

Government of India
Ministry of Health and Family Welfare
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
CHENGALPATTU – 603 001

Director ☎ 044-27426275

No. F5-8/2020 CS

Dated: 22/05/2020

To:

All reputed firms

Sub: - Open Tender notification for Printing of documents – Reg.

Sir,

1. Notification inviting open tender from reputed Firms/Service providers for the printing of training modules to this Institute and the same on the Office Notice Board, our website <http://www.cltri.gov.in>, and Central Govt. Tender portal <http://tenders.gov.in> for wide publicity.

2. It is requested to submit your sealed tender along with supporting documents as per terms & conditions mentioned in Annexure-I within the specified time limit mentioned in Notification.



DIRECTOR
DIRECTOR
CLT&RI, Govt of India,
Min of Health & FW,
Chengalpattu-603 001 (TN)

Encl.:-

1. Notification
2. Tender document

Cc to:-

- | | |
|--|---|
| <ol style="list-style-type: none">1. Office Notice Board✓ 2. Computer section <p style="margin-left: 40px;"><i>through HOD, Epid.</i></p> | <ul style="list-style-type: none">- for wide publicity- to upload Central Public Procurement portal and CLT&RI website for wide publicity (copy enclosed). |
|--|---|

DEO (ES) Ph upload.

26/5/2020

Government of India
Ministry of Health and Family Welfare
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
CHENGALPATTU – 603 001

No.F5-8/2020CS

Dated 22.05.2020

NOTIFICATION OF INVITING TENDER

1. Sealed Tenders are invited on behalf of President of India from Original Equipment Manufacturers/Authorized service providers /Firms for **Printing of documents** to this Institute. The method of submission of tender, amount of Earnest Money Deposit, Performance/Security Deposit and general terms and conditions applicable to contract have been mentioned in **Annexure- I**.

2. Completion of printing works should be strictly as per parameters/technical specifications given in **Annexure-II, Annexure –II(a)**. The proforma for submission of tender has given in Part-I & Part-II of **Annexure-III (Technical Bid)** and **Annexure-IV (Commercial Bid)** to this notice inviting tender. The schedule of tender is given under.

Schedule of Tender:

S.No.	Description	Detail
1.	Tender No.	01/F.5-8/2020CS
2.	Last date for submission of Tender documents	15/06/2020
3.	Date & Time of Opening of Tender documents	Will be decided later
4.	Amount of Earnest Money Deposit as per Clause 3 of Annexure-I (Refundable without any interest)	Rs.5000/- (Rupees five thousand only)
5.	Venue of opening of Technical Bid & Commercial Bid	Chairman's chamberOffice

3. The tender document can also be downloaded from the website <http://www.cltri.gov.in> and <http://tenders.gov.in>. “The Director, Central Leprosy Teaching & Research Institute, Chengalpattu” towards cost of Earnest Money Deposit Rs. 5000/- (Rupees Five Thousand only) (please refer Annexure-I Para-1) to be enclosed along with the Technical Bid & Commercial Bid. ***Firms registered with NSIC/DGS&D/MSME Act 2006 with current validity are exempted from payment of tender document and Earnest Money Deposit (EMD)***; otherwise such bids without tender fee and Earnest Money Deposit (EMD) will be summarily rejected.

4. Complete tender with sealed cover in all respects must in all cases be sent to reach this office on or before the date and time indicated in the Schedule in Para 2 above. The tender received after the scheduled date and time will be rejected outrightly.

5. The sealed tender, completed in all aspects should be addressed to

**The Director,
Central Leprosy Teaching & Research Institute,
Govt. of India,
Ministry of Health & Family Welfare,
Chengalpattu-603001,
Kancheepuram District,
Tamil Nadu.**

And tender document cover clearly super scribed as “**Open Tender for Printing of documents – Tender No.01 /F5-8/2020 CS dated 22/05/2020**” and to reach this office on or before 15/06/2020 upto 5:00 PM. The tender document should be sent by Registered Post/Speed Post/By hand, so as to reach this office on or before the due date/time otherwise tender document rejected. Reason for postal delay will not be accepted and tenders received through private courier or by ordinary post will not be accepted.



