



Annexure-I (Tender Form), Annexure-II (General Conditions of the Contract) and Annex-III (Penalty Clause) for printing 1,000 bound copies each of “TB India - 2017” for Central TB Division, Nirman Bhawan, MoHFW, New Delhi.

Last Date for submission of quotations : 08th Feb' 2017, upto 11:00 AM

Bid Opening date : 08th Feb' 2017 at 11.30 AM

Enquiry:

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Contact Details: Mr Ashish Choudhary (Consultant) : 9717565707 & 011-23061130

TENDER FORM: PRINTING OF “TB India 2017”

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| 1. | Description: | Printing of “TB India 2017” for RNTCP |
| 2. | Size | Publication: 10.75 inches x 8.25 inches |
| 3. | Quantity | 1,000 copies |
| 4. | No. of pages | Manuscript will be of around 150 pages including graphs/charts. The manuscript has to be arranged in the manner (font and colour schemes) as directed by CTD. Camera-ready copy (CRC) will have to be prepared by the printer. |
| 5. | Increase/Reduction in text/data pages and calculation (on pro-rata basis) for increase/reduction in charges | (i) No additional charges will be paid upto 10% of extra pages (till 165) text/data pages. (ii) Beyond the above limits, charges for additional pages will be calculated on pro-rata basis for which the cost per page must be provided. This means that if no. of pages is more than 165, CTD will pay additional charges calculated on pro-rata basis while making payment to the printer. |
| 6. | Style of Printing | Entire printing is to be done through multi colour offset process using P.S. plates in multi colour machine for high quality output. Printing should be of <u>very high quality and of international standards</u> . |
| 7. | Binding | Binding should be done properly and firmly to ensure sheets are not loose. |
| 8. | Delivery period | The printed copies of publication are to be positively delivered to Deputy Director General (Tuberculosis), Central Tuberculosis Division, Directorate General of Health Services, Room No. 522, C Wing Nirman Bhawan, New Delhi, 110108 within 15 (Fifteen) calendar days (excluding the time taken by CTD in approval of proof etc.) of the placing of print order for printing of the publication. The printing press will have to invariably and thoroughly examine each proof (prepared by the press) to identify all errors/gaps /deficiencies etc. and rectify them fully and properly at its own level so as to ensure <u>100% error free work</u> before seeking approval of CTD. Along with printed copies, the printer must invariably give CTD a CD having the printed copy both in PDF format and PageMaker file so that it can be put on the website of CTD immediately. No additional payment will be made to the printer for such CD having the printed copy in PDF and Page Maker formats. |
| 9. | Paper and Colour Scheme | i) Cover page: Art card matt of superior quality (milk white) of 300 GSM with lamination, in four/multi colors printing. ii) Text/data/graphs pages: Art Paper matt of superior quality (milky White) of 130 GSM, in four/multi colors printing. |

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| 10. | Preparation of Colour Dummy/ Camera Ready Copy (CRC) and arranging of Manuscript | The manuscript is to be arranged and the text/figures pages and also the cover page, as per directed by CTD. |
| 11. | Prices | Printer should give cost for 1,000 copies each of TB India 2017. It shall be inclusive of the entire operations and materials involved and delivery of all 1,000 printed books to Central TB Division. |
| 12 | Earnest money | The Earnest money of Rs 10,000/- (Ten Thousand only) through a demand draft on any scheduled bank in Delhi/New Delhi drawn in favour of "PAO, Dte.GHS" payable at Delhi must be accompany the quotation letter. Quotation received without earnest money will not be entertained. Earnest money received from the unsuccessful tenders will be refunded without interest within fifteen days after awarding the tender. EMD amount of Rs. 10,000/- of the selected firm will be refunded without interest within one month of receiving the printed copies of the publication. |
| 13. | a) Penalty for delay (b) Penalty for bad quality of work / materials | <p>If the printed copies are not delivered to CTD in time, the penalty would be as prescribed in Annexure II and Annexure III</p> <p>If the quality of materials used and/or quality of printing etc. are not as per terms and conditions agreed to by the printer, penalty will be imposed as per Annexure-III.</p> |
| 14. | Sales Tax/VAT/ Service Tax | <u>TO BE QUOTED EXTRA.</u> IF SALES TAX /VAT/SERVICE TAX IS NOT QUOTED SEPARATELY, THE RATE SHALL BE DEEMED TO BE INCLUSIVE OF SALES TAX/VAT/SERVICE TAX. |

