



## MISSION DIRECTOR NATIONAL HEALTH MISSION, J&K

**Jammu Office:** Regional Institute of Health & Family Welfare, Nagrota, Jammu.  
Fax: 0191-2674114; Telephone: 2674244. Pin: 181221

**Kashmir Office:** J&K Housing Board Complex, Chanapora, Srinagar. Pin: 190015

Fax: 0194-2430359; Telephone: 2431167; e-mail: [mdnhmjk@gmail.com](mailto:mdnhmjk@gmail.com)

**NHM Help Line for Jammu Division 18001800104: Kashmir Division 18001800102**

### **Notice inviting e-Bids for PEER Educator Material under Rashtriya Kishore Swasthya Karyakaram (RKSK)**

For and on behalf of the Governor of Jammu & Kashmir State, online tenders are invited from the firms registered with Health & Medical Education Department of J&K State for supply of following, **sample based items for the year 2016-17**, for 4800 Peer Educators under Rashtriya Kishore Swasthya Karyakaram (RKSK) under National Health Mission, J&K as per detailed specifications and Terms & Conditions mentioned in the Tender document.

S. No.	Particulars of Items	Cost of Tender Fee	Earnest Money
01	Bag with printing (as per Sample)	✓ Rs. 750/- for General Tenderers and	✓ Rs. 50,000.00 for General Tenderers
02	Cap with printing (as per Sample)	✓ Rs. 500/- for the Firms registered with DIC	✓ Rs. 5,000.00 for the Firms registered with DIC
03	Card with Multi-Colour Printing – 300 GSM (as per Sample)	Jammu/ Kashmir as SSI Units	Jammu/ Kashmir as SSI Units

1. The tender document for the above job can be seen on the website [www.jktenders.gov.in](http://www.jktenders.gov.in) and [www.jknrm.com](http://www.jknrm.com) from **03.03.2017 (1400 hrs.)**
2. The tender documents can be downloaded from the above websites from **03.03.2017 (1600 Hrs)** onwards.
3. Pre-Bid meeting shall be held in the Conference Hall of State Health Society, NHM, Regional Institute of Health & Family Welfare, Near Sainik School, Kandoli Nagrota, Jammu – 181221 (J&K) on **15.03.2017 at 1400 Hrs.**
4. In order to avoid any kind of confusion, bids (both Technical as well as Financial bid) shall be submitted in electronic format on website [www.jktenders.gov.in](http://www.jktenders.gov.in) only from **16.03.2017 (1000 Hrs) upto 25.03.2017 (1600 Hrs).**
5. Technical bids will be opened on **27.03.2017 (1400 Hrs)** in Conference Hall of State Health Society, NHM, Regional Institute of Health & Family Welfare, Near Sainik School, Kandoli Nagrota, Jammu – 181221 (J&K) in presence of bidders who wish to attend. In case of holiday on the date of opening of bid, bids will be opened on the next working day at the same time and venue.
6. Financial bids of bidders, qualifying the Technical evaluation, shall be opened on later date, which will be notified separately.
7. Samples of all the quoted items should reach in the office of **FA & CAO, NHM, J&K**, through Regd. Post or in person only, by or before **25.03.2017 upto 1400 Hrs.**
8. Cost of Tender Document, in the shape of DD favouring National Health Mission, J&K and Earnest Money Deposit, in the shape of CDR/ FDR, **pledged to the FA & CAO, National Health Mission, J&K**, in original, should reach to the office of FA & CAO, State Health Society, NHM, J&K alongwith documents and undertaking mentioned at Annexure “B” through Speed Post/ Regd. Post/ in-person before due time of submission of bid. Purchase Committee of State Health Society, NHM, J&K shall not be responsible for any delay due to any reason.
9. Affidavit, in original, on Rs.100/- stamp paper duly attested by **1<sup>st</sup> Class Magistrate** stating that:  
(i) The firm has not been blacklisted in the past by any Govt./ Private institution of the country and there is no vigilance/ any other investigating agency, case pending against the firm/ supplier.  
(ii) If anything found wrong at any stage, I shall be responsible and deem to any legal action against me.
10. **Complete bidding process will be on-line. Tenderers are not required to submit the price bid in physical form.**

Sd/-  
Mission Director  
NHM, J&K  
(Tender Inviting Authority)

