

National Health Systems Resource Centre
 NIHFW Campus, Baba Gang Nath Marg, New Delhi – 110067
 Tel. +91-11-26108983, 84, 92, 93. Fax: +91-11-26108994
 Website: www.nhsrccindia.org

Tender Reference No.: NHSRC/2018-19/Tenders/Admin/01

11 Feb 2021

SUBJECT : Annual Rate contract for publication of tender notifications, Job Advertisements, Corrigendum Etc.

Tender Fee & EMD – NIL (EXUMPTED AS GoI Guidelines).

1. On behalf of the Executive Director, NHSRC, the Indenter, Sealed Tenders are invited for hiring in a **Two Bid System** for Annual Rate Contract for publication of tender notifications, Job advertisements, Corrigendum etc. from reputed and experienced agencies, Govt. of India/ State Govt./ Any other reputed Public Institution/ Body in Delhi/ NCR strictly subject to the Terms and Conditions of the Contract as notified in the tender document available on the official NHSRC website www.nhsrccindia.com for use in the NHSRC, NIHFW Campus, Baba Gang Nath Marg, Munirka, New Delhi -110067. Eligible and interested agencies may send their Tenders to **The Principal Administration Officer, National Health System Resource Center, NIHFW Campus, Baba Gang Nath Marg, Munirka, New Delhi – 110067.** On or before **14.00hrs on 25 Feb 2021.**

2. Schedule to the Invitation of Tender

i	Tender document download/Sale date/time	:	1000 hrs on 12 Feb 2021
ii	Pre bid meeting	:	1500 Hrs. On 18 Feb 2021
iii	Tender document download/sale end date/time	:	1400 Hrs. On 25 Feb 2021
iv	Last date and time for receipt of bids	:	1500 Hrs. on 25 Feb 2021
v	Date and time for opening of Prequalification-cum-technical bid	:	1630 Hrs. On 25 Feb 2021
vi	Service to be provided	:	Annual Rate Contract for publication of tender notifications, Job Advertisements, Corrigendum, etc.
vii	Period / Extension of contract	:	Up to 31 March 2022 from the date of Award of contract with an option of extension for a maximum period of two years at the same rate, terms and conditions subject to provision of satisfactory services and at the sole discretion of NHSRC are year at a time.
viii	Validity of tender offers	:	180 days from date of opening of prequalification-cum-technical bid.
ix	Performance Security total cost of Bid (for Finalized Bidder only)	:	₹1,00,000/- (Rupees one lakh only)

3. **The bidder must read the prescribed terms & conditions and accept the same to proceed further to submit the bids.**
4. After downloading the tender schedules, the Bidder should go through terms and conditions carefully and then submit the documents as asked, otherwise, the bid will be rejected.
5. Bidder must unconditionally accept all terms and conditions stipulated in the original/downloaded tender document and submit/ the entire signed and stamped document.
6. In case the date of opening of tenders is declared a holiday for unexpected reasons, the tenders shall be opened at the same time on the next working day.
7. All documents submitted should be self-attested with seal on each page of the bidder.
8. All pages of the bid including all enclosures should be numbered (except printed leaflets/catalogue) and must be duly filled in, signed and stamped by the bidder or his authorized representative. Offers received without signature and seal on all pages are liable to be rejected.
9. Bidders are requested to see the tender site www.nhsrccindia.org regularly before due date of submission for any probable corrigendum/ addendum which could be uploaded subsequently against this tender.
10. The tender Bids containing terms and conditions can be obtained through downloading. Tenders may be sent by registered post/or may be dropped in Tender Box in this office, held at the Reception so as to reach before 1500 Hrs. On **25 Feb 2021**. NHSRC shall not be responsible for any postal delays.
11. Tenders shall be opened in the presence of tenderers or their authorized representatives if they wish to be attend. (only 1 representative).

