

National Health Systems Resource Centre
NIHFW Campus, Baba Gang Nath Marg, Munirka, New Delhi -110067
Tel-+ 91-11-26108982, 83, 84, 92, 93, FAX +91-11-26108994
NHSRC WEBSITE: www.nhsrcindia.org

Tender Ref: NHSRC/2013-14/Tender/Admin/01

May 23, 2016

Tender Documents: Annual Rate Contract for publication of tender notifications, Job Advertisements, Corrigendum Etc.

TENDER NOTICE

Tender Fee –Rs. 500/-

1. On behalf of the Executive Director, NHSRC, the Indenter, Tenders are invited for hiring in a TWO BID SYSTEM for Annual Rate Contract for publication of tender notifications, Job Advertisements, Corrigendum Etc. from reputed and experienced agencies, Govt. of India / State Govt./ Any other reputed public Institution/ Body in Delhi/NCR strictly subject to the Terms and Conditions of the Contract as notified in the tender document available on the official NHSRC website www.nhsrcindia.com NHSRC, NIHFW Campus, Baba Gang Nath Marg, Munirka, New Delhi -110067. Eligible and interested organisations may send their Tenders to **The Principal Administrative Officer, National Health Systems Resource Centre, NIHFW Campus, Baba Gang Nath Marg, Munirka, New Delhi – 110067**, on or before 1400 Hrs. On 16.06.2016

2. Schedule to the Invitation of Tender

1.	Tender document download/Sale date/time	:	1000 Hrs. On 25.05.2016.
2.	Tender document download/sale end date/time	:	1400 Hrs. On 16.06.2016
3.	Last date and time for receipt of bids	:	1500 Hrs. On 16.06.2016
4.	Date and time for opening of	:	1600 Hrs. On 16.06.2016

	Prequalification-cum-technical bid		
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5	Service to be provided	:	Annual Rate Contract for publication of tender notifications, Job Advertisements, Corrigendum Etc.
7.	PERIOD/EXTENSION OF CONTRACT	:	Up to 31 st March 2017 from the date of award of contract, with an option of extension for a further period up to two years on the same rate, terms and conditions subject to providing of satisfactory services and at the sole discretion of NHSRC.
8.	Validity of tender offers	:	180 days from date of opening of prequalification-cum-technical bid
9.	Bid Security (EMD) total estimated value	:	INR - 25,000/-
10.	Performance Security total cost of Bid (for Finalised Bidder only)	:	INR – 1,00,000/-

1. **The bidder must read the prescribed terms & conditions and accept the same to proceed further to submit the bids.**
2. After Purchase / downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise, the bid will be rejected.
3. Bidder must unconditionally accept all terms and conditions stipulated in the original/downloaded tender document and submit the entire signed and stamped document.
4. In case the date of opening of tenders is declared a holiday for unexpected reasons, the tenders shall be opened at the same time on the next working day.

5. All documents submitted should be self-attested with seal on the each page of the bidder.
6. All pages of the bid including all enclosures should be numbered (except printed leaflets/catalogue) and must be duly filled in, signed and stamped by the bidder or his authorized signatory. Offers received without signature and seal on all pages are liable to be rejected.
7. Bidders are requested to visit NHSRC site www.nhsrcindia.org regularly before the due date of submission for any probable corrigendum which could be uploaded subsequently against this tender.
8. The Tender Bids containing terms and conditions can be obtained from the AO, NHSRC, NIHFW Campus, Munirka, New Delhi - 110067 on a payment of non-refundable Rs. 500/ (Rupees five hundred only) in cash during working hours of working days. The Tender document can also be downloaded from the website www.nhsrcindia.org and such document should be accompanied by a DD in favour of "National Health Systems Resource Centre", payable at New Delhi of an amount of Rs. 500/-. Tenders may be sent by registered post/or may be dropped in Tender Box in this office, held at the Reception of NHSRC so as to reach before 1500 Hrs. on 14.06.2016. NHSRC shall not be responsible for any postal delays.
9. Tenders shall be opened in the presence of tenderers or their authorised representatives if they wish to attend (only one representative is permitted).