DIRECTOR
DIRECTOR
CLT&RI, Govt of India,
Min of Health & FW,
Chengalpattu-603 001 (TN)

ANNEXURE – I

GENERAL TERMS AND CONDITIONS

1. Earnest Money Deposit (EMD):

1.1 Earnest Money Deposit of Rs. 5000/- (Rupees five thousand only) by way of **Demand Draft** drawn in Bank of Baroda or any nationalized bank payable at Chengalpattu, in favour of “The Director, Central Leprosy Teaching and Research Institute, Chengalpattu” should be submitted along with the Technical Bid & Commercial Bid. **The EMD in any other form will not be entertained.** Firms registered under NSIC, DGS&D & MSME Act 2006 and those firms which are registered with the District Industries centre/Department of Commerce & Industries, Government of India & Tamil Nadu/any other State Governments which current validity are exempted from furnishing the Earnest Money Deposit (EMD). **Otherwise, such bids without payment of cost of Tender Fee and EMD will be summarily rejected.**

1.2 Bidder shall not be permitted to withdraw his offer or modify the terms and conditions thereof after submission of the tender documents. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited by the Government.

1.3 No claim shall lie against the Government/Department in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit. EMD will earn no interest.

1.4 EMD of unsuccessful bidder will be refunded only after finalization of tender selection and that of the successful bidder will be refunded only after completion of works.

2. Preparation and submission of Tender:

The tender should be submitted in two parts namely

- a) Technical Bid along with the proof of Earnest Money Deposit (in Form given in Part-I & II of Annexure-III) and
- b) Commercial Bid (in form given in Annexure-IV)

and each should be kept in a separate sealed cover. Both the bids should be kept in another sealed cover addressed to the undersigned. The envelope containing sealed cover should be super scribed with **“Open Tender for Printing of documents”** and addressed to “The Director, Central Leprosy Teaching & Research Institute, Govt. of India, Ministry of Health & Family Welfare, Chengalpattu – 603 001, Kancheepuram District, Tamil Nadu”. The covers which are not sealed will be summarily rejected.

3. Signing of Tender:

Individual signing the tender or other documents connected with contract must specify whether he sign as:

- a) A “sole proprietor” of the concern or constituted attorney of such sole proprietor.
- b) A partner of the firm, if it be a partnership firm, in which case must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by executed by the partner of the firm.
- c) Director or a principal office duly authorized by the Board of Directors of the Company, if it is a company.

4. N.B.

- a) In case of partnership firms, a copy of the registered partnership agreement and if power of attorney is executed in favour of any or all the partners of any authorized officer of the firm to sign the tender document. Then, a copy of power of attorney duly executed by all the partners, sworn in before Notary Public should be enclosed.
- b) In case of partnership firms where no authority to refer disputes concerning the business of partnership firm has been concerned on any partner the tender and all other related documents must be signed by all partners of the firm.
- c) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind on behalf of such other person and if, on enquiry it appears that the persons so signing had no authority to do so, The Director, Central Leprosy Teaching & Research Institute may without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages.
- d) In case of Private Ltd/Limited companies, Company Incorporation Certificate along with the Articles of Association has to be submitted.
- e) In the case of Co-operative society, the authorized officer should furnish the authentication letter to execute the contract from the competent authority of the Registrar of Co-Operative Societies.
- f) The bidder should sign and affix his/his firm's stamp on each page of the tender documents and all its Annexure, as the acceptance of the offer made by the bidder will be deemed as a contract and no separated formal contract will be drawn. **NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS NOTICE INVITING OPEN TENDER.** The tender document along with the enclosures has to be serially numbered and the number of pages should be indicated in the check list attached to the tender document.

5. **Technical Bid:**

The Technical bid should be submitted in form given in Part-I & II of Annexure-III and the original receipt obtained for Earnest Money Deposit (EMD) for the amount indicated in Para 1 of Annexure-I, along with full details of technical facilities for execution of the work. The technical bid should also contain all the essential documents as mentioned in Part-II of Annexure-III and as per clause in Annexure-I.

