

No. DHS/FW/452 G/17-18/573  
Government of Goa  
Directorate of Health Services  
State Family Welfare Bureau  
Panaji-Goa.  
Date: 9<sup>th</sup> October 2017

## **PRINTING OF SMALL SIZE DIARIES 2018**

### **Bid Document**

Sealed tenders are invited by the State Family Welfare Bureau, Director of Health Services, Govt. of Goa on interested eligible printers/ manufacturers having sophisticated four/five colour printing facility which includes processing and colour separation, binding /cutting, packing etc, in its premises for printing and supply of **2000 Small Diaries** for the year 2018, as per the following schedule.

|                         |   |                               |            |
|-------------------------|---|-------------------------------|------------|
| Issue of Bid Document   | : | 9 <sup>th</sup> October 2017  |            |
| Last date of Submission | : | 23 <sup>rd</sup> October 2017 | by 12.00pm |
| Opening of Price bid    | : | 23 <sup>rd</sup> October 2017 | at 3.00pm  |

It may please be noted that price bid will be opened only of those printers who are found to be fulfilling the criteria as prescribed.

### **TECHNICAL SPECIFICATION**

#### **2000 Diaries**

| <b>Sn</b> | <b>Description</b>          |   |
|-----------|-----------------------------|---|
| 1         | Quantity                    | <b>2000</b>   |
| 2         | Size & other Description :- | Outer cover of small size diary 22 cms x 16 cms (A5 size) vertical hard cover i.e. imported outer cover with imported board should be used for cover strictly as per sample/dummy cover will carry “ State Family Welfare Bureau, Directorate of Health Services, Government of Goa” and Logo at the front and back cover of the diary. |
| 3         | Inner Pages:-               | Size 21.5 cms x 15.5 cms; 70 GSM April fine Indonesian paper. Total number of pages will be around 345 including 30 pages (including one colour page) of informative matter pertaining to Health & Family Welfare Programme ( <i>One page for each day and Saturday &amp; Sunday on one page</i> )                                      |
| 4         | Paper & Description:-       | 70 GSM April fine Indonesian paper  |
| 5         | Binding                     | Section Binding   |
| 6         | Others                      | Rough dummy (Executive diary)/CD's with artworks/design and hard copy to be provided by the Department.   |
| 7         | Packing                     | Diaries will have to be supplied with quality thick PVC milky-white bag and packed in corrugated cartons.   |

|   |                   |  |
|---|-------------------|--|
| 8 | Completion of Job | Within 20 days from date, the order is placed.   |
| 9 | Delivery          | Total consignment at one stretch within the scheduled time at the Office of the State family Welfare Bureau, Directorate of Health Services, Campal, Panaji Goa or any other place in Goa identified by the Department |

### **TERMS AND CONDITIONS**

1. The quantities mentioned are approximate and may vary at the time of placing the order. No compensation will be paid on account of varying quantity.
2. Tenderer should not be supplier but should be printer/ manufacturer of diaries and should have sophisticated four colour printing facility in its premises.  
An evidence to that effect is to be enclosed with the quotation Application with Registration number. If required, the department will visit the printing press to verify the facilities.
3. **Sample of the diary as per the Technical specification may be attached during the submission of tender bid.**
4. Tenderer should have its full-fledged office.
5. **Tender document may be collected from this office by paying Rs.200/- or you can download the bid document from [www.nhm.goa.gov.in](http://www.nhm.goa.gov.in) website and docemnet fee i.e. Rs.200/- may be submitted along with the tender envelope.**
6. Tender should be valid for 1 year from the date of placement of order.
7. Conditional offers are liable to be rejected.
8. The Department will not make any advance payment. However, bills. If otherwise in order, could be paid promptly on receipt of confirmation for having received specified number of Diaries in good condition. Income Tax etc. will be deducted at Source (TDS) from the final bills as required under I.T. Act.
9. No other charges shall be payable except for the rate quoted for the quantity mentioned.
10. No modification in the rates will be accepted/entertained except in case of changes made and agreed by the department.
11. Delivery as per schedule should be completed within 20 days from the date of the order. It will be Tenderer's responsibility to provide the finished sample along with copy of proof of all the printing material for approval, within five days from the receipt of art work and printing material from the department failing which the order may be cancelled. In the event of any delay in adhering to the time schedule for printing and delivering by the specific date, **the Tenderer shall be liable for the payment of penalty @1% of tender value for per week of delay subject to 10% of tender value for the delayed period as liquidated damages to the Department. The day will be reckoned at the end of working hours.**
12. If the work is not found to be good quality, then the **Department will have the right to make suitable deductions from the payable amount or material deductions from the payable amount or material delivered will be rejected paying any price/compensation. The decision of the Department in this regard will be final.**

13. Any delay beyond one week in adhering to the prescribed delivery schedule or failure to supply requisite number of Diaries **of agreed quality and specifications would entitle the Department to cancel the order.** In such a event, the Department shall not be liable to pay any amount and the supplier shall not be entitled to recover from the Dept. any amount by way of damages, loss or otherwise for such cancellation of the order but at the same time the Dept. shall be entitled to recover the loss which the Dept. may incur on account of non-delivery or late delivery or on account of placing orders with other suppliers and recover from the printer/supplier the difference between the price at which it has been agreed to supply and the price at which the Dept. is forced to place fresh orders.
14. **The Earnest Money deposit (EMD) of Rs. 10,000/-(Rupees ten thousand only) by Demand draft of Pay Order favoring of State Family Welfare Bureau, Directorate of Health Services, Campal-Panaji is to be submitted along with the tender Form and is refundable only on the non acceptance of the offer. Tender submitted without EMD will not be entertained.**
15. If the contract is awarded then the Security Deposit @ 10% of the total cost of contract is to be deposited immediately in the form of Pay order or Demand Draft favoring State Family Welfare Bureau, Directorate of Health Services, Campal-Panaji or by Bank Guarantee which will be retained by Dept. till the satisfactory completion of the work. The Director reserves the right to forfeit the amount in case contractor fails to execute the order.
16. The Department will reject the incomplete quotations.
17. **THE TENDERERS MUST SUBMIT THEIR OFFER IN ENVELOPES AS UNDER.**

**ENVELOPE:** To be superscribed as “**TENDER**” – **DIARIES 2018**. It shall contain only the following.

- A. Complete Quotation in the enclosed format with samples of 70 GSM April fine Indonesian paper. **Tender should be submitted inclusive of all taxes, duties, charges for delivery** at State Family Welfare Bureau, Directorate of Health Services, Campal-Panaji or any other place to be decided by the Department.
  - B. Quotation should be signed by authorized persons with date and seal of the company.
18. The Tender Clauses are liable for alteration without any notice and decision of Director of Directorate of Health Services shall be final
  19. Registration No. in respect of Establishment, Sale Tax, Income Tax Clearance should be furnished alongside the tender. The tenderer shall attach proof, if the firm is SSI unit qualifies for price relaxation.
  20. Director of Directorate of Health Services reserves the right to inspect the printing press.
  21. Envelope containing Financial Bid **will be opened at 3.00 p.m. on October 23, 2017** at the office of Chief Medical Officer, State Family Welfare Bureau, Directorate of Health Services, Campal-Panaji.

22. The Director of Directorate of Health Services reserves the right to amend, modify, add or delete, accept or reject in part or full any conditions or specifications or quantity or the offers without assigning any reason thereof. The decision of the Director shall be final.

**(Dr. Vandana Dhume )**  
Chief Medical Officer, SFWB

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