



क०रा०बी०नि०  
ESIC  
कर्मचारी राज्य बीमा निगम  
Employees' State Insurance Corporation  
ESIC Hospital, Sector – 9(A), Gurgaon – 122001.



0124-2255133 T/F

**TENDER FOR PRINTING STATIONERY ITEMS FOR THE YEAR 2011-2012**

No. F.No.

Date: 29/04/2011

**COST OF TENDER SET: Rs. 200/-**

**(Non-Refundable)**

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject: Tender for Printing of Forms & Stationery Items**

Dear Sir(s)/Madam,

- 1. SEALED TENDERS** are invited from reputed Printers/Firms for the supply of printed stationery items as per the list enclosed.
- 2. SALE OF TENDERS/LAST DATE OF RECEIPT AND OPENING OF TENDERS**
  - 2.1. Issue of Tenders:** A complete set of Tender Documents (Non transferable) giving terms and conditions will be available for sale upto **21.06.2011** between 10AM to 1PM on all working days. The Tender documents can also be downloaded from [www.esic.nic.in](http://www.esic.nic.in) and can be submitted along with Tender cost of Rs 200/- (Rupees Two Hundred only) in the form of D.D. in favour of ESIC Fund A/C No. I, payable at Gurgaon, separately.
  - 2.2. Last date of Receipt:** The sealed tenders, complete in all respect, numbered, signed with stamp of the firm on each page, should be dropped in the Tender Box Placed in office of **Dy. Director (Admn.) till 1:00 pm on 23.06.2011**. In case date of receipt of tenders happens to be declared a public holiday, the tender will be accepted on next working day till 01:00 PM. Late bids i.e., bids received after the specified date and time of receipt, will not be considered. For Postal/Courier delays and loss of Tender documents in transit, **Medical Superintendent** is not responsible. Telegraphic/Telex/Fax/E-mail/ conditional/ incomplete Tenders are not entertained and shall be rejected.

*Signature of the Tenderer with  
Seal of the firm*

- 2.3. **Opening of Tenders:** Tenders will be opened on dates & time mentioned in advertisement (**23.06.2011 at 02:30 PM**) in the presence of tenderers or their authorized representatives. In case, date of opening of tenders happens to be declared a public holiday, the tender shall be opened on next working day. Other conditions will remain unchanged.
- 2.4. **Date of opening of Price Bid:** Date of opening of price bid will be fixed after completion of the Technical Evaluation. Only tenders of technically qualified tenderers will be opened.
- 2.5. **Signing of Tender:** Individuals signing tender or other documents connected with the contract specify:
- (a) Whether signing as a “Sole Proprietor” of the firm or his attorney.
  - (b) Whether signing as a “Registered Active Partner” of the firm or his attorney.
  - (c) Whether signing for the firm “Per Procurationem”.
  - (d) In the case of companies and firms registered under the Indian Partnership Act the capacity in which signing, e.g. Secretary, Manager, Partner etc. or their attorney and produce copy of a document, empowering him to do so, if called upon to do so.

Note: In case of unregistered firms all the members or all attorneys duly authorized by all of them or the Manager of the firm should sign the tender and subsequent documents.

3. **VALIDITY OF TENDERS:** The validity of rates quoted will be for a period of one year from the date of finalizing of tender by Committee appointed by **The Medical Superintendent**. However, **The Medical Superintendent** is at discretion to extend the validity for further period on same terms, conditions and rates in willingness of the vendor.

4. **PROCEDURE FOR SUBMITTING TENDERS**

The tender shall be submitted in 2 parts, viz.

- i. Technical Bid.
- ii. PRICE Bid.

Each bid is to be submitted in separate wax sealed envelope marked as “Technical Bid” and “Price Bid”. These two envelopes should be kept in a third bigger sized envelope and wax sealed and superscribed as **TENDER FOR PRINTING STATIONERY ITEMS FOR THE YEAR 2011-2012**.