6. **Commercial Bid:**

6.1 The commercial Bid should be submitted in form given in ANNEXURE-IV. The tenders will be evaluated by duly constituted "Tender Evaluation Committee/Purchase Committee".

6.2. **Price Schedule** – Printing of documents should be quoted along with its break up showing various items of charges. The price quoted shall be firm and final, otherwise no extra payment would be made for this purpose. Terms of payment as stated in the Tender document shall be final.

7. **Criterion for Evaluation of Tenders:**

The evaluation of the tenders will be made first on the basis of technical information furnished in form given in Part-I & II of ANNEXURE-III which includes:

- a. Payment of Earnest Money Deposit of Rs.5000/- (Rupees Five thousand only) as per terms & conditions.
- b. List of documents to be submitted is mentioned in Part-I & Part-II of Annexure-III.
- c. Furnishing Partnership deed/Incorporation certificate and articles of association (any one of these documents as is applicable) (see N.B. Para 4 of Annexure-I)
- d. The commercial Bid of such firms found valid based on technical parameters (as per Annexure-III) after evaluation of the technical bid. **Evaluation of Commercial Bids will be based on total consolidated price.**
- e. It must be kept in view that no decision will be given by the Tender Evaluation Committee/Purchase Committee or any interferences drawn during the meeting of this committee by the bidder or their representatives will be their own view and the Department will not be responsible and abide by the same. The reasons for selections or rejections of a particular tender will not disclosed.
- f. The award of work will be further subject to any specific terms and condition of the contract given in **Annexure-I** as per specification in **Annexure-II and II(a)** of this tender.

8. **Right of Acceptance:**

- a. The Director of this Institute reserves all rights, without assigning any reason whatsoever to reject any tender which fails to comply with the terms & conditions laid down in the tender. The Department does not bind itself to accept the lowest specific tender.
- b. The Director, Central Leprosy Teaching & Research Institute reserves the right to cancel any tender at any time without any assigning any reason.
- c. The decision of Director in this regard is final and binding.
- d. Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work will prejudice the bidder's quotation and liable for disqualification.

9. **Communication of Acceptance:**

Successful bidder will be informed of acceptance of his tender. Necessary instructions regarding the amount and time provided for Performance Security Deposit is indicated in Para No. 10 below.

10. **Breach of Terms and Conditions:**

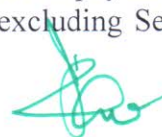
10.1 In case of breach of any of terms and conditions mentioned above by Successful bidder, the Competent Authority will have the right to cancel the supply/work order without assigning any reasons thereof and nothing will be payable by this Department in that event and the Performance Security Deposit shall also stand forfeited to Govt. Account without giving any notice to the bidder.

10.2 Any violation of terms and conditions or supply of inferior quality of items will result in total rejection of the items, apart from taking suitable remedial action at your cost & risk.

11. The tender is not transferable. Only one tender shall be submitted by one bidder.

12. **Terms of Payment**

- a. Payment will be made, only after completion of **supply of printing of documents** to this Office
- b. If any deduction will occurred at the time of payment of bills the same will be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment (wherever applicable).
- c. **No payment shall be made in advance and any loan from any bank or financial institution will not be recommended on the basis of the order of award of work.**
- d. All payments shall be made by Electronic Clearing Service (ECS) mode only after satisfactory completion of supply, installation, commissioning and testing of Instruments.
- e. Terms of Payment as stated in the Tender Document shall be final.
- f. The Director, Central Leprosy Teaching & Research Institute shall be at liberty to withhold any of the payment in full or in part for recovery of penalties mentioned in the preceding paras.
- g. The term "payment" mentioned in this para includes all types of payment due to the successful bidder arising on account of this tender excluding Security Deposit and Performance Guarantee.



