

Jansankhya Sthirata Kosh
(National Population Stabilization Fund)
285, August Kranti Bhawan, Annie Besant Gate,
Bhikaji Cama Place, New Delhi- 110066

File No. JSK/35(2)/IITF/2016/

Dated:21st October, 2016

Subject: - Notice for inviting tender for hiring Agency/Firm/Service providers for Design, Print and Supply of IEC materials for IITF-2016, New Delhi.

Dear/Mr./Ms.

Jansankhya Sthirata Kosh, an autonomous body under Ministry of Health and Family welfare, invite BIDs to hire an Agency/Firm/Service provider to design, print and supply of IEC materials for IITF-2016, to be held from 14th to 27th November -2016 at Health Pavilion under the Pragati Maidan, New Delhi.

Interested parties may send sealed BID addressed to the Executive Director, Jansankhya Sthirata Kosh, Room No. 285, August Kranti Bhawan, Bhikaji Cama Place, New Delhi-110 066 latest by October 31st 2016 up to 2:00 PM. The competent authority reserves the right to cancel/ add any item or the entire tender without assigning any reason.

The terms and conditions and Performa for submitting the tender is enclosed at Annexure-A (Term and Conditions), Annexure-B (Technical Bid) and Annexure-C (Financial Bid). The terms and conditions and relevant information may also be seen at JSK website www.jsk.gov.in. All agencies/firms are advised to visit the JSK office to see the samples of IEC materials on 24-27th October 2016 (10:00AM- 4:00PM) before finalizing the financial BIDs.

Thank you,



(Dr. Teja Ram)
Head of Office, JSK
Ph.011-26197380, 26181633

TERMS AND CONDITION

i.	Condition of satisfactory performance in at least two Government Offices during the last three years (Enclosed appreciation letters)
ii.	The Agency/Firm should have at least three year experience in the field of printing, designing and supplying IEC materials
iii.	Condition of satisfactory performance in at least two Government Offices for the last three years.
iv.	Minimum turnover of at least Rs. 30 Lakh in each year during the last three Financial years i.e. 2012-13, 2013-14 and 2014-15.
v.	The Agency should be agreed to deliver printing material as per the Specifications within five working days at any place in Delhi as directed by JSK. Timeframe for delivery of material should be strictly adhered to failing which JSK reserves the right to cancel the tender and go for fresh tendering apart from taking penal action against the Agency.
vi.	The Agency should submit an EMD of Rs. 10,000/- (Rupees ten thousand only) in the form of a Demand Draft drawn in favor of “ Jansankhya Sthirata Kosh, New Delhi ” along with the quotation letter (Technical Bid).
vii.	Conditional tender will not be accepted and any breach on terms and conditions will entail the firm being black listed by JSK apart from other penal action. The Agency shall not make any condition regarding quantity of material ordered.
viii.	JSK will have no liability regarding transportation, loading and unloading of material and all the material ordered for should be delivered at the designated place in good condition.
ix.	The Firm/Agency should get approval for the proof of the material before final printing. JSK reserves the right to reject goods which do not confirm to the specifications. The defective printing material, if found will be replaced by the Agency
x.	Payment will be made only through pre received bills supported by delivery Challan of the material. TDS and other taxes as applicable will be deducted from the bill.
xi.	Price quoted should be in Indian rupees and should be rounded off in full figures and unambiguous. Any ambiguities in the rates are liable to rejection. The quoted price should also include the impact of all overheads.
xii.	Under no circumstances, shall the firm appoint any sub- contractor or sub- lease the contract. If it is found that the contractor has violated the conditions, the contract will be terminated forthwith without any notice by the Competent Authority
xiii.	Apart firm above, JSK will be free to make purchase the items at the risk and cost of the firm.
xiv.	Tender application without complete documents shall not be considered. There is NO fee for tender documents.
xv.	Failure by the Agency/ Contractor to comply with any statutory requirements and terms of agreement during the period of contract shall result in termination of the contract and subsequent disqualification for participation in any future tender in JSK. The security deposit shall also be forfeited.
xvi.	Any corrections or over writings in the tender document should be authenticated by the authorized person of the firm.
xvii.	The agency should have a PAN/TIN number/ VAT No.