12. PROCEDURE FOR SUBMITTING TENDERS

- A. **Pre-Qualification cum Technical Bid:** Documents are required to be submitted in the **Pre-Qualification cum Technical Bid (Annexure – I)**. In case of non- submission of requisite document(s) or providing of incomplete details by the bidder, the bid is liable to be rejected during the evaluation without any further reference, whatsoever.
 - i. Covering letter clearly indicating the list of enclosures.
 - ii. Original/downloaded tender document should duly filled in, signed and stamped by the bidder or authorized representative of the bidder.
 - iii. Pre-Qualification cum Technical Bid should be duly signed by the bidder or authorized representative of the bidder in the Proforma and format as given in **Annexure – I**.
 - iv. Self-attested Copy of Income Tax Return alongwith audited documents for the last three years, PAN number, GST Registration of the bidder as per **Appendix–I**.
 - v. Proof of successfully providing of the similar services i.e. certified copies of the workorder for providing similar services for any Govt./Public Sector Institutions or reputed private organization in Delhi/NCR during last three years alongwith endorsement from the concerned Institution. **Appendix –II**.
 - vi. Undertaking on Non-Judicial stamp paper of Rs. 50/- duly notarized and signed by the bidder or authorized representative of the bidder for accepting the Terms and Conditions of the Tender document and to comply with them as per **Appendix -III**.
 - vii. NHSRC has right to Amend/Reject/ Withdraw/ Revoke/ Cancel/Scrap whole or any part of tender at any stage without assigning any reason and NHSRC will not be liable for any cost and consequences incurred by the intending Tenderers.
 - viii. The agency should have good financial standing with average turnover of more than Rs.50 lakhs base on last three years balance sheet.

- ix. The agency should never been black listed from any of the Government agencies/state Government/PSUs. This is to be notarised. there should be no records providing unsatisfactory services to NHSRC in past
- x. Telegraphic/ Tele/ Fax/ Email and letterhead quotations are not acceptable and will be rejected.
- xi. It shall be presumed that the terms and conditions mentioned in the tender document have been duly accepted by bidder while submitting the bid. The bidder shall have no right to modify/ alter/ amend/ delete any terms/ conditions mentioned in tender document. Any failure on the part of the contractor to observe the prescribe procedure and any attempt to canvas for the work will prejudice the contractor's quotation.
- xii. Conditional bids shall not be accepted.
- xiii. Offer will be accepted in Two Separate Sealed envelopes super-scribed (a) Technical Bid and other documents and (b) Financial Bid containing Price Schedule, and respectively. Both the envelope super-scribe suitably **Tender Document: Annual Rate Contract for publication of tender notifications, Job Advertisements Corrigendum, etc.** addressed to **The Principal Administration Officer, National Health System Resource Centre, NIHFV Campus, Baba Gangh Nath Marg, Munirka, New Delhi – 110067** on the bottom left Hand Cover.

13. Bid Security (EMD): - Exempted with declaration as per MOHFW letter No Z.280 1 5 125 12020-Proc.I(EPW) dated 18 Dec 2020 and Dep of Expenditure No F 9/4/2020-PPD dated 12 Nov 2020

14. PERFORMANCE SECURITY:

- i. Successful bidder shall have to furnish the Performance Security for an amount as indicated in Para 2 (ix) to ensure due performance of the contract within fifteen (15) days or earlier from the date of receipt of communication from NHSRC informing "Acceptance of bid".
- ii. The Performance Security shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the Award Letter.
- iii. Failure of the bidder to submit the above-mentioned Performance Security shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security.
- iv. The Performance Security as mentioned in the Para 2 sub-para (ix) above shall be released on satisfactory completion of all contractual obligation.
- v. The Performance Security shall be furnished in form of a Demand draft/ Pay order /Bank Guarantee/Fixed Deposit Receipt (FDR) and shall be made in favour of "National Health Systems Resource Centre" payable at Delhi.

15. COMMUNICATION OF ACCEPTANCE

Acceptance of tender by the Indenter will be communicated by registered letter/ speed post/ fax/e-mail or a formal letter of 'Acceptance of Bid' or 'Award of Letter' informing amount of Performance Security to be deposited. The award of work order, when issued to successful bidder, constitutes the contract with collateral supports from terms and conditions of the tender limitation notices as well as formal agreement on non-judicial stamp paper if any, all of which finally form the contractual obligations to be adhered to / performed by the bidder. Non-performance of any such obligations make the bidder liable for consequential effects.

