

INDIAN NURSING COUNCIL (INC)
(An Autonomous body under MOH&FW)

8TH FLOOR NBCC Centre, Okhla-1(Near Crowne Plaza Hotel)
New Delhi-110020

F.No. 5-1/2015-INC

Dated:

Sub: Tender Notice for Printing & Supply of Practical Record books for the Indian Nursing Council- reg.

This Council annually prints various Practical Record books for official use. The copies/samples of Practical Record books printed last year and required to be printed during this year can be seen/inspected in this office during the office hours on working days. Accordingly, sealed quotation is invited from reputed printers/publishers specifying rates for the following units for printing of following specifications of Practical Record books:

	Size	Paper	Pages	Text Printing	Cover Printing	Binding	Lamination
Practical Record Book 20,000 copies	7" X 9.5"	80 GSM	44 + Cover	Single Colour	4 Colour	Hard Bound	Gloss digital printing

(A) Terms & Conditions:

1. The bidder should have valid PAN, TAN, TIN and Service Tax Registration No.
2. The bidder should have been associated in past with similar activities (Please enclose sample of Practical Record books printed previously as well as detail for printing Practical Record books previously for any Central Govt. Department/State Govt./PSU etc. if any).
3. Paper sample to be used in printing of Practical Record books should be attached with the Technical Bid.
4. The bidder should have a turnover of Rs. 30,00,000/- (Rupees Thirty lakh only) per year during the last the three financial years i.e. F.Y. 2015-16, 2014-15 & 2013-14.

5. The bidder has to submit evidence of filing of Return of Income and the Audit Report u/s 44AB of the Income Tax Act, 1961 alongwith Balance Sheet and Profit & Loss Account for the preceding three Assessment Years i.e. A.Y. 2016-17, 2015-16 and 2014-15.
6. The bidder shall submit affidavit / undertaking stating that the agency is / has not been black listed by Central Government / State Government / any PSU in any of his previous contract.
7. The details and documents regarding technical bids and the rates quoted in financial bids should be in two separate sealed envelopes and the words **“Technical Bid along with EMD/ Bid Document Money in Annexure-A”** and **“Financial Bid in Annexure- B”** should be written clearly on the envelopes. Both these envelopes should be sealed in another envelope. The envelope should be super scribed as **“Offer for Printing and Supply of Practical Record books”** addressed to the **Secretary, Indian Nursing Council**. Any bid submitted otherwise is liable to be rejected.
8. The short listing of the agencies will be made on the assessment of the technical bid. The technical bids will be opened first. Thereafter, the financial bids of those agencies whose technical bids are found valid will be opened by the Tender Committee. The decision of this Council with regard to selection of agency will be final and binding and no communication in this regard will be entertained.
9. The willing bidders may visit office of Indian Nursing Council on any working day and during working hours to seek any kind of assistance related to printing and supply of Practical Record books.

(B) Other Requirements/Conditions:

1. The total amount for the printing and supply of Practical Record books as per the above specifications inclusive of all kind of Taxes, Packing, Freight and Transportation Charges etc., should be quoted.
2. The rate offered should be valid for a period of three months. The Council may, if required, place order for further units at the same rates within this period.
3. The Council reserves the right to increase or reduce the quantity of Practical Record books.
4. The Council will not pay any advance to the vendor. The vendor has to carry out the entire job on his own and the amount will be paid only after the satisfactory completion of the job and submission of the bill.
5. The vendor awarded contract, will be required to door deliver the Practical Record books to this Council at its office **8TH FLOOR NBCC Centre, Okhla-1(Near Crowne Plaza Hotel) New Delhi-110020**. It shall be the duty of the vendor to pack the Practical Record books appropriately/ suitably so that they are delivered in good condition.
6. Conditional tenders will not be entertained and shall be liable to be rejected.
7. Tenders sent by post/courier will be entertained.
8. For the purpose of satisfactory completion of the job, this Council reserves the right to impose any further terms and conditions and also to call a party for discussion before awarding the job to it.