Copy for information to the: -

1. Commissioner/ Secretary to Govt., H&ME Deptt. (Chairman Executive Committee, SHS, J&K), Civil Secretariat, Jammu
2. All Members of the Purchase Committee, State Health Society, NHM, J&K
3. In-Charge, Programme Manager (IT), NHM, J&K to place the tender documents on web-site of NHM
4. **Joint Director Information Department Jammu for publication of Tender Notice in at least two leading National Papers and two local papers each from Jammu and Kashmir Division. Cuttings of the same be sent to this office for confirmation.**

**Financial Advisor & CAO,  
NHM, J&K**

# NATIONAL HEALTH MISSION



PURCHASE COMMITTEE, STATE HEALTH SOCIETY,  
NATIONAL HEALTH MISSION, JAMMU AND KASHMIR

Name of the Item:

**PEER Educator Material for  
Rashtriya Kishore Swasthya  
Karyakaram (RKSK) under  
National Health Mission, J&K**

## NOTICE INVITING BIDS

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**E-TENDER NOTICE 02 OF 2017**

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02	Cap with printing (as per Sample)	✓ Rs. 500/- for the Firms registered with DIC Jammu/ Kashmir as	✓ Rs. 5,000.00 for the Firms registered with DIC Jammu/ Kashmir as
03	Card with Multi-Colour Printing – 300 GSM (as per Sample)	SSI Units	SSI Units

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7. Samples of all the quoted items should reach in the office **of FA & CAO, NHM, J&K**, through Regd. Post or in person only, by or before **25.03.2017 upto 1400 Hrs.**
8. Cost of Tender Document, in the shape of DD favouring National Health Mission, J&K and Earnest Money Deposit, in the shape of CDR/ FDR, **pledged to the FA & CAO, National Health Mission, J&K**, in original, should reach to the office of FA & CAO, State Health Society, NHM, J&K alongwith documents and undertaking mentioned at Annexure “B” through Speed Post/ Regd. Post/ in-person before due time of submission of bid. Purchase Committee of State Health Society, NHM, J&K shall not be responsible for any delay due to any reason.
9. Affidavit, in original, on Rs.100/- stamp paper duly attested by **1<sup>st</sup> Class Magistrate** stating that:
  - (i) The firm has not been blacklisted in the past by any Govt./ Private institution of the country and there is no vigilance/ any other investigating agency, case pending against the firm/ supplier.
  - (ii) If anything found wrong at any stage, I shall be responsible and deem to any legal action against me.
10. **Complete bidding process will be on-line. Tenderers are not required to submit the price bid in physical form.**

Sd/-  
Mission Director  
NHM, J&K  
(Tender Inviting Authority)

No: SHS/NHM/J&K/22585-90

Dated: 01/03/2017

## Instructions to bidders regarding e-tendering process:

1. The interested bidder can download the notice inviting EoI/ bidding document from the website <http://jktenders.gov.in>.
2. To participate in bidding process, bidders have to get (DSC) “Digital Signature Certificate” as per Information Technology Act-2000, to participate in online bidding. This certificate will be required for digitally signing the bid. Bidders can get the above-mentioned digital certificate from any NIC/ Govt. approved vendors. The Bidders, who already possess valid (DSC) Digital Signature Certificates, need not to procure new Digital Signature Certificate.
3. The bidders have to submit their bids online in electronic format with Digital Signature. The bids cannot be uploaded without Digital Signature. No Proposal will be accepted in physical form.
4. Bids will be opened online as per time schedule mentioned in the notice inviting EoI.
5. Before submission of online bids, bidders must ensure that scanned copies of all the necessary documents have been attached with the bid.
6. The State Health Society, J&K will not be responsible for delay in online submission of bids, whatsoever reasons may be.
7. All the required information for bid must be filled and submitted online.
8. Bidders should get ready with the scanned copies of cost of documents & EMD as specified in the tender documents. The original instruments in respect of cost of documents, EMD and relevant documents be submitted to the Tender Inviting Authority by Speed Post/ Registered Post/ In-Person as per the time schedule specified.
9. The details of cost of documents, EMD specified in the tender documents should be the same, as submitted online (scanned copies) otherwise bid will not be accepted.
10. Bidders can contact the FA&CAO, SHS, NHM, J&K for any guidance for getting DSC or any other relevant details in respect of e-tendering process.
11. Bidders are advised to use “My Documents” area in their user on <http://jktenders.gov.in> e-tendering portal to store important documents like Balance sheet, VAT Certificate, Sales Tax Clearance Certificate, IT certificate, and other relevant documents etc., and attach these certificates as Non Statutory documents while submitting their bids.
12. Bidders are advised not to make any change in BOQ (Bill of Quantities) contents or its name. In no case they should attempt to create similar BOQ manually. The BOQ downloaded should be used for filling the rates inclusive of all taxes and it should be saved with the same as it contains.
13. Bidders are advised to scan their documents at 100 DPI (Dots per Inch) resolutions with Black and White, PDF Scan properly.
14. The guidelines for submission of bid online can be downloaded from the website <http://jktenders.gov.in>.
15. **Scanned copies of the below mentioned documents shall be attached from My Document area for tenderers.**
  - a. PAN Card
  - b. Sales Tax / VAT registration certificate
  - c. Latest “Sales Tax/ VAT Clearance Certificate” issued by competent authority
  - d. Average Annual Turnover Certificate of last three financial years, as issued by the Chartered Accountant, with Average Turnover of not less than Rs.1.00 Crore

