Pathanamthitta.
3. The NHM may or may not amend the terms and conditions of the tender document on the basis of feedback obtained based on the published Tender, with a view to obtain maximum number of competitive bids.
4. The tenders should be prepared and submitted as per the tender formats only prescribed in the tender document (Annexure attached) and should be addressed to :  
The District Programme Manager, National Health Mission

Mampra Heights, 1<sup>st</sup> floor, Near District Co-operative Bank, Pathanamthitta

5. The bidder(s) shall have to deposit an amount of **Rs. 1000/- (Rupees One Thousand only)** as bid security (EMD) in the form of DD in favour of District Health & Family Welfare Society, Pathanamthitta., payable at Pathanamthitta along with the Bid.
6. Minor infirmities in the submission of the documents will be allowed to be rectified so as to ensure qualification of maximum number of competitive offers to the final round.
7. There will not be any individual communication in respect of general notices, amendments etc. The prospective offers are advised to check for updates in our website :[www.arogyakeralam.gov.in](http://www.arogyakeralam.gov.in) on a daily basis. Individual communications will only be issued in exceptional cases, at the discretion of the Tender Inviting Authority. All notices/information will also be disseminated through the Tender Inviting Authority's website and it will be binding on the Bidders. The prospective Bidders are advised to browse the website of the Tender Inviting Authority on a day to day basis till the tender is concluded.
8. Failure to furnish any information required by the tender documents and submission of an offer not substantially responsive to it in every respect shall be at the bidder, risk and may result in the rejection of the bids, without any further notice.
9. Service Provider should comply with the following:
  - a. It is desirable to have the Registration with Service Tax, PAN etc. However, if the Service Provider does not possess any or all the above, they should obtain the same if required by law to execute this service, before payment of the bills.
10. Debaring Conditions:
  - a. No sub-contracting of the Service allotted is permissible by NHM. The near relatives of all NHM employees either directly recruited or on deputation are prohibited from participation in this tender.



## Guidelines for preparation of Tender

- a. The bidder shall bear all costs associated with the preparation and submission of its bid and National Health Mission, Pathanamthitta, hereinafter referred to as "Tender Inviting Authority", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
- b. Language of Bid:- The Bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the Bidder and the Tender Inviting Authority, shall be in English language. Supporting documents and printed literature furnished by the Bidder may be written in another language provided they are accompanied by an authenticated accurate translation of the relevant passages in the English language in which case, for purposes of interpretation of the Bid, the English translation shall govern.
- c. The tender once submitted will not be altered in any case and should not have any scope of ambiguity, cutting or overwriting. In case of overwriting/cutting if any, it must be authenticated with signature of the bidder.
- d. The documentary evidence (other than those regarding supply and past performance) submitted along with the Tender shall be produced duly attested by the bidder on every page and serially numbered. Any interlineations, erasures or over writing shall be valid only if they are initiated by the person(s) signing the offer.
- e. In the event of documentary proof as required being not enclosed, the Tender shall be liable to be rejected. All pages of the bid, except for un-amendable printed literature, shall be signed by the authorized person or persons signing the bid along with the stamp of the bidder.
- f. A copy of the complete tender document and amendments if any duly signed on every page by the bidder or the authorized representative shall be enclosed as part of the bid as a proof of having read and accepted the terms and conditions of the tender document.
- g. The tender shall be typewritten or written in indelible ink and shall be signed by the Bidder or person(s) duly authorized to bind the Bidder to the Contract with Tender Inviting Authority. The letter of authorization, to the satisfaction of the Tender Inviting Authority, shall be submitted as by written power – of- attorney accompanying the bid/ resolution of the board of directors etc.
- h. An offer submitted in vague/ambiguous terms and the like, shall be termed as non-responsive and shall be summarily rejected.
- i. A prospective Bidder are requiring any clarification of the tender documents may notify the Tender Inviting Authority in writing by email or fax or letter at the Tender Inviting Authority's mailing address/fax number/post address indicated in this tender document.
- j. The Tender Inviting Authority will respond to any request for clarification of the tender Documents which it receives before 5 days prior to the deadline for submission of bids.
- k. Clarifications to specific requests shall be responded through e-mail and general clarifications affecting all the bidders shall be published in the official website of the Tender Inviting Authority. However it shall be the duty of the prospective bidder to ensure that the clarifications sought for has been properly received in time by the Tender Inviting Authority.

