



EMPLOYEES'S STATE INSURANCE CORPORATIN

"Panchdeep Bhawan", Jawahar Lal nehru Marg, Patna-800001

(ISO-9001-2008 Certified Office)

Fax No: 0612-25521928, e-mail: rd-bihar@esic.in

No: 42-D-15/12/2012/17/Rate Contract

Date: 05 /11/2018

To

**LIMITED TENDER FOR MULTICOLOR PRINTING AND SUPPLY
OF WALL CALLENDAR-2019**

The Regional Director, ESIC, Regional Office, Patna invites tender from the empanelled/Registered firms for Printing and supply of Wall calendar-2019. The interested parties may submit their bid aforesaid items as per terms and conditions laid down below in the tender form and as per following tender schedule:-

Printing and supply of Wall calendar-2019	As Per Sample
Last Date & Time of submission of completed Tender Form in the prescribed tender box.	26 / 11 / 2018, 03:00 PM
Date & Time of Opening of Tender.	26 / 11 / 2018, 04:00 PM
Tender Fee (Non-Refundable)	Nil
EMD (Refundable)	Rs.2500 (Rs. Two thousand Five Hundred Only.)
Security Deposit	Rs. 5000 (Rs. Five thousand Only.)

Duly filled in forms, complete in all respect should reach the office of Regional Director, ESIC, Regional Office, Patna by 26/11/2018, 03:00 PM. The tender will be opened on 26/11/2018, 04:00 PM in presence of participants or their authorized representative (s), who choose to be present.

This sealed envelope superscribed with "**Tender for Printing and Supply of Wall Calendar-2019**". Containing signed tender documents along with self attested copies of desirable certificates/documents, Financial bid/Vendor's Rate shall be dropped in the tender box placed in the office of the :Regional Director, ESIC, Regional office, Panchdeep bhawan, J.L. Nehru Marg Patna-800001 on or before 26/11/2018 upto 03:00 PM

Tender must reach this office not later than the time and date notified in the tender form stated in the schedule of tender. In the event of tender received after scheduled date and time, the tender will not allowed in bidding and it will be rejected summarily.

- B. All entries in the Tender form shall be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory.
- C. Tender incomplete in any form will be rejected out rightly. Conditional Tenders will be rejected out rightly.
- D. No Tenderer will be allowed to withdraw the Bid after submission of the tenders within the bid validity period; otherwise the EMD submitted by the tendering firm would stand forfeited.
- E. Each page of the Tender document shall be signed and stamped by authorized representative of Tenderer in token of acceptance of the terms and conditions laid under the Tender Document.
- F. The bid received without the signature of authorized person will not be entertained and will be will be rejected summarily.
- G. The rates quoted in financial bid/Vendor's offer shall be in Indian currency and as per details furnished in **Annexure-C**

Document Acceptance :- Tender may be dropped either in the box earmarked for the purpose of be sent by Registered Post on given above before stipulated date and time.

General Terms & Condition:-

1. The rate of the items to be supplied to ESIC, Regional office, Patna should not exceed the rate on which it has been supplied/sold to any other Govt office.
2. Whenever and wherever the empaneled vendors are given any work order, the vendor shall honour and comply the supply order according to the specification, design, sample and any other instruction given by the office regarding the items, within the stipulated date mentioned in the work order. In case of non-compliance of any order, a penalty of 2% of work value for each default shall be imposed on him. The penal amount shall be recovered either from the pending bills.
3. The vendor shall comply with all the statutory requirements/norms issued by the Govt. From time to time.
4. Any items fails conformity with specification will be rejected out rightly and it shall be replaced immediately at the risk and cost of the supplier.

5. Eligibility Criteria:-

- (i) The bidder shall have GST or any other Govt, registration applicable for such type of work.
- (ii) The vendor must have PAN and Account in any of the Nationalized Banks/ Scheduled banks. (In case of Ltd/ Pvt Ltd/ Partnership Firms, the PAN and Account shall be in the name of the Firm/Company and in case of individual Ownership, the PAN and Account may be in the name of owner.

Attested copy of such certificates/documents should be enclosed along with tender documents.

(iii) Copy of Empanelment letter issued by this Office should be enclosed with tender documents..

