

National Health Systems Resource Centre (NHSRC)
NIHFW Campus, Baba Gang Nath Marg, Munirka,
New Delhi -110067 Tel-+ 91-11-26108984, 92, 93
NHSRC WEBSITE: www.nhsrcindia.org

Tender: NHSRC/24-25/Tender/4

Date: 1 Jan 2025

NAME OF THE WORK:- Annual Rate Contract for Publication of Tender Notifications, Job Advertisements, Corrigendum etc.

On behalf of The Executive Director, NHSRC, 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.nhsrcindia.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 22 January 2024.

2. Schedule to the Invitation of Tender

1.	Tender document download/Sale date/time	10:00 Hrs. On 2 Jan 2025
2.	Pre-bid meeting	15:00 Hs. On. 10 Jan 2025
3.	Tender document download/sale end date/time	14:00 Hrs. On 22 Jan 2025
4.	Last date and time for receipt of bids	15:00 Hrs. On 22 Jan 2025
5.	Date and time for opening of Prequalification- cum-technical bid	16:00 Hrs. On 23 Jan 2025
6.	Service to be provided	Publication of tender notifications, Job Advertisements, Corrigendum, etc.
7.	Period/Extension Of Contract	Till 31.03.2026 from the date of Award of contract with an option of extension for a further period of two years at the same terms and conditions subject to providing of satisfactory services on year to year basis at the sole discretion of NHSRC.
8.	Validity of tender offers	90 days from date of opening of prequalification- cum-technical bid
9.	Performance Security (for Finalised Bidder only)	3% of the total cost of annual value by way of DD from a commercial bank.

3. Scope of Work. Contract for publication of tender notifications, Job Advertisements, Corrigendum, etc.

4. Terms & Conditions of Work:

- I. The bidder must read the prescribed terms and conditions before submitting the bids.
- II. Original/downloaded tender document shall be duly filled in, signed and stamped by the bidder or his authorized representative.
- III. Telegraphic/ Telex/ Fax/ Email and letterhead quotations are not acceptable and will be rejected.
- IV. It shall be presumed that the terms & conditions mentioned in the tender document have been duly accepted by the 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 prescribed procedure and any attempt to canvas for the work will prejudice the contractor's quotation.
- V. Pre-Qualification cum Technical Bid duly signed by the bidder or authorized representative of the bidder in the Proforma given at **Annexure-I**.
- VI. Agency should not have been barred / blacklisted for taking up similar work in any organization. A certification to this effect on the letter of the bidder as per **Annexure II**.
- VII. The Financial Bid must be submitted in the prescribed format given at **Annexure-III** in a separate sealed cover kept inside the main cover.
- VIII. Two Separate Sealed envelopes super scribed (a) FINANCIAL BID containing Price Schedule, and (b) Technical Bid containing all documents respectively. Both the envelope should be enclosed in a separate sealed envelope, which is superscribed, is "TECHNICAL & FINANCIAL PROPOSALS FOR HIRING OF COURIER SERVICES" ADDRESSED to PAO, NHSRC, NIHFW Campus, Baba Gangnath Marg, Munirka, New Delhi-110067.
- IX. The Technical bid of the bidders will be opened on 23 January 2025 and the Financial bid of the technically qualified bidders only will be opened on a later date.
- X. All technically qualified bidders will be intimated accordingly for the same.
- XI. Complete tender document available on our website <https://nhsrccindia.org/tenders> any further corrigendum/ addendum to this tender document shall be made available on aforesaid website.
- XII. The agency should have good financial standing with average turnover of more than Rs.10 lakhs per year based on last three years' balance sheet.
- XIII. Agency must be authorized from DAVP approved agent recognized by the Ministry of the Information and Broadcasting, Govt. of India respectively.
- XIV. The rate shall be at the prescribed DAVP rate applicable for Government advertisement with the maximum offered thereon.
- XV. The agency should have a registered office and operations within Delhi/ NCR.
- XVI. Conditional offers will not be considered.
- XVII. 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.

XVIII. NHSRC has right to reject, withdraw/ revoke/ cancel whole or any part of tender at any stage without assigning any reason.

