



Tender No. C/AG/2/15/32/Tender/2015(G)/01

Dated: 25/04/2017

TWO BID SYSTEM**Sub: Invitation to Limited Tender Enquiry for Printing of Certificates & Folio Registers**

From: The REGIONAL DIRECTOR,
ESI CORPORATION,
5/1, Grant Lane
Kolkata: 700 012.

To: _____

Sir(s),

The Regional Director invites "**Limited tender**" for "**Printing of Certificates & Folio Registers**" as per specifications and/or quantities detailed in the **Schedule** attached. The "**Tender Documents**" comprising the **Terms and Conditions of Contract (Annexure I & II)** and the **specification (Annexure III)**, the **Tender Application Form (Annexure IV)** and **specifications of items / proforma for quoting rates (Annexure V)** are enclosed herewith. If you are in a position to quote for the contract in accordance with the requirements stated in the attached schedule, please submit your quotation to this office.

Tenderers are requested that, before quoting their rates or filing tender, the tender form may please be read out thoroughly (line by line), otherwise purchaser will not be held responsible for any error / oversight of his own.

All the payment shall be made by **Demand Draft drawn in favour of ESI Fund A/c No.1, payable at Kolkata. Cheques/cash will not be accepted.**

If any modification of the schedule is considered necessary, you should communicate the same by means of separate letter sent along with the Tender.

The tender document may be obtained from the office of the Regional Director in person by the bonafide applicant or his authorized representative by applying in their letter head at a cost of **Rs.200/-**.

The “tender documents” can also be downloaded from the web site (www.esic.nic.in, www.esicwestbengal.org, www.eprocure.gov.in) and in such case the same may be signed and submitted as per the procedures mentioned hereinafter along with the fee(s) for the “tender documents” @ **Rs.200/-**.

Regional Director, ESI Corporation, Kolkata, does not pledge himself to accept the lowest or any tender and reserve to himself the right of accepting the whole or any part of the tender or portion of the quantity offered and you shall supply the same / execute the work at the rate quoted by you. You are at liberty to tender for the whole or any part.

Acceptance by the tenderers shall be communicated in due course. You are requested that the instructions contained in the said communication should be acted upon immediately / as asked for.

THE FIRM IS REQUESTED TO FOLLOW THE CHECK LIST AT THE TIME OF SUBMISSION OF TENDER DOCUMENT WITHOUT WHICH THE OFFER IS LIABLE TO BE CANCELLED.

CHECK LIST		
1	Tender document fee by demand draft only	Submitted [Yes/No]
2	Earnest Money Deposit by Demand Draft only	Submitted [Yes/No]
3	Valid Trade Licence	Submitted [Yes/No]
4	PAN/TAN other statutory documents	Submitted [Yes/No]
5	Supporting documents of having own printing press	Submitted [Yes/No]
6	Supply order issued by any Govt. agency within last 03(Three) years	Submitted [Yes/No]
7	The bidder should have executed government orders not less than the value of this tender during the last three years	Submitted [Yes/No]

Note: If valid trade licence constitutes/consists of more than one certificate/page then all the pages are to be enclosed failing which tender is liable to be cancelled.

Yours faithfully

Asstt. Director (Genl.)

For Regional Director

Annexure-I

Tender No. C/AG/2/15/32/Tender/2015(G)/01

Dated: 25/04/2017

TWO BID SYSTEM**GENERAL TERMS AND CONDITIONS OF CONTRACT**

A)

Period for submission of Tender form	From 03/05/2017 to 24/05/2017 Upto 2.00 PM
Pre-Bid meeting	03/05/2017 at 3.00PM
Last Date & Time of submission of tender	24/05/2017 upto 2.00 PM
Date & Time of Opening of Tender	24/05/2017 at 3.00 PM
Bid Security / Earnest Money to be sent through Post/Delivered in hand	Rs.10,000/-
Performance security / Security Deposit Money	A Sum equivalent to 10% of the bid value
Address and Venue of submission of bids	<p>1. Locked and sealed tender box placed at the General Branch (1st floor) earmarked for the purpose by pasting a note thereon.</p> <p>2. For bulky documents which cannot be inserted into the tender box, tender documents to be submitted to Assistant Director (Genl.)</p>

B.. Estimated Tender Value:-

Rs. 5 Lakh (approx.) for one year.

C. Period of Contract:-

The Contract shall initially be for a period of one year and may be extended further on the same terms and conditions. The rates quoted by the bidders shall be exclusive of delivery charges and taxes and shall remain unchanged during the period of contract. ESIC, however, reserves the right to terminate the contract by serving one months notice, in writing.

D. Earnest Money:

Rs. 10,000/- (Rupees Fifteen Thousand only) is to be deposited, in the form of DD/Bankers cheque favoring " **ESI FUND A/C No. 1**" payable at Kolkata. The EMD, in a sealed envelope, in original, to be dropped in the Tender Box kept in the General Branch, ESIC Regional Office, West Bengal before last date and time of uploading of bids. EMD, if dropped in any box other than the location specified, will not be considered for selection.

E. Date of opening of Tenders:

The Technical bid of tender shall be opened in presence of the bidder who chooses to be Present during opening of bids. If the date of opening of bid is declared a holiday, bid will be opened on next working day at 03.00 P.M. The opening of bid may be deferred further in case of technical problem.

F. **PROCEDURE FOR SUBMISSION OF TENDERS / BIDS:**

I. **The tender should be submitted in 'TWO BID' SYSTEM:-**

i. **TECHNICAL BIDS:**

- a. TECHNICAL BIDS in one separate envelope, sealed, super scribed with the wordings "TECHNICAL BID".
- b. The original copy of tender (Annexure – I to annexure - IV), duly completed and signed on each page, should be submitted/returned back, enclosed along with the "TECHNICAL BID".
- c. The "Technical Bid" shall contain Earnest Money, the Cost of the Tender Document (if downloaded from the web), both in the form of demand drafts as prescribed hereinbefore, and all the technical details & documents along with commercial terms and conditions in support of the quoted equipment.
- d. The Earnest Money Deposit (EMD) should be submitted in separate envelope super scribed with the wordings "EMD".
- e. Prices / Costs of the items *should not be* indicated anywhere in the Technical Bid. This should be followed meticulously failing which the tender is liable to be cancelled.

ii. **PRICE (FINANCE) BID**

- a. PRICE (FINANCE) BID for each ITEM is to be submitted in SEPARATE sealed envelopes, super scribed with the wordings "PRICE (FINANCIAL) BID" and the "NAME OF THE ITEM". All such sealed envelopes of Price Bids for individual items are to be kept in a large sealed envelope, again superscribed with the wordings "PRICE (FINANCIAL) BID". This should be followed meticulously failing which the tender is liable to be cancelled.
- b. The 'Price/Financial Bid' will contain item-wise price / cost for the items mentioned / quoted in the technical bid.

Both the Technical Bid envelope and the Price (Financial) Bid envelope, prepared as above, are to be kept in a larger single envelope super-scribed with “**TENDER (TWO BID SYSTEM) FOR Printing of Certificates & Folio Registers**”

- II. So as to give a double cover protection.
- III. The outer cover should also be sealed and addressed to the **Regional Director** in the address mentioned hereinbefore.
- IV. Tenders submitted without following the ‘Two Bid’ System procedure will be rejected.

(G) OTHER TERMS

1. Any condition levied by the bidder after finalization of bid will render the bidder ineligible and in that case Security Deposit will be forfeited.
2. The rate(s) quoted by the successful bidder(s) should remain valid for 12 months from the date of finalization of the tender.
3. In case the successful bidder fails to execute the order to the satisfaction of ESIC, ESIC shall reserve the right to forfeit part or full of Security Deposit and may also resort to civil remedy for loss/ damage etc as available under law.
4. That in case any lot is found not up to the mark in.r/o printed material or any other deficiency, the whole lot may be rejected and suitable penalty may be imposed.
5. Sub-contract will not be allowed.
6. The duly constituted committee may visit the premises of printing press units for ascertaining the credentials and capabilities of the unit at any stage of tender or after awarding of tender.
7. Timely delivery is the essence of the contract. Delay in delivery/ supply beyond stipulated time may attract penalty, as under:-

(a) For delay up to 05 days	-	NIL
(b) For delay beyond 05 days up to 10 days	-	02%
(c) For delay beyond 10 days up to 20 days	-	05%
(d) Beyond 20 days	-	10%
8. The proof reading/ checking will be done by the printer himself with a view to ensure 100% error free work. However, the final proof will be given for approval to this office. After getting such a proof for approval if this office finds that the press has not done proof checking properly so as to ensure error/ deficiency free work, the press may be penalized to an extent and in a manner as deemed fit by this office.
9. The contract may be awarded after weighing L1 for each item. ESIC shall not be bound to award contract to a single bidder on the basis of lowest grand total amount.

(H) Evaluation of technical and financial bid

1. The Tenderers are required to submit two separate Bids i.e. – Technical and Financial, as per proforma available in tender documents..
2. Each attached document should be signed and stamped by bidder or its authorized representative of Tenderer.
3. The Competent Authority of ESIC reserves the right to reject all or any tender in whole, or in part, without assigning any reason thereof.
4. The financial bid of the bidders, whose technical bid is found to be responsive as per the eligibility and other tender conditions, will be opened in the presence of the bidders, who choose to attend the opening of financial bid.
5. The earnest money shall be refunded to the unsuccessful Tenderers after finalization of the contract. It shall be refunded to the successful Tenderer on receipt of performance security deposit. No interest is payable on the EMD.
7. The bid shall be valid for 01 year from the date of opening.
8. Tender incomplete or Conditional in any form will be rejected outright. .
9. In case the successful tenderer declines the offer of Contract, for whatsoever reason(s), his EMD will be forfeited.
10. A formal contract shall be entered into with the successful tenderer.
11. The terms & conditions contained in this tender notice shall form part of and shall be taken as if they were included in the contract agreement to be entered into by the successful bidders
12. **Performance Security Deposit**
The successful tenderer will have to deposit a Performance Security Deposit of Rs.50,000/- (Rupees twenty five thousand only) by way of Bank Guarantee from a scheduled commercial bank in favour of “Regional Director, ESIC West Bengal” valid for 60 days beyond the expiry of period of one year contract and further renewable.

(I) DISPUTE SETTLEMENT

It is mutually agreed that all differences and disputes arising out of or in connection with this Agreement shall be settled by mutual discussions and negotiations, if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the Sole Arbitrator appointed by the Regional Director whose decision shall be final and binding on both the parties.

ANNEXURE-II**SPECIAL TERMS & CONDITIONS OF THE CONTRACT**

1. **Tenderers must have their own necessary printing facilities & other infrastructure required for printing.**
2. The rates are to be quoted per book, inclusive of paper cost, printing charges, art & designing charges, delivery charges and taxes.
3. **Tenderers must have valid trade license and PAN.**
4. The Tenderers should have minimum 03 years experience and should have executed Government Orders not less than the estimated value of this tender during the last 03 years.
5. The Tenderers should not have been blacklisted by any Government organizations or reputed organizations.
6. Supply to be made at 1st Floor, Panchdeep Bhawan, ESIC Regional Office, 5/1 Grant Lane, Kolkata – 700012, within stipulated time frame, on any working days between 11:00 AM to 4:00 PM.
7. Any document/ work found at the time of delivery to be defective & not conforming to the relevant specifications, is liable to be rejected and shall be replaced by the supplier at his cost and arrangement at the earliest.

8. TDS (Tax Deduction at Source) at the rate applicable from time to time as per the proof of the Income Tax Act shall be made from the bill.
9. No advance payment will be made.
10. Bidders must go through the details specification and terms & condition before quoting.
11. Specimen Certificates & proforma of folio Register is available attached with the tender document at www.esicwestbengal.org. The same shall be available for inspection at General Branch, ESIC Regional Office, 5/1, Grant Lane, Kol -17 between 11.00AM to 04.00 PM.

ANNEXURE-III

A. Details of Printing Work:-

Sl.No.	Particular of Certificates	No. of Certificates/ folio Register required	No. of pages in one certificate	No. of certificates in one Book	Colour of Printing, size & other details	Remarks
1.	Form 7	10000 books	03	50	Sky Blue with hologram on 1 st page of each form/certificate. 1 st page both side printing. Size:8" x 8" (approx) 58 GSM	-Bilingual (English/Bengla) - serial numbered - perforated -Brow cover with Serial no. from...to..
2.	Form 23	150 books	01	10	Black Both side printing Size: 7" x 9.5" (approx)	Bilingual (English / Hindi) serial numbered - perforated

					68 GSM	-Brow cover with Serial no. from...to..
3.	Form BI 1	12000 books	01	50 (Certificates) + 50(Blank Pg)*	Black Single side printing Size: 7.5" x 10" 58 GSM	Only English Duly serial numbered -each form followed by 01 blank page with serial - perforated -Brow cover with Serial no. from...to
4.	Form BI 1a	8000 books	01	100	Black Both side printing Size: 6.5" x 8" 58 GSM	Bilingual - serial numbered -perforated - Brow cover with Serial no. from...to
5.	ESIC Med 6a	8000	01	-NA-	Black Both side printing Size: 5.5" x 25" (appx) 58 GSM	Bilingual Serial Numbered
6.	Certificate Register (Folio)	02	250	-NA-	Good Quality Printing on both side as per proforma Size: 13" x 8.5" (approx)	Quality Binding -Facing pages will bear Same serial number -facing pages will constitute one leaf of folio/ register

* Blank Page to bear Serial No. of Form

Note: Size may vary in the final Work Order

Annexure-IV

TENDER APPLICATION FORM

1	Name of the firm:-	
2	a Full Postal Address:-	
	b Cell Phone No.	
	c Telephone No:-	
	d Fax No.	
E	Email Id	

3	Date of Establishment of Firm:-	
4	If your Firm Registered under:-	
	a The Indian Factories Act:-	
	b Any other Act, if not, who are the owners (Please give full address):-	
5	Name and Address of your Bankers stating the name in which the Account stands:-	
6	Whether insured against fire, theft, burglary etc. If so, please state the amount and name of company with policy no:-	
7	Total number of Employees:-	
8	Are you in the list of approved contractors of any other organizations / institutions, if any give details:-	
9	Give details of any Government contracts executed during the last twelve months:-	
10	Any other information which you consider necessary to furnish:	

UNDERTAKING

- a) I, the undersigned certify that I have gone through the terms and condition mentioned in the tender document and undertake to comply with them.
- b) The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted and the lowest quoted for any other institution/hospital in India.
- c) The Earnest Money of Rs. _____ to be deposited by me has been enclosed herewith vide Demand Draft No. _____ dated _____ drawn on bank _____ Branch _____.
- d) I/We give the rights to Regional Director to forfeit the Earnest Money/Security money deposit by me/us if any delay occur on my/agent's part or fail to supply the articles within the appointed firms of desired quality.
- e) There is no vigilance/CBI case or court case pending against the firm.
- f) I hereby undertake to supply the items as per directions given in the tender document/supply order within stipulated period.

Date:-

Signature of the tenderer:-

Place:-

Full Name:-

Designation:-

(Office seal of the tenderer)

Note: The above undertaking, duly sealed by the authorized signatory of the company, should be enclosed with Technical Bid

ANNEXURE-V**FORM OF FINANCIAL BID****PLEASE QUOTE RATE**

Sl.No.	Particular of Certificates	No. of Certificates/ Folio Register required	Rate per Book / per Folio/ per register(inclusive of delivery charges & taxes)	Total
1.	Form 7	10,000 books		
2.	Form 23	150 books		
3.	Form BI 1	12,000 books		
4.	Form BI 1a	8,000 books		
5.	ESIC Med	8,000		

	6a	Certificates		
6.	Folio/ Register	02		

-Please see the detailed specifications before quoting

-Rate to be quoted for one book (Sl.No.1 to 4), One certificate (Sl. No. 5) one register folio (Sl.No. 6)

Signature & Seal of the Applicant

Name of the Applicant

Designation