xviii.	Tender can be accepted, up to 02.00 P.M. on 31st October, 2016 and will be opened at 03.00 PM (Subject to change) on the same day. In case 31 st , October happens to be a holiday then tender will be accepted up to 02.00 PM on the next working day and will be opened at 03.00 PM (subject matter of change) on the same day. Authorized representative of the firm could attend the opening of tender.
xix.	Technical Bid with EMD amount should carry one envelope and may highly superscripted with Technical Bid for IITF- 2016. Financial BID should carry Schedule-I and may put in separate another envelope with highly superscripted with Financial BID for IITF- 2016. Both envelopes should be put in a big envelope with superscripted with “ Tender for design, Print and supply of IEC materials for IITF-2016 ”.

TECHNICAL BID

S. No.	Particular	To be filled by the bidders
1.	Name of the Firm	
2.	Address of the Firm with e-mail id	
3.	Name of the authorized Signatory (IN BLOCK CAPITAL)	
4.	Specimen Signature of the authorized signatory	
5.	Telephone Number of the office bearer with e-mail id and Mobile Nos.	
6.	Fax Number of the Firm	
7.	TIN Number of the Firm, PAN No. / VAT No. (Attached the copy)	
8.	Length of experience in the field of Printing, IEC material development (in years) Minimum three year experience is required). Please also enclose the documentary proof. Like-Work Orders, Supply Orders, Work Completion report, appreciation letters etc	
9.	List of Ministries / Govt. Departments/ Organizations for which the Agency has performed this job. Copies of contract/ work orders to be attached from at least two Govt. organizations during the last three years.	
10.	Whether all the documents are signed by authorized signatory of the firm (Yes/No)	
11.	Whether the firm agrees to deposit performance Security (Yes/ No).	
12.	Whether the Firm has submitted EMD (Yes/No). If Yes" then Draft Number and date.	
13.	Whether the Firm has any legal suit /criminal case pending against it for violation of PF/ESI/MW act or any other law. Yes/No.	
14.	Any special condition which the Agency/Firm is to mention (Yes/No).	
15.	Annual Turnover for the last three financial years i.e. 2012-13, 2013-14 and 2014-15 Include CA certified duly attested copies of turnover.	

Declaration:

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

(Signature and Seal of authorized signatory)

Date

FINANCIAL

S. N	Item/Description	Unit/Quantity	Rate per Pc/Sq Ft.	Total Amount (In Rs.)
1	Sun board panel 2'x5' (Venial digital printing on 3 mm sun board with lamination)	15		
2	Rotoglow sheet (Four sided) of 18"x18", size printed on acrylic sheet transparent and pasted on white plastic board (see sample)	1		
3	Trans-lite change of Panel-Scroller of size 2'x3', 5 display message sheet in one Scroller (venial digital printing with plastic quoted)	8		
4	Flex of Standees of 6'x4' (Venial digital printing)	8		
5	JSK IEC brochure-multicolored (as per sample)	1000		
6	Pocket size calendar (16-17 year) multicolored folded open size 3.5"x5", <u>as per sample</u>	10000		
7	Key ring with call center no. and logo of JSK made on both side print on acrylic 3 mm sheet (as per sample)	10000		
8	Background of Selfie size of 20x8 ft on star flex with black back stand on iron	1 pc		
9	3 mm sun board pla card of size- 1 ½ ft x 3 ft, frame cutting of 1x1 ¼ ft.	6		
10	Pla card of 3 mm sun board with design on	50		

	every card (10x5 set)			
11	Banners 4'x6' digital printing on star flex with hole on four side	5		
12	Sun board of 6 mm thick and of size 20"x30" vinyl digital printing in multi color	2		
13	Painting Stand (wood) on hire for 14 days	2		
14	Mind set change and advocacy posters printed on star flex size- 6x4 ft with digital multicolor printing. To be fitted in Wooden frame	6		
15	Photo collage printed on flex of size 8x12 ft	1		
16	Recycled Carry Bag as per sample	5000		
			Service Tax	
			Vat @	
Grand Total including all taxes				

(Signature and Seal of authorized signatory)

Date