



आरोग्यम् सुखसम्पदम्

**F.No. NIHFWS/37-4/2021**

**THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE  
BABA GANGNATH MARG, MUNIRKA, NEW DELHI-110067**

**NOTICE INVITING TENDER**

The National Institute of Health & Family Welfare is an Apex Body in the field of Health and Family Welfare which is located on the Baba Gang Nath Marg, Munirka, New Delhi. The Institute is organizing various training, seminars etc throughout the year. The Institute intended to award Annual contract for preparation of Banners and Standee for various training courses/workshop meeting etc. in the Institute Campus. The interested firms/company may quote their rates in the enclosed Performa.

2. Sealed Tender in Two Bid system are invited by Director, NIHFWS for "**Annual Rate Contract for Preparation of Banners and Standee for various training courses/workshop meeting etc.**" and same may be dropped in the tender box kept at reception of Institute **by 3:00 PM on 15/02/2022**. The envelope should also bear the sender's name and address.

**EMD:- Declaration Performa is to be filled by the bidder & enclose with the tender documents.**

S. No.	Tender Number	Name of Work	Cost of tender document	Date of Sale of Tender	Last date & time of receipt of tender	Date & time of opening of Tender
1.	F.No. NIHFWS/37-4/2021	Annual Contract for Preparation of Banners and Standee for various training courses/workshop meeting etc."	Rs. 500/-	Upto 11/02/2022	15/02/2022 upto 3.00 P.M	15/02/2022 at 3.30 P.M.

**Note-** 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.

3. Director, NIHFWS, 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.

4. Please note that Tender Form accompanied by requisite have non-refundable Tender fee.

Tender document is enclosed.

(Amar Nath Gupta)  
Incharge, WMS

## A. TENDER DESCRIPTION AND ELIGIBILITY

### GENERAL CONDITIONS

1. Tender Documents can be obtained from the Account Section, The National Institute of Health & Family Welfare at above address upto **11/02/2022** to on all working days between 9:00 am to 3:30 pm on cash payment of **Rs. 500/- (Non-refundable)**, on written request. In case the tender document is downloaded from the Institute's website, a DD of Rs. 500/- in favour of Director, NIHFV should also be submitted with the technical bid. Necessary Certificate regarding eligibility criteria along with the tender documents duly signed on each page should be submitted in **one envelope marked as Technical Bid** and bid of **Quoted Rate** calculated by the agency should be submitted in **second envelop marked as Price bid**. The price bid and technical bid shall be submitted in **third envelope (large size) marked on envelope as Tender for "Annual Rate Contract for Preparation of Banners and Standee for various training courses/workshop meeting etc."**
2. The Tenderer has to quote the Items rates in the enclosed Proforma (**Annexure-IV**) for the Price Bid. The self attested copies of all necessary certificates/documents have to be enclosed with the bid.
3. Self attested copy of PAN No. of the agency.
4. Self attested copy of GST registration certificate.
5. Self attested copies of Income Tax Return of last 3 years
6. Tenderer has to submit non-refundable Tender fee for Rs.500/-(Rupees five hundred only) in the form of Demand Draft/Pay Order in favour of Director, NIHFV, New Delhi, failing which the tender will not be considered for acceptance and will be out rightly rejected.
7. Performa for **EMD Declaration (Annexure-V)** is to be filled by the bidders & enclosed with the tender documents.
8. The minimum annual turnover of the agency should be more than 10 Lakh on an average of last three financial years. Copy of **CA Certified Annual Turnover certificate for last 3 financial years must be enclosed.**
9. The agencies having minimum experience of similar work/field of at least 3 years for printing/supply of Banners/Flags in Govt. Organization/PSU/Semi Govt./Reputed named pvt. Organization, **copies of documents in support of experience shall be enclosed.** The cost of work should not be less than 2.5 Lakh.
10. The successful Tenderer will deposit Rs. 10,000/- in form of DD in favour of Director, NIHFV as Security Deposit and the amount will be refunded after completion of the contract without bearing any interest thereon.