DIRECTOR

Annexure - II

- 7 -

Printing specifications

1. For TNA & Manual for Physiotherapist

Sr. No.	Title	TNA	Manual for physiotherapists
1.	Size (L X W)	22 X 28 cm	22 X 28 cm
2.	Quantity	100	2000
3.	Pages	93	109
4.	Colour pages	1 (pg.93)	27 (pg.24-29, 36-44, 47-53, 71,72,75,87,91)
5.	Front page	300 gsm	300 gsm
6.	Lamination	Glossy	Glossy
7.	Inner running sheet	130 gsm / glossy finishing	100 gsm / glossy finishing
8.	Binding	Perfect binding	Perfect binding
9.	Size	A4 (folded A3) sheet	A4 (folded A3) sheet
10.	Lamination	Glossy	Glossy

2. Annual Report

S. No	Item description	Specifications*	Req. quantity	Print Specifications
1.	Annual Report 2019 - 20	Total pages – 80 (approx.) Four Colour pages - 25 Single colour pages – 55 Wrapper: 4 pages	200 nos	Book size : A4 Inner pages : 100 GSM art paper with glossy print. Wrapper : 300 GSM art paper. Four colour print with glossy lamination Binding : Side pinning with perfect binding

TECHNICAL BID

(BIDDER CONTACT INFORMATION IN LETTERHEAD)

Sub: - Open Tender notification for Printing of Documents – Reg.

Ref:- Open Tender No. 01/F5-8/2020 CS dated 22.05.2020

1. Name of the Bidder :
2. Name of the Company/Concern :
(i.e, Sole proprietor or Partnership firm or
a company or Government Department or a
public sector organization)
3. Address of Registered, Corporate Office :
with Contact details
4. Address of Branch Office with :
Contact details
5. Address for contact of Service & :
Maintenance during warranty period &
after warranty period
6. Service Engineers Contact details :
7. Payment details of Tender Fee :
8. Whether EMD (Bid Security) is paid? :
Receipt No. & Date :
Name of Bank :
EMD Amount (In figure) :
EMD Amount (In words) :
9. Catalogue and other essential documents as :
Per Technical Specification of Equipment
(as per Annexure-II) is enclosed or not?
10. The offered products are in a accordance : YES / NO
With the required specifications and
Technical requirements

Undertaking

1. I/We undertake that I/we have carefully studied all the terms and conditions mentioned in Annexure-I of tender document and understood the parameters of the proposed work of the Central Leprosy Teaching & Research Institute, Govt of India, Ministry of Health & Family Welfare, Chengalpattu – 603 001, Chengalpattu District, Tamil Nadu and shall abide by us.
2. I/We also undertake that I/we have understood “Parameters and Technical specifications” for performing the work mentioned in Annexure-II of the tender and shall execute the work strictly as per the parameters and technical specifications”
3. I/We further undertake that the information given in this tender are true and correct in all respect and we hold the responsibility for the same.
4. I/We shall be responsible for rejection/cancellation of contract and for criminal proceedings if the material supplied is found sub standard at a future date.

(Signature of bidder with stamp of the firm/company)

Office Seal

Date:

PART-II of ANNEXURE – III

TECHNICAL BID

(DOCUMENTS TO BE ENCLOSED ALONG WITH TECHNICAL BID)

Sub: - Open Tender notification for Printing of training modules – Reg.

Ref:- Open Tender No. 01/F5-8/2020 CS dated 22.05.2020

1. Part-I of TECHNICAL BID- BIDDER CONTACT INFORMATION should be in the company letter pad and to be signed by bidder.
2. Each page of tender and its annexure comprising.....pages has to be signed, stamped and enclosed (Clause 5 of Annexure-I refers).
3. If the bidder is a Dealer (or) Distributor, authorization letter from the manufacturer should be enclosed. The representative of Distributor/Dealer/Manufacturer should enclose the authorization certificate from their office indicating that they are the authorized person to participate in this tender on their behalf.
4. Copy of Registration Certificates for NSIC, DGS&D, and copy of EM filed with Department of commerce and Industries under MSME Act 2006 in respect of those who are seeking exemption for payment of Earnest Money Deposit (Bid Security).
5. Copy of the Registration Certificate of the Firm received from Registrar of Companies.
6. Partnership deed/ Incorporation Certificate and Articles of association etc.(Any one of these documents as is applicable) (See Para 5 N.B. of Annexure-I)
7. Copy of PAN CARD of the Registered firm (or) Proprietor
8. Import License/Manufacturer License for GEL Documentation System along with necessary Accessories.
9. Copy of Registration for GST, VAT, Service Tax, CST or similar registration with Government authorities.
10. Successful bidder has to produce Certificate after completion of installation for which the proforma given in Annexure-V.
11. Bank ECS mandate form and Supplier online payment form (as per Annexure-VI) should be enclosed for payment. Bank A/c No, MICR Code, IFSC Code, Name of Account, Address of Bank should be mentioned clearly.
12. Any other information important in the opinion of the bidder.