PROCEDURE FOR SUBMITTING TENDERS

Pre-Qualification cum Technical Bid

10. The documents listed in the checklist are required to be submitted in the **Pre-Qualification cum Technical Bid**. In case of non- submission of requisite document(s) or providing of incomplete details by the bidder, the bid is liable to be rejected during the evaluation without any further reference, whatsoever.
 - a. Covering letter should clearly indicate the list of enclosures.
 - b. Original/downloaded tender document should duly filled in, signed and stamped by the bidder or authorized representative of the bidder. In case the tender document has been downloaded, a DD of Rs. 500/- for **National Health Systems Resource Centre** payable at Delhi needs to be attached.
 - c. **Pre-Qualification cum Technical Bid** to be duly signed by the bidder or authorized representative of the bidder in the Performa and format as given in **Annexure - I**.

- d. Bid Security (EMD) **Appendix - I**
- e. Self-Attested Copy of Income Tax Return for the last three years, PAN No., Service Tax Registration No., of the bidder as per **Appendix - II.**
- f. Proof of successfully providing of the similar services i.e. certified copies of the work order for providing similar services for any Govt./Public Sector Institutions or reputed private organization in Delhi/NCR during last Three years along-with endorsement from the concerned Institution. **Appendix - III**
- g. Undertaking on Non-Judicial stamp paper of Rs. 50/- duly notarized and signed by the bidder or authorized representative of the bidder for accepting the Terms and Conditions of the Tender document and to comply with them as per **Appendix - IV.**
- h. NHSRC reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or scrap the tender enquiry at any stage without assigning any reason and NHSRC will not be liable for any costs and consequences incurred by the intending Tenderers.
- i. The agency should have annual average turnover of more than Rs. 50 lakh based on last three years balance sheets and IT Returns.
- j. The agency should never been black listed from any of the Government agencies/State Government/PSUs. This is to be notarised.
11. Telegraphic/ Telex/ Fax/ Email and letterhead quotations are not acceptable and will be rejected.
12. It shall be presumed that the terms & conditions mentioned in the tender document have been duly accepted by bidder while submitting the bid. The bidder shall have no right to modify/ alter/ amend/ delete any terms/ conditions mentioned in tender document. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvas for the work will prejudice the contractor's quotation.
13. NHSRC has right to reject, withdraw/ revoke/ cancel whole or any part of tender at any stage without assigning any reason.
14. Conditional Bids shall not be accepted.
15. Offer will be accepted in Two Separate Sealed envelopes super-scribed (a) Technical Bid containing EMD and other documents and (b) Financial Bid containing Price Schedule, and respectively. Both the envelope should be enclosed in a separate sealed other envelope super-scribed suitably **Tender Documents: Annual Rate Contract for publication of tender notifications, Job Advertisements, Corrigendum Etc.**, addressed

to PAO, NHSRC, NIHFV Campus, Baba Gangnath Marg, Munirka, New Delhi-110067 on the bottom left Hand Cover.

Bid Security (EMD)

16. Each tender must be accompanied by Bid Security / EMD "in original" for amounts as specified above in the form of a Demand Draft/ Pay Order favouring "National Health Systems Resource Centre" payable at New Delhi and duly discharged in his favour in advance. EMD should be valid upto 3 months starting from the last date of submission of Tender.
17. In case of non-submission of Bid Security, the tender would be rejected without assigning any reason.
18. No interest shall be payable by the Indenter on the Bid Security.
19. Bid Security shall be refunded to the unsuccessful bidders on finalization of the tender and to the successful bidder on furnishing of Performance Security.
20. The Bid Security is liable to be forfeited if the Bidder withdraws or impairs or derogates the bid in any respect within the period of validity of this offer.
21. If the successful Bidder fails to furnish the Performance Security (as required under Rule 158, General Financial Rules, 2005) then the Bid Security (EMD) shall be liable to be forfeited.

PERFORMANCE SECURITY

22. The successful bidder shall furnish Performance Security for an amount as indicated to ensure due performance of the contract within fifteen (15) days or earlier from the date of receipt of communication from NHSRC informing "Acceptance of Bid".
23. The Performance Security shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the Award letter.
24. Failure of the bidder to submit the above-mentioned Performance Security shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.
25. The Performance Security as mentioned in the Para 1 sub – para 10 above shall be released on satisfactory completion of all contractual obligations.
26. The Performance Security shall be furnished in the form of a Demand Draft/Pay Order/ Bank Guarantee. The Demand draft/Pay order shall be made in favour of "National Health Systems Resource Centre" payable at New Delhi.

COMMUNICATION OF ACCEPTANCE

27. Acceptance of tender by the Indenter will be communicated by registered letter/ speed post/ fax/e-mail or a formal letter of 'Acceptance of Bid' or 'award of letter' informing amount of Performance Security to be deposited. The award of letter, when issued to successful bidder, constitutes the contract with collateral supports from terms and conditions of the tender limitation notices as well as formal agreement on non-judicial stamp paper if any, all of which finally form the contractual obligations to be adhered to / performed by the bidder.

DISCLAIMER

The near relatives of employees of NHSRC are prohibited from participation in this tender. The near relatives for this purpose are defined as:

- (a) Members of a Hindu Undivided Family.
 - (b) The one is related to the other in the manner as father, mother, sons(s), son's wife (daughter-in-law), Daughter(s) and daughter's husband (son-in-law), brother (s) and brother's wife, sister(s) and sister's husband (brother-in-law)
- (c) Their husband and wife.

28. The CONTRACT/agreement on a non judicial stamp paper of Rs. 100/-, will be signed by the successful bidder within 15 days from the date of issue of the 'Acceptance of Bid' or Work

29. Order failing which the Bid Security (EMD) is liable to be forfeited and the bidder may be blacklisted.

ANNULMENT OF AWARD

30. Failure of the successful bidder to comply with the terms and conditions of the contract/work order shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security in which NHSRC may make the award to any other bidder at the discretion of the Institute or call for new bids. The Bid Security is liable to be forfeited if the Bidder withdraws or impairs or derogates the bid in any respect within the period of validity of this offer.

INDEMNIFICATION

31. The Bidder/Supplier shall, at its own expense, defend and indemnify the owner against all third party claims.

32. The Bidder/Supplier shall expeditiously extinguish any such claims and shall have full rights to defend itself there from. The Indenter shall not pay any compensation to a

third party resulting from such infringement and the Bidder/Supplier shall be fully responsible for the same, including all expenses and court and legal fees.

33. The Indenter will give notice to the Bidder/Supplier of any such claim without delay, shall provide reasonable assistance to the Bidder/Supplier in disposing of the claim, and shall at no time admit any liability for or express any intent to settle the claim.
34. Final payment to the Bidder/Supplier by the Indenter will not be made while any such suit or claim remains unsettled.
35. The rate shall be at the prescribed DAVP rates applicable for Government advertisements with maximum discount offered thereon.

SERVICES TO BE PROVIDED: JOB SPECIFICATIONS TERMS AND CONDITIONS

FOR ANNUAL RATE CONTRACT FOR PUBLICATION OF TENDER NOTIFICATIONS, JOB ADVERTISEMENTS, CORRIGENDUM ETC.

1) **DATE OF ADVERTISEMENT:**

The advertisement shall appear in the desired Newspapers on the date specified by us.

2) **PAYMENT TERMS:**

2.1 Bills shall be submitted in duplicate along with the newspapers cutting of the advertisement appeared and the DAVP rate proof of the specified newspapers.

2.2 Monthly Bills have to be forwarded to Administrative Officer, National Health Systems Resource Centre (NHSRC), Baba Gang Nath Marg, Munirka, New Delhi-110067 for certification before forwarding the same to Accounts Officer for arranging payment within 30 days.

2.3 The discount so offered shall be shown clearly in the bill and the amount of discount should be deducted from the total bill amount and the net amount to be paid has to be shown clearly.

2.4 Applicable taxes will be deducted from the payment.

FINANCIAL BID:

36. The Financial Bid should be submitted as per **Annexure-II** in a separate sealed cover kept inside the main cover. The Financial Bids of only those tenderers who are found technically feasible will be opened on a specified date and time, which will be intimated later to the eligible tenderer. A duly constituted Tender Evaluation Committee will evaluate the Financial Bids.

SERVICES TO BE PROVIDED: JOB SPECIFICATIONS TERMS AND CONDITIONS

FOR ANNUAL RATE CONTRACT FOR PUBLICATION OF TENDER NOTIFICATIONS, JOB ADVERTISEMENTS, CORRIGENDUM ETC.

- 1) Quotation should be submitted in a sealed envelope super scribing “ Name of Tender and due date and sender’s name with full address including Telephone number/fax number, indicating Technical and Financial requirement. Technical Bid as at App. ‘A’.
- 2) **RATES:**
The rate shall be at the prescribed DAVP rates applicable for Government advertisements with maximum discount offered thereon.
- 3) **DATE OF ADVERTISEMENT:**
The advertisement shall appear in the desired Newspapers on the date specified by us.
- 4) **PAYMENT TERMS:**
 - 4.1 Bills shall be submitted in duplicate along with the newspapers cutting of the advertisement appeared and the DAVP rate proof of the specified newspapers.
 - 4.2 Monthly Bills have to be forwarded to Administrative Officer, National Health Systems Resource Centre (NHSRC), Baba Gang Nath Marg, Munirka, New Delhi-110067 for certification before forwarding the same to Accounts Officer for arranging payment within 30 days.
 - 4.3 The discount so offered shall be shown clearly in the bill and the amount of discount should be deducted from the total bill amount and the net amount to be paid has to be shown clearly.
- 5) **EXECUTIVE DIRECTOR RESERVES THE RIGHT:**
 - (a) To award parallel contract to any other agency during the currency of the Contract, at the same rates as the successful final rates, terms and conditions bidder