11. In case of any defect/fault, the firm shall immediately rectify/replace, on receipt of complaint and shall have to ensure that rectified/replaced is in order. However, no extra payment will be made against this.
12. The contract shall be awarded initially for a period of One year. The contract may be renewed on year to year basis for a maximum period 3 years subject to the conditions, if the services provided are found to be satisfactory.
13. Undertaking as per **Annexure- I**.
14. Criminal liability undertaking as per **Annexure- II**.
15. Tender document duly signed by Authorized Signatory of the bidder (on each page) with seal of the firms as a token of acceptance by the Bidder of all terms & conditions.
16. Bidder's profile giving complete details about the firm including the period for which it is in this business.
17. The rates should be quoted inclusive of all necessary taxes, over heads etc. including delivery of items and installation of the same.
18. The quoted price shall be typed on the format of Price Bid (both figures and words) and transparent cello tape shall be pasted on it, if the quoted price is written by hand.
19. Pre-receipted duplicate bill in the favour of Director, NIHFWS may be submitted for release of payment.
20. The Institute will recover TDS and other applicable taxes etc as per rule from the payment made to the firm.
21. The Tender in enclosed Performa addressed to the Director, shall be submitted latest by **3:00 P.M. on 15/02/2022** in a sealed cover marked "**Annual Rate Contract for Preparation of Banners and Standee for various training courses/workshop meeting etc.**" The Bid has to be dropped in the Tender Box kept at the Reception of Administrative Block of NIHFWS, Munirka, New Delhi – 110067. No tender will be accepted after above date and time.
22. The Tenders (Technical Bid) will be open at **3:30 P.M. on 15/02/2022**.
23. The Financial Bid of technically qualified agencies will be opened later and same will be informed to the agencies via email or telephonically.
24. The competent authority does not bind itself to accept the lowest or any other tender. Further, Competent Authority have right to cancel the tender/tender process at any time.
25. The jurisdiction to any dispute arising in the contract will be executed under the Indian law at the courts located at New Delhi.

26. The contract shall be valid initially for one year and the Department reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions for year to year as may be agreed upto further three years, subject to the condition if the services of the agency found satisfactory.
27. Banners/ Standees/flags etc. and the materials used for different purposes are as below follows (Sizes may differ as per different users with different requirements) :-
- PVC (Poly Vinyl Chloride) Banners
  - Star media flex Banners
  - Canvas Banner
  - Standees on metal frame
  - Standees/Banners on wooden frame
  - Backlit Banners (Glow sign Boards)
  - Flex Hoardings.

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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 items for use in NIHFW, New Delhi during the period of tender.
3. The items supplied by me/us, would be of the best quality and as per specifications.
4. If I am the successful Tenderer will deposit Rs. 10,000/- in form of DD in favour of Director, NIHFW will be retained as Security deposit and same will be refund after completion of the contract without bearing any interest thereon.
5. I/We hereby undertake to supply the items during the validity of the tender as per directions given in the supply order within the stipulated period.
6. 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.
7. **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, the same shall be replaced immediately by me/us free of cost.
8. I/We undertake to bear the cost of testing for quality of items supplied whenever decided to do test during contract period, if required.
9. I/We hereby undertake to recoup any loss/damages caused to the NIHFW authority through the use of defective materials supplied by me/us.
10. I/We hereby undertake to pay penalty as per terms and conditions for delayed supplies/non supply.
11. It is certified that rate quoted by me/us are not higher than the MRP/Prevailing market rate.
12. 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.
13. 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.
14. Certify that no vigilance/CBI or court case is pending against the firm.
15. 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.
16. The decision of the Director, NIHFW, New Delhi will be final and binding upon me/us.

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

Place.....  
Date.....

# **AFFIRMATION**

**(Affirmation should be on Agency/Company Letter Head)**

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 anything adverse comes to the notice of purchaser during the validity of tender period, Director, NIHFV, New Delhi will have full authority to take appropriate action as he/she may deem fit.

Place .....

Date.....

Signature of Bidder.....

(Name of Bidder).....

With seal of firm.....