5. **SUBLETTING OF CONTRACT:** The Tenderer shall not sublet, transfer or assign the tender or any thereof without the written permission of the **Medical Superintendent**. Cost of Tender document is not refundable. In the event of the contractor contravening this condition, **Medical Superintendent** has right to scrap the tender.

*Signature of the Tenderer with  
Seal of the firm*

## **6. SPECIFIC TERMS & CONDITIONS**

**6.1 Technical Specifications:** The Specifications of printing items offered by the tenderer must tally with the specifications mentioned in the tender document (Annexure “A”)

**6.2 Samples:** Samples of items as listed in Annexure “A” should be enclosed. All samples should be signed with seal and tagged properly. Samples of each item should be submitted along with tender in sealed box/packet. Name of the firm should be mentioned on the box. Tender without samples will not be entertained.

**7. PRICES:** The prices quoted should be at par and confirm to the prices quoted in other Government /Institutions/Departments. Price should be quoted in words as well as in figures.

## **8. DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID:**

- a) Original Tender Documents.
- b) EMD.
- c) Photocopies of last 3 years Income Tax Return (ie. financial year 2007-2008, 2008-09 & 2009-2010).
- d) Photocopy of PAN No. of the Firm/Dealer/Proprietor.
- e) TIN Number under TIN VAT Act.
- f) List of items quoted by the tenderer in Annexure “A”.
- g) Each of the documents should be signed by the tenderer/bidder.
- h) Samples of each items mentioned as per Annexure “A”.
- i) Proof of ownership of premises/ if on rent copy of rent agreement
- j) Proof of working with a Govt department if any
- k) Proof of an annual turnover more than 2 lacs.
- l) Proof of executing one single order of 1 lacs or more value in one financial year.

## **9. DOCUMENTS TO BE ATTACHED WITH PRICE BID**

- a) While quoting the rates, serial number of the tender list must be indicated technically in prescribed Performa of price bid (Annexure-“B”). The prices should be indicated in words and figures without any overwriting/erasing/cutting, failing which, such bid shall be rejected out right.
- b) The rates should be inclusive of freight charges, packing charges and octroi (CIF value) etc.
- c) Price Bids showing rates like “Tax Included/Inclusive of tax/Tax paid” etc are not acceptable and such offer shall not be considered.
- d) VAT should be quoted separately for each item.

**Any violation of the above mentioned terms & conditions shall lead to rejection of tender and forfeiture of EMD or Security Deposit.**

*Signature of the Tenderer with  
Seal of the firm*

## **10. IMPORTANT INSTRUCTIONS TO BE NOTED CAREFULLY BY THE TENDERERS**

- 1. EARNEST MONEY DEPOSIT (EMD):** EMD for Rs. 20,000/- in the form of Pay Order/DD/Bankers Cheque in the name of ESIC Fund A/C No. 1 payable at **Gurgaon**. EMD by cheque or in any other form is not acceptable.
- 2. ANNUAL TURNOVER :** Annual Turnover should be more than 2 Lacs.
- 3. EXCLUSIVE RIGHT OF MEDICAL SUPERINTENDENT ESIC: The Medical Superintendent, ESIC** has the full and exclusive right to accept or reject any or all the tenders without assigning any reason.

**11. TECHNICAL EVALUATION BID:** On the basis of assessment of general conditions and receipt of EMD, Technical Bids of only qualified bidders shall be opened. Technical Bid of the qualified bidders shall be sent for technical evaluation to the Technical Committee constituted by Competent Authority.

### **12. UNDERTAKING**

The undertaking (Annexure-“B”) duly signed by the tenderer must be enclosed with the Technical Bid of Tender form, failing which, the tender shall not be considered.

**13. PRICE BID:** Thereafter, on the basis of the evaluation of Technical Bid/Bids, the price bid/bids only of those technically accepted offers, shall be opened for evaluation.