## 12. Bid Forms (Two Bid System)

1. The tender offers, duly filled, shall be submitted in a sealed cover and shall be superscribed as "Tender No. DPMSU-PTA/433/ASHA(COORDINATOR)/2023/DPMSU (here mention the tender no. as specified in Tender document) **Tender for printing of ID cards** should submit the price bid and technical bid separately with separate sealed cover.
2. Tender should be duly sealed and addressed to the District Programme Manager, NHM sent by post or by hand so as to receive not later than **2.00 pm on 06.02.2023**.
3. Tender will be opened in the presence of Bidders present on the due date of opening



details and no column should be left blank.

4. Rates should be quoted as per the requirements given in Clause – 3 and should be enclosed to Price Bid Form at Annexure-II. The format for Price Bid should not be changed in any manner. Addition/deletion /alteration of the text will automatically render the tender invalid and therefore, will be summarily rejected.
  5. The bidder is requested to examine all instructions, forms, terms and specification in the Bid Documents. Failure to furnish all the information required as per Bid Documents or submission of the bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the Bid.
  6. The bidder shall bear all costs associated with the preparation and submission of the bid. NHM in no case be responsible for these costs regardless of the conduct or outcome of the bidding process.
13. Earnest Money Deposit (EMD):
- a. An amount of Rs.1000/- (Rupees One Thousand only) should be submitted along with the tender as bid security (EMD) in the form of DD in favour of District Health & Family Welfare Society, Pathanamthitta.
  - b. Non-submission of sufficient EMD as mentioned shall be one of the primary reasons for rejection of the bid.
  - c. Cheque, Money Order, Fixed deposit etc. will not be accepted as EMD.
  - d. EMD of unsuccessful bidders will be discharged/returned as promptly as possible but not later than 30 days after opening of the bids by the Tender Inviting Authority.
  - e. The successful bidder's EMD can be converted into performance security of the contract
  - f. No interest will be paid for the EMD submitted.
  - g. The EMD will be forfeited, if a bidder;
- i. misrepresents of facts or submitting false/fake documents during the tender process.
  - ii. if the bidder wilfully violates any terms and conditions of the tender documents
  - iii. withdraws its bid after the opening of bid;
  - iv. successful bidder, fails to sign the contract.

#### 14. Bid Evaluation

- a. Price Bids shall be evaluated to determine whether they are complete, whether any computational errors have been made, whether documents have been properly signed and whether bids are generally in order.
- b. The bids submitted shall be evaluated by comparing the rates quoted for each category of the items separately. The quality of the items will be valued by the Technical committee. If the L1 bidder failed to supply the items or disqualified due to any technical reasons, then subsequent bidders shall be considered for meeting the requirement, as mentioned in Clause.
- c. For all tenders, if there is a discrepancy between words and figures the amount in words shall prevail. Prior to detailed evaluation, NHM will determine the substantial responsiveness of each bid to the bid document. The tender submitted in other than the prescribed format (as per annexure I) shall be rejected by NHM during evaluation.

#### 15. Right to Accept or Reject:

- a. NHM shall not be bound to accept the lowest or any tender and reserves to itself the right to accept or reject any bid or to accept whole or a portion of tender, as it may deem fit, without assigning any reason thereof and without incurring any liability to the affected bidder(s) for the action of NHM.

#### 16. Award of Contract

- a. NHM shall award the contract to those bidders whose offers have been found



2 (Two) days of issue of the award, shall execute an agreement in Rs. 200/- Kerala Stamp Paper (Format shown in the Annexure V) along with the performance security (SD) in the form of DD and also to be prepared for commencing the work, Performance Security (SD):

- b. The successful bidder shall produce a Security deposit of offered price in the form of DD in favour of District Health & Family Welfare Society, Pathanamthitta payable at Pathanamthitta which will be kept till the warranty period is over .

#### 17. Miscellaneous Conditions:

1. The technically qualified bidder with the lowest evaluated price for the respective category of item mentioned in the bid will be considered.
2. In case the date fixed for opening of bids is subsequently declared as holiday by the Government, the revised schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.
3. NHM reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contract entered into with NHM and blacklist such bidder/bidders for a suitable period in case they fail to honour their bid without sufficient ground.
4. Before payment, the bidder should submit the material receipt certificate along with the bills which is certified and sealed by the head of the Institution concerned.

#### 18. Disputes/Appeal

- a. In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to the matters, the decision to which is specially provided under this agreement), the same shall be referred to The Principal Secretary to Government, Health & Family Welfare Department, Government Secretariat or any other person appointed by him. His decision will be final and will be binding on both the parties.

#### 19. Jurisdiction of Courts:

- a. The District Court of Pathanamthitta, Kerala has exclusive Jurisdiction to determine any proceedings in relation with this tender.