9. Art work if any for the printing of Practical Record books will be provided by this Council.

10. Pre-approval of the printing material is compulsorily required.

(C) Time limit for execution of the job:

The maximum permissible time for completion of Printing and Supply Practical Record books in this Council is 30 days from the date of award of work. Delay in execution of the work within the time allotted will attract penalty @ Rs.10,000/- per day of the default. The part completion of job will attract penalty at the pro-rata basis.

(D) Earnest Money Deposit (EMD) and Bid Document Money:

The quotations shall be submitted along with (i) EMD of Rs. 30,000/- (Rupees Thirty Thousand only) refundable and non-interest bearing and (ii) bid document money of Rs. 250/- (Rupees Two hundred fifty only) non- refundable in the form of a demand draft payable in favour of **Secretary, Indian Nursing Council** payable at New Delhi. Quotations shall not be entertained without furnishing the EMD. The EMD and Bid Document Money should be submitted in separate demand drafts.

(E) Performance Security:

Within Seven (7) days from the date of the receipt of the award letter, the successful bidder shall furnish performance security to the Department which shall be equal to 10% of the value of the contract and shall be in the form of a Guarantee Bond from a nationalized /scheduled bank. The Guarantee Bond should be valid for a minimum period of one year. EMD of the successful bidder shall be returned after submission of performance security. After this EMD of unsuccessful bidders shall be returned.

(F) The Council reserves the right to accept or reject any or all the offers without assigning any reason whatsoever.

(G) For any legal dispute in the matter, the jurisdiction shall be of court at Delhi/New Delhi.

(H) The bid envelope should be dropped by 03:00 PM of 31/03/2017 in the Tender Box kept in office of INC at **8TH FLOOR NBCC Centre, Okhla-1(Near Crowne Plaza Hotel) New Delhi-110020**. Technical bids will be opened at 3:30 PM on 31/03/2017. Financial bids of those bidders who qualify as per technical bids would be opened on 07/04/2017 at 3:00 PM. The bidders, if they so desire, may depute authorised representatives in whose presence the Technical/Financial bids shall be opened. The above mentioned dates/time are subject to change and shall be communicated separately in case of any change. For any queries in the matter.

(K.S Bharati)
Joint Secretary

Annexure – A (Technical Bid)
BIDDER'S PARTICULARS
(For Printing and Supply of Practical Record books)

1. Name of the Bidder :-
2. Full Address of the Bidder :-
3. Name of the Authorised Signatory :-
4. Name & address of the officer to whom :-
All reference shall be made
regarding this tender.
- (a) Telephone :- (b) Fax No. :-
- (c) E-mail :-
- (d) Mobile :-
5. Documents showing the turnover of Rs. 3,00,00,00/- (Rupees Thirty lakh only) per annum during the last 3 Financial Years i.e. F.Y. 2015-16, 2014-15 & 2013-14.
6. Financial Status i.e. evidence of filing of IT Returns along with final accounts for the last 3 Assessment Years i.e. A.Y. 2016-17, 2015-16 and 2014-15.
7. Service Tax Registration/ CST/VAT/TIN No. (as applicable) with evidence:
8. PAN/TAN number with evidence:
9. Affidavit / undertaking stating that the agency is / has not been black listed by Central Government / State Government / any PSU etc. in any of his previous contract
10. Document showing that Bidder has been associated in past with similar activities. (Pl. Enclose sample of books/ Reports printed previously as well as with detail)
11. EMD of Rs. 30,000/- (Rupees thirty Thousand) refundable and bid document money of Rs. 250/- (Rupees Two hundred fifty only) non- refundable in favour of **Secretary Indian Nursing Council**, New Delhi. Please note that if any of the above mentioned documents is not found enclosed with the Tender documents, the Technical bid shall be summarily rejected.

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage, I/We will be blacklisted and will not have any dealing with the Council in future.

(Signature of Authorized Signatory with date and seal)

Annexure-B

FINANCIAL BID DOCUMENT

(For Printing and Supply of Practical Record books)

1. Name of the Bidder : _____

2. Address (With Tele.No. & Fax No.) : _____

3. Bidding price for printing of
One Practical Record book (in Rs.) : _____

write in both figures and words

(The bidding price to be quoted should include all type of Taxes/Freight/ Transportation /Cost of packing etc.)

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not have any dealing with the Council in future.

(Signature of Authorized Signatory with date and seal)