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| 15. | Total cost for Printing 1,000 copies of TB India-2017 including paper/art card cost and all other charges and Sales Tax/VAT/ Service Tax, if any | Rs. (in figures) : Rs.(in words) : |
| 16. | Out of prices quoted at Sr. No. 15 above, Please indicate: Total Sales Tax/VAT/Service Tax, if any (which is already included in the total Cost mentioned in Sr. no.15) | Rs. (in figures) : Rs.(in words) : |
| 17. | Cost of one additional text/data page, including printing cost and all other charges (see item 5 of this tender form) on pro-rata basis. | Rs. (in figures) : Rs. (in words) : |
| 18. | I agree to abide by all the terms and conditions of this contract and penalty clause etc. (as given in Annexure-II and Annexure-III) if the contract is given to me/my firm. | Signature: |

| | |
|------------------------|--|
| Name of the Printer | |
| Address | |
| Email ID | |
| Mobile / Telephone No. | |

(Signature)

(With seal and date)

GENERAL CONDITIONS OF THE CONTRACT

PRINTING OF "TB India 2017"

1. Responsibility of the Printer for executing the Contract.

- (i) Timely delivery is the essence of the contract.
- (ii) The printer shall print, bind and deliver the work in clear and legible type, form and style and with other fit and proper materials in good and workman-like manner, and by the process specified, and where a sample is supplied, in accordance therewith. If execution of the job is not in accordance with the specifications and/or terms and conditions, inter alia, penalty/ black listing of the printer and /or any other penalty as deemed fit by CTD will be imposed on the printer. The books supplied may also be rejected without any compensation. The decision of the DGHS, Ministry of Health and Family Welfare in this regard shall be final and binding on the printer.

2. Subletting and assignment:

The printer shall not sub-let, transfer or assign the contract or any part thereof or any interest therein or any benefit or advantage thereof in any manner.

- 3. The printer at his/her own cost will arrange all the equipments, materials and other things/services etc. necessary for printing, inter alia. The CTD, Dte.GHS, MOHFW will provide only manuscript (both hard and soft copies) to be printed. Camera ready copy will be prepared by the press itself.
- 4. Different colours of quality inks are to be used as per layout/design approved by CTD.
- 5. The printer will invariably convert soft copy (in Ms-Excel or so) given by CTD into a Page-Maker file for best possible presentation and 100% error free job.
- 6. The proof reading/ thorough checking will be done by the printer himself with a view to ensure 100% error free work before giving such error free proof to CTD for approval. After getting such a proof for approval, if CTD finds that the press has not done proof checking properly so as to ensure error/deficiency free work, the press may be penalized to an extent and in a manner as deemed fit by CTD.
- 7. The printer shall require getting a colour dummy/CRC approved by CTD before starting printing copies of the publication.
- 8. All the material including manuscript, floppies/CDs etc. supplied by CTD will be returned by the printer to CTD within two days on completion of the printing work of this issue. A CD having the printed copy in PDF and Page Maker formats will be supplied by the printer along with delivery of printed copies to CTD so that the publication can be immediately put up on CTD's website. No additional payment will be made to printer for such CD having the printed copy in PDF and Page Maker formats. In case, such a CD, having printed copy in PDF and Page Maker formats

free from all errors, is supplied beyond the date on which 100% error free printed copies are supplied, the date of delivery for working out amount of penalty for delay in work will be the date on which such a CD is supplied.