#### 20. Termination/cancellation of Contract/tender/work order

- a. In case of any default by the supplier in terms of service (items mentioned in the tender) and / or in any of the terms & conditions (as given in the Tender Document), NHM may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, cancel the work order, in whole or in part by giving 15 clear working days notice in writing to the Service Provider.
- b. All instructions, notices and communications etc. under the tender given in writing and if sent to the last known place of business, shall be deemed to be served on the date, even in ordinary course of post. These would have been delivered to the Service Provider.
- c. Notwithstanding anything contained herein, NHM also reserves the right to cancel the work order at any time or stage during the period of contract, by giving two days notice in writing without assigning any reason and without incurring any financial liability whatsoever to the Service Provider.

#### 21. Termination for insolvency

- a. NHM may also by giving written notice and without compensation to the Service Provider cancel the work if the Service Provider becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.



- a. Any sum of money due and payable to the Contractor (including security deposit refundable to him) under this contract may be appropriated by NHM and set off the same against any claim of NHM for payment of a sum of money arising out of this contract or under any other contract made by Service Provider with NHM.
  - b. In the event of said security deposit being insufficient, the balance of total amount recoverable, as the case may be shall be deducted from any sum due to the Service Provider under this Tender. Should this amount be insufficient to cover the said full amount
  - c. recoverable, the Service Provider shall pay to NHM on demand the balance amount, if any, due to NHM within 30 days of the demand by NHM.
  - d. If any amount due to the company is so set off against the said security deposit, the Service Provider shall have to make good the said amount so set off to bring the security deposit to the original value immediately by not later than 10 days
23. Quantity may be based on user requirements.
  24. **Should submit Rate per unit for each items.**
  25. The name of the manufacturer shall be clearly mentioned in the offer form .
  26. Invoices with details of stock entry should be obtained from the institution along with signature in invoices for payment procedures.
  27. If the item supplied to user institution is reported to be faulty or defective, then the bidder shall replace the same at free of cost
  28. Material Receipt Certificate (MRC) should be obtained from the user Institute for payment procedures (Attached).
  29. Important details & dates in a glance:

|    |                             |  |
|----|-----------------------------|--|
| 1. | Tender No.                  | DPMSU-<br>PTA/433/ASHA(COORDINATOR)/2023/DPMSU |
| 2. | Cost of Tender Document     | Rs. 400/-                                      |
| 3. | Earnest Money Deposit (EMD) | Rs. 1000/-                                     |
| 4. | Validity of EMD             | 90 days from the date of opening of tender     |

#### Important Dates

| Sl.No | Particulars                                      | Date & Time                                   | Venue  |
|-------|--|---|--|
| 1.    | Date of release of tender                        | 24.01.2023. 10.00 am<br>to 04.02.2023 -5.00PM | District Program<br>Management Unit,<br>National Health Mission,<br>Pathanamthitta |
| 2.    | Last date for submission of<br>filled up tenders | <b>2.00 pm on 06.02.2023</b>                  |  |
| 3.    | Date of opening of bid                           | <b>3.00 pm on 06-02-2023</b>                  |  |

**List of Items**

| SL No | Name of Item | Qty  |
|-------|--------------|------|
| 1     | ID Cards     | 1050 |

**TERMS&CONDITIONS**

- a. The quotations shall be submitted in a single sealed cover ( including sample ID card ) with the superscription "Quotation No (as mentioned in the tender document)for the supply dental instruments and consumables . The name of the bidder with contact address, email and phone number shall also be written on the cover.
- b. The name of the manufacturer shall be clearly mentioned in the offer form .
- c. The price shall be offered in the price bid form as per the format attached. The price offered shall be in Indian Rupees and shall be inclusive of all taxes. The rates should be quoted in figures as well as in words and should be inclusive of all charges, surcharges, taxes, duties etc. whatsoever.
- d. The quoted items should be delivered within 3 weeks to institutions concerned after getting the work order. In case if the user institutions have any clarification, the bidder shall either clarify through telephone or shall sent its representative to the user institution.
- e. Invoices with details of stock entry should be obtained from the institutions along with signature in invoices and Material receipt certificate for payment procedures.
- f. Payment of the supplied items will be released within 2 weeks from the date of submission of details of stock entry and invoices to the DPMSU after successful supply of the ordered items.
- g. If the item supplied to user institution is reported to be faulty or defective, then the bidder shall replace the same at free of cost.
- h. Material Receipt Certificate (MRC) should be obtained from the user Institute for payment procedures(Attached).

District Program Manager  
Arogyakeralam, Pathanamthitta



**Approval Valid**

Digitally Approved By  
Dr.Sreekumar S  
Date: 21/01/2023  
Reason: Approved

The document is digitally approved. Hence signature is not needed.