

**Subject: - Annual Rate Contract for procurement of Conference Bag Jute.**

Sir,

Sealed Tenders are invited by Director, NIHFW, New Delhi from “manufacturers/ Authorized dealers” for the supply of **Conference Bag Jute**.

<b>Date &amp; time of issue of tender</b>	<b>Cost of tender document</b>	<b>Earnest money deposit</b>	<b>Last date &amp; time of receipt of tender</b>	<b>Date &amp; time of opening of Prequalification &amp; Technical Bid.</b>
<b>23/02/2016 to 21/03/2016, 10.00 A.M. to 4.00 P.M.</b>	<b>Rs.1000/-</b>	<b>Rs. 20,000/-</b>	<b>22/03/2016 At 3.00 p.m.</b>	<b>22/03/2016 At 3.30 P.M.</b>

\* In case the date of opening of tenders happens to be a declared holiday then tenders shall be opened on the next working day at the same time.

The sealed envelope containing the quotation should be marked in capital letters “**Conference Bag Jute**” and same may be dropped in the tender box kept at reception of institute by 3:00 PM till 22/03/2016. The envelop should also bear the sender's name and address.

Director, NIHFW, New Delhi reserves the right to enhance or reduce the quantity or to decide not to purchase any tendered item, to accept any tender in full or in part, to reject any or all tenders at any time without assigning any reason thereof.

Please note that Tender Form not accompanied with requisite earnest money will be rejected outrightly without assigning any reason or entertaining any correspondence. The earnest money of unsuccessful bidders will be refunded, without any interest, in due course of time, as per official convenience.

Tender form along with Terms and Conditions is enclosed.

[Keshav Chand]  
I/C Store



**F.No.NIHFWSB/16-94/16**  
**NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE**  
**Baba Gangnath Marg, Munirka, New Delhi - 110067**

**TENDER DOCUMENT**

**SUBJECT: Annual Rate Contract (ARC) for supply of Conference Bags Jute.**

**Cost of Tender Document: Rs.1000/- (Rupees One Thousand only)**

**Earnest Money Deposit: Rs. 20,000/- (Rupees Twenty Thousand only)**

Name of the firm: \_\_\_\_\_

\_\_\_\_\_

Address of the firm & Phone No. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Last date & time for Sale of Tender Document: 21.03.2016 up to 4.00PM.

Last date & time for submission of Tender: 22.03.2016 at 3.00PM.

Date & time of opening of tender: 22.03.2016 at 3.30 PM



**NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE**  
**Baba Gangnath Marg, Munirka, New Delhi - 110067**

F.No. NIHFW/SB/16-94/16

Date: 23.02.2016

**TENDER FOR ARC OF CONFERENCE BAGS**

The National Institute of Health and Family Welfare (NIHFW) an autonomous organization under Ministry of Health and Family Welfare, Govt. of India. It serves as an 'Apex Technical Institute' for promotion of Health and Family Welfare programmes in the country through its Education and Training, Research and Evaluation, specialized services and advisory and consultancy services.

Sealed tenders are invited by the Director, NIHFW duly signed and stamped, subject to the terms and conditions mentioned hereunder for ARC of the Conference Bag as per details given below so as to reach this Institute by **3.00 PM** on or before 22/03/2016.

Please furnish most competitive/concessional rates as applicable for Government of India's Department/Academic Institutions, Hospitals etc. for the following items:

<i>Sl. No.</i>	<i>Description of the Item</i>	<i>Approx. annual requirement</i>
1.	Conference Bags (Jute) as per approved sample, quality, size, specification and material.	4000 Nos.

Sealed tenders are invited by Director, NIHFW, New Delhi from "manufacturers/Authorized dealers" for supply of "**Conference Bags Jute**" for use in NIHFW, New Delhi.

## **TENDER EVALUATION**

Tenders evaluation will be done in three stages

1. Pre-qualification bid
2. Technical bid and
3. Price bid.

Each bid to be submitted in separate sealed envelopes super-scribed as "Pre-qualification Bid", "Technical Bid", and "Price Bid" respectively. All these 3 envelopes should be put in another envelope marked as "**Tender for Conference Jute Bags**" and sealed properly.

