



District Programme Manager  
National Health Mission(NHM)  
Kottaram Building  
General Hospital Compound  
Iron Bridge PO  
Alappuzha-0477-2230711

### SHORT QUOTATION NOTICE

No. DPMSU-ALPY/980/JC(D&C)/2022/DPMSU

Dated: 10.11.2023

#### **Printing and supply of ID card with lanyard for employees of NHM in Alappuzha District**

Sealed competitive quotations are invited for printing and supply of identity card with neck lanyard for the employees of the National Health Mission ( Arogyakeralam) Alappuzha. The Details are given below.

#### **Specification:**

<b>Total number of cards to be printed</b>	850 +
<b>Specification and design</b>	As per the card which will be provided by the National Health Mission
<b>Rate</b>	Rate per card should be specified includes the transportation charges & all the valid taxes. Any other claims will not be entertained.
<b>Date of Supply</b>	Within 15 days from the date of Supply order
<b>Place Of Supply</b>	District Programme Manager National Health Mission(NHM) Kottaram Building General Hospital Compound Iron Bridge PO Alappuzha-0477-2230711

#### **Terms and Conditions:**

1. The quotations received after this deadline & unsealed shall not be entertained under any circumstances whatsoever. In case of postal delay this Institute will not be responsible.
2. Quotations must be in the enclosed prescribed Performa on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, In case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation.
3. Rates must be quoted FOR basis (including Designing, packing, Courier, Freight charges etc.)
4. No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily

rejected.

5. The rates quoted must be valid up to **31 March 2024** from the date of opening of the quotation and silence of any tendered on this issue shall be treated as agreed with this condition.
6. Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified.
7. The firm/agency may satisfy the following conditions and attach self-attested copy of the same with the quotation: The firm should not be black listed by any Govt. Agency/Dept.
8. The rate quoted must include the GST/any other taxes, duties, transportation charges. No other claims will not be entertained.
9. Each card set should last upto 01 year. The selected firm/agency have to provide guarantee for letters / photos / logos printing on dual sides of thermal/ fused PVC cards.
10. The details of employees will be provided by District Programme Manager, National Health Mission, Alappuzha in hard/soft copy format in order to prepare the ID card.
11. **Data sharing is strictly prohibited** : Selected agency/firm should ensure the confidentiality and privacy of data. Do not share the information of employee with any third party. Doing so may result in legal action.
12. The quotationer must submit **sample/samples** along with sealed Annexure 1, terms and conditions. Without samples the bid document will not be taken consideration.
13. District Programme Manager, National Health Mission, Alappuzha reserves the right to increase or increase quantity and /or amount of work.
14. District Programme Manager, National Health Mission, Alappuzha reserves the right to reject any quotation or the whole part of the whole of inviting quotation process without assigning any reason. Decisions of the District Programme Manager, National Health Mission, Alappuzha will be final in this regard.

**Start date for submission of quotation : 13/11/2022 10.00 AM**

**Last date for submission of quotation : 20/11/2022 04.00 PM**

**Dr.Koshy C Panicker**  
**District Program Manager**

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

(On Vendor Letter Head)  
**ANNEXURE-I A**

To,  
District Programme Manager  
National Health Mission  
Kottaram Building  
Iron Bridge P.O  
Alappuzha-688011

**Subject: Quotation for Supply of Id Card with Lanyard Printing**

<b>Sl.No</b>	<b>Specification</b>	<b>Quantity (Approx)</b>	<b>Rate in Rs. Per ID Card set</b>
1	Design and printing of Thermal / PVC fused Employee ID Card(Multi-colored, double side printing) with transparent plastic card holder. Card size: 3.370 x 2.125 inches Single colour printed premium quality neck lanyards	850+	

Name of Supplier:

Address:

Email Id:

Mobile No:

GST Number :

Declaration:

I Sri.....Proprietor / Partner / Director /  
Agent of.....hereby declared that I have read  
this tender of documents terms and condition carefully and the above particulars  
furnished are true and correct to the best of my knowledge/belief.

Seal and Signature of the bidder:

Date:

**ANNEXURE-I B**

**DECLARATION REGARDING NON-BLACKLISTING FROM  
TAKING PART IN GOVT.TENDER BY DOT/GOVT. DEPT**

I / We Proprietor / Partner / Director / Agent of M/S.....  
hereby declare that the firm M/S.....has not been  
blacklisted or debarred in the past by DOT or any other Government organization  
from taking part in Government tenders.

In case the above information found false I/We are fully aware that the tender/  
contract will be rejected/cancelled.

In addition to the above District Programme Manager, National Health Mission,  
Alappuzha will not be responsible to pay the bills for any completed / partially  
completed work.

Signature

Name

Name & address of the firm

Date:

Signature of Bidder with seal.