

# **TENDER DOCUMENT**

FOR PRINTING OF  
INCREMENTAL LEARNING APPROACH (ILA)

21 MODULES AND 10 TAKEAWAYS

UNDER

POSHAN ABHIYAAN

**WOMEN & CHILD DEVELOPMENT DEPARTMENT,  
HARYANA**

## PRESS NOTICE

No. \_\_\_\_\_/WCD

Haryana WCD

Dated:

The Women & Child Development Department invite the bids from eligible bidders through online bids on the website <https://haryanaeprocurement.gov.in> for printing of Incremental Learning Approach (ILA) modules and takeaways under POSHAN Abhiyaan as detailed in the table below: -

Sr. No.	Description of Item(s)	Bid Security (EMD) (Rs.)	Tender Fee (Rs.)		Online bid submission
			Haryana based Micro, small & Medium Enterprises & KVI Units	Remaining Bidders	
1.	21 types of Modules	5,00,000	NIL	2000/-	Upto 19.11.2018 at 11:AM
2.	10 types of Takeaways				

- Note:**
- The approximate value of the tender is Rs.1 Crore.
  - The Bidders can download the tender documents from the Portal: <https://haryanaeprocurement.gov.in>.

**Director**  
**Women & Child Development Deptt. Haryana,**  
**Bays No 15-20, Sector-4, Panchkula**

**WOMEN & CHILD DEVELOPMENT, DEPARTMENT, HARYANA**  
**Bays No. 15-20 Sector-4 Panchkula (Haryana)**  
**Ph.:- 0172-2560349 Fax No.:- 0172-2560225**  
**e-mail.: [dgwcd.hry@gmail.com](mailto:dgwcd.hry@gmail.com) , website.:- [wcdhry.gov.in](http://wcdhry.gov.in)**

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Online tenders are invited in two stage bid system i.e. Technical Bid and Financial Bid as per details given below in Schedule- A

**SCHEDULE-"A"**

Sr. No.	PARTICULARS	REMARKS
1.	Tender Notice No.	
2.	Online submission of EMD, Tender fee & e-Service Fee <b>Option-1: Through Net Banking and Debit card</b>	On or before last date of submission of Technical Bids upto 11:00 AM
3.	Online submission of EMD <b>Option-2: Through RTGS/ NEFT-</b> <i>(In case of above, the bidder has to pay Tender Fee &amp; e-Service Fee Through Net Banking and Debit card as per the given date &amp; time schedule)</i>	On or before 17.11.2018 Upto 2:00 P.M
4.	On line Bid Preparation & submission.	On or before 19.11.2018 Upto 11:00 A.M.
5.	Date and time of opening of Technical Bid	On or after 19.11.2018 at 03:00 P.M.
6.	Date and time of opening of Financial Bid	21.11.2018 2:00 PM
7.	Tender fee	
	(i) For Haryana based Micro & Small Enterprises and Khadi Village Industries Units eligible as per the "Haryana State Public Procurement Policy for MSME -2016" notified vide G.O.No.2/2/2016-41BII(1) dated 20.10.2016	NIL
	(ii) For remaining bidders both from the Haryana and Non-Haryana	Rs. 2000/-
8.	Earnest Money required.	
	(i) For Haryana based Micro & Small Enterprises and Khadi Village Industries Units eligible as per the "Haryana State Public Procurement Policy for MSME -2016" notified vide G.O.No.2/2/2016-41BII(1) dated 20.10.2016	NIL
	(ii) For remaining bidders both from the Haryana and Non-Haryana	Rs5,00,000/-
9.	E-service Fee.	Rs. 1,000/-
10.	Rates to be kept valid for acceptance up-to.	31.03.2019



## **A. Information to Bidders:**

1. The Bidders can download the tender documents from the Portal: <https://haryanaeprocurement.gov.in>
2. Date and Time of making payment of tender fee, earnest money deposit (EMD) and eservice fee is up-to **17.11.2018 at 2:00 P.M.**
3. As the Bids are to be submitted online and are required to be encrypted and digitally signed, the Bidders are advised to obtain Digital Signature Certificate (DSC) at the earliest. For obtaining Digital Certificate, the Bidders should follow Point No.- 2 under "Instructions to bidder on Electronic Tendering System" and available at the link: [https://haryanaeprocurement.gov.in/home\\_page\\_document/Tender%20Forms%20DSnD\\_030415.rar](https://haryanaeprocurement.gov.in/home_page_document/Tender%20Forms%20DSnD_030415.rar)
4. The Bidders shall have to pay for the Tender Documents Fee, EMD Fees & e-Service Fee online by using the service of secure electronic payment gateway. The secure electronic payments gateway is an online interface between bidders and online payment authorization networks.
5. The bidders must have Net Banking account in order to pay Tender Document Fee and e-Service Fee.
6. **Payment of Tender Fee:-** The payment for the Tender Document Fee shall be made by the interested bidder online directly through Net Banking with the available Banks at e-GRAS e-Payment Gateway.
7. **Payment of e-Service Fee:-** E-Service Fee payment shall be made separately by the interested bidders/ contractors online directly through Net Banking Account.
8. **Payment of EMD:-** The payment of EMD can be made through Net Banking or RTGS/NEFT as per details at Para-2 above. In this regard please refer to 'Online Payment Guideline' available at the Single e-Procurement portal of Govt. of Haryana at the link: [https://haryanaeprocurement.gov.in/home\\_page\\_document/Payment\\_Guidelines\\_NPL.pdf](https://haryanaeprocurement.gov.in/home_page_document/Payment_Guidelines_NPL.pdf)
9. Intending bidders will be mandatorily required to sign-up online (create user account) on the website <https://haryanaeprocurement.gov.in> to be eligible to participate in the e-Tender. He/Shee will be required to make online payment of EMD fee in due course of time before **17.11.2018** up-to 2:00 Pm. . In case the intended bidder fails to pay EMD fee under the stipulated time frame, he/she shall be not be allowed to submit his /her bids for the respective event/Tenders.
10. The interested bidders must remit the funds at least T+1 working day (Transaction + One Day) in advance i.e. on or before **17.11.2018 upto 2.00 P.M;** and make payment via RTGS/NEFT to the beneficiary account number specified under the online generated challan. The intended bidder/ Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/ Tenders at <https://haryanaeprocurement.gov.in>
11. However, the details of the EMD, Tender document Fee & E – Service Fee are required to be filled/ provided at the time of online Bid Preparation.