## Terms and Conditions:

1. Tenderers should be registered with the Health and Medical Education Department of J&K.
2. **All the items are SAMPLE based.**
3. Material of Bag and Cap should be all weather, durable, waterproof & should have light fusion material.
4. Front side of Bag and Cap should have the logo of National Health Mission & backside should have RKSJ embossed on it.
5. Bag and Cap should be complete in standard sizes 36, 38 and 40.
6. Matter to be printed and the samples of bag/ cap can be had from the office of State Health Society, Nagrota, Jammu on any working day between 10.00 AM to 5.00 PM.
7. Tenders are to be submitted under two cover system -

### A. Cover 1<sup>st</sup> - Technical Cover:

1. Scanned copy of Tender Fees
2. Scanned copy of EMD

#### **CDR/ FDR Format:**

***Received from M/s...ABC...pledged to the FA & CAO, NHM, J&K.***

3. Scanned Copy of an affidavit on Rs.100/- stamp paper duly attested by **1<sup>st</sup> Class Magistrate** stating that: -
  - a. The firm has not been blacklisted in the past by any Govt./ Private institution of the country and there is no vigilance/ any other investigating agency, case pending against the firm/ supplier.
  - b. If anything found wrong at any stage, I/ we shall be responsible and deem to any legal action against me.

### B. Cover 2<sup>nd</sup> - Financial Cover:

1. Rates have to be submitted by the tenderers in BOQ only.
  2. Detailed description of rates.
8. **Original** of below-mentioned documents, **alongwith SAMPLES of the items**, have to be submitted, in person or through registered post only, in the office of FA & CAO (Member Secretary), Purchase Committee, State Health Society, NHM, J&K before the last date and date of submission of tender:
- a) Tender Fee and EMD
  - b) Affidavit
  - c) Annexure "A" and Annexure "B"
  - d) Self-attested copies of following documents:
    - a. PAN Card
    - b. Sales Tax / VAT registration certificate
    - c. Latest "Sales Tax/ VAT Clearance Certificate" issued by competent authority
    - d. Average Annual Turnover Certificate, issued by the Chartered Accountant, with Average Annual Turnover not less than Rs.1.00 Crore.
9. The bidders are advised to carefully examine all the terms & conditions for submitting complete and comprehensive bid. In case of any doubts, same shall be referred to the Tender Inviting Authority, in writing, by or before the Pre-Bid meeting for necessary clarifications. Failing to comply with any of the terms and conditions will lead to rejection of bid, even if it is competitive offer.
10. The bidders/ authorized representatives, including any other stakeholder, should point out to the Tender Inviting Authority regarding embitterment, if any, prior to and on the day of pre-bid meeting. Thereafter, the bidders/ authorized representatives, including any other stakeholder, will have no legal right to confer or to represent on one ground or the other.
11. After conducting pre-bid meeting, necessary modifications in notice inviting EoI, if required, can be made and same will be uploaded on website(s) [www.jktenders.gov.in](http://www.jktenders.gov.in) and [www.jknhm.com](http://www.jknhm.com). **The same shall neither be published in any newspaper** nor be informed individually. Hence, bidders are advised to keep themselves updated through these websites.
12. All the documents to be uploaded should be self-attested, alongwith seal, by the authorized signatory of the bidder with seal. Authorized signatory means a person duly authorized by the competent authority viz., Proprietor/ Partner/ Managing Director/ Chairman/ Board of Directors through Power of Attorney to sign on behalf of the Firm/ Company.
13. The same person should sign the entire correspondence, letters and documents who has signed the original bid documents. In case of change to this effect, an affidavit shall have to be submitted in support of the change.

