



EMPLOYEES' STATE INSURANCE CORPORATION
"Panchdeep Bhawan", Jawahar Lal Nehru Marg , Patna -800001
(ISO-9001-2008 Certified Office)
Fax No.: 0612-25521928 ,e-mail : rd-bihar@esic.in
Website- esic.nic.in/esicbihar.in

No. 42-D-15/12/2012/17/Rate Contract

Date:5.10.2017

To

LIMITED TENDER FOR RATE CONTRACT OF PRINTING OF VARIOUS TYPES OF BANNER/BOARD/ / IDENTITY CARD /DIFFERENT TYPE OF STAMP ETC .

The Regional Director, ESIC, Regional Office, Patna invites tender from the empanelled/Registered firms (Empanelled/ Registered with ESIC Regional Office Patna) for rate contract of printing of Various types of Banner/ Board etc. The detailed list of items is furnished at **Annexure-C**. The interested parties may submit their bid for Rate contract for aforesaid items as per terms and conditions laid down below in the tender form and as per following tender schedule:-

| | |
|---------------------------------------------------------------------------------------|---------------------------|
| | |
| | |
| Last Date & Time of submission of completed Tender Form in the prescribed tender box. | 31.10.2017 Time: 02:30PM |
| Date & Time of Opening of Tender. | 31.10.2017, Time: 03:30PM |
| Tender Fee (Non- Refundable) | NIL |
| EMD | NIL |

Duly filled in forms, complete in all respect should reach the office of Regional Director, ESIC, Regional Office, Patna by 31.10.2017,2.30PM The tender will be opened on 31.10.2017, 3.30PM ..in presence of participants or their authorized representative (s), who choose to be present.

This sealed envelope superscribed with “Tender for Rate Contract” containing signed tender documents along with self attested copies of desirable certificates/documents , Financial bid/ Vendor’s Rate shall be dropped in the tender box placed in the office of the “Regional Director, ESIC, Regional Office, Panchdeep bhawan, J L Nehru Marg Patna-800001 on or before 31.10.2017 upto 02.30 PM.

Tender must reach this office not later than the time and date notified in the tender form stated in the schedule of tender. In the event of tender received after scheduled date and time, the tender will not allowed in bidding and it will be rejected summarily.

- B. All entries in the Tender form shall be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory.
- C. Tender incomplete in any form will be rejected out rightly. Conditional Tenders will be rejected out rightly.
- D. No Tenderer will be allowed to withdraw the Bid after submission of the tenders within the bid validity period; otherwise the EMD submitted by the tendering firm would stand forfeited.
- E. **Each page of the Tender document shall be signed and stamped by authorized representative of Tenderer in token of acceptance of the terms and conditions laid under the Tender Document.**
- F. The bid received without the signature of authorized person will not be entertained and will be rejected summarily.
- G. The rates quoted in financial bid/Vendor’s offer shall be in Indian currency and as per details furnished in **Annexure- C**

Document Acceptance :- Document may be dropped either in the box earmarked for the purpose or be sent by Registered Post on given above before stipulated date and time .

General Terms & Conditions :-

1. The rate of the items to be supplied to ESIC, Regional Office, Patna should not exceed the rate on which it has been supplied/sold to any other Govt office.
2. Whenever and wherever the empanelled vendors are given any work order, the vendor shall honour and comply the supply order according to the specification, design, sample and any other instruction given by the office regarding the items, within the stipulated date mentioned in the work order. In case of non – compliance of any order, a penalty of 2% of work value for each default shall be imposed on him. The penal amount shall be recovered either from the pending

bills.

3. The vendor shall comply with all the statutory requirements/norms issued by the Govt. from time to time.

4. Any items fails conformity with specification will be rejected out rightly and it shall be replaced immediately at the risk and cost of the supplier.

5. Period of rate contract: - The rate contract shall be for a period of 1 Year from the date of issue of contract/Acceptance letter by this office and it may be extendable for a further period of one year on similar terms and condition / rate on mutual consent subject to satisfactory performance of the firms.

6. Eligibility Criteria :-

i The bidder shall have GST or any other Govt. registration applicable for such type of work.

ii The vendor must have PAN and Account in any of the Nationalized Banks/ Scheduled Banks. (In case of Ltd/ Pvt Ltd/ Partnership Firm,the PAN and Account shall be in the name of the Firm/Company and in case of individual Ownership, the PAN and Account may be in the name of owner.

Attested copy of such certificates/ documents should be enclosed along with tender documents.

iii. Copy of Empanelment letter issued by this Office should be enclosed with tender documents.

7. Selection of Eligible Tender:-

1. First of all eligibility criteria of tender will be examined.
2. After that the offered rate will be examined. The selection of successful bidder shall be made on the rate offered by the bidder keeping in the view of terms and conditions.
3. The successful bidder will be informed through letter/mail regarding accepted rate offered by them in respect of items.

8. Right of Acceptance /rejection :-

The Regional Director ESIC, Patna reserves the right to reject all or any tender in whole, or in part, without assigning any reason thereof.

9. PAYMENT TERMS:

100 % payment will be made only after satisfactory supply as per specification, inspection, complete acceptance of the items by the Regional Director or any other person (s) authorized by him. Payment shall be made through Electronic Clearing System (ECS) within 06 weeks (approx) after satisfactory inspection of the item subject to appropriate and correct invoice, Challans and other documents as deemed fit.

10. Vendor's offer- Vendor shall furnish their offer (offered Rate) in Proforma under Annexure C. The vendor can offer their rate depend upon the work performed by the agency. **The offered rate should be inclusive of all taxes.**

11. Selection of Tender: After fulfilling Eligibility criteria the selection of the Agency will be decided as per their offered rate as way mentioned below:-

Selection of tenderer will be decided as per the Rate offered by the agency for each item/ each given quantity. For example- Suppose Agency X has offered lowest rate for item "a" and Agency Y offered lowest rate for item "b" and Agency Z has offered his lowest rate for item "c". Then the Agency X will be selected for performing work for item "a", like that Agency Y will be selected for performing work for item "b", Agency Z for item "c".

12. EMD- Nil

13. Security Deposit : The successful vendor have to deposit 10% of Bill Value as security deposit in form of Demand Draft of any nationalized Bank payable at Patna in case the value of bill will be more than Rs.25000/- (Twenty Five thousand only) with 7 days from award of work, which will be refunded without interest to the vendor after satisfactory completion of work/physical verification as per specification or direction issued by this office on submission of due claim.

14. **Legal Jurisdiction:-All legal disputes are subject to jurisdiction of Courts at Patna Court, Bihar.**

Annexure-A

TENDER APPLICATION/DECLARATION FORM

| Sl No | Particulars | Furnished by Vendor |
|-------|-------------------------------------------------|---------------------|
| 1 | Name of the Firm | |
| 2 | Full postal Address | |
| 3 | Mobile Number | |
| 4 | Telephone Number | |
| 5 | Fax No | |
| 6 | e-mail address | |
| 7 | Ownership Details | |
| 8 | Name of the Director/Prop/Partner(s) | |
| 9 | Residential Address of Director/Prop/Partner(s) | |
| 10 | Valid Trade license | |
| 11 | GST Registration | |
| 12 | PAN | |
| 13 | Name and Address of your Bankers | |

| | | |
|--|----------------------------------------------------------------------|--|
| | stating the name in which the Account stands. (Bank Account Details) | |
|--|----------------------------------------------------------------------|--|

Annexure-B

UNDERTAKING

To,
The Regional Director
ESIC Regional Office
Panchdeep Bhavan, JLN Marg
Patna-01
Bihar
Sir,

I/ We do hereby solemnly declare and undertake that:

1. The terms & conditions of the tender is acceptable in complete. If any information in the tender submitted by me is found incorrect/false, at any time, the tender/ contract is liable to be rejected.
- 2 .The items quoted by me/us have not been and are not being supplied to any other Govt organization /institution at rates lower than those quoted here and the rates quoted in this tender are not more than M.R.P.(if applicable) of the items.
- 4.The items quoted are of standard quality and workmanship
5. The firm is not black listed in any Govt. org./institution.
6. I/ We give the rights to the Regional Director to forfeit the performance security deposited by me/us if any delay/failure occurs on my/our part to supply the items within the prescribed time or the items of desired quality.

For and on behalf of the firm
(Firms Name & Address)

(Signature of Authorised Signatory)

Name :

Designation:

Seal:

FINANCIAL BID

Annexure C

LIST OF ITEMS AND VENDOR'S OFFER

| SI no . | SPECIFICATION OF ITEMS | RATE IN | VENDOR'S RATE (Including Tax) | Remarks |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------------------------|---------|
| 1 | Star Media Flex Printing 350 GSM | Per Sq feet | | |
| 2 | Normal Flex Printing | Per Sq feet | | |
| 3 | Star Flex Banner with iron frame 350GSM | Per Sq feet | | |
| 4 | Normal Flex Banner with iron frame | Per Sq feet | | |
| 5 | Name plate (vinyl) in ACP | Per sq inch | | |
| 6 | Visiting Card (size 2.25"X3.5") Multi color printing (100% print area coverage) on both sides on 130 GSM Art Paper of Ballarpur Brand (including designing, layout & typesetting) single side Double side | Per hundred | | |
| | | | | |
| | | | | |
| 7 | Vinyl printing | Per Sq Feet | | |
| 8 | Digital Printing (12x18 Size) | Per piece | | |
| 9 | Sun Board (3mm) with digital print | Per Sq feet | | |
| 10 | Glow Sign Board with star | Per Sq | | |

| | | | | |
|-----------|-------------------------------------------------------------------------------------------------------------------------|--------------------|--|--|
| | backlit or equivalent with installation in Patna | Feet | | |
| 11 | Glow Sign Board with star backlit or equivalent with installation in other locations in Bihar (other than Patna) | Per Sq Feet | | |
| 12 | Identity Card with PVC lanyard printing with printed strip | Per piece | | |
| 13 | Stamp | | | |
| a | Rubber Stamp | Per line | | |
| b | Rubber Stamp (round Shape)1.5 inch diameter | Per piece | | |
| c | Rubber Stamp (round Shape)- 2 inch diameter | Per piece | | |
| d | Rubber Stamp (round Shape)- 2 inch diameter (with picture) | Per piece | | |
| e | Self inking stamp (standard quality) | Per piece | | |
| f | Date Stamp (steel) | Per piece | | |
| 14 | Glow sign board with 3M warranty certificate with installation in Patna | Per Sq feet | | |
| 15 | Glow sign board with 3M warranty certificate with installation in other locations in Bihar (Other than Patna) | Per Sq feet | | |
| 16 | Front lit Board with BlackMedia | Per Sq feet | | |
| 17 | Frontlit Board with Star Media | Per Sq feet | | |

**DATE:
Name
&
Signed by
the
Tender
er**

**PLAC
E:**