12. Online Technical Envelope—Reference details of the Earnest Money Deposit, Tender Document Fee & e - Service Fee instrument and scanned copies of supporting documents and QR/technical criteria with proper index and page numbering on all the documents have to be provided as per **Annexure-IA** of this document.
13. If the tenders are cancelled or recalled on any grounds, the Tender Document Fee and e-Service Fee will not be refunded to the bidder.

**B. Brief description of Items: -**

<b>Sr. No.</b>	<b>Description of Items</b>	<b>Quantity</b>	<b>Place of Delivery</b>
1.	21 types of Modules	9110 of each type; totaling 191310 (9110*21)	State HQ and DPO offices at district level
2.	10 types of Takeaways	18220 of each type; totaling 182200 (18220*10)	State HQ and DPO offices at district level

The detailed technical specifications/description of the above items are available at **Annexure – I** of this document.

**C. Specific terms and conditions /Eligibility criteria:**

1. The rate should be quoted FOR destination basis i.e. State HQ at supplier's risk including loading and unloading of the material.
2. The shortest possible delivery period in which the goods can be supplied should be quoted by the firm. It should not exceed 30 days in any case.
3. The failure to supply of stores within the stipulated delivery period render to forfeiture of Earnest Money / Security Deposit and other penal action as per the terms & conditions of contract.
4. Payment terms:
  - a) 90% payment shall be made to the supplier firm after successful delivery of the item, submission of delivery challan duly stamped and signed with date depicting name/ designation & mobile no. of the official receiving the item.:-
    1. Relevant documents of the transporters.
    2. Delivery of Challan duly stamped by the department
    3. Invoice raised for printing of the material
  - b) All taxes as applicable shall be deducted from the payments.

- c) On Final Acceptance; the remaining 10% shall be paid to the Printer/supplier on submission of a claim for the balance 10%, which in undisputed cases will be paid normally within 60 days from the date of submission of these claim/bills.
  - d) No interest will be paid on due payment in any circumstances.
  - e) Invoices which are defective in nature as to the calculations, quantities and or without necessary documents will not be considered for payment unless corrected.
5. The tenderer should certify that the rates quoted are not in any way higher than those quoted to / charged from DGS&D and any other State Government in India.
  6. All the bidders are required to attach 5(five) full sheets (folded) of samples of modules and takeaways & Cover Paper to be used in the printing of modules with the Technical Bids manually on the date and time of opening of technical bid. Each sample of paper must be duly signed and stamped by the firm with specification of paper as laid down by the Bureau of Indian Standards.
  7. The tendering firm shall have to furnish an affidavit on non-judicial stamp paper of Rs. 100/- duly attested by I<sup>st</sup> Class Magistrate or Oath Commissioner regarding the acceptance of conditions of NIT and that their firm has not been blacklisted/debarred.

**Eligibility Conditions:**

1. The bidder should have complete printing unit with a capacity of printing of 5,000 modules per day with the following machineries.
  - a. One four colour sheet fed machine.
  - b. Full fledge plate making unit.
  - c. Two automatic cutting machines.
  - d. Full fledge binding unit (two automatic center/site stitching machine)
  - e. Two section sewing machines.
  - f. Perfect binding machine.

If need be, the inspection can also be conducted to assess the capacity of the firm/printing press. The authenticated proof/certified copies should be enclosed with the bid.

2. Contractors, traders, middleman, distributors, dealers, non-trading companies, agents and any other individuals who are not having printing units are strictly prohibited from bidding.
3. CA Certified copy of balance sheet of last three years i.e. 2015-16, 2016-17 and 2017-18.
4. The annual turnover of the bidder should be Rs. 50 lakh or more for the tendered/similar items in any one of the preceding last 3 years i.e., 2015-16, 2016-17 and 2017-18 and a certificate from CA should be attached with the bid.
5. Bidder must have at least three years' experience in printing and binding of tendered or similar item. The bidder should submit experience certificate of having satisfactorily completed the supply order during the last three years worth Rs. 50 lakh in any one of the preceding three years i.e. 2015-16, 2016-

- 17 and 2017-18. The bidder should submit proof to support the claim issued from the concerned organization.
6. The present net worth of the participating firm should be Rs. 50 lakh. Certified copy of from CA should be attached with the bid.
  7. The bidder shall bear all costs associated with the preparation and submission of its bid and the Govt. will in no case be responsible or liable for these costs.
  - 8. The bidder is required to quote rates for all modules and takeaways. The bid quoting rates for less than the required modules and takeaways will be straightway rejected.**
  9. Certification from firm that they are capable of procuring the text and cover paper from type 'A' (specification of type 'A' paper as per BIS specifications: manufactured from 100% virgin pulp) and supply the contracted quantity of modules and takeaways within the specified delivery schedule.
  10. Earnest Money will be forfeited:
    - (a) If a bidder does not accept his quoted rates and refuse to execute the job, then the earnest money deposited with the bid will be forfeited and firm will be blacklisted.
    - (b) In case of fraudulent and corrupt practices.