- ii. The CONTRACT/agreement (if required) on a non-judicial stamp paper of Rs. 100/- and will be signed by the successful bidder within 15 days from the date of issue of the 'Acceptance of Bid' or Work Order failing which, the bidder may be blacklisted.

16. DISCLAIMER : The near relatives of employees of NHSRC are prohibited from participation in this tender. The near relatives for this purpose are defined as:

- i. Members of a Hindu Undivided Family.
- ii. The one is related to the other in the manner as father, mother, sons(s), son's wife (daughter-in-law), Daughter(s) and daughter's husband (son-in-law), brother (s) and brother's wife, sister(s) and sister's husband (brother-in-law)
- iii. Their husband and wife.

17. ANNULMENT OF AWARD: Failure of the successful bidder to comply with the terms and conditions of the contract/workorder shall constitute sufficient ground for the annulment of the award in which NHSRC may make the award to any other bidder at the discretion of the Institute or call for new bids.

18. INDEMNIFICATION :

- i. The Bidder/Supplier shall, at its own expense, defend and indemnify the owner against all third-party claims.
- ii. The Bidder/Supplier shall expeditiously extinguish any such claims and shall have full rights to defend itself there from. The Indenter shall not pay any compensation to a third party resulting from such infringement and the Bidder/Supplier shall be fully responsible for the same, including all expenses and court and legal fees.
- iii. The Indenter will give notice to the Bidder/Supplier of any such claim without delay, shall provide reasonable assistance to the Bidder/Supplier in disposing of the claim, and shall at no time admit any liability for or express any intent to settle the claim.
- iv. Final payment to the bidder /supplier by the indenter will not be made while any such suit or claim remains unsettled.
- v. The rate shall be at the prescribed DAVP rate applicable for Government advertisement with maximum offered thereon.

19. FINANCIAL BID:

The Financial Bids must be submitted in the prescribed format in the (Annexure-II) in separate sealed cover kept inside the main cover. The Financial Bids of those tenderers who are found technically feasible will be opened on a specific date and time, which will be intimated later to the eligible tenderer. A duly constituted Tender Evaluation Committee will evaluate the Financial Bids.

20. SERVICES TO BE PROVIDED: JOB SPECIFICATIONS TERMS AND CONDITIONS

FOR ANNUAL RATE CONTRACT FOR PUBLICATION OR TENDER NOTIFICATIONS, JOB ADVERTISEMENTS CORRIGENDUM, etc.

- i. **Quotation** : It should be submitted in a sealed envelop super scribing 'Name of Tender and due date and sender's name with full address including Telephone number / fax number, indicating Technical and Financial requirement. Technical Bid as a Appendix 'A'.
- ii. **Rate** : The advertisement rate shall be at the prescribed DAVP rate applicable for Government advertisement with maximum offered thereon.
- iii. **Date of Advertisement**: The advertisement shall appear in the desired Newspaper on the date specified by NHSRC
- iv. **Payment Terms:**
 - a. Bill shall be submitted by the vendor in duplicate along with the news paper cutting of the advertisement appeared and the DAVP rate proof of the specified newspapers.