### **PRE QUALIFICATION BID:**

It should be enclosed in an envelope and sealed properly and super-scribed "Pre-qualification bid for "**Tender for Conference Jute Bags**" along with name and address of bidder.

Documents to be attached with Pre-qualification Bid:-

1. Earnest Money Deposit in the form of Demand Draft/Banker's Cheque in favour of Director, NIHFW, New Delhi, Payable at New Delhi.
2. Tender Fee in the form of Demand Draft/Banker's Cheque in favour of Director, NIHFW, New Delhi, payable at New Delhi in case Tender Document downloaded from Institute's website.

### **Tender found deficient in any of above shall be rejected outrightly.**

Technical bid of the bidders who qualify on the basis of Pre-qualification Bid will be opened on the same day. Date of opening of the Price Bid in respect of bidders who qualify on the basis of Technical Bid (after evaluation of samples by Technical evaluation committee) will be informed by telephone/email.

### **TECHNICAL BID:**

The firm should submit the technical bid in a sealed cover separately super scribing "**Technical Bid for Procurement of Conference Jute Bags**" along with name and address of the bidder.

### **Technical bid should contain:**

- a. The samples of bag with specification and make/brand etc. (To be submitted in Store Section).

- b. Past experience (in years).
- c. Self attested photocopies of latest and valid STCC/VAT /TIN registration certificate and Proof of filing income tax return (enclose last three year income tax assessment certificate)
- d. PAN Card: Submit the self attested copy.
- e. Tender document duly signed by Authorized Signatory of the bidder (on each page) with seal of the firm as a token of acceptance by the Bidder of all terms & conditions.
- f. Bidder's profile giving complete details about the firm including the period for which it is in this business.
- g. Copy of partnership Deed in case of Partnership firm/Memorandum and Article of Association with undertaking and authorization for signing the Tender Documents.
- i. Undertaking as per **Annexure- I** on the Non-Judicial stamp paper of Rs. 100/-.
- j. Criminal liability undertaking as per **Annexure- II** on the stamp paper of Rs. 10/-.

**Note: The bidders must submit minimum 3 samples of Jute Bags in the Store Section. All the documents should be kept in separate envelops duly sealed and super scribed as "Technical bid".**

**Technical bids not accompanied by samples will be rejected outrightly without assigning any reason or entertaining any correspondence.**

The Committee constituted by the Director, NIHFV will evaluate samples of bags submitted by bidder on the basis of their specification, make/brand etc. The sample accepted by the committee will only be considered for price evaluation (price bid). **Price should not be quoted with pre-qualification or technical bid, otherwise the tender will be rejected without any correspondence.**

#### **PRICE BID:**

The bidders must quote the rates in INR strictly as per prescribed form- Annexure-IV. The price bids will be opened only those tenderers whose samples passed by the Technical Committee and declared L-1 on the basis of price quoted for each samples submitted by them.

#### **GENERAL CONDITIONS OF CONTRACT**

1. QUOTATION must be sent in a SEALED COVER clearly superscripted as indicated above.
2. Tender document can be obtained from Accounts Section, Administrative Block, NIHFV, Munirka, New Delhi on payment of ₹ 1000/- (Rupees one thousand only) from 23/02/2016 10.00 a.m. to 21/03/2016 4.00 p.m. on working days only. In case of downloaded tender document, the cost of tender should be sent along with the tender documents (**Inside of pre-qualification bid's envelope**) in the form of Bank Draft/Banker's Cheque in favour of Director, NIHFV, New Delhi – 110067. Tender received without cost will be summarily rejected. The tender must be dropped in tender Box kept at reception of Institute by 3.00 PM till 22/03/2016.
3. Tenderer must deposit the amount of Rs.20, 000/- (Twenty Thousand Only) through Demand Draft drawn on any Nationalized Bank in favour of "Director, NIHFV, New Delhi" towards EMD. Tenders not accompanied by EMD shall be summarily rejected.