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**CRIMINAL LIABILITY UNDERTAKING ON Rs. 100/- 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****F.No. NIHFWS/37-4/2021  
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(CERTIFICATES/DOCUMENTS TO BE SUBMITTED WITH THE BID)

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

S.No.	Particulars	Yes	NO
1	Non-refundable Tender Fee for Rs.500/- (Rupees five hundred only) in the form of Demand Draft/Pay Order in favour of Director, NIHFWS, payable at New Delhi.		
2	EMD:- Declaration Performa as <b>Annexure-V</b> is filled and enclosed with the tender documents.		
3	Attested copy of PAN card issued by Income Tax department.		
4	Attested photocopy of latest GST/STCC/TIN registration certificate		
5	Undertaking as per prescribed Performa on an affidavit of Rs. 100/- as <b>Annexure – I</b> in the Tender document		
6	Criminal liability undertaking on an affidavit of Rs. 100/- as per prescribed form regarding CBI Case/Criminal Case/ Income Tax Case/GST/Sales Tax Case/Black listing is not pending against the bidder or manufacturer, marked as <b>Annexure - II</b> in Tender Document.		
7	Tender Document duly signed by Authorized signatory of Bidder		
8	Proof of filling Income Tax Return (encloses attested copy of last three year income tax assessment certificate )		
9	The agencies having minimum experience of similar work/field of at least 3 years for printing/supply of Banners/Flags <b><u>Copies of document in support of experience shall be enclosed.</u></b> The cost of work should not be less than 2.5 Lakh.		
10	The minimum annual turnover of the agency should be more than 10 Lakh on an average of last three financial years. Copy of <b><u>CA Certified Annual Turnover certificate for last 3 financial years must be enclosed.</u></b>		
11	Bidders profile giving complete details about the firm including the period for which it is in this business		
12	Price Bid of the Tender as Annexure-IV is enclosed.		

**Note:-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).....



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**Specifications Required for Banner Printing**

**PRICE BID**

<b>Sl. No</b>	<b>Nature of work with Specifications</b>	<b>Quantities</b>	<b>Rate Per Sq. Mtr.</b>	<b>Taxes</b>	<b>Total quoted Amount</b>
1.	Normal Flex multi colour printing with eyelids	100 Sq. Mtr.			
2.	Normal Flex multi colour printing with wooden/metal frame.	100 Sq. Mtr.			
3.	Star media flex printing for banners Corners fixed with eyelids	75 Sq. Mtr.			
4.	Star media flex printing with Wooden/ metal frame (Gate Banner etc.)	75 Sq. Mtr.			
5.	Star media flex printing for dropdown banners	75 Sq. Mtr.			
6.	Star media Flex digital print (Back lit) Rate per Sq. Mtr. including tube light with box frame	50 Sq. Mtr.			
7.	Star media Flex print with mount (front lit) Rate per Sq. Mtr. mild steel frame & fixing	70 Sq. Mtr.			
8.	Digital vinyl/solvent print (colour) Rate per Sq. Mtr. with fixing and mounting on wooden board	50 Sq. Mtr.			
9.	Digital vinyl/solvent print with stand frame.	50 Sq. Mtr.			
<b>Grand Total</b>					

**Note: -**

- 1. Quantities may vary as per actual site requirement. As the above mentioned Quantities is just for Quoting of rates purpose only.**
- 2. Quoted Grand Total Amount should be written in figures and words both and transparent cello tape shall be pasted on it.**

**Grant Total Amount: (in figures)** \_\_\_\_\_  
**Grant Total Amount: (in words)** \_\_\_\_\_

Signature : .....  
Name : .....  
Designation : .....  
Address : .....  
Company Seal : .....

**Performa For Earnest Money Deposit Declaration**

Whereas. I/We (Name of Agency)..... have  
Submitted bids for (Name of Work): "**Annual Rate Contract for Preparation of Banners  
and Standee for various training courses/workshop meeting etc.**".

**NIT Sl. No.** :- F.No.NIHFW/WS/37-4/2021

I/We hereby submit the following declaration in lieu of submitting Earnest Money Deposit.

1. If after the opening of tender, I/We withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) specified in the tender documents.

**OR**

2. If, after the award of work, I/We fail to sign the contract, or to submit performance guarantee before the deadline defined in the tender documents.

I/We shall be suspended for one year and shall not be eligible to bid for NIHFW tenders from date of issue of suspension order.

Signature of the contractor (S)  
Name and Address of the Bidder

Place : .....

Date : .....

Telephone No. :.....