- b. Monthly bills have to be forwarded to Principal Administrative Officer, National Health Systems Resource Centre (NHSRC) NIHFV Campus, Baba Gangh Nath Marg, Munirka, New Delhi – 110067 for certification before forwarding the same to Accounts Officer for arranging payment within 30 days after verification of bills at NHSRC.
- c. The discount so offered as in tender shall be shown clearly in the bill and the amount of discount should be deducted from the total bill amount and the net amount to be paid has to be shown clearly.
- v. **The Executive Director Reserve the Right:** To award parallel contact to any other agency during the period of the Contract, at the same rate as the lowest rates, Terms and conditions bidder.
- vi. **Exclusive Right to the Executive Director, NHSRC:** The Executive Director reserves all rights to reject any tender including of those tenders who fail to comply with the instructions without assigning any reason what so ever and does not bind itself to accept the lowest or any specific tender. The decision of NHSRC shall be final and binding. NHSRC reserve the right to award the Tender to one or more than one vendor. NHSRC also reserve the right to amend, modify add or delete any terms and conditions of the Tender in the interest of the NHSRC without assigning any reason.
- vi. **Good and Service Tax :** Good and service tax will be paid extra as applicable.
- vii. **Sub-letting of Work:** The firm shall not assign or sub-let the work or any part of it to any other person or party. The tender is not transferable. Only one tender shall be submitted by one tenderer.
- viii. **Tax Deduction at source:** NHSRC shall make Taxes deduction as applicable at source as per prevailing of the Tax Rule of Government of India.
- ix. **FALL CLAUSE :** The rate with discount charged for the publication of tender notices, shall in no event, exceed the rates (with discounts) at which the agency charges to any other person/ customer during the period of the contract. If the agency charges lower net rates other than the one agreed under the contract, they should notify NHSRC of the same immediately and the reduced net rate will be applicable from such time under the rate contract.
- 21. PENALTY CLAUSE:** NHSRC will impose appropriate penalties on case to case basis for failure to meet the agreed upon the conditions.
- 22. JURISDICTION:** Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference if the same had been the subject matter of a suit, any and all action sand proceeding arising out of or relative to the contract (including any arbitration in terms thereof) shall lie only in the Court of Competent Civil jurisdiction in this behalf at NCT of Delhi and only the said Court(s) shall have jurisdiction to entertain and try any such action(s) and/or proceeding(s) to the exclusion of all other Courts.
- 23. ARBITRATION:** Disputes, if any way, please include from earlier tender check shall be settled mutually, failing which it shall be referred to one-man arbitrator appointed by The Executive Director of NHSRC in accordance with arbitration and reconciliation Act 1996, whose decision will be final and binding on both the parties.

Signature of Witness**Signature of Bidder**

Checklist for Pre-Qualification cum Technical Bid for Annual rate Contract for publication of Tender Notifications, Job Advertisement, Corrigendum etc.

Tender reference No. _____

Due for opening on: _____

Name of the Service Provider _____

The following documents are required to be submitted in the Pre- Qualification cum Technical Bid in a sealed envelope Super-scribed "TECHNICAL BID"

S. No.	Items to be submitted	Remarks
1.	Covering letter indicating the list of all enclosures.	
2.	Original/downloaded tender document duly filled in, signed and stamped by the bidder or his authorized representative of the bidder.	
3.	Information duly signed by the bidder or authorized representative of the bidder in the Proforma and format as given in Annexure-I	
4.	Self Attested Copies of following Appendix -I i) Certificate of registration ii) Income Tax Return for the last three years alongwith audited documents (Financial year 2017-2018, 2018-2019 & 2019-2020). ii) PAN Card iii) GST Registration Certificate	
5.	Proof of successfully providing of the similar services i.e. certified copies of the Work Order/PO/Contract for providing similar services for any other Govt. Institutions or reputed private institutions in Delhi or NCR in the recent past (during last three years) along-with endorsement from the concerned Institution. Appendix -II	
6.	Undertaking to accept Terms and Conditions of the Tender document and to comply with them as per Appendix III (on Non-Judicial stamp paper of denomination of Rs. 50/-)	

SIGNATURE OF BIDDER

(PROP. / Partner/ Authorized Signatory)

Name & Address with Seal of the firm

(FOR OFFICIAL USE ONLY)

TECHNICAL BID**Additional Information**

(To be submitted in PAO, NHSRC, NIHFW Campus, Baba Gang Nath Marg, New Delhi, so as to reach before the last date and time of the closing of the bid)

Tender File Reference No:

Due for Opening on (Time): _____

Item Name & ID Number: _____

1. Name & Address of Bidder/ Indian Agent:

2. Name & Address of Registered office in Delhi/

3. Income Tax Permanent Accounts Number(PAN) of the bidder:

4. Name & Address of Banker of the Bidder:

5. Business Name and constitution of the Bidder firm.

Also state if the firm is registered under

- i) The Indian Companies Act, 1956
- ii) The Indian Partnership Act, 1932
- iii) Any other act,
- iv) If not (privately owned) who are the owners.