4. The EMD will be refunded to the unsuccessful Tenderers only after the acceptance of the Tender is conveyed to the successful Tenderer.
5. The EMD will be refunded to the successful Tenderer only after receiving the Performance Security Deposit @ 5% of the product value for a period of one year through Demand Draft /Bank Guarantee in favour of Director, NIHFW, New Delhi.
6. The Tenderer/Supplier has to give an affidavit on non-judicial stamp paper of Rs.100/- duly certifying by the Authorized Signatory(ies) that there is no vigilance/CBI case pending against the firm/supplier and the firm has not been blacklisted by any Govt. Organization.
7. The Tenderer shall furnish following certificates invariably along-with quotation, as applicable, otherwise quotation shall be summarily rejected:
  - a. A declaration by the proprietor of the firm, in case, the firm is a proprietorship firm. Or
  - b. An attested copy of partnership deed duly registered by the Registrar of firms, in case, of partnership firms.
  - c. An attested copy of article of memorandum with constitution of firm and guidelines, in case, of limited firm with name of all Directors.
8. A proof of ownership/partnership shall be submitted along with verification of address, telephone number and fax number. A surprise visit to the premises by the representatives of the Institute may be made to assess the firm's capacity and standing.
9. Tender must reach this office on or before 22/03/2016 up to 3:00 PM, through Registered Post/ Courier or may be dropped in person by the representative of the company in the tender box. The envelopes of pre-qualification and technical bids will be opened by Tender Opening Committee of the Institute at 3:30 PM on the same day. Any Tenderer or their authorized representative, who wish to be present at the time of opening, may attend. Tender received through E-mail, Fax, etc. shall not be accepted. Tender received after due date and time will not be accepted on any grounds and will be rejected.
10. The rates should be quoted on the terms of FOR, destination National Institute of Health and Family Welfare, Baba Gangnath Marg, Munirka, New Delhi. The Institute will not be liable to pay any taxes etc. which are not mentioned in the price bid.
11. No figures or words should be over written. Overwritten/incorrect figures or words should be scored off and re-written under full signature of the bidder. Tender which does not fulfill this condition will not be considered. When quotation runs into several pages, each page must be signed. Please mark **NOT QUOTED** against the items for which you cannot quote.
12. The successful tenderer will be required to deposit Performance Security @5% of the Product value by way of Demand Draft drawn on any Nationalized Bank payable at New Delhi or Bank Guarantee of the total amount in favour of Director, NIHF, New Delhi. The security will be retained by the Institute at least upto two months beyond

the date of completion of all contractual obligations of the supplier including warranty obligations.

13. Delivery charges/cartage if any must be indicated clearly in the price bid. Delivery of the items will have to be effected in Store Section of this Institute located in NIHFV Campus, New Delhi – 110 067.
14. In case of non-supply of material within the due date i.e. within the date of delivery mentioned in supply order, the Director, NIHFV, New Delhi will have the right to impose penalty as deemed fit or to resort to risk purchase in full or part thereof at his/her discretion, his/her decision shall be final and binding.
15. Rates quoted against this tender enquiry shall remain valid up to 90 days of the opening of tenders. No request for increase in rates, if any, will be allowed, or entertained during this period after opening of tenders by the Committee.
16. Conditional tenders are liable to be rejected. In the event of acceptance, Director's decision will be final. The rates should be quoted as per our required specifications. The tender which is not as per our required specifications, will not be considered on any ground.
17. The right to accept or reject any tender, partially or wholly, including lowest tender without assigning any reason whatsoever thereof or incurring any liability thereby is reserved with the Director, NIHFV, New Delhi. The Director, also reserves the right to split the tender and place the orders for supply of item(s), mentioned in the tender enquiry on one or more Tenderers. The decision of the Director, with regard to enforcement of these terms and conditions herein contained, as a result of breach of these conditions by successful Tenderer/s, shall be final and the Director, shall not be liable for any damage/liability put forth by the Tenderers at any stage of the transaction arising out of the enforcement of any or all herein contained terms and conditions.
18. Payment will be made within a reasonable period through a crossed Cheque drawn on State Bank of India, NIHFV, Munirka, New Delhi – 110067 after satisfactory inspection and acceptance of supplies and presentation of pre-receipted bills. No conditions/clause with regard to interest etc. shall be entertained.
19. The quantity shown in this tender is only approximate requirement and is subject to alteration at the time of placing the supply order and during the pendency of the quotation it will be binding on the part of the successful Tenderers to honour and comply with such orders placed by this Institute.
20. Tenderers responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the part of the successful Tenderer.

