

WEST BENGAL AYUSH SAMITY
Registration No.: S/M/1901 of 2014-15
DEPARTMENT OF HEALTH AND FAMILY WELFARE
Swasthya Bhavan (6th floor), Gn-29, Sector-V,
Salt Lake City Kolkata-700091
Email id: wbayushsamity@gmail.com

Memo No.: 138/HFW-29099/2/2021-AYSAMITY

Date:- 22/07/2022.

NOTICE INVITING e-TENDER

PRINTING & SUPPLY OF PRINTED IEC MATERIALS

The West Bengal AYUSH Samity under the Health & Family Welfare Department hereinafter referred to as "Samity" invites e-bid from bonafide printing agencies for printing & supply of different printed IEC materials for wide publicity. It is intended to bring uniformity in the printing of different formats.

Intending Tenderer may download the tender document/s from the e-tender portal of Govt. of West Bengal at www.wbtenders.gov.in and the website of West Bengal Health & FW Department at www.wbhealth.gov.in. The submission of bids should only be through online at <https://wbtenders.gov.in>. Non statutory documents, Bid – T & Bid – F is to be submitted concurrently.

For transparency in the procurement process and to ensure wider participation, West Bengal AYUSH Samity would like to invite e-bid from all intending bidders, in accordance with the procedure elaborated below and subject to the broad terms and conditions mentioned, to ensure widest possible participation and encourage healthy competition among the bidders:

- a) Any bonafide agencies having registered office in India, manufacturing & having operational unit in West Bengal can participate.
- b) The agency should have aggregated annual turnover of Rs. 10,00,000/- (Ten Lakh only) for the last three financial years (2019-20, 2020-21, 2021-22) would be allowed to participate in the process.
- c) EMD: Bidders to submit EMD of amount of 2% of work value.

No EMD is required at the time of submission of the bid document. The successful bidder shall have to deposit EMD equal to 2% of the value of work order in the form of DD in favour of "W. B. AYUSH Samity" before issuance of work order.

- d) The item wise list of printed materials along with detailed specification, proposed to be printed & supplied to the Districts Head Quarter (CMOH Office) is given in Annexure A. The bidders are to quote rates in the designated cells of Price Form given at Annexure C. Different agencies may be selected for each of the items (e.g. Brochure). Selection of bidder will be based on the aggregated cost for sub-items of an item.
- e) The bidders would have to get themselves registered with the e-tender portal of the Government of West Bengal at <https://wbtenders.gov.in> and upload listed documents



including inter alia, their contact details, annual turnover, credential of Government supply in India and details of updated printing machines, owned by the agency with daily printing capacity etc. in the format provided at Annexure B in the form of a .pdf file.

- f) Any manufacturer / its subsidiary which is currently black-listed by any Government Department / Government Agency in India would not be eligible to participate in the tender. The bidder shall submit a notarized declaration in the format prescribed at Annexure E in .pdf format.
- g) Intending Tenderer may download the tender document from the e-tender portal of Govt. of West Bengal at <https://wbtenders.gov.in> and the website of Health and Family Welfare at www.wbhealth.gov.in. The submission of bids should only be through online at <https://wbtenders.gov.in>. Earnest money is to be submitted online only.
- h) The intending bidders will thereafter have to quote rates for the printed item in the tender and upload the details in the format provided at Annexure C. Annexure – C is placed with BoQ file on next sheet.
- i) The list of document to be submitted in the bid along with its uploading location is detailed below:

Check-List of Documents to be uploaded

Sl. No.	Envelope / Uploading Location	Documents
1	Technical Bid (Bid T)	<ol style="list-style-type: none"> 1. GST 2. PAN 3. Registration / Incorporation 4. IT Return for FY 2018-19, 2019-20, 2020-21 5. PL Balance Sheet of FY 2018-19, 2019-20, 2020-21 6. Credentials (credential of supply to Government organisation in India): Work order copy along with proof of payment received / satisfactory performance certified issued by appropriate authority/ Copy of consignee receipt document. 7. e-NIT Acceptance Form (Annexure-D) 8. Notarized Declaration (Annexure-E) 9. Details of updated printing machines owned by the agency, daily printing capacity etc in format Annexure-B 10. NIT Document, signed and stamped on every page.
2	Financial Bid (Bid F)	BoQ in .xls

[Signature]

j) Important Timeline:

Sl.	Items	Publishing date(s)
1.	Date of uploading of N.I.T. Documents (online)/ Date of Issue	26.07.2022
2.	Documents download / date (Online)	27.07.2022
3.	Bid submission start date (On line)	27.07.2022
4.	Bid submission closing (On line) Bid submission includes: i) i) Non statutory documents / Other Important Document (OID) to be submitted under My Document ii) BID – T (Technical Bid in PDF file) iii) BID – F (Financial Bid in BoQ file) Detailed list of documents annexed at Check-List Form	10.08.2022 (5.00 pm)
5.	Technical Bid opening date	16.08.2022
6.	Financial Bid opening date	To be notified later

k) Delivery of printed materials to the consignee in good condition must be completed within **30 (Thirty) Days** from the issuance of Award of Contract (AoC), failing which the AoC issued is liable to be cancelled automatically, without any further notice. TIA, at its own discretion, may also impose liquidated damages at the rate of 0.5% of the Invoice price for each week or part thereof, of delay beyond 30 days until actual delivery up to a maximum deduction of 5% of the Invoice price.

l) The following penalties shall be imposed against offences mentioned against each:

Sl.	Nature of offence	Penalty to be imposed
1	Any wrong or misleading information provided by the bidder during submission of bids	a. Forfeiture of EMD b. May lead to blacklisting in WBAS for at least 3 years
2	Non execution of agreement within 14 days of issue of AOC	a. Forfeiture of EMD b. Blacklisting for 5 years in WBAS. c. Blacklisting to be circulated to all procurement agencies throughout the country
3	Breach of Agreement	a. Termination of Contract. b. Blacklisting for 5 years in WBAS. c. Blacklisting to be circulated to all procurement agencies throughout the country. d. Forfeiture of the Performance Bank Guarantee e. Lodging FIR

Am.

- n) The technical bid of the bidders will be opened and evaluated first. After evaluation, the list of technically qualified bidders would duly be published in <https://wbtenders.gov.in> and hence qualified for opening of financial bid, but no individual communications would be sent. Only financial bid in electronic format would have to be submitted through the e-tender portal and after opening of financial bids on the appointed date and time, the lowest among the bidders against the printed item would generally be awarded the contract, after observance of the related formalities. The decision of the Tender Inviting Authority (TIA) in the matter would be final and binding upon all participants in the tender, and the tender inviting authority would have the absolute discretion to reject or accept bid of any bidder, without assigning any reason whatsoever.
- o) West Bengal AYUSH Samity would be at liberty to procure such printed items in as many tranches as may be considered expedient, in the interest of public service.
- p) **Rate Validity:** The rate offered in the financial bid should remain valid for a period of 2 (two) years from the date of issue of first Award of Contract (AoC) by West Bengal AYUSH Samity, West Bengal, but may be extended further on mutual agreement.
- q) **Payment Terms:-** Payment will be released within 30 days on receipt of invoice completed in all respect and on production of **Consignee Receipt Certificate (CRC)** duly signed by the consignee after completion of delivery at the consignee locations.
- r) **Consignee:** Printed materials are to be supplied at the head quarters of all districts including health districts in staggered manner. Detailed consignee will be communicated along with staggered supply order
- s) **Authority to placed order:** Supply order will be placed in staggered manner throughout the contract period. Detailed quantity, material and matter will be communicated with staggered supply order. Supply order can be placed by procuring authority of any section / programme division of Health & Family Welfare Dept. including district level authority.
- t) **Signing of Contract**
- Prior to the expiry of the period of bid validity, West Bengal AYUSH Samity shall issue Award of Contract (AOC). The draft agreement will be sent to the successful Tenderer along with the AOC and Special Conditions for Goods, if any.
 - Within 14 (fourteen) days of receipt of the AOC, the successful Tenderer shall sign and return the agreement to West Bengal AYUSH Samity along with the required value of Performance Security in full or in parts in the event of a staggered supply as decided by West Bengal AYUSH Samity.
- u) Exemption from payment of earnest money for tenders, payment of security deposits, if selected and price preference for S.S.I. units registered in West Bengal & PSUs in West Bengal will be given as per West Bengal Financial Rule incorporated under Finance Department notification No. 10500-F, dated 19.11.2004 read with its amendments.