5. Penalty Clause. NHSRC shall impose appropriate penalties on case-to-case basis for failure to meet the agreed upon the conditions.

6. Payment Terms. The bills shall be submitted in duplicate along with the newspaper cutting of the advertisement that appeared and the DAVP rate proof of the specified newspapers.

(a) The bills shall be submitted in duplicate along with the newspaper cutting of the advertisement that appeared and the DAVP rate proof of the specified newspapers.

(b) The payment shall be released through e-transfer on receipt of bills.

(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.

7. Tax Deduction. TDS and GST on TDS or any other Tax deduction at source shall be governed as per GOI prevailing rules.

8. Satisfactory Services. The decisions of NHSRC shall be final and binding on the agency for the purpose of determining satisfactory services.

9. Validity of Contract

(a) The tenure of the contract shall ordinarily be 1 year (i.e. upto 31 March 2026). However, the competent authority in NHSRC may at the discretion, allow extension of the tenure of the contract, up to two spells of one year each subject to satisfactory services of the agency.

(b) The competent authority reserves the right to terminate the contract at any time before completion of the tenure in case the services of the agency are found unsatisfactory.

10. 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 and 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. Prior to this effort may be made to settlement of dispute through the Commercial Courts, Commercial Division and Commercial Appellate Division of High Court.

11. Arbitration. All disputes and differences of any nature arising out of this agreement, whether during its terms or after expiry thereof or prior termination as the case may be shall be resolved amicably in the first instance. Unresolved differences or disputes shall be settled by sole arbitrator to be appointed by NHSRC. The arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act 1996, any statutory modification thereof and rules made there under. The award of the arbitration shall be final and binding to both parties. The decision of sole arbitration shall be final on every matter arising hereunder. In spite of the fact that the sole arbitrator may be known to NHSRC, the Firm hereby agree to his appointment as the Sole Arbitrator may have had occasion to deal with any matter related to

this AGREEMENT either before or after its execution or has earlier expressed opinion in similar matter, shall not disqualify him from acting as Sole Arbitrator. The sole arbitrator can also be an employee of the NHSRC. The venue of the arbitration shall be New Delhi/Delhi only.

12. Exclusive Right to the Executive Director, NHSRC. The Executive Director reserves all rights to reject any tender including those tenders who fail to comply with the instructions without assigning any reason whatsoever 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 Organization without assigning any reason and the same will be intimated to all concern.

TECHNICAL BID

S. No.	Particulars	Documents to be Submitted
1.	Name & Address of Bidder/Agency/Contact Details:	
2.	The bidder must have a valid PAN, GST Registration Number, etc. Copies of the above documents should be enclosed along with the bid	Self-attested Copies enclosed
3.	Income Tax Return for the last three years along with audited documents (Financial year 2021-2022, 2022-2023, and 2023-2024).	Copies of Income Tax Return along with audited documents for the last three years.
4.	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)	Self-attested Copies enclosed
5.	Business Name and constitution of the Bidder firm. Also state if the firm is registered under a) The Indian Companies Act, 1956 b) The Indian Partnership Act, 1932 c) Any other act, (privately owned) who are the owners. (Please give full Names and Address)	Self-attested Copies enclosed
6.	Agency/Firm must be authorized from DAVP approved agent recognized by the Ministry of the Information and Broadcasting, Govt. of India/ respectively.	Self-attested Copies enclosed
7.	The Firm/office/service should have well established servicing facility in Delhi/NCR (Address proof)	Certificate to be furnished/enclosed
8.	Non-Black Listing Declaration	As per Annexure-II

NON-BLACK LISTING DECLARATION

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

We hereby confirm and declare that we, M/s-----, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services.

Signature of Contractor

With stamp

Date :

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.**

Sl No	Name of Agency	News paper					
		National	Rate	Regional	Rate	Metro	Rate
	Discount if Any on DAVP rates						
	Total						
	GST						
	Grand total						

1. The rates quoted shall not exceed DAVP rate inclusive all taxes except GST. Nothing extra shall be applicable.
2. Lowest will be selected on the 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**

Date:

Place: