

Tender Notice

Sealed Tenders are invited for printing of Growth Chart Registers (in multi-colours) (total 20,000 registers of 66 leaves (132 pages) each excluding cover pages). All the specifications will be as per sample available in the Directorate of Women & Child Development. Soft copy of the Growth Chart Register to be printed in Hindi can be obtained from office of undersigned. Tenders should reach in the office of Directorate of Women & Child Development, Cedar Home, Brentwood Estate, Oppt. Himland Hotel Shimla-1 on or before **29-12-2016** by 2.00 P.M. alongwith Earnest Money of RS.50,000/- (Rs. Fifty thousand only) in shape of bank draft in favour of Director, Women & Child Development payable at Shimla. The Tenders will be opened on the same day at 3.00 P.M. **Detailed terms and conditions are also available in the Directorate and can be seen on web-site: www.wcdhp.nic.in . Approved sample of Growth Chart Register can be seen in the office of the undersigned on any working day between 10.00 A.M. to 5.00 P.M.**

-Sd/-

**Additional Director,
Women & Child Development,
Himachal Pradesh.
Cedar Home, Brentwood Estate,
Circular Road, Himland Shimla-1**

(not to be advertised)

Terms and conditions:-

Part-I

Eligibility for Tender

1. The manufacturers / suppliers should have at least 2 years experience in similar field. **A copy of supply order/ work order or any other documentary proof needs to be enclosed with tender.**
2. The manufacturers /suppliers should have a minimum annual turnover of at least Rs. 5.00 lakh or above per year at least for any one year during the last 3 years in supply of similar material.
3. Balance sheet / turnover certificate of last three years duly verified by the competent authority/ CA needs to be attached with the tender.
4. Duly filled up Tender Form should accompany Earnest Money amounting to Rs. 50,000/- with technical bid only through a crossed Demand Draft drawn in favour of Director, Women & Child Development, H.P.

Part-11

Terms and conditions

1. Total 20,000 Growth Chart Registers(in Multi Colours)(consisting of 66 leaves (132 pages) each excluding cover pages ,are to be printed.
2. The Quality and specification of paper must consist of at least 100 GSM inner pages. All the inner pages will be multi-coloured as per sample available in the Directorate.
3. The Growth Chart register to be printed must be in Hindi language.
4. The outer pages of Growth Chart register will consist coloured pages with 300GSM.
5. Lamination of the Title Cover of Growth Chart Register as per sample available in the Directorate of Women & Child Development.
6. Central Stitching of Growth Chart Registers is to be ensured.
7. The Tenders shall be submitted in Two Parts i.e. (1) Technical Bid on the Format given in Schedule -A and (2) Financial Bid on the Format given at Schedule-B in

- two separate envelopes and same shall be written in bold letters at the top of both envelopes.
8. In the Financial Bid ,the rates should be indicated clearly both in figures and in words and should be F.O.R. destination i.e. D.P.O. Offices in Himachal Pradesh and should be inclusive of all taxes/charges.
 9. The rates quoted shall be valid for 6 months from the date of opening of tender.
 10. The supply shall be made by the firm at District level i.e. in the Office of the District Programme Officer in each District.
 11. The copy of the latest sales Tax/Trade Tax's Department registration number and no due certificate from them shall be attached with Technical Bids.
 12. Tender winning firm will have to deposit a security money of Rs. 1.00 Lakh (Rs. One lac only) for due fulfillment of order, in the office of the undersigned (in favour of Director, Women and Child Development, as soon as the tenders are finalized. If the work is not completed within stipulated period, security deposit will be forfeited.
 13. Successful bidder will have to submit 13 samples of Growth Chart Register within 10 days after finalization of tender for sending to DPO Offices for comparison.
 14. If the successful bidder failed to produce samples within 10 days or produce inferior samples the earnest money will be forfeited and suitable action against the firm will be initiated.
 15. The successful bidder will be issued supply order after approval of samples by the Departmental committee.
 16. Undersigned reserves the right to reject or accept any or all tenders without assigning any reason(s) thereof.
 17. On receipt of supply order the successful party will immediately deposit security deposit of Rs. 1.00 lakh which shall become refundable to the supplier only on successful completion of supply order as per laid down terms and conditions of tender.
 18. The supply should be completed within 45 days from the date of issuing supply order, Any supply received after expiry of 45 days shall stand automatically

invalidated and cancelled.

19. The inspection of goods (Growth Chart Registers) will be carried out by the consignee at the destination and the rejected goods shall have to be replaced by the supplier within days of rejection of supply by the consignee, failing which the supplier will be liable for penalty as under:-

- | | | | |
|----|-------------------------------|----------------------|--|
| 1. | After due date of late supply | 1 st Week | 1% of the late supply |
| 2. | | 2 nd Week | Additional 2% of the late supply |
| 3. | | 3 rd Week | Additional 3% to maximum 5% of the late supply |

20. The supplier will be responsible for replacement of defective goods, if any found at any level viz. distt./block/supervisor circle/Anganwadi Centre at his own cost.

21. Bills will be submitted by the firm in the office of concerned District Programme Officers to be forwarded by them to the Directorate of Women and Child Development, Himachal Pradesh after completing all codal formalities and submitting a certificate to this effect for releasing the payment to the supplier.

22. 100% payment will be made within 21 days against physical delivery of inspected /accepted goods duly supported with satisfactory inspection note and after receipt of correct goods at consignees site/ destination.

23. Any disputes arising between the supplier and Directorate, Women and Child Development, HP shall be referred to the Secretary, Social Justice and Empowerment, Govt. of Himachal Pradesh, for arbitration whose decision shall be final and binding on the supplier and the Directorate, Women and Child Development. The Jurisdiction for any disputes will be limited to the State of Himachal Pradesh.

24. If the billing is done by the supplier from outside the H.P. State, then payment will be made after deducting VAT applicable in Himachal Pradesh.

-Sd/-

Additional Director
Women and Child Development
Himachal Pradesh.

Schedule-A

GROWTH CHART REGISTERS
“TECHNICAL BID”
(To be filled up by the bidder)

1. Name & Address of the Bidder:
2. Location of Production-unit/units (if any):
3. Year of establishment :
4. Production Capacity(if any):
5. Production/Supply
6. Bidder should submit the material /items as per specifications mentioned in tender document
7. Details of bank draft of Earnest money enclosed:
 - a. Amount of the Bank Draft
 - b. Bank Draft No. and Date
 - c. Payable at Shimla(mention bank name)
8. Details of cost of Tender Document(especially if the tender document is downloaded from our website)
 - a. Amount of the Bank Draft
 - b. Bank Draft No. and Date
 - c. Payable at Shimla(mention bank name)
9. Any other details you would like to intimate in support of your application.
10. We have read and agree with all the Terms and Conditions of the Tender Document. We hereby extend our full guarantee and warrantee as per the tender conditions for the goods and service offered by you.

Signature of Bidder
(with seal of the firm)

Schedule-B

“FINANCIAL BID” for Printing of Growth Chart Registers

Before filling up this schedule, the tenderer is requested to go through the tender form and terms and conditions of the tender document carefully.

Date and time of receipt of tender :

Date and time of opening of tender :

Tender Document’s cost: Rs 500-00

Sr. No.	Description	Quantity	Rate (Growth Chart Registers) per Register inclusive of all taxes/ charges.
	Growth Chart Register (in multi-colours) (total 20,000 registers of 66 leaves (132 pages) each excluding cover pages). Specification of paper must consist of at least 100 GSM inner pages and outer pages of Growth Chart register will consist coloured pages with 300GSM.	20000	

Name, address & signature of Tenderer
(with stamp)