EXCLUSIVE RIGHT OF THE EXECUTIVE DIRECTOR, NHSRC

The Executive Director, NHSRC, reserves all rights to reject any tender including of those tenderers who fail to comply with the instructions without assigning any reason

whatsoever and does not bind itself to accept the lowest or any specific tenderer. The decisions of NHSRC shall be final and binding. NHSRC reserves the right to award the Tender to one or more than one vendor. NHSRC also reserves the right to amend, modify add or delete any terms and conditions of the Tender in the interest of the Centre without assigning any reason.

SERVICE TAX:

Service Tax shall be extra as applicable from time to time.

Sub-letting of Work

The firm shall not assign or sublet the work or any part of it to any other person or party. The tender is not transferable. Only one tender shall be submitted by one tenderer.

TAX DEDUCTION AT SOURCE

Tax deduction at source shall be governed as per prevailing Income Tax Rules.

FALL CLAUSE:

The rates with discount charged for the publications of Tender Notices, shall in no event, exceed the rates (with discount) at which the Agency charges to any other person/customer during the currency of the Contract. If the Agency charges lower net rates other than the one agreed under the Contract, they should notify NHSRC of the same immediately and the reduced net rates will be applicable from such time under the Rate Contract.

PENALTY CLAUSE:

NHSRC shall impose appropriate penalties on a case to case basis for failure to meet the agreed upon conditions.

PERIOD OF CONTRACT:

The contract shall be initially valid for a period till March 31/2017, extendable for a period of two more year, under mutual consent.

ARBITRATION:

Dispute, if any, please include from earlier Tender check shall be settled mutually, failing which it shall be referred to One-man Arbitrator appointed by EXECUTIVE

DIRECTOR, NHSRC in accordance with the Arbitration and Reconciliation Act, 1996,
whose decision shall be final and binding on both the parties.

Signature of Witness:

Signature of the Bidder

Checklist for Pre-Qualification cum Technical Bid for Annual Rate Contract for publication of tender notifications, Job Advertisements, Corrigendum Etc

Tender file Reference No. _____

Due for opening on:

Name of the Service Provider _____

The following documents are required to be submitted in the Pre- Qualification cum Technical Bid in a Sealed Envelope super-scribed **“TECHNICAL BID”**

S. No.	Items to be submitted	Remarks
1.	Covering letter indicating the list of all enclosures.	
2.	Original/downloaded tender document duly filled in, signed and stamped by the bidder or his authorized representative of the bidder.	
3.	Information duly signed by the bidder or authorized representative of the bidder in the Performa and format as given in Annexure I	
4.	Bid Security (EMD) Appendix -I (as per BID)	
5.	Self attested copies of following Appendix - II i) Certificate of Registration ii) Income Tax Return for the last three years, iii) PAN No., iv) Service Tax	
6.	Proof of successfully providing of the similar services i.e. certified copies of the work order for providing similar services for any other Govt. Institutions or reputed private institutions in Delhi or NCR in the recent past (during last three years) along-with endorsement from the concerned Institution (Appendix – III)	
7.	Undertaking to accept Terms and Conditions of the Tender document and to comply with them as per Appendix - IV (on Non-Judicial stamp paper of denomination of Rs. 50/-)	

SIGNATURE OF BIDDER
(PROP. / Partner/ Authorized
Signatory) Name & Address with Seal
of the firm

(FOR OFFICIAL USE ONLY)

TECHNICAL BID

Additional Information

(To be submitted to PAO, NHSRC, NIHFV Campus, Baba Gang Nath Marg, New Delhi, so as to reach before the last date and time of the closing of the bid)

Tender file Refer no. _____

Due for Opening on (Time): _____

Item Name & ID Number: _____

1. Name & Address of Bidder/ Indian Agent:
2. Name & Address of Registered Office at Delhi:
3. Permanent Income Tax A/c No. of the bidder:
4. Name & Address of Banker of the Bidder:
5. Business Name and constitution of the Bidder firm.
Also state if the firm is registered under

(i) The Indian Companies Act, 1956

(ii) The Indian Partnership Act, 1932

(iii) Any act, if not, who are the owners. (Please give full Names and address)

6. For partnership firms state whether they are registered or not registered under Indian Partnership Act. 1932. Should the answer to this question by a partnership firm be in the affirmative, please state further:-

(i) Whether by the partnership agreement authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the Partner who has signed the tender.