Bidders should upload valid registration certificate / document issued by Government authority in support, if aforesaid exemption has been applied for.

Interested bonafide agencies are therefore invited to upload relevant documents in the form of pdf files to <https://wbtenders.gov.in> within the specified date mentioned in the NIT. Queries in the matter, if any, may please be emailed to wbayushsamity@gmail.com after the publication of this notice.

Sd/-

22.07.22

**Addl. Executive Director
West Bengal AYUSH Samity**

Annexure- A

Sl. No.	Materials	Open Size	Sheet	Paper	Name of Paper	Printing	Colour	Fold	Binding	Packeting	Single order quantity
1.1	Brochure	16.5 x 11.7 inchs.	1	130 GSM	Glossy Art Paper	Both Side	Multi colour	2 fold	Not Applicable	Kraft packets of 200 copies with strap binding	<10000
1.2	Brochure	16.5 x 11.7 inchs.	1	130 GSM	Glossy Art Paper	Both Side	Multi colour	2 fold	Not Applicable	Kraft packets of 200 copies with strap binding	10000 to 50000
1.3	Brochure	16.5 x 11.7 inchs.	1	130 GSM	Glossy Art Paper	Both Side	Multi colour	2 fold	Not Applicable	Kraft packets of 200 copies with strap binding	> 50000 to 1 lakh
1.4	Brochure	16.5 x 11.7 inchs.	1	130 GSM	Glossy Art Paper	Both Side	Multi colour	2 fold	Not Applicable	Kraft packets of 200 copies with strap binding	> 1 lakh
2.1	Brochure	11.7 x 8.3 inchs.	1	130 GSM	Glossy Art Paper	Both Side	Multi colour	2 fold	Not Applicable	Kraft packets of 200 copies with strap binding	<10000
2.2	Brochure	11.7 x 8.3 inchs.	1	130 GSM	Glossy Art Paper	Both Side	Multi colour	2 fold	Not Applicable	Kraft packets of 200 copies with strap binding	10000 to 50000
2.3	Brochure	11.7 x 8.3 inchs.	1	130 GSM	Glossy Art Paper	Both Side	Multi colour	2 fold	Not Applicable	Kraft packets of 200 copies with strap binding	> 50000 to 1 lakh
2.4	Brochure	11.7 x 8.3 inchs.	1	130 GSM	Glossy Art Paper	Both Side	Multi colour	2 fold	Not Applicable	Kraft packets of 200 copies with strap binding	> 1 lakh

ANNEXURE B

Basic information to be provided with the bid

1.1 Identity

(a) Name	
(b) Registered address	
(c) Phone number(s)	
(d) Fax	
(e) Email	
(f) Website	
(g) Address of Manufacturing & Operational Unit along with Phone number, fax number, E-mail ID	

1.2 Contact Person

(a) Name	
(b) Designation	
(c) Location	
(d) Mailing address	
(e) Phone number(s)	
(f) Fax	
(g) Email	

1.3 Profile

(a) Registration/ Incorporation detail	
(b) Turnover in the last three financial years	FY 2019-20:
(Rs. in Lakh)	FY 2020-21:

	FY 2021-22:
<p>d) Details of different types of updated printing machines, owned by the agency along with daily printing capacity:</p> <p>Name & Type of Updated Printing Machine:</p> <p>Number of machine (each type):</p> <p>Daily printing capacity of machine (each type):</p>	

1.4 Government Supplies in India

(a) Government Organizations/ Agencies to which printing materials supplied in India in the last 3 Financial Years	1) 2) 3) 4) etc
(c) Value of Government supplies in India in the last three financial years (Rs. in Lakh)	FY 2019-20:
	FY 2020-21:
	FY 2021-22:

Certified that the information provided above is true and correct to the best of my knowledge and belief.

Signature of Bidder

Date:

Place:

Annexure- C

Sl. No.	Materials	Open Siz	Sheet	Paper	Name of Paper	Printing	Colour	Fold	Binding	Packeting	Single order quantity	Rate Excluding GST (in Rs.)
1.1	Brochure	16.5 x 11.7 inchs.	1	130 GSM	Glossy Art Paper	Both Side	Multi colour	2 fold	Not Applicable	Kraft packets of 200 copies with strap binding	<10000	
1.2	Brochure	16.5 x 11.7 inchs.	1	130 GSM	Glossy Art Paper	Both Side	Multi colour	2 fold	Not Applicable	Kraft packets of 200 copies with strap binding	10000 to 50000	
1.3	Brochure	16.5 x 11.7 inchs.	1	130 GSM	Glossy Art Paper	Both Side	Multi colour	2 fold	Not Applicable	Kraft packets of 200 copies with strap binding	> 50000 to 1 lakh	
1.4	Brochure	16.5 x 11.7 inchs.	1	130 GSM	Glossy Art Paper	Both Side	Multi colour	2 fold	Not Applicable	Kraft packets of 200 copies with strap binding	> 1 lakh	
2.1	Brochure	11.7 x 8.3 inchs.	1	130 GSM	Glossy Art Paper	Both Side	Multi colour	2 fold	Not Applicable	Kraft packets of 200 copies with strap binding	<10000	
2.2	Brochure	11.7 x 8.3 inchs.	1	130 GSM	Glossy Art Paper	Both Side	Multi colour	2 fold	Not Applicable	Kraft packets of 200 copies with strap binding	10000 to 50000	
2.3	Brochure	11.7 x 8.3 inchs.	1	130 GSM	Glossy Art Paper	Both Side	Multi colour	2 fold	Not Applicable	Kraft packets of 200 copies with strap binding	> 50000 to 1 lakh	
2.4	Brochure	11.7 x 8.3 inchs.	1	130 GSM	Glossy Art Paper	Both Side	Multi colour	2 fold	Not Applicable	Kraft packets of 200 copies with strap binding	> 1 lakh	

e-NIT ACCEPTANCE FORM

(To be affirmed on stamp paper of appropriate value before Notary/ Magistrate)

AFFIDAVIT

This is to certify that we, M/s. _____, in submission of this bid confirm that all the terms and conditions of the Bidding Documents (Bid Reference No. / NIT-_____/20.. dated/...../20.....) and all Addenda, Corrigenda and clarifications issued to the Bidding Documents are read and accepted without any modification or conditions.

For [Name of bidder]

Place: [Name of authorized signatory] [Designation]

[Affix rubber stamp of bidder] [Date]

*[Note: Technical evaluation of the bid will only be taken up after scrutiny of **e-NIT ACCEPTANCE FORM** duly notarized]*

Declaration

(To be affirmed on stamp paper of appropriate value before Notary/ Magistrate)

AFFIDAVIT

We, M/sparticipated in the tender no.....for “printing and supply of printed IEC material” hereby declare that our Company is not currently black-listed by any Government Department / Government Agency in India.

Authorised Signatory of

Tenderer_____

Name_____

Designation with

stamp_____

Date_____