NOTE

- (i) The Documents mentioned at Sl. 1 to 10 above are mandatory. **However, in respect of Firm/Company which commenced its operation on or after _____ the financial statements from the date of commencement of operation.**
- (ii) **Tenders not accompanied with any of the documents mentioned at Serial 1 to 10 except to the extent stated in Note 1 above will be rejected.**

(Signature of Bidder with stamp of the firm/company)

Office Seal

COMMERCIAL BID
(See Clause 6 of Annexure-I)

Sub: - Open Tender notification for Printing of training moduels – Reg.

Ref:- Open Tender No.01/F5-8/2020 CS dated 20.5.2020

1. PRICE SCHEDULE (as per specification & technical mentioned in Annexure-II & II(a))

Item No.	Description of works	Quantity	Cost (in Rs.)
1	Training need assessment implementation guide	100 Nos	
2	Training manual for Physiotherapists	2000 Nos	
3	Annual report 2019-2020	200 Nos	
	<u>Note : please see the technical specification for query.</u>		
	Total		

2. I/We confirm that Earnest Money Deposit (EMD) of Rs...../- has been paid through _____
and Tender Form Fee Rs.100/- has bee paid through _____

(Signature of bidder with seal)

Date:

Important Note:

- Commercial Bid should be in company letter pad and signed by bidder.
- Total consolidated price will be considered for selection.
- The bid shall be valid for a period of one year from the date of opening of the tender.

MANDATE FORMELECTRONIC CLEARING SERVICE (CREDIT CLEARING)/REAL TIME GROSS SETTLEMENT (RTGS)
FACILITY FOR RECEIVING PAYMENTS

A. DETAIL OF ACCOUNT HOLDER

NAME OF ACCOUNT HOLDER	
COMPLETE CONTACT ADDRESS	
TELEPHONE NUMBER/FAX/EMAIL	

B. BANK ACCOUNT DETAIL

BANK NAME	
TELEPHONE NUMBER AND EMAIL	
WHETHER THE BRANCH IS COMPUTERISED	
WHETHER BRANCH IS RTGS ENABLED ? IF YES, THEN WHAT IS THE BRANCH'S <u>IFSC CODE</u>	
IS THE BRANCH ALSO NEFT ENABLED?	
TYPE OF BANK ACCOUNT(SB/CURRENT/CASH CREDIT	
COMPLETE BANK ACCOUNT NUMBER (LATEST)	
MICR CODE OF BANK	
DATE OF EFFECT	

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the user Institution responsible. I agree to discharge responsibility expected of me as a participant under the Scheme.

Date:

Signature of Customer

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp)

Signature

Date:

1. Please attach photocopy of cheque with the verification obtained from the bank
2. In case your Bank Branch is presently not "RTGS enabled", then upon its upgradation to RTGS Enabled branch, please submit the information again in the above proforma to the Department at earliest

SUPPLIER ONLINE PAYMENT FORM

S.No.	Particulars	Details
1.	Name of Payee	
2.	PAN Number	
3.	GST/VAT/Service Tax Registration Number	
4.	TIN Number	
5.	TAN Number	
6.	Address1	
7.	Address2	
8.	Address3	
9.	City	
10.	District	
11.	State	
12.	Country	
13.	Pincode	
14.	Office Mobile Number	
15.	Officer Landline Number	
16.	Email address	
BANK DETAILS		
17.	Bank Name	
18.	Bank Address	
19.	Account Number	
20.	IFSC Code	
21.	MICR Code	

*******Note:- All fields are mandatory and should be neatly typed in capital letters**

Office Seal

Signature of Supplier