(Please give full Names and Address)

6. For partnership firms state whether they are registered or not registered under Indian Partnership Act.1932. Should the answer to this question by a partnership firm be in the affirmative, please state further: -

- (i) Whether by the partnership agreement authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the Partner who has signed the tender.
- (ii) If the answer to (i) is in the negative, whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration.

7. State whether business dealing with you has been banned by any Central/ State Government Organization? If so, give details.

8. If the firm registered with DAVP.

Signature of witness

Full Name and Address of Witness

Signature of Bidder

- 1. Full name & address of the Person signing (In BLOCK LETTER)
- 2. Whether signing as Proprietor/ Partner/Constituted Attorney / duly authorized by company.

Appendix – I

Income Tax Return & PAN Number

Tender file Reference No _____

Due for opening on: _____

Name of the Service Provider _____

Self-Attested Copies of IT Return & PAN Number, as required by this Tender Enquiry reference No _____ is being submitted along with this tender as per details given below: -

	Remarks
Copies of Income Tax Returns alongwith audited documents for the Assessment for last three years.	
Copy of Permanent Account Number(PAN)	
Copy of Service Tax / GST Registration Number	

SIGNATURE OF BIDDER**(PROP. / Partner/ Authorized Signatory)****Name & Address with Seal of the firm**

TO BE FILLED BY THE BIDDER

Proof of successfully providing of the similar services i.e. certified copies of the work order for providing similar services for any other Govt. Institutions or reputed private institutions in Delhi or NCR in the recent past (during last three years) along-with endorsement from the concerned Institution whether any work of government or semi govt department or reputed private organization has been done in previous years (Yes/No) _____.

If Yes, Furnish full details:

SIGNATURE OF BIDDER

(PROP. / Partner/ Authorized Signatory)

Name & Address with Seal of the firm

UNDERTAKING

(To be submitted on Rs. 50/- stamp paper)

Declaration by the Bidder

I/We _____ hereby declare that:

1. I/We am/are the authorized from DAVP approved agent recognized by the ministry of the Information and Broadcasting, Govt. of India/ respectively.
2. I/We do hereby offer to provide the facility for publication of tender notification, Job Advertisement, Corrigendum etc for in time mentioned in tender documents.
3. I/We agree to abide by my/our offer for a period of 180 days from the date of opening of the tender.
4. I/We have carefully read and understood all the Terms and Conditions of the tender and shall abide by them.
5. I/We agree for the all clauses and payment terms & conditions of this tender enquiry. In case any condition put forth by us is against the terms & conditions of tender, the same shall be treated as to be having no affect whatsoever and that the tender terms and conditions shall only prevail upon such conditions, if any.
6. I/We agree that in the event of any dispute or differences, the decision of the Executive Director, NHSRC New Delhi shall be final and binding on me/us.
7. The tender document has been downloaded from the official website i.e. www.nhsrcindia.org in for bidding purpose and is a true copy of the original.
8. I/we hereby undertake that none of my relative (s) as defined in Disclaimer Clause of Annexure I is/are employed in NHSRC.

SIGNATURE OF BIDDER

(PROP. / Partner/ Authorized Signatory)

Name & Address with Seal of the firm

FINANCIAL BID

* To be submitted in a Separate Sealed Envelope super scribed as “FINANCIAL BID” RATES FOR Annual rate Contract for publication of Tender Notifications, Job Advertisement, Corrigendum etc

Name of Agency :	National	Regional	Metro
Discount if Any on DAVP rates			
Total			

1. The rates quoted above shall not exceed DAVP rate inclusive all taxes except GST. Nothing extra except GST shall be applicable.
2. Lowest bidder will be selected on basis of maximum discount on DAVP rates
3. Applicable TDS will be deducted as per Income Tax applicable.

SIGNATURE OF BIDDER**(PROP. / Partner/ Authorized Signatory)****Name & Address with Seal of the firm**

(For Official use only)