6. Selection of Eligible Tender:-

i. First of all eligibility criteria of tender will be examined.

ii. After that the offered rate will be examined. The selection of successful bidder shall be made on the rate offered by the bidder keeping in the view of terms and conditiona.

iii. The successful bidder will be informed through letter/mail regarding accepted rate offered by them in respect of items.

7. Right of Acceptance/rejection:-

The Regional Director ESIC, Patna reserves the right to reject all or any tender in whole, or in part, without assigning any reason thereof.

8. Payment Terms:-

100% payment will be made only after satisfactory supply as per specification inspection, complete acceptance of the items by the Regional Director or any other person (s) authorized by him. Payment shall be made through Electronic Clearing system (ECS) within 06 weeks (approx) after satisfactory inspection of the items subject to appropriate and correct invoice, Challans and other documents as deemed fit.

9. Vendor's offer-Vendor shall furnish their offer (offered Rate) in Proforma under Annexe C.

10. **Selection of Tender:** After fulfilling Eligibility criteria the selection of the Agency will be decided as per the Rate offered in Annexured "C" by the agency for the item.

11. **EMD-** Demand Draft of Rs. 2500/- (Rs. Two Thousand Five Hundred only) in favor of ESIC A/C no. 02 payable at Patna will be submitted/Attached along with Tender Documents having validity minimum 03 months.

12. **Security Deposit:** The successful vendor have to deposit Rs.5000/- (Rs. Five thousand only) as security deposit in form of Demand Draft in favor of ESIC A/N no. 02 of any nationalized Bank payable at Patna after award of work. Which will be refunded without interest to the vendor after satisfactory completion of work as per specification or direction issued by this office.

13. **Legal jurisdiction:-** All legal disputes are subject to jurisdiction of Courts at Patna Court, Bihar.

14. **Sample Verification:** The vendor may visit to Regional office, ESI Corporation, Patna for sample verification during all working days between 05/11/2018 to 23/11/2018, b/ween 11:00 to 05:00 PM and have to sign on sample provided him for verification.

TENDER APPLICATION/DECLARATION FORM

S/No	Particulars	Furnished by Vendor
1	Name of the Firm	
2	Full postal Address	
3	Mobile Number	
4	Telephone Number	
5	Fax No	
6	E-mail Address	
7	Ownership Details	
8	Name of the Director/Prop/Partner(s)	
9	Residential Address of Director/Prop/Partner(s)	
10	Valid Trade license	
11	GST Registration	
12	PAN	*
13	Name and Address of your Bankers stating the name in which the Account stands. (Bank Account Details)	

UNDERTAKING

To,
The Regional Director
ESIC Regional Office
Panchdeep Bhavan, J.L.N Marg
Patna -01
Bihar

Sir,

I/ We do hereby solemnly declare and undertake that:

1. The terms & conditions of the tender is acceptable in complete. If any information in the tender submitted by me is found incorrect/false, at any time, the tender/ contract is liable to be rejected.
2. The items quoted by me/us have not been and are not being supplied to any other Govt. organization/institution at rates lower than those quoted here and the rates quoted in this tender are not more than M.R.P. Of the items.
3. The items quoted are of standard quality and workmanship
4. The firm is not black listed in any Govt. org./institution.
5. I/ We give the rights to the Regional Director to forfeit the performance security deposited by me/us if any delay/failure occurs on my/our part to supply the items within the prescribed time or the items of desired quality.
- 6.

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

Sign of Bidder

PRICE BID/FINANCIAL BID

S/No	Item Description as per Specification	Total Quantity	Rate (quoted by vender)	GST/Tax	Total Amount
1	2	3	4	5	6
1	Wall Calendar – 2019 (Multi colour printing) AS PER SAMPLE	1200 PCS (130 GSM) Paper			

Total amount/ net Composite Price in Word:-

(1).....

Note

1. Rates must be submitted in this format only and signed by bidder
2. A bidder should fill the columns, no columns should be kept blank.
3. The rate quoted are inclusive of all taxes (if any), valid for one year. The rates must be quoted F.O.R Destination as per work orders.
4. The L-1 rates will be evaluated based on net composite cost to E.S.I.C.
5. No extra charges will be paid for packing charges, Loading/Unloading charges etc.

Certified that rate offered as above are to the best of my knowledge and belief correctly and knowingly. I agree with all tender terms and conditions enunciated in the tender documents submitted.

Bidder signature With Seal