#### **Selection Process and Technical Evaluation Criteria:**

- (a)** Selection shall be based on Quality and Cost Based System (QCBS). The Evaluation Criteria is attached in **Annexure-IB**

#### **Evaluation of Bid**

Proposals will be reviewed by a Committee of Officers. Evaluation of the bids will be done in two stages and at the end of every stage respective bidders may be informed of the result to have a fair and healthy competition. The final awarding of the contract will be done based on a Quality & Cost Based Selection (QCBS) procedure.

#### **Quality and Cost Based Selection**

The method employed for the selection of agency/company and award of the contract will be QCBS i.e. Quality and Cost Based Selection method, which would ensure the quality of the solution as well as the cost effectiveness of the same. Each bidder would be assigned a technical score (TS) and a financial score (FS) based on the technical and financial evaluation of the bid respectively. These scores would then be combined with pre-assigned weights (0.8 for technical score and 0.2 for financial score) and the bidders would be ranked as per this combined score. Bidder



with the highest final composite score (Final Composite Score =  $TS*0.80 + FS*0.20$ ) shall be declared as "Best Evaluated Bidder" and shall be called for further process of negotiations etc. leading to the award of the contract. The bidders are requested to take note of the following:

1. The weights assigned for each item is for the purpose of evaluation of this bid only and does not necessarily reflect the actual transactions/quantities that would be undertaken for the period of contract
2. In case of a tie in the final composite score, the bidder having highest technical score will be considered eligible for further process of negotiations etc. leading to the award of contract.
3. Department may waive any minor informality or non-conformity or irregularity in a Bid, which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Bidder.

#### **D. GENERAL TERMS AND CONDITIONS**

1. A Bidder can be an individual/sole proprietor/partnership firm/private or public limited company, who is original manufacturer or producer of item being offered for supplies.
2. Bidder should apply in its own name for the bid and accordingly an agreement will be executed with a successful bidder. However, the bidder may designate only one authorized person through a Notarized Power of Attorney acceptable to the Director, Women and Child Development, Haryana, Panchkula, who may deal with this directorate on his behalf. Any such person can hold power of attorney for one bidder only. Furnish the details on Nature of the constitution of his firm, name and address of the partners/proprietors with details pertaining to financial standing, storage capacity available network of distribution transport facility available details of bank A/C, IT returns, audit reports, audited balance sheet details of tax liability.
3. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents on submission of a bid not substantially responsive to the bidding document in every respect will be at bidder's risk and may result in rejection of its bid.
4. At the time of award of contract, the Department reserves the right to obtain 25% (twenty-five percent) more quantity than the quantity originally specified in the DNIT. The additional quantity must be printed at the same quoted rate by the bidder as in the tender.

5. In case of company- submit certified true copy of Memorandum and Articles of Association, Certificate of Incorporation along with name of Directors of Company. In case of Partnership Firm - submit Partnership Deed along with Certificate of Registration from competent authority and names of partners of Partnership Firms.
6. The firm should have its godown to store the items. Inspection of the premises of printing unit of the firm may be inspected by State Level Inspection Committee after opening of the Technical bids.
7. All the supplies will be accepted subject to inspection by State and District Level Committee and Lab. test with the condition that the material is as per specification. The lab. Testing fee will be borne by the firm.
8. Conditional tender shall not be accepted.
9. Out of total quantity ordered, the quantity should be offered for inspection by the firm as per schedule fixed by the department that will be communicated while issuing supply order. However, the schedule/quantity of supply can be changed by Directorate as per requirement from time to time. Discretion to accept/reject the offer and request for more time for offer lies with the Director, Women & Child Development, Haryana. Penalty for delayed offer will be imposed as per penalty clause.

**10. Inspections and Tests :**

- i) The Department reserves its right to inspect the prescribed material such as text/cover paper, and other materials at any time after placement of order and during the work in progress and ask for the purchase vouchers and the orders placed with the relevant material manufacturing firms and other relevant documents.
- ii) The inspections of paper/items under print may be conducted by the officers of the Directorate Women & Child Development in the premises of the Printer/Supplier before delivery. The inspection conducted on the premises of the Printer/Supplier, all reasonable facilities and assistance, shall have to be furnished to the Staff at no charge to the Department.
- iii) If at any stage any inspected Goods fail to conform to the specifications, the Department has the every right to reject them and ask the Supplier to either replace the rejected goods or make all alterations necessary to meet specification requirements free of cost to the Department, within a period of seven(7) days of intimating such rejection and the Department will have also the every right to punish the firm in accordance with the provisions of tender, law or as deemed fit by the Department, in addition to replacement of the defective items.
- iv) The Department's right to inspect, where necessary, reject the items after the arrival at the final destination shall in no way be limited or waived by reason of the items having previously been inspected, and passed by the Department or its representative prior to the dispatch from the place of printer/Supplier.
- v) The Department reserves the right to inspect at the premises of the Supplier any time where the paper is stored to ascertain the use of prescribed paper and

the Department shall have also the right to check the documentary record of the firm.

- vi) Committee of Senior Officers of the Department will take samples of finished items at random for technical test checking and may get it tested in all respects from any reputed lab/labs. The supplier will bear the cost of such lab tests. However the time taken for inspection/testing of samples in the Laboratory will be allowed in addition to the delivery period of 90 days.
- viii) In addition the samples of paper provided by the printer with the technical bid should be supported with report from Govt./Govt. approved lab for confirmation regarding the specifications/ parameters of paper at the cost of the concerned printer.
- ix) **The printer will have to submit ten leaves each of text paper and cover paper bearing the complete parameters/specifications of the paper and duly stamped, dated & signed along with copy of paper purchase Invoice/Bills etc. before start of printing of items.**

#### 11. Delivery

- i. The successful bidder should have the facility for storage (godown). He shall deliver all the material to each district as per the schedule of distribution issued in accordance with the instructions given by this directorate at his own cost and it will be the sole responsibility of the bidder for safe delivery of the printed material.
- ii. At the time of delivery concerned District Programme Officer to be informed along with truck numbers and quantity of material being delivered.
- iii. Delivery period will be 30 days from the date of final approval of proofs. The printer will have to submit proof of samples**
- iv. If the firm could not supply the material, risk purchase can be effected at the cost of the firm.
- v. Penalty @ 2% per month would be levied on delay in offer of material for supply.

For any unexcused delay beyond such period the Director will have the discretion to take any or all of the following actions: —

- a. Forfeiture of its security deposit and payment of bills.
- b. Termination of the contract.
- c. Blacklisting of the firm.
- d. Any other action as deemed fit by Department. Delivery of the modules and takeaways shall be made by the Supplier in accordance with the terms specified in the supply order.
- e. Within 24 hours of dispatch, the Supplier shall notify the Department, the full details of dispatch and also supply the following documents and also intimate through fax as well as through registered post about the number of modules and takeaways supplied with destination so as to

ascertain the correct position of receipt of modules and takeaways and the progress of the job.

- f. The whole lot of sets of modules and takeaways is to be supplied in one lot within the scheduled period.
- g. The modules and takeaways are to be supplied after the approval of text paper and cover paper from the lab.
- h. The following documents are to be attached with the bill: -
  - i. Copies of Supplier's Invoice showing goods description, quantity, unit and price.
  - ii. consignment note/original acknowledgement/ receipt of goods. .
  - iii. Any other documents, if specified in the notification of award/contract or as per prior instructions of the Department in writing.

#### **15. Warranty:**

- i) The Supplier warrants that the modules and takeaways supplied shall have no defect arising from design, materials or workmanship or from any act or omission of the supplier that may develop under normal use of the supplied modules and takeaways. The supplier further warrants that no quantity of modules and takeaways have been printed beyond the quantity ordered by the Department. If any excess quantity has been printed, the same have been supplied to the Department.
- ii) **This warranty shall remain valid up to twelve months after delivery of the material.**
- iii) The Department /indenter shall promptly notify the Supplier in writing of any claims arising under this warranty.
- iv) If modules and takeaways supplied are found to be defective, it will be at the discretion of the Department to get replaced such defective modules and takeaways free of cost allowing 10 days period besides imposing of the penalty as specified in the penalty clause. The defective modules and takeaways supplied by the printer will not be in any case returned to the printer being the property of the Department and no claim whatsoever shall lie on the Department for the replaced goods thereafter and decision of the Director, Women & Child Development, Haryana, Panchkula in this regard shall be binding upon the supplier.
- v) If the Supplier, having been notified, fails to rectify the defect(s) within a reasonable / stipulated period the Department may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Department may have against the Supplier as per law or as deemed fit by the Director.
- vi) The warranty for defective modules and takeaways will begin de novo from the date of replacement. Supplier will pay all taxes, and duty and all expenses up to the destination for the replaced goods.

16. The bidder will observe all the relevant rules and procedures as specified by the existing laws relating to labour, supply, sale, printing, transportation, packing, taxes etc.
17. In order to ensure regular supply or the products/items as per the terms and conditions of the agreement, regular periodic review shall be under taken by the Director with a right to issue appropriate directions to improve the supply or products/items.
18. The Director reserves the right to foreclose the agreement without assigning any reason. If the state/Central government decides to either close or modify the scheme on its own or on the basis of the directions issued by the competent Court of Law, resulting in non-requirement of the material during the agreement period, the agreement shall stand cancelled. In such case the successful bidder (s) will not be entitled for any compensation for non-supply/loss/profit/ incidental costs of any kind. Payment shall be made only for supply made and accepted by the Director up to date of the effect of the Agreement.
19. The Director reserves the right to issue tender document and accept, reject, any all tenders in part / full without assigning any reason and also reserves the right to issue any clarifications regarding this tender document.
20. Financial bids would be opened only of those tenderers who qualify technical bid.

**E. Standard Terms and Conditions** (wherever applicable these terms & conditions will overrule the specific terms and conditions as at Para 'C' above):-

**1. Procurement of Stores through Rate Contract System:-**

Where ever Government considers expedient that more than one supplier/ manufacturers should be kept on rate contract, it may so decide on case to case basis subject to conditions available at **Annexure 'III'**.

**2. EMD:-**

The firms are required to deposit Earnest Money as indicated above failing which the tenders are liable to be rejected. Manufacturing Micro & Small Enterprises (MSEs) of the State, Central or Haryana Public Sector Enterprises and "approved sources" as declared by the Industries Department, Haryana, are exempt from the deposit of EMD. The condition at Sr. No. 7 of "Instructions to Tenderers of the TENDER FORM" shall be deemed to be amended to this extent as per provisions contained at Para 13(i)(ii) of G.O. No.2/2/2010-4I-BII of dated 28.05.2010 and Para no 3(A)(ii) of G.O. No. 2/2/2016-4I BII (1) of dated 20.10.2016 (or as amended from time to time in this regard)

*The condition at Sr. No. 6 of Annexure "A" – "Conditions with TENDER FORM" shall be deemed to be cancelled. (amendments with effect from may 28, 2010)*

**3. Performance Security:**

The successful tenderer shall be required to deposit Performance Security Deposit as per provisions contained in Govt. of Haryana G.O. No. 2/2/2016-4I BII(2) dated 20-10-2016 as under:-

Sr. No.	Type of Firm/Enterprises	Value of Performance Security Deposit
1	Haryana based firms:- (i) # Haryana Based Micro and Small Enterprises (MSEs) (ii) Haryana based other firms/enterprises	(i) @0.2% of the order value or estimated value of Rate Contract (where maximum value of rate contract (RC) is indicated, it will be on the basis of the same) (ii) @2% of the order value or estimated value of Rate Contract (where maximum value of rate contract (RC) is indicated, it will be on the basis of the same)
2	Other States/ UTs based firms	@5% of the order value or estimated value of Rate Contract (where maximum value of rate contract (RC) is indicated, it will be on the basis of the same)
<b># Haryana based MSEs will be eligible for performance security deposit @ 0.2% who have filed Entrepreneurs Memorandum ( Micro or Small Enterprise category) in the Industries Department Haryana and who participate directly in the tendered/quoted items and offering to supply the entire quoted quantity manufactured from their own Haryana based unit.</b>		

The performance security in excess of the EMD already deposited can be submitted in the shape of Demand Draft/Call Deposit Receipt/Banker's Cheque or in the shape of equivalent Bank Guarantee of any scheduled bank with branch in Chandigarh/ Panchkula. The condition at Sr. No. 8 of "Instructions to Tenderers

of the TENDER FORM" shall be deemed to be amended to this extent as per provisions contained G.O. No. 2/2/2016-4I BII(2) dated 20-10-2016 **as at Annexure IV** (or as amended from time to time in this regard).

**4. Price Fall Clause:**

Price fall clause will be as per condition no. 15 of "General Conditions of Supply" as available at **Annexure-V**. The same is that the price quoted in the tender/quotation or approved in the Rate Contract for the stores shall not exceed in any way the lowest price at which the tenderer quote for the supply the stores of identical description to DGS&D, New Delhi/ State Government Institutions/Undertakings/any other person during the delivery period/currency period of the rate contract. If, at any time during the delivery period/currency period, the successful tenderer reduces the rates/sale price of the quoted stores to any person at the price lower than the price chargeable under the supply order/ rate contract, the tenderers should forthwith notify such reduction and inform this office and the price payable under the supply order/contract for the stores supplied after the date of coming into force of such reduction of the rates shall stand correspondingly reduced to that level. The successful tenderers shall promptly notify the reduction of rates to this office as well as to the concerned Indenting Officer/ Consignees. The tenderer shall also give a certificate on their bills that the rates charged by them are not in any way higher to those quoted by them to the DGS&D, New Delhi and other State Government etc., during the corresponding period. The Indenting Officer shall be required to ensure that requisite certificate is given by the concerned firm on the bills before releasing their payments.

**5. Penalty to firm on Delay in delivery:** Should the contractor fail to deliver or dispatch any consignment within the period prescribed for such delivery or dispatch stipulated in the supply order, the delayed consignment will be subject to 2% penalty per consignment per month recoverable on the value of the stores supplied. The other details will be as per provision contained in Sr. No. 14 of "Schedule-'B' Condition of Contract".

**6.** The bidders are required to quote the basic rates, the delivery/ transportation costs/ applicable GST and duties etc, and the place of billing for the supply of stores clearly and separately. The bidders are required to intimate the place of billing.

**7. Penalty Clause for Department/ Govt. Agencies for delay in Payment**

Delay in payments to the suppliers beyond the stipulated credit period indicated in the supply order, unless supported by cogent reasons and approved by a higher authority, will attract penal interest on the defaulting amount @ Rs. 25/- per rupees one lakh per day of delay beyond the stipulated credit period. Non provision of adequate budget will be no ground for delay in payments to the supplier. This is as per provisions contained at Para 17 of G.O. No.2/2/2010-4I-BII of dated 28.05.2010 (or as amended from time to time in this regard)

**8. Negotiation of Rates**

Regarding negotiations of rates, policy issued by the State Government vide G.O. No.2/2/2010-4-IB-II dated 18.06.2013 (**Annexure-VI**), G.O. No.2/2/2010-4-IB-II dated 16.06.2014 (**Annexure-VII**), G.O. No.2/2/2010-4-IB-II dated

09.02.2015 (**Annexure-VIII**) will be applicable. The policy guidelines are available at <https://haryanaeprocurement.gov.in> on home page under section as Tender Forms.”

#### **9. Concession to MSMEs of State:**

State Government “Haryana State Public Procurement Policy for MSME -2016” issued vide G.O. No. 2/2/2016-4I BII(1) dated 20-10-2016 (**Annexure-IX**) and G.O. No. 2/3/2018-4IB-II dated 23.04.2018 (**Annexure-X**) will be applicable in respect of concessions to Haryana based MSMEs and KVIs. For claiming the relevant concession/s like Tender Fee, Earnest Money Deposit (EMD), Turnover, Exemption in respect of Past Performance & Experience, Purchase Preference and Performance Security, the bidders are required to submit the documentary proof from Government authorities showing that they come under Haryana based manufacturing MSME/KVI units as the case may be e.g. \*Entrepreneurs Memoranda in Haryana in bidder’s name and further subject to fulfilment of eligibility criteria as provided in the said Policy of 2016.

**\*Note:-** To claim the concessions/benefits under the above policy, the bidder is required to submit Manufacturing Entrepreneurs Memorandum issued by the Industries Department Haryana in respect of the quoted item or Udhog Aadhaar Memorandum (UAM) of Haryana based manufacturing enterprises in respect of the quoted item (*Ref. Industries & Commerce Department Haryana Memo No. TS/DS&D/11389-A Dated 03.07.2018*) and further subject to fulfilment of eligibility criteria as provided in the said Policy of 2016.

**10.** In case of evidence of cartel formation by the bidder(s), the EMD is liable to be forfeited along with other actions as are permissible to Government like filing complaints with the Competition Commission of India and/ or other appropriate forums.

#### **11. Penalty clause for rejected samples/ material offered by the Bidder:**

In case, the material offered for inspection by the firm fails to meet the specifications stipulated in NIT/Order/Contract and the samples are rejected by the Inspecting Committee, the Indenting Department will have the right to levy a penalty at 0.1% of the total order value. In case, the material offered for inspection fails during the 2<sup>nd</sup> inspection also, the Indenting Department will have the right to increase the penalty to 0.25% of the total order value. In case, the material offered fails during the 3<sup>rd</sup> and final inspection also, the firm will be liable for penal action including forfeiture of security, risk purchase, debarring/blacklisting in future, and no further opportunity for inspection would be provided to the supplier firm.

#### **12. Grievance Redressal Mechanism for dealing with the representations/ complaints/letters of the participating bidders/ firms:**

A time bound Grievance Redressal Mechanism for dealing with the representations/complaints/ letters of the participating bidders/ firms in the tendering process in the State Public Procurement will be governed by State Government Policy issued vide G.O No.2/2/2016-4I-B II of dated 25.07.2016 (**Annexure-XI**). All the bidders/ firms who want to make any representation/complaint against any issue related to their technical scrutiny of the bids may do



the same within 5 working days (up to 05:00 P.M. of the Fifth Working day) of the date of issue of letter/ intimation regarding their **As per NIT/ Not as**

**per NIT status.** They have to ensure that their communication is delivered/ reached within 5 working days and delay in postal will not be counted as a valid reason. No representation/ complaint in whatsoever manner from the bidders/ firms will be entertained after the opening of Financial Bid.

### **13. Arbitration Clause**

The Arbitration if any will be decided as per the provision contained at Sr. No.18 of "Schedule 'B' Conditions of Contract"

### **14. Jurisdiction**

All disputes will be settled within the jurisdiction of the Head Quarters of Director, Women and Child Development, Haryana at Panchkula.

## **F. OTHER TERMS AND CONDITIONS**

1. The firms are required to mention bifurcation of their rates showing the detail of Basic Rates, GST, Duties etc. in their bid. In case, the supplies are delayed by the firm beyond the stipulated delivery period & there has been any upward revision in the rates of GST/ Duties ON THE CONTRACTED ITEM, no such increase will be allowed. However, if there has been any reduction in GST/Duties, the same will be availed. No variation in GST/ Duties on raw material will be applicable.
2. All documents to be submitted by the tenderers with their offer should be self attested incase the same are copies of original documents.
3. The Earnest money of the tenderers will be forfeited to Govt. account and blacklisting/ debarring besides other penal action, if they withdraw their offer/ rates or modify the terms & conditions of the same at any time during the validity of their offer before acceptance.
4. The authorized dealer should submit authority letter of their manufacturer, to quote the rates on their behalf failing which tender is liable to be rejected.
5. When manufacturer as well as its dealer/s both quote the rates in the same purchase case, then for the purpose of distribution of order, they will be considered as one offer & the order/rate contract will be placed on that firm only which has quoted lower rates among such offers & the offer is as per NIT.
6. The Bid i.e. Technical Bid as well as Financial Bid is to be submitted online on web portal <https://haryanaeprocurement.gov.in>. The Technical Bids uploaded on the portal should have proper indexing and page numbering on all the documents forming the Technical bid. However, the firms have option to submit the supporting documents as required to be supported along with Technical Bid either in on-line mode along with their Technical Bids or in offline mode in physical form to the office of DS&D by due date and time. In case supporting documents are to be supplied in physical mode, then it should be so specified in their Technical Bid and the supporting document must be deposited in the office of Women and Child Development, Haryana before the due date & time of opening of Technical Bids.

7. The Financial bid/s of only those bidders/ items will be opened who qualify on the basis of their Technical Bids. The date & time of opening of the Financial bids will be intimated in the due course.
8. The offer without prescribed earnest Money, tender Fee & E-Service fee is liable to be summarily rejected. The deficiency in the remaining documents and tender requirement can be made subject to the decision by Director, Women and Child Development, Haryana, Panchkula.
9. The quantity of Stores can be increased or decreased.
10. Notwithstanding anything contained in the Tender, Women and Child Development Department Haryana reserves the right to accept or reject any Bid, and to cancel the bid process and reject the Tender, at any time, without thereby incurring any liability to the affected Bidder or Bidders and without any obligation to inform the participating/affected Bidder (s) the reason for such decision.

**11. Other terms & conditions as contained in various Annexure/ Documents as available under the folder "TENDER FORMS" as available at the link:**

[https://haryanaeprocurement.gov.in/home\\_page\\_document/Tender%20Forms%20DSnD\\_030415.rar](https://haryanaeprocurement.gov.in/home_page_document/Tender%20Forms%20DSnD_030415.rar) form part of this DNIT. In case bidders need any clarifications or if training required to participate in online tenders they can contact at Help Desk in below mentioned address:

M/s Nextenders (India) Pvt. Ltd.  
O/o. DS&D Haryana,  
SCO – 09, IIInd Floor, Sector – 16,  
Panchkula – 134108  
E - mail: Chandigarh@nextenders.com  
Help Desk: 1800-180-2097 (Toll Free Number)

**WOMEN & CHILD DEVELOPMENT, DEPARTMENT, HARYANA**  
**Bays No. 15-20 Sector-4 Panchkula (Haryana)**  
**Ph.:- 0172-2560349 Fax No.:- 0172-2560225**  
**e-mail.: [dgwcd.hry@gmail.com](mailto:dgwcd.hry@gmail.com) , website.:- [wcdhry.gov.in](http://wcdhry.gov.in)**

**Annexure-I**

The detailed Specifications of the Store items as mentioned in Para B of the Schedule-A/NIT are as under:-

Sr. No.	Item	Specification																																												
1.	Module (21 nos.)	<p><b>Size</b> – 8 ½" x 11 ½"</p> <p><b>Title</b> – 4 colour both side 21 types</p> <p><b>Book</b> – 4 colour both side 21 types</p> <p><b>Paper title</b> – Art cart 210 GSM (BIS 4658-1988)</p> <p><b>Text</b> – Super Printing 100 GSM (BIS 1848-2007)</p> <p><b>Text page No -</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Module</th> <th style="text-align: center;">No. of Pages</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1</td><td style="text-align: center;">28</td></tr> <tr><td style="text-align: center;">2</td><td style="text-align: center;">22</td></tr> <tr><td style="text-align: center;">3</td><td style="text-align: center;">18</td></tr> <tr><td style="text-align: center;">4</td><td style="text-align: center;">20</td></tr> <tr><td style="text-align: center;">5</td><td style="text-align: center;">20</td></tr> <tr><td style="text-align: center;">6</td><td style="text-align: center;">18</td></tr> <tr><td style="text-align: center;">7</td><td style="text-align: center;">20</td></tr> <tr><td style="text-align: center;">8</td><td style="text-align: center;">26</td></tr> <tr><td style="text-align: center;">9</td><td style="text-align: center;">20</td></tr> <tr><td style="text-align: center;">10</td><td style="text-align: center;">18</td></tr> <tr><td style="text-align: center;">11</td><td style="text-align: center;">20</td></tr> <tr><td style="text-align: center;">12</td><td style="text-align: center;">18</td></tr> <tr><td style="text-align: center;">13</td><td style="text-align: center;">20</td></tr> <tr><td style="text-align: center;">14</td><td style="text-align: center;">20</td></tr> <tr><td style="text-align: center;">15</td><td style="text-align: center;">24</td></tr> <tr><td style="text-align: center;">16</td><td style="text-align: center;">20</td></tr> <tr><td style="text-align: center;">17</td><td style="text-align: center;">18</td></tr> <tr><td style="text-align: center;">18</td><td style="text-align: center;">20</td></tr> <tr><td style="text-align: center;">19</td><td style="text-align: center;">20</td></tr> <tr><td style="text-align: center;">20</td><td style="text-align: center;">20</td></tr> <tr><td style="text-align: center;">21</td><td style="text-align: center;">22</td></tr> </tbody> </table> <p><b>Binding</b> – Perfect</p>	Module	No. of Pages	1	28	2	22	3	18	4	20	5	20	6	18	7	20	8	26	9	20	10	18	11	20	12	18	13	20	14	20	15	24	16	20	17	18	18	20	19	20	20	20	21	22
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2.	Takeaways (10 in nos.)	<p><b>Size</b> – A3</p> <p><b>Title</b> – 4 colour both side 6 types and 4 folds</p> <p><b>Paper</b> – Art glossy 100 GSM</p> <p><b>Text page No -</b></p> <table border="1" data-bbox="727 405 1261 810"> <thead> <tr> <th data-bbox="727 405 995 443">Module</th> <th data-bbox="995 405 1261 443">No. of Pages</th> </tr> </thead> <tbody> <tr> <td data-bbox="727 443 995 480">1</td> <td data-bbox="995 443 1261 480">2</td> </tr> <tr> <td data-bbox="727 480 995 518">2</td> <td data-bbox="995 480 1261 518">2</td> </tr> <tr> <td data-bbox="727 518 995 556">3.1</td> <td data-bbox="995 518 1261 556">2</td> </tr> <tr> <td data-bbox="727 556 995 594">3.2</td> <td data-bbox="995 556 1261 594">2</td> </tr> <tr> <td data-bbox="727 594 995 632">3.3</td> <td data-bbox="995 594 1261 632">2</td> </tr> <tr> <td data-bbox="727 632 995 669">3.4</td> <td data-bbox="995 632 1261 669">2</td> </tr> <tr> <td data-bbox="727 669 995 707">4</td> <td data-bbox="995 669 1261 707">2</td> </tr> <tr> <td data-bbox="727 707 995 745">5</td> <td data-bbox="995 707 1261 745">2</td> </tr> <tr> <td data-bbox="727 745 995 783">6</td> <td data-bbox="995 745 1261 783">2</td> </tr> <tr> <td data-bbox="727 783 995 821">8</td> <td data-bbox="995 783 1261 821">2</td> </tr> </tbody> </table>	Module	No. of Pages	1	2	2	2	3.1	2	3.2	2	3.3	2	3.4	2	4	2	5	2	6	2	8	2
Module	No. of Pages																							
1	2																							
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3.1	2																							
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4	2																							
5	2																							
6	2																							
8	2																							

**WOMEN & CHILD DEVELOPMENT, DEPARTMENT, HARYANA**  
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**Annexure-IA**

**Technical Bid format/ Index for the Technical Bid documents**

Sr. No.	Name of the document	Status of submission (Yes/ No)	Page Number as per numbering given to the technical bid documents
1	Affidavit on Non Judicial Stamp Paper duly certified by the Notary stating that the bidder has not been blacklisted/ debarred by any Government or procuring entity	Yes/No	
2	All the documents submitted by the bidder as part of its Technical Bid are attested by the signing authority of the bidder	Yes/No	
3	An undertaking by the bidding firm in reference to acceptance of all the terms & conditions of the Schedule-A/ DNIT	Yes/No	
4	The manufacturer should be in the field of manufacturing of similar items for the last three years. The proof of the same should be attached with the offer as per Part-C-5 of DNIT.)	Yes/No	
5	The manufacture should have manufacturing annual turnover (as per Part-C. Eligibility Conditions-4 of DNIT) in the field of quoted items in any one of the three financial years i.e. 2015-16, 2016-17 and 2017-18. The turnover should be self-attested and CA certificate should be attached with offer.	Yes/No	
6	Manufacturing Turnover Certificate in the field of quoted items: - Financial Year 2015-2016 Financial Year 2016-2017 Financial Year 2017-2018	Yes/No	
7	The bidder should have complete printing unit with a capacity of printing of 5,000 modules per day with the following machineries. a. One four colour sheet fed machine. b. Full fledge plate making unit. c. Two automatic cutting machines. d. Full fledge binding unit (two automatic center/site	Yes/No	

	<p>stitching machine)</p> <p>e. Two section sewing machines.</p> <p>f. Perfect binding machine.</p> <p>The authenticated proof/certified copies should be enclosed with the bid.</p>		
8	CA Certified copy of balance sheet of last three years i.e. 2015-16, 2016-17 and 2017-18	Yes/No	
9	The bidder should submit experience certificate of having satisfactorily completed the supply order during the last three years worth Rs. <b>50</b> lakh in any one of the preceding three years i.e. 2015-16, 2016-17 and 2017-18. The bidder should submit proof to support the claim issued from the concerned organization.	Yes/No	
10	The present net worth of the participating firm should be Rs. 50 lakh. Certified copy of from CA should be attached with the bid.	Yes/No	
11	Certification from firm that they are capable of procuring the text and cover paper from type 'A' (specification of type 'A' paper as per BIS specifications: manufactured from 100% virgin pulp) and supply the contracted quantity of modules and takeaways within the specified delivery schedule.	Yes/No	
12	All the bidders are required to attach 5(five) full sheets (folded) of samples of modules and takeaways & Cover Paper to be used in the printing of modules with the Technical Bids manually on the date and time of opening of technical bid. Each sample of paper must be duly signed and stamped by the firm with specification of paper as laid down by the Bureau of Indian Standards.	Yes/No	
13	The tenderer should certify that the rates quoted are not in any way higher than those quoted to / charged from DGS&D and any other State Government in India	Yes / No	

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**Annexure-IB**

**Technical Evaluation Criteria Format**

Sr. No.	Description	Marks allotment	Maximum Marks
1	Average Turnover : i.e. 2015-16, 2016-17 and 2017-18.  (a) Upto 50 Lakhs (b) 50 Lakhs – 1 Crore (c) More than 1 crore	10 Marks 15 Marks 25 marks	25
2	Work Order for Printing for Government Departments/ Private Organizations/ Institutions/PSUs/NGOs/firm/ agency etc  (a) Upto 20 Lakhs (b) 20 Lakhs – 50 Lakhs (c) More than 50 lakhs	10 Marks 15 Marks 25 marks	25
3	Capacity of printing of 5,000 modules per day with the following machineries.  g. One four colour sheet fed machine. h. Full fledge plate making unit. i. Two automatic cutting machines. j. Full fledge binding unit (two automatic center/site stitching machine) k. Two section sewing machines. l. Perfect binding machine. The authenticated proof/certified copies should be enclosed with the bid.		10
4	Completion Period for the Printing:  (a) More than 30 days (b) 15 - 30 Days (c) Upto 15 Days	10 Marks 15 Marks 25 marks	25
5	Quality Standard of the Samples:  (a) Modules (b) Takeaways		15
	Total		100

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**Annexure-IC**

**Financial Bid Format**

<b>Booklet Module ( as per Description in Table in Annexure-I</b>	<b>No. of Pages</b>	<b>Quantity Of Booklet Module</b>	<b>Unit price Per Booklet Module</b>	<b>Amount</b>
1	28	9110		
2	22	9110		
3	18	9110		
4	20	9110		
5	20	9110		
6	18	9110		
7	20	9110		
8	26	9110		
9	20	9110		
10	18	9110		
11	20	9110		
12	18	9110		
13	20	9110		
14	20	9110		
15	24	9110		
16	20	9110		
17	18	9110		
18	20	9110		
19	20	9110		
20	20	9110		
21	22	9110		
<b>Total</b>				



<b>Takeaway Module ( as per Description in Table in Annexure-I</b>	<b>No. of Pages</b>	<b>Quantity Of Takeaway Module</b>	<b>Unit price Per Takeaway Module</b>	<b>Amount</b>
1	2	18220		
2	2	18220		
3.1	2	18220		
3.2	2	18220		
3.3	2	18220		
3.4	2	18220		
4	2	18220		
5	2	18220		
6	2	18220		
8	2	18220		
Total				

Note : The sheet needs to be filled online in the excel Format on <https://haryanaeprocurement.gov.in>