14. Financial bid (Price bid) of only those tenderers shall be opened who will qualify in Technical bids on the basis of Technical Evaluation report. Date of opening of Financial Bid shall be notified separately.
15. It will be the responsibility of the tenderer to mention any special offers clearly in the technical bid only.
16. **Rates quoted should be FOR stores, in accordance with the BOQ inclusive of all taxes and charges.**
17. Price bids should be offered **on-line only**.
18. Specifications in financial bid should not differ with the original tender specifications/ samples, otherwise tender may liable to be rejected.
19. No conditional bids shall be accepted.
20. Rate contract shall be valid for a period of **twelve months** from the date of issue of approved rate contract or till such time the new rate contract comes into force.
21. **Earnest Money Deposit:**
  - i. Bids shall have to be accompanied with an Earnest Money Deposit **Rs.50,000/- (Rupee Fifty Thousand only)** in the shape of CDR/ FDR, pledged to the FA & CAO, National Health Mission, J&K without which bids will not be considered as valid. EMD shall be in the form of CDR/ FDR duly pledged in favour of FA & CAO, NHM, J&K. Scanned copies of CDR/ FDR shall have to be uploaded alongwith Technical bid and shall have to be deposited, in original, in the office of FA & CAO, NHM, J&K before the last date and time of bid submission. **EMD in any other form will not be accepted. Bids submitted without sufficient EMD shall summarily be rejected.**
  - ii. **Forfeiture of EMD:** EMD of the bidder will be forfeited in following cases –
    - a) Withdraws or modifies the offer after opening of tender;
    - b) Violates any terms & conditions of the tender document;
    - c) Fails to execute the agreement, if any, prescribed within the specified time or extended time by competent authority on the request of the bidder;
    - d) Fails to supply material as per contract within the prescribed time, including extended time, in any.
  - iii. EMD of unsuccessful bidder shall be refunded soon after finalization of the tender, whereas it shall be retained in case of successful bidder will be refunded only after completion of the contract period.
  - iv. EMD lying with State Health Society, NHM, J&K in respect of any other tender, awaiting approval or rejected or on account of contracts being completed, shall not be adjusted towards EMD for this tender. The earnest money may, however, be taken into consideration in case bids are re-invited for the same items.
22. **Payment:**
  - i. Payment shall be made in your favour after receipt of bills, duly verified by the Verification Committee of State Health Society, NHM, J&K after deduction of Statutory dues, if any;
  - ii. No advance payments shall be made to the bidder;
  - iii. Bills/ invoices are to be submitted in triplicate; and
  - iv. Payment shall be made by RTGS/ NEFT/ PFMS. Expenses on this account, if any, shall be borne by the successful bidder.
23. **Responsibilities of Successful Bidder:**
  - a) The successful bidder shall have to abide by the terms and conditions of the NIT and the approval of the contract for which an agreement shall have to be executed, in the prescribed form, on Non-Judicial Stamp Paper of Rs.100/-, with the FA&CAO, State Health Society, NHM, J&K. Cost of stamp duty shall be borne by the bidder.
  - b) The successful bidder is bound to stick on the rates once quoted by him. In addition, he shall have to abide by the standard terms and conditions as laid down in the J&K book of financial rules/ codes and the conditions as per the contract.
  - c) The successful bidder shall be responsible for execution of contract in full and shall not in any case assign or sub-let approved contract or any part thereof to other party. Suitable penalty up-to 10% of the total value of a contract shall be imposed for any deviation from contractual obligation on merits of each case, which can be forfeiture of Earnest Money Deposit/ withholding of payments pending with State Health Society or even debarring/ black listing of the bidder. The earnest money shall be forfeited if the contractor withdraws his tender or revise the prices of his offer within validity period/ refuse to comply the supply order placed on him within the validity period of offer.

- d) Ensure that the prices charged shall in no event exceed the lowest price charged by the successful bidder from any other persons/ organizations during the period of Rate Contract. If any time, during the contract period, bidder reduces the price chargeable under the contract, he shall forthwith notify such reduction to the State Health Society and the price applicable, after the date of coming into force of such reduction, shall stand correspondingly reduced.
24. In view of the exigency of requirement, bags and caps are to be supplied within 15-20 days from the date of issuance of Supply Order failing which Purchase Committee, State Health Society, NHM, J&K will forfeit the EMD and initiate necessary against the defaulting bidder.
25. The time specified for supply of printing material in the supply order shall be deemed to be the essence of the contract and the successful tenderer shall arrange supplies within the period on receipt of order from State Health Society. In case of extension in the delivery period with liquidated damages, recovery shall be made on the basis of following percentages of value of supply order which the tenderer has failed to supply:

<b>S. No.</b>	<b>Delay</b>	<b>Penalty (as %age of Value of Supply Order)</b>
(a)	Delay up to 1/4 <sup>th</sup> period of prescribed Delivery Period	2.5%
(b)	Delay exceeding 1/4 <sup>th</sup> but not exceeding 1/2 of prescribed delivery period	5%
(c)	Delay exceeding 1/2 but not exceeding 3/4 <sup>th</sup> of prescribed delivery period	7.5%
(d)	Delay exceeding 3/4 <sup>th</sup> of prescribed period	10%

- a) Fraction of a day in reckoning the period of delay in supplies shall be eliminated if it is less than half a day.
- b) The maximum amount of agreed liquidated damage shall be 10%.
- c) If the successful tenderer requires an extension of time in completion of supply on account of occurrence of any hindrance, he shall apply in writing to MD, NHM, which has placed the supply order, but not after the stipulated date of completion of supply. However, mere applying for extension does not mean that extension shall be granted. It shall be discretionary on the part of MD, NHM taking into account the reason(s) for delayed supply.
- d) Delivery period may be extended with or without liquidated damages. If the delay in the supply of material is on account of hindrances beyond the control of successful tenderer, the extension in delivery period may be granted without Liquidated Damages after ascertaining the justification of reasons.
26. Any loss sustained by the department as a result of re-tendering the contract or allotting the same to 2<sup>nd</sup> lowest tenderer due to backing out by the successful bidder, shall be recovered from the defaulting bidder out of his Earnest Money Deposit or from any of his pending bills with department, as the case may be. Even if the second lowest bidder agreed to carry the contract at the rate of first lowest, the earnest money deposit of the first lowest bidder will be forfeited and he shall have no claim for the same and also shall have no right to raise this issue in any court of law. The same procedure will be adopted in case of second lowest on his default and likewise for 3<sup>rd</sup> lowest.
27. The failure of bidder to fulfill any of its obligations under the supply order shall not be considered to be a default in so far as such inability arises from an event of force majeure, provided that the party affected by such an event:
- a) Has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of the agreement, and
- b) Has informed the other party as soon as possible about the occurrence of such an event.
28. Purchase Committee, State Health Society reserves the right to call for any information from the bidders, including Successful bidder, as it deems fit in the interest of the bidding process/ execution of the Supply Order and the bidders, including successful bidder, is bound to furnish the same within the stipulated time failing which State Health Society will be at liberty to take necessary action including rejection of bid(s)/ cancellation of Rate Contract/ forfeiture of EMD.
29. Purchase Committee, State Health Society, NHM, J&K makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this NIT.
30. The information contained in this NIT is selective and is subject to updation, expansion, revision and amendment. It does not purport to contain all the information that a bidder requires. Purchase Committee, State Health Society in its absolute discretion, but without being under any



obligation to do so, may relax/ change/ modify the terms and conditions including scope of work in any exigency, excluding fundamental changes/ basic conditions, after approval of the same by the Mission Director, National Health Mission, J&K. Such updation/ change/ modification shall be uploaded on the website(s) www.jknhm.com and www.jktenders.gov.in and it will become part and parcel of the NIT.