9. The printer shall be responsible for all loss, destruction, damage or deterioration of the printed materials for any cause whatsoever at any stage of printing or in the course of transit from the printer to the CTD.
10. The printer shall do the printing and deliver printed materials in accordance with the conditions of the contract at the time and place and in the manner as specified in terms and conditions etc. agreed to by the printer and as specified in the letter of acceptance of the tender. The printer shall comply with the instructions that the DGHS (or his/her representative), Ministry of Health and Family Welfare may issue from time to time.
11. The time specified for delivery of final proofs/printed copies or completion of the order shall be strictly adhered to and time in this respect shall be deemed to be the essence of the contract. If the time schedule is not adhered to and the job is delayed, during proofing, printing or dispatching, delivering CD in PDF and Page Maker formats, inter alia, the penalty will be imposed as per Annexure- II and III, for reasons other than those beyond printer's control and/or if there is violation of terms and conditions by the press and if the quality of papers/cards etc. used and quality of printing etc. is not as per specifications agreed to, the DGHS, Ministry of Health and Family Welfare may also exercise following options (besides above penalty):-
 - a) To cancel the order without any financial repercussion on the part of the purchaser towards any expenses incurred by the tenderer in connection with the printing of the publication and poster and/or
 - b) To black list the printer and/or
 - c) To recover from the printer, liquidated damages by way of penalty (other than the one as per annexure III) as decided by the DGHS.
 - d) To impose any other penalty as deemed fit by the DGHS.
12. The DGHS, Ministry of Health and Family Welfare, GOI shall have the power to determine the types and scale of penalties in such case and his decision shall be final and binding on the printer.
13. In the event of any action being taken under 11 above, the cancellation of the order will be without prejudice to the right of the Government to recover from the printer any loss incurred thereby and the printer will not be entitled to any compensation for such cancellation.
14. In the event of work being wholly rejected, the DGHS, Ministry of Health and Family Welfare, GOI may at his own discretion either;
 - (i) permit the printer to re-do the same within such time as he/she may specify at printer's own cost which shall include the cost of paper and other materials, inter-alia and/or

- (ii) arrange to get the additional work done elsewhere and by any other person or from any other source than the printer, in which case, the amount of extra cost, if any, shall be paid by the printer

15. Recovery Clauses and the Set-off Clause:

In the event of any loss of Government papers and materials or damage thereto (for whatever cause) happening in misuse thereof while in the possession or control of the printer, his servants, workmen or agents and/or failure to return the papers or other material rendered surplus either on termination of contract or on reduction in the quantity of the order within the aforesaid time, the printer shall pay the costs, thereof (to be determined by the DGHS, Ministry of Health and Family Welfare, GOI whose decision shall be final and binding) on demand by the DGHS, Ministry of Health and Family Welfare, GOI within the specified time or whenever any claim for payments of any sum of money arises out of or under this contract. It shall be lawful for Ministry of Health and Family Welfare GOI to recover on behalf of DGHS, Ministry of Health and Family Welfare, GOI such sum or sums then due or which, at any time thereafter, may become due from the printer.

- 17. After the work has been completed, the bill for the work in triplicate prepared on the basis of the accepted rates should be submitted to CTD for payment together with receipted delivery vouchers for the supplies made.

Signature of the Printer along with
Name, address, telephone No. and Fax No.
E-mail address, date and stamp of the firm.
Registration No.

Signature of the Accepting Officer
With date and stamp
(Ministry of Health and Family Welfare)

ANNEXURE-III

DETAILS W.R.T. PENALTY TO BE IMPOSED FOR DELAY IN WORK

PENALTY CLAUSE

| PERIOD OF DELAY | PENALTY |
|------------------------|---|
| For 1 day | 2% of the contract amount of the bill. |
| For 2 day | 4% of the contract amount of the bill. |
| For 3 day | 6% of the contract amount of the bill. |
| For 4 day | 8% of the contract amount of the bill. |
| For 5 day | 10% of the contract amount of the bill. |
| For 6 day | 12% of the contract amount of the bill. |
| For 7 day | 14% of the contract amount of the bill. |
| For 8 day | 16% of the contract amount of the bill. |
| For 9 day | 18% of the contract amount of the bill. |
| For 10 day | 20% of the contract amount of the bill. |
| More than 10 days | Contract will be cancelled unilaterally and necessary action will be initiated. |

Signature of the Printer along with
Name, address, telephone No. Fax No.
e-mail address, date and stamp of the firm.
Registration No:

Signature of the Accepting Officer
With date and stamp
(Ministry of Health and Family Welfare)