#### **SPECIAL CONDITIONS OF THE CONTRACT**

21. Before the order is executed to the successful tenderer, he/she/it will have to enter into an Annual Rate Contract with the Institute. The successful tenderer have to supply

ordered items two months beyond the completion of Annual Rate Contract. No increase in rates will be allowed during the period of Annual Rate Contract.

22. Dispute, if any arising in the matter shall be settled through an arbitrator to be nominated by Director, NIHFV.
23. The resultant contract shall be interpreted under the Indian Laws and subject to the jurisdiction of courts located in Delhi.
24. Corrigenda/addenda, if any, will be placed on the website of the Institute. The interested parties may keep checking the Institute's website, on a regular basis.

**(Rajiv R. Singh)**  
**Dy. Director (Admn.)**

## **TERMS AND CONDITIONS**

1. Any tenderer responding to this Rate enquiry shall be deemed to be agreeable to the terms and condition herein contained. No separate contract will be entered into with successful tenderer and therefore, terms and conditions herein contained shall be binding on the part of the successful tenderer. Conditional tenders are liable to be rejected. In the event of any dispute decision of Director, NIHFW will be final.
2. Tender document can be obtained from Accounts Section (Cashier room), Administrative Block, NIHFW, Munirka, New Delhi on payment of Rs.1000/- (Rupees One Thousand only). In case of down load tenders, the cost of tender should be sent along with the tender documents in the form of Bank Draft/Banker's Cheque in favour of Director, NIHFW, New Delhi – 110067. Tender received without cost will be summarily rejected.
3. The tender should be sent in SEALED COVER alongwith samples of bags, super scribed with words "TENDER FOR Purchase of Conference bags Jute DATE OF OPENING 22/03/2016 and addressed to the Director, NIHFW, Baba Gangnath Marg, Munirka, New Delhi-110067 so as to reach on or before the prescribed date and should be dropped in Tender Box placed at reception at Institute. Tenders received late/after the due date & time and without samples are liable to be rejected. The samples of Jute bags may be handed over to Sh. Vikas, Assistant Store Keeper.
4. No figure or words should be overwritten. Overwritten figures or words should be scored out and rewritten under your full signature. Tenders which do not fulfill this condition will not be considered.
5. The prices quoted must be net per unit and must include all charges for packaging and delivery at the Stores Branch, Academic Block, Baba Gangnath Marg, Munirka, New Delhi-110067. Categories of stores offered whether imported or indigenous make, type and all other particulars should be stated in detail. No facility regarding Import, Licence etc. can be afforded.
6. Rates should be written legibly in ink or typed against each item mentioned in this tender enquiry. Full specifications, size etc. of the item quoted should be furnished in your quotation. Technical and illustrative leaflets must be enclosed with your Quotation.
7. Sales tax/General tax, etc. where legally livable and intended to be claimed, should be distinctly shown alongwith the price quoted. Where this is not done, no claims for S.T./G.T. will be admitted at any stage and/or any grounds.
8. Rates quoted against this Tender Enquiry shall remain valid upto 1 year after awarding the work under to the successful tender. During this period it will be obligatory on the part of the tenderer to honour supply orders placed on him for the quantities and goods shown in this tender inquiry or for further quantities that may be needed by this Institute from

time to time. No request for increase in the rates, if any, will be allowed or entertained during this period after the opening of tenders by the Committee.

9. Samples of bags should be provided alongwith tender documents which would be sealed & stamped by the firm(s). Failure to do so, will entail your tender being rejected.

10. As soon as the acceptance of tender is communicated to the successful tenderer(s) the contract shall be completed and binding on him (Tenderer) for a period of 1 year to honour the terms and conditions herein contained which shall be enforced by Director, NIHF, and thus no fresh or regular contract will be drawn separately.

11. Quantities shown in this Tender Enquiry are only approximate requirements and are subject to alternations at the time of placing supply orders and during the pendency of the tender, it will be binding on the part of successful tenderers to honour and comply such orders placed by this Institute.

12. Each tenderer will be required to deposit earnest money of Rs.20,000/- (Rupees Twenty Thousand only), in the form of Demand Draft payable at New Delhi in favour of the Director, NIHF, New Delhi-110067. Tenders not accompanied by earnest money will not be considered. Please note that no interest will be paid to the firms against the deposit of Earnest Money. Earnest Money will be refunded to the unsuccessful tenderes only after the acceptance of Tender is conveyed to the successful tenderer(s).

13. The successful tenderer(s) will require to deposit the security deposit @5% of the product value by way of demand draft /B.G/F.D. drawn on any nationalized Bank payable at New Delhi in favour of Director, National Institute of Health and Family Welfare, New Delhi. The security will be retained by the institute till the successful performance of supplied items and will be refunded after satisfactory reports are received from user Deptts. of the Institute.

14. Please note that the date of delivery indicated in the supply order must be adhered to strictly. If for any special reason delivery cannot be effected within the stipulated period, application for extension of delivery date should be made well in advance stating full reasons. Extension may be granted at the discretion of the Director or he may cancel the order. Repeated instances of failure to supply stores ordered by the due dates of delivery may result in non-issue of our future enquiries without reference to you and also may result in purchase at your risk and responsibility.

15. Any loss sustained by Institute as a result of non-compliance of delivery schedule, questionable quality of stores and short delivery, shall be recoverable from the tenderer(s) besides forfeiture of his earnest money/Security, which may be lying with this Institute. Failure to comply with the supply orders shall authorise the Director, NIHF, to effect purchase at the RISK AND RESPONSIBILITY of the tenderer(s) as a consequence of which the increase in the purchase cost shall be realized by way of liquidation of earnest

money/performance security lying with NIHFW and or by retrenching the resultant increase in cost from the pending bills of the successful tenderer(s).

16. The Director, NIHFW reserves the right to accept or reject any of the tenders including the lowest one. He also reserves the right to cancel the supply order placed on the successful tenderer(s) summarily without assigning any reason or whatsoever.

17. Decision of the Director, NIHFW with regard the enforcement of these terms and or waiver of the terms and conditions and rejection or acceptance of tenders shall be final and the Director, NIHFW shall not be liable for any damages/liabilities to the tenderer(s) on account of the enforcement of herein contained terms and conditions.

18. Enlistment under Rate Contract with this institute does not ensure business of any quantum, whatsoever.

19. Tender firm(s) has/have given an affidavit on non-judicial stamp paper of Rs. 100/- duly certified by the authorized signatory(ies) that there is no vigilance/CBI are pending and the firm has not been blacklisted by any Govt. Organization as per Annexure-I.

20. Payment will be made within a reasonable period through a crossed cheque drawn on State Bank of India, NIHFW, Munirka, New Delhi-110067 after inspection and acceptance of supplies and presentation of pre-receipted bill in the name of Director, NIHFW affixing revenue stamp of Rs. 1/- only & with the words received payment. No condition/clause with regard to interest etc. shall be entertained.