### **14. DELIVERY TO STORES**

- a) The delivery should be made to the non-medical Store and **ESIC Hospital Delhi, Gurgaon** and on F.O.R. destination basis within 21 days from the date of dispatch of supply order.
- b) The supply shall have to be made in 2-3 installments during the year.
- c) If the firm/Printer fails to execute the supply order within stipulated time, the order will be awarded to firm at second preference and the risk purchase will be recovered from the firm/Printer at first preference.
- d) If two bids are of same value store will be distributed equally.
- e) The time and the date of delivery of stores stipulated in the supply order shall be deemed to be the essence of the contract and delivery must be completed not later than the date(s) so specified or extended in the order and shall be within 21 days.

*Signature of the Tenderer with  
Seal of the firm*

## **15. PENALTY CLAUSE & RISK PURCHASE**

- a) The tenderer will be bound to supply the items within stipulated period, failing which liquidated damages will be recovered for default on the part of the supplier in delivery of goods beyond scheduled delivery dates.
- b) **For delayed supply-** Penalty of 5% of value of the order calculated at the contract rate per week will be levied. The maximum penalty for the late supply shall not exceed 10% of the total value of the order and if the order is still not supplied, then the item will be procured from next higher bidder and the difference will be recovered from subsequent bills/security money deposit. The cut off date of delivery period shall be counted from the date of actual dispatch of supply orders to date of receipt of supplies at FOR destination.

**For Non Supply -** EMD/Security Deposit of the firm shall be forfeited in case firm stops supplying stationery for any reason.

**16. PACKING OF STORES:** Tenderer/Bidder/Dealer should supply the stores with proper packing and making for transit so as to be received at the destination without any loss or damage of the item/items.

**17. PAYMENT:** Payment shall be made after receipt of complete stores, due inspection by Inspection Board. No advance payment shall be made. It will be made through ECS/NEFT/RTGS. Bank details as per annexure must be submitted alongwith.

**18. E.M.D (Refundable) AS PER ANNEXURE:** EMD will be released after the finalisation of the Tender.

**19. SECURITY DEPOSIT:** Successful Tenderer's EMD will be converted into security deposit.

## **21. DISPUTES AND ARBITRATION**

In case of any dispute the decision of **Medical Superintendent** will be final. The venue of any arbitration shall be **Gurgaon**.

*Signature of the Tenderer with  
Seal of the firm*

**TO BE FILLED IN BY TENDERER AND RETURNED WITH THE TENDER**

To,

The Medical Superintendent,  
E.S.I.C. Hospital,  
Sector – 9(A),  
**Gurgaon – 122001.**

Dear Sir,

We return herewith your Rate Enquiry No. \_\_\_\_\_  
dated \_\_\_\_/\_\_\_\_/\_\_\_\_ with our quotation against respective items. We have carefully  
perused the Terms and Conditions of the Rate Contract and accept the same.

For and on behalf of the firm  
(Firms Name & Address)

(Signature of Authorised Signatory)

WITNESS:

Signed in my presence:

Name:  
Designation:  
Seal:

Notary Public/Gazetted Officer

(with name & Complete Address)

**PROFORMA TO BE FILLED IN BY TENDERER**

1. Name of Firm: \_\_\_\_\_
2. Address for Correspondence: \_\_\_\_\_  
\_\_\_\_\_
3. Tele No./Fax No/E-mail address: \_\_\_\_\_
4. Person responsible for conduct of business: \_\_\_\_\_
5. Has the firm ever been blacklisted/de-banned by any Govt agency. If yes details thereof: \_\_\_\_\_
6. Is the firm, manufacturer or authorized distributor/supplier for the firms, if distributor, give names: \_\_\_\_\_
7. PAN No.: \_\_\_\_\_
8. VAT No.: \_\_\_\_\_

I \_\_\_\_\_, proprietor/partner/director of M/S \_\_\_\_\_ Hereby declare that the information given in this form is true and correct to the best of my knowledge and belief.