(ii) If the answer to (i) is in the negative, whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration.

7. State whether business dealing with you has been banned by any Central/ State Government Organization? If so, give details.

Signature of witness

Full Name and Address of Witness

Signature of Bidder

1. Full name & address of the Person signing (BLOCK LETTER)

2. Whether signing as Proprietor / Partner / Constituted Attorney / duly authorized by company.

Bid Security (EMD)

Tender file reference No. _____

Due for opening on:

Name of the Service Provider _____

Bid Security (EMD) as required by this Tender file Refer No. _____ is being submitted in the form of Demand Draft/ Pay order in original favouring the **National Health Systems Resource Centre** and duly discharged in his favour in advance.

Details of Demand Draft/Pay order/ attached:

No. _____ Dated _____

Drawn on (Bank) _____

Amount _____

SIGNATURE OF BIDDER
(PROP. / Partner/ Authorized Signatory)
Name & Address with Seal of the firm

Appendix - II

Income Tax Return & PAN Number

Tender file Ref No. _____

Due for opening on:

Name of the Service provider _____

Self attested copies of IT Return & PAN Number, as required by this Tender Enquiry Refer No. _____ is being submitted along with this tender as per details given below: -

	Remarks
Copies of acknowledgement of Income Tax Returns for last three years	
Copy of Permanent Account Number	
Copy of Service Tax Registration Number	
Copy of IATA/IRCTC Registration Certificates, if any	

**SIGNATURE OF BIDDER
(PROP. / Partner/ Authorized Signatory)**

Name & Address with Seal of the firm

Appendix - III

(TO BE FILLED IN BY THE BIDDER)

Proof of successfully providing of the similar services i.e. certified copies of the work order for providing similar services for any other Govt. Institutions or reputed private institutions in Delhi or NCR in the recent past (during last three years) along-with endorsement from the concerned Institution Whether any work of Govt. or Semi Govt. Deptt. or Reputed Private Organization has been done in previous year Yes/No _____

(b) If yes, furnish full details

SIGNATURE OF BIDDER
(PROP. / Partner/ Authorized Signatory)

Name & Address with Seal of the firm

UNDERTAKING

(To be submitted on Rs.50/- stamp paper)

Declaration by the Bidder

I/We _____ hereby declare
that:

1. I/We am/are the authorized from DAVP Approved agent recognized by the Ministry of Information & Broadcasting, Govt. of India/ respectively
2. I/We do hereby offer to provide the facility **for publication of tender notifications, Job Advertisements, Corrigendum Etc** for in time mentioned in the Tender Document.
3. I/We agree to abide by my/our offer for a period of 180 days from the date of opening of the tender.
4. I/We have carefully read and understood all the Terms and Conditions of the tender and shall abide by them.
5. I/We agree for the all clauses and payment terms & conditions of this tender enquiry. In case any condition put forth by us is against the terms & conditions of tender, the same shall be treated as to be having no affect whatsoever and that the tender terms and conditions shall only prevail upon such conditions, if any.
6. I/We agree that in the event of any dispute or differences, the decision of the Executive Director, NHSRC New Delhi shall be final and binding on me/us.
7. The tender document has been downloaded from the official website i.e. www.nhsrcindia.org for bidding purpose and is a true copy of the original.
8. I/we hereby undertake that none of my relative (s) as defined in Disclaimer Clause of Annexure I is/are employed in NHSRC.

SIGNATURE OF BIDDER

(PROP. / Partner/ Authorized Signatory)

Name & Address with Seal of the firm

Annexure II

FINANCIAL BID

Sl. No.	Name of Agency	NEWS PAPER					
		National	Rate	Regional	Rate	Metro	Rate
	Discount If any						
	Total						
	Grand Total						

- The rates quoted shall be valid as per DAVP rates inclusive of all taxes, except service Tax etc. Nothing extra shall be applicable.
- Applicable TDS will be deducted as per income tax rules.

SIGNATURE OF BIDDER

(PROP./Partner/Authorised Signatory) Name & Address with seal of the firm

(FOR OFFICIAL USE ONLY)