**(Rajiv R. Singh)**  
**Dy. Director (Admn.)**

**ANNEXURE – I**

**FORMAT FOR UNDERTAKING  
(TO BE SUBMITTED ON A NON-JUDICIAL STAMP PAPER OF Rs.100/-)**

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them.
2. The rates quoted by me/us are valid and binding on me/us for acceptance for the period of one year from date of acceptance of tender bid. I/We, hereby bind myself/ourselves to the Director, NIHFW, New Delhi for supply of item for use in NIHFW, New Delhi during the period of tender.
3. The item supplied by me/us, would be of the best quality and as per specifications.
4. Earnest money deposited by me/us, may be retained till the finalization of the tender.
5. Performance Security will be deposited by me/us and the same may be retained two months beyond the period of ARC is over.
6. I/We hereby undertake to supply the items two months beyond the validity of the ARC as per directions given in the supply order within the stipulated period on the existing rates.
7. If the NIHFW authorities think it necessary to change any item/items supplied by me/us found to be defective/inferior quality, the same will be replaced by me/us at no extra cost.
8. Guarantee/Warrantee as asked for in the tender form is acceptable to us. If any item supplied by me/us is found to be defective and beyond repair during the guarantee period, the same shall be replaced by me/us free of cost.
9. I/We undertake to bear the cost of testing for quality of item supplied whenever decided to do test during contract period.
10. I/We hereby undertake to recoup any loss/damages caused to the NIHFW authority through the use of defective materials supplied by me/us.
11. I/We hereby undertake to pay penalty as per terms and condition for delayed supplies/non supply.
12. It is certified that rate quoted by me/us are not higher than the MRP/Prevailing market rate.
13. It is certified that the quoted items have not been and are not being supplied to any other organization at a rate lower than being quoted here.
14. I/We agree to accept the bill to be paid by the purchaser after completion of all formalities and should any amount of bill found to have been overpaid, the amount shall be refunded by me/us.
15. There is no vigilance/CBI or court case pending against the firm.
16. I/we understand that the Director, NIHFW, New Delhi has the right to accept or reject any or all the tenders without assigning any reasons (s) thereof.
17. The decision of the Director, NIHFW, New Delhi will be final and binding upon me/us.

Signature of Bidder

(Name of Bidder)

Place..... With seal of firm

**Affirmation**

I pledge and solemnly affirm that the information submitted in tender documents is true to the best of my knowledge and belief. I further pledge and solemnly affirm that nothing has been concealed by me and if any thing adverse comes to the notice of purchaser during the validity of tender period Director, NIHFWS, New Delhi will have full authority to take appropriate action as he/she may deem fit.

Place ..... Signature of Bidder  
Date..... (Name of Bidder)  
With seal of firm

**CRIMINAL LIABILITY UNDERTAKING ON Rs. 10/- AFFIDAVIT**

I.....S/o.....Resident  
of

.....

....

.....do solemnly pledge and affirm: -

1. That I am the proprietor /partner/authorized signatory of

M/s. ....

2. That my firm has not been declared defaulter by any govt. agency and that no case of any nature i.e. CBI, Criminal/Income Tax/ Sales Tax/ Blacklisting is pending against my firm.

Name  
*Signature*  
*Rubber stamp*  
Affirmation/Verification

### ANNEXURE - III

#### PRE QUALIFICATION BID CHECK LIST (CERTIFICATES/DOCUMENT TO BE SUBMITTED WITH PRE QUALIFICATION BID)

Before submitting the tender, the tenderer should check the following enclosures (to be submitted with pre -qualification bid).

S.No.	Particulars	Yes	NO
1	Demand Draft of Rs. 20,000/- (Rupees Twenty Thousand only) drawn on any nationalized bank in favour of Director, NIHF, New Delhi towards Earnest money & Rs. 1000/- for Tender fee in case of Tender downloaded from Institute website.		
2	Attested photocopy of latest VAT/TIN registration certificate		
3	Undertaking as per prescribed Performa on an affidavit of Rs. 100/- marked as Annexure – I in the tender document		
4	Criminal liability undertaking as per prescribe performa marked as Annexure II in tender document.		
5	Tender Document duly signed by Authorized signatory/ Bidder		
6	Proof of filling Income Tax Return ( encloses attested copy of last three year income tax assessment certificate )		
7	Attested copy of PAN card issued by Income Tax department.		
8	Bidders profile giving complete details about the firm including the period for which it is in this business		
9	Copy of partnership deed in case of partnership firm./Memorandum and article of association with under taking and authorization for signing the Tender Documents.		
10.	Name, Address, Phone & Fax No. at New Delhi/NCR.		

Please note that failure to submit any one of the above certificates/documents shall render the tender invalid.

Signature of Bidder with rubber seal (s)

Name of the Bidder(s)

Address of the Bidder(s)

## Proforma for Price Bid

S.No.	Description of Jute Bag	Qty.	Rate (Per Unit)	Vat	Total Amount
1.	Sample-I	4000 (Approx)			
2.	Sample-II				
3.	Sample-III				