**Name of Designators with Stamp**

## CHECK LIST FOR THE TECHNICAL BID

### (Certificates/ Documents to be submitted with pre-qualification bid)

1. Forwarding letter.
2. EMD for Rs. 20,000/- in the form of Pay Order/DD/Bankers Cheque in the name of ESIC Fund A/C No. 1 payable at Delhi. EMD by cheque or in any other form is not acceptable.
3. Proof of filing of Income Tax Return (Last 3 yrs) i.e. for the Financial Year 2007-2008, 2008-2009 and 2009-2010.
4. PAN No.
5. TIN No./VAT No./TAN No.
6. Trade Licence.
7. Samples: Each sample should be named, tagged and signed by the Tenderer.
8. Ownership proof/Rent agreement.
9. Experience of working for Govt Dept, if any.
10. Proof of Annual Turnover more than 5 Lacs.
11. Proof of execution of one single order of 2 lacs or more value in one financial year.
12. Bank details as per the Mandate form enclosed.

Signature of Tenderer

Name of Tenderer

Address of Tenderer

Tender Accepted for further processing

Tender Rejected for further processing

(                    )     (                    )     (                    )

Tender Opening Committee

Signature of Tender



Date: \_\_\_\_\_

**UNDERTAKING**

I/We undersigned is/are authorized signatory/signatories of the firm M/s

\_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_

Do here by undertake that-

1. The firm is in this business since last three years.
2. If above information is found incorrect/false at any time the tender is liable to be rejected.

Authorised Signatory

## CARDS, COVERS ETC.

S.NO.	Size in inches & Specification of Printing	GSM	Lot of(Pads Forms)	Rate Rs.
1	10X14( File Cover) Ready 23 Kg./GRS eyelet on top left corner duly printed deptt. Name on fron side ,single colour printing on front side central cloth patti pasting green-pink and mustard colour	23 Kg/GSM Multi colour	1000 File cover	
			5000 File	
2	10X14( File Cover) Ready 23 Kg./GRS eyelet on top left corner duly single colour printing on Both side central cloth patti pasting green-pink and mustard colour	23 Kg/GSM Multi colour	1000 File cover	
			5000 File Cover	
3	6x4-1/2 Yellow/Pink Single Colour Both Side print with hand numbering	230 Pulp Board/ Yellow /Pink	5000Cards	
4	5-1/4x6-3/4 Yellow colour Single colour single side	230 Pulp Board/Yellow	5000 Cards	
5	5-1/4x6-3/4 Yellow/Pink Single colour single side	230 Pulp Board/Yellow/Pink	5000 Cards	
6	6-3/4x10-3/4, Pink Single Colour single side	230 Pulp BoardPink	5000 Cards	
7	6-3/4x10-3/4, Pink Single Colour Both side	230 Pulp Board/Pink	5000 Cards	
8	7x9 Blue Single Colour Single Side	230 Pulp Board Blue	5000 Cards	
9	7x9 Blue Single colour Both Sides	230 Pulp Board	5000 Cards	
10	3x4 Green Single Colour Single side	230 Pulp Board Green	5000 Cards	
11	3x4 Green Single Colour Both side	230 Pulp Board/Green	5000 Cards	
12	8-1/2x11-1/4(Service Cards) White Single Colour Both Sides	270 Indian Art Card Service Card	5000 Cards	
13	11x17 ECG Single Colour Both Side with central fold	135 (Ballarpur)	5000 Cards	
14	1-1/2x1-1/4(Sticker) Chromo Art paper 4 types of stickers in black printing on different colour sheets i.e. white-pink- blue-yellow Multi colours	90	5000 Stickers	
15	11x7-1/2(Sticker) Chromo Art paper 300 stickers with different Sl. No. (5 stickers of each numbers) (300 stickers on a sheet of 11x7-1/2 single colour print on white base) (100 sheets of 11x7-1/2 containing 300 sticker on each sheet.	90	30000 Stickers	

## REGISTERS

S.NO.	SIZE & SPECIFICATIION	GSM	LOT	Rate Rs.
1	8-1/2x13 Single Colour Both Side,200 leaves with hand numbering, 28 OZ Card board with sectional sewing and raxine patti binding front cover printed in single colour	70	50	
2	8-1/2x13 (CSD Register)Single Colour Both Side,200 leaves with hand numbering, 2 slips in each leaf perforation at top corner and central with S.No. and Book No. is also printed on both slips 28 OZ Card board with sectional sewing and raxine patti binding front cover printed in single colour	70	50	
3	16-1/2x13 (OPD Register) Single Colour Both Side,200 leaves with hand numbering, 32 OZ Card board with sectional sewing and raxine patti binding	80	50	
4	8-1/4x11 Single Colour Both Side,200 leaves with hand numbering, 28 OZ Card board with sectional sewing and raxine patti binding	80	50	
5	6-1/2x8-1/2( Attendance Register/Peon Book) Single Colour Both Side,52 leaves with 230 GSM pulp board cover printed central stitching	70	50	
6	8-1/2x13 (Stock Register for medicines) Single Colour Both Side,500 leaves with hand numbering, 32 OZ Card board with sectional sewing and raxine patti binding front cover printed in single colour	80	50	
7	8-1/2x13 (Fly leaf Audit Register) Single Colour Both Side,200 leaves with hand numbering, 28 OZ Card board with sectional sewing and raxine patti binding front cover printed in single colour	70 (Maplitho print)	50	
8	16-1/2x13 (MLC Register)Single Colour Both Side,200 leaves with hand numbering, 32 OZ Card board with sectional sewing and raxine patti binding	70	50	
9	20-1/2x13 (Gazetted Audit Register) Single Colour Both Side,50 leaves with hand numbering, 32 OZ Card board with sectional sewing and raxine patti binding along with printed and pasted paper sheets size 8-1/2x13. 70 GSM single colour single side print	230 Pulp Board	50	
10	8-1/2x13 (Ruled),100 leaves plane ruled paper, 28 OZ Card board with sectional sewing and raxine patti binding front cover printed in single colour	70	50	
11	8-1/2x13 (Ruled),200 leaves plane ruled paper, 28 OZ Card board with sectional sewing and raxine patti binding front cover printed in single colour	70	50	
12	8-1/2x13 (Ruled),400 leaves plane ruled paper, 28 OZ Card board with sectional sewing and raxine patti binding front cover printed in single colour	70	50	
13	6.75x8.75 single side, single colour	57	50000	
14	7.00x5.2 single side, single colour	57	50000	
15	8.5x13 single side, single colour	57	50000	
16	9x11 single side, single colour	57	50000	
17	9x11 single side, single colour	80	50000	
18	8.5x13 single side, double colour	57	50000	
19	9x11 Both side, single colour	57	50000	
20	8.5x13 Both side, single colour	57	50000	
21	17x13 Both side, single colour	57	50000	
22	Ledger paper, Legal Size 100 page	70	1000	
23	Ledger paper, Legal Size 200 page	70	1000	
24	Ledger paper, Legal Size 300 page	70	1000	

**MODEL MANDATE FORM**  
**BENEFICIARY'S CUSTOMER'S OPTION TO RECEIVE PAYMENTS**  
**THROUGH E-PAYMENT**

Beneficiary Name :

Beneficiary Address :

Beneficiary Account No. :

Account type (S.B. Account/Current Account  
for cash credit) with code 10/11/13 :

9 Digit code number of the Bank & branch  
Appearing on the MICR cheque issued by  
the Bank (if available) :

Bank Name :

Branch Name :

Address :

Telephone No. :

IFSC (Indian financial service code) :

Photocopy of cancelled cheque to confirm  
correctness of IFSC code and Account No.  
Given in C & H :

I hereby declare that the particular given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information given by me as above, I would not hold the user institution responsible.

\_\_\_\_\_

(\_\_\_\_\_)   
Signature of the Beneficiary/Customer)

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

Stamp

\_\_\_\_\_

(\_\_\_\_\_)   
Signature of the Authorised/Official)