31. Purchase Committee, State Health Society is competent and reserves the right to consider, ignore, or reject all or any of the bids received in response to this NIT at any stage, without assigning any reason what so-ever.
32. **Dispute Resolution:**  
In case of any dispute/ difference or doubts or any other issue that may come up during the course of contract/ supply, the matter shall be referred to the Mission Director, NHM, J&K who will appoint an officer as Sole Arbitrator for the dispute, who will not be related to this contract for resolution of the dispute. The Arbitrator shall deal with the grievance expeditiously, as possible and shall endeavour to dispose it off, within thirty days from the date of its submission. If the officer designated as Arbitrator fails to dispose off the grievance filed within the period or if the successful bidder or the Purchase Committee or any other person is aggrieved by the order passed by the Arbitrator, he/ it may file an Appeal before the Mission Director, NHM, J&K being the final Appellate Authority whose decision shall be final and binding upon all the Parties.
33. Bidders that are found to be canvassing, influencing or attempting to influence the concerned in any manner, including offering bribes or other illegal gratification to any officer/ official of the State Health Society, NHM, J&K, for getting the Rate Contract issued in its favour can be disqualified from the process at any stage without any notice in this regard.
34. All the Legal proceedings that may arise at any time shall be subject to the exclusive jurisdiction of Courts of J&K State only.
35. All the Terms and Conditions from 1 to 34 are applicable for the tendered items and forms an integral part of the NIT.

**Sd/-**  
**Financial Advisor & CAO**  
**NHM, J&K**

**UNDERTAKING:**

I/ We do have read and understood all the above-mentioned terms and conditions and hereby agree to abide by all these terms and conditions.

In acceptance  
Sig. & Seal of the Bidder  
alongwith Full address  
Contact No.:  
e-Mail ID:

## Annexure “A”

(To be typed on letter-head of bidder)

S. No.	Particulars	Details
1.	Complete Details of Bidder	
1.a	Name	
1.b	Complete Address	
1.c	Contact No.	
1.d	e-Mail ID	
1.e	PAN (documentary evidence to be enclosed)	
1.f	VAT/ TIN Registration Certificate No. (documentary evidence to be enclosed)	
2.	Whether Registered with the Health & Medical Education Department, J&K	
2.a	If Yes, mention Registration No. (documentary evidence to be enclosed)	
3.	Whether SSI Unit	
3.a	If Yes, whether Registered with DIC, J&K. Mention DIC Registration No. (documentary evidence to be enclosed)	
4.	Complete Details of Authorized Signatory (as per clause 12 & 13 of the Terms & Conditions)	
4.a	Name	
4.b	Designation	
4.c	Complete Address	
4.d	Contact No.	
4.e	e-Mail ID	
4.f	PAN (documentary evidence to be enclosed)	
5.	Affidavit on Rs.100/- stamp paper duly attested by <b>1<sup>st</sup> Class Magistrate</b>	Whether enclosed or not
6.	Average Annual Turnover Certificate of last three financial years, as issued by the Chartered Accountant, with Average Turnover of not less than Rs.1.00 Crore	Whether enclosed or not

6.a	Turnover of 2013-14	
6.b	Turnover of 2014-15	
6.c	Turnover of 2015-16	
7.	Details of Tender Fees	
7.a	DD Amount	
7.b	Issuing Bank & Branch	
7.c	No. & Date	
8.	Details of Tender Fees	
8.a	EMD Amount	
8.b	Issuing Bank & Branch	
8.c	No. & Date	

In acceptance  
 Sig. & Seal of the Bidder  
 alongwith Full address  
 Contact No.:  
 e-Mail ID:

## **Annexure “B”**

(to be typed on letter-head of bidder)

<b>S. No.</b>	<b>Item Name</b>	<b>Per Unit</b>	<b>Mark/ Brand</b>	<b>Rate (in Rs.)</b>	<b>Rate (in Words)</b>
01	Bag with printing (as per Sample)	Piece			(to be Quoted in BoQ only and not to be mentioned here)
02	Cap with printing (as per Sample)	Piece			
03	Card with Multi-Colour Printing – 300 GSM (as per Sample)	Card			

In acceptance  
Sig. & Seal of the Bidder  
alongwith Full address  
Contact No.:  
e-Mail ID: