

Invitation to Tender

From:
Director (Social Welfare),
Manipur.

To

All intending Printing Presses.

Dear Sir,

For and on behalf of the Social Welfare Department, Government of Manipur (hereinafter called the Department), the Director, Social Welfare Department, (hereinafter called Director) invites tenders for Printing and supply of Registers/Form for Directorate of Social Welfare

(Signature of Director)

**GOVERNMENT OF MANIPUR
DEPARTMENT OF SOCIAL WELFARE**

NOTICE INVITING TENDER

Dated 13th September, 2013.

No. 1/2013-(ICDS-MIS)SW: Sealed quotation rates in two separate envelopes bearing "Technical bid" and "Price bid" further enclosed in one single envelope bearing "NIT No1/2013-(ICDS-MIS)SW and dated 16th September, 2013 are invited by Directorate of Social Welfare, Govt. of Manipur from intending Printing Presses for printing supply of Register and Form . All details of the Tender are in the website of the Government of Manipur www.socialwelfaremanipur.nic.in

- A. Tender Forms shall be downloaded from the above website and submitted along with a Bank Draft/Banker's Cheque of Rs. 5,000/- (Rupees five thousand only) issued from a Nationalised Bank in favour of Director, Social Welfare Department, Manipur as cost of Tender form. Hard copies of Tender Forms will also be available in the Directorate of Social Welfare, Manipur, Imphal.
- B. Sale of Tenders : From 16th September 2013 (at 11.00 A.M. to 3 P.M. for all working days except on 10-10-2013 which shall be upto 12.00 noon only) from the Directorate of Social Welfare, 2nd M.R. Gate, North A.O.C. Imphal, 795001, Manipur.
- C. Last Date of submission of Tender Form : 10-10 -2013 up to 2:00 P.M.
- D. Opening of Tender : 10-10- 2013 at 3.00 P.M.

Sd/-

Director (Social Welfare),
Manipur.

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GOVERNMENT OF MANIPUR
DIRECTORATE HEAD QUARTER, SOCIAL WELFARE, MANIPUR
A.T. LINE, NEAR 2ND MR GATE, IMPHAL

No. 1/2013- (ICDS-MIS) SW:

Imphal, the 13th September, 2013.

NOTICE INVITING TENDER

Sealed tenders are invited from reputed, financially sound, duly registered. printing presses for printing and supply of Registers/Forms for Directorate of Social Welfare, Government of Manipur. The tenders will be received by the office of the undersigned on or before 10thOctober, 2013 up to 2.00 p.m. and will be opened on the same day at 3.00 p.m. in presence of the tenderers or their authorized representatives. The rate should be quoted item-wise including taxes and all other charges. The tender must be accompanied by a security of Rs.5,00,000/- (Rupees five lakhs) only in the form of Bank Draft/Bank Guarantee drawn in favor of the Director, Social Welfare, Manipur. The tenderer should also submit all necessary papers including VAT clearance certificate, PAN Card, Income Tax Annual Accounts for last 5 years with copy of SARAL, etc.

The sample specifications of the Registers/Forms to be printed may be seen in the office of the under signed during working days.

The rate quoted should be inclusive for printing and transportation of each item to the Department Godown at Takyelpat Imphal.

The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

Successful tenderer have to carry out the work and deliver the Registers/Forms as per specifications within 45 (forty five days) after receipt of the work order.

All details of tender are in the website of the Department of Social Welfare, Government of Manipur, at www.socialwelfaremanipur.nic.in

TENDER DOCUMENTS REQUIRED TO BE SUBMITTED BY THE BIDDER FOR PRINTING AND SUPPLY OF VARIOUS PRINTING WORKS FOR DIRECTORATE OF SOCIAL WELFARE, GOVERNMENT OF MANIPUR

SECTION - I

A. ELIGIBILITY OF THE BIDDER

1. This invitation of tender is open to only reputed, duly registered printing presses having well established printing facilities.
2. The printing presses should be registered under Value Added Tax, 2005 having TIN, GRN Registration.
3. The printing presses having average annual turnover of a minimum of Rs.200.00 lakhs (Rupees two hundred lakhs) only in printing works.
4. The printing presses who have successfully completed minimum 3 (three) Govt' printing work orders worth a minimum of Rs. 200.00 lakhs (Rupees two hundred lakhs) during the last five financial years.
5. Proof of Certificate for turnover is to be submitted with the tender with a copy of the balance sheet) duly certified by the C.A.
6. The firm/individual must be an Income Tax payee with at least a gross total income of Rs.1.5 crore annum and this should be supported by SARAL statement.

The printing presses fulfilling the above mentioned eligibility criteria may apply to collect the specifications of the printing works on payment of a non-refundable fee of Rs.5,000/-(Rupees five thousand only) by Demand Draft in favour of the Director, Social Welfare , Government of Manipur.

SECTION - II

A. **Submission of Tender**

Tenderers have to submit in separate envelopes the Technical and Price Bid. The documents to be placed under each of the sections are as follows: -

a. **Technical Bid**

The technical bid will comprise of the following documents

- Bid Security of Rs.5,00,000/- (Rupees five lakhs) in form of Bank Draft in favour of Director, Social Welfare , Manipur.
- Certificate of Registration under Value Added Tax, 2005 ,TIN, GRN Registration, VAT clearance Certificate.
- Copy of PAN Card/ Income Tax SARAL Statement duly certified by CA
- Audited Balance sheet of last 5 financial years.
- Solvency Certificate from Bank.
- Copy of 3 (three) Single Government printing order worth a minimum of Rs.200.00 lakhs (two hundred lakhs) each and their satisfactory completion proof.
- Sample of Paper colours etc. as per specification in **Section III**.
- Sample copy of each register and form specified in **Section III** as will be supplied. The actual sample of Registers/Forms will be available physically in the Directorate of Social Welfare for reference.

b. **Price Bid**

The Price Bid will comprise of the price of all Registers and Forms as per Section III including all other charges applicable including and transportation upto Department godown at Takyelpat, Imphal, Manipur.

SECTION –III (SPECIFICATION)



INTEGRATED CHILD DEVELOPMENT SERVICES

Revised MIS

Technical Specifications for printing of AWC Registers and other materials by
States/UTs



MINISTRY OF WOMEN AND CHILD DEVELOPMENT

GOVERNMENT OF INDIA

April 2012

SECTION - III

Table1: Specifications for Printing of AWC Registers-Details per Register and Corresponding Pages

SL. No.	Register	Covers	Binding	Format No. And Sequence	No. of Copies of the format	Pages	Individuals/Page	Expected life	First page	Last Pages	Total functional pages	Total Pages	Leaves counted after binding
1	Reg. 1: Family Detgails	Hard	Centre	F1	101	Facing pages, pg2-203	1 family/sheet(101 families per register)	At least 5 years	Second Title	1 Bland	202	204	102
2.	Reg. 2: Supplementary Food Plasnner and Stock	Soft	Side	12 consecutive sets of the following(facing pages):				12 months	F21	(each sheet has one side blank	60	120	60
				F21(Planner)	1	Page 1	1 month/sheet						
				F22a or b (stock record)	1	Page 2	1 month/sheet						
				F22a or b duplicate	1	Page 2(duplicate/perforated)	1 month/sheet						
				F22a or b (stock record)	1	Page 3	1 month/sheet						
				F22a or b duplicate	1	Page 3(duplicate/perforated)	1 month/sheet						
				Similar sets on pages 4-6, 7-9,10-12,13-15,16-18,19-21,22-24,25-27,28-30,31-33,34-36(along with respective duplicate sheets)									
3.	Reg. 3: Supplementary Food Distribution	Hard	Centre	12 consecutive sets of the following (facing pages):				12 months	Second Title	3 Blank	288	292	146
				F31a(pregnant)	1	Page,2-3,	30 Ind/sheet						
				F31b(Lactating)	1	Page,4-5,	30 Ind/sheet						
				F32a(6m-3y girls)	2	Page,6,7,8-9,	30 Ind/sheet						
				F32b(6m-3y boys)	2	Page,10-11,12-13,	30 Ind/sheet						
				F33a(3-6y girls)	2	Page,14-15,16-17	30 Ind/sheet						
				F33a(3-6y boys)	2	Page,18-19,20-21	30 Ind/sheet						
				F34a(Temp Resi)	1	Page,22-23	30 Ind/sheet						
				F34b(Temp Resi)	1	Page,24-25	30 Ind/sheet						
				(Similar sets on pgs 26-49,50-73,74-97,98-121,122-145,146-169,170-193,194-217,218-241,242-265,266-289									

SECTION - III

SL. No.	Register	Covers	Binding	Format No. And Sequence	No. of Copies of the format	Pages	Individuals/Page	Expected life	First page	Last Pages	Total functional pages	Total Pages	Leaves counted after binding
4.	Reg. 4: Preschool Education	Hard	Centre	12 consecutive sets of the following(facing pages):				12 months	Second title	3 Blank	192	196	98
				F41a(girls 3-4y)	1	Page 2-3	30 Ind/sheet						
				F41a(girls 4-5y)	1	Page 4-5	30 Ind/sheet						
				F41c(girls 5-6y)	1	Page 6-7	30 Ind/sheet						
				F42a(boys 3-4y)	1	Page 8-9	30 Ind/sheet						
				F42b(boys 4-5y)	1	Page 10-11	30 Ind/sheet						
				F42c(boys 5-6y)	1	Page 12-13	30 Ind/sheet						
				F43(Temp)	1	Page 14-15							
				F44(PSE Activity Record)	1	Page 16-17							
Similar sets on pages 18-33, 34-49,50-65,66-81,82-97, 98-113,114-129, 130-145,146-161,162-177,178-193)													
5.	Reg.5: Pregnancy &	Hard	Centre	F5(facing pages)	17	Pages 2-35	15 Ind/sheet	At least 5 years	Second title	1 Blank	34	36	18
6.	Reg. 6: Immunization & VHND	Hard	Centre	F61(Immunization record)(facing pages)	20	Pages 2-41	15 Ind/sheet	At least 5 years	Second title	1 Blank	67	68	34
				F62(VHND record) (facing pages)	12	Page 42-65	6 months/sheet						
				Calendar(facing pages)	1	Pages, 66-67	6 yrs/2 pages						
7.	Reg. 7 Vitamin A Bi-Annual	Hard	Centre	F7(facing pages)	19	Pages 2-39	15 ind/sheet	At least 5 years	Second title	1 Blank	38	40	20
8.	Reg. 8: Home Visits Planner	Hard	Centre	F81(Pregnancy-24 months) (facing pages)	37	Pages 2-75	6 Ind/sheet	At least 5 years	Second title	1 Bland	94	96	48
				F82(Severely underweight) (facing pages)	9	Pages 76-93	6 Ind/sheet						
				Checklist of Messages (facing pages)	1	Pages 94-95							
9.	Reg. 9: Referrals	Hard	Centre	F91 (Children) (facing pages)	12	Pages 2-29	15 ind/sheet	At least 5 years	Second title	3 Blank	45	48	24
				F92 (Pregnant, Lactating) (facing pages)	4	Pages 30-37	15 ind/sheet						
				F93(Others) (facing pages)	4	Pages 38-45	15 ind/sheet						

SECTION - III

SL. No.	Register	Covers	Binding	Format No. And Sequence	No. of Copies of the format	Pages	Individuals/Page	Expected life	First page	Last Pages	Total functional pages	Total Pages	Leaves counted after binding
10.	Summaries (Monthly & Annual)	Hard	Centre	FS1(HH list) (facing pages)	15	Page 2-31	20 Ind/sheet	At least 5 years	Second title	1 Blank	106	108	54
				FS2(disabled) (facing pages)	2	Page 32-35	30 Ind/sheet						
				FS3(Annual Summary) (facing pages)	1	Page 36-37	6 years/sheet						
				FS4(Mon summ) (facing pages)	6	Page 38-49	1 year/sheet						
				FS5(Supplementary food monthly summ) (one page per format)	24	Page 50-73	1 year/4 pages						
				FS6(PSE mon summ) (facing pages)	12	Page 74-97	1 year/4 pages						
				FS7(Imm mon summ) (facing pages)	1	Page 98-99	6 years/sheet						
				FS8(Record Deaths) (facing pages)	4	Page 100-107	30 Ind/sheet						
11.	Reg. 11: Weight Record of Children	Hard	Centre	F11(facing pages)	29	Pages 2-59	14 Ind/sheet	At least 5 years	Second title	1 Blank	58	60	30
12.	Tools for AWWs: 6 year Calendar, Age/birth calculation and EDD tables	Soft	Centre	Calendar 2012-17 (facing pages)	1	Page 2-3	2 years/ page	6 years	Second title	1 Blank	17	18	9
				Table 1 A: Age calculation sheet 2012	1	Page 4-5 (facing pages)	1 year/page						
				Table 2A: Year of birth calculation sheet, 2012	1		1 year/page						
				Table 1B: Age calculation sheet, 2013	1	Page 6-7 (facing pages)	1 year/page						
				Table 2B:Year of birth calculation sheet, 2013	1		1 year/page						
				Table 1 C: Age calculation sheet 2014	1	Page 8-9 (facing pages)	1 year/page						
				Table 2C: year of birth calculation sheet, 2014	1		1 year/page						
				Table 1D: Age calculation sheet 2015	1	Page 10-11 (facing pages)	1 year/page						
				Table 2 D: Year of birth calculation sheet, 2015	1		1 year/page						
				Table 1 E: Age calculation sheet 2016	1	Page 12-13 (facing pages)	1 year/page						
				Table 2E: year of birth calculation sheet, 2016	1		1 year/page						
				Table 1F: Age calculation sheet 2017	1	Page 14-15 (facing pages)	1 year/page						
				Table 2F: year of birth calculation sheet, 2017	1		1 year/page						
				Table 3:EDD calculation	1	Page 16-17 (facing pages)	1 year/page						

Table 2: Technical Specification of Paper, Printing and production of AWC Registers

Sl. No.	Register's Name	Specifications		
		Binding	Size	Paper
1.	Register No. 2 (Supplementary Food Stock)	Soft cover Side Stitching	A3 (16 ¼ X13 ¼)	Cover: 300 gsm matt with matt lamination Inside: 80 gsm Maplitho
2.	All Other Registers [1.3.4.5.6.7.8.9.10.11]	Section Sewing and Hard Bound Binding	8 ½ X 13 ¼	Inside : 80 gsm Maplitho Cover: 130 gsm art paper with matt lamination and Hard bound binding -2 mm card board & cover pasted on board
3.	Tools for AWWs: 6 Year Calendar and Age/Birth/EDD Calculation Tables	Soft cover Centre Stitching	Full Scape	Cover: 300 gsm matt with matt lamination Inside: 80 gsm Maplitho

SECTION III

Table: 3 Specifications & quantity of printing of AWC Register, Monthly Project Report of CDPOs and AWWs

Sl. No.	Name of Printing Materials	Specifications	Quantity
		Size	Paper
1	Register 1 : Family Register	As per specification of Table No. 1	12000 copies
2	Register 2 : Supplementary Food Stock		12000 copies
3	Register 3 : Supplementary Food Distribution		12000 copies
4	Register 4 : Non Formal Pre-School Education		12000 copies
5	Register 5 : Pregnancy and Delivery		12000 copies
6	Register 6 : Immunisation and Village Health and Nutrition Day		12000 copies
7	Register 7: Vitamin-A Bi-Annual Rounds		12000 copies
8	Register 8 : Home visits Planner		12000 copies
9	Register 9 : Referrals		12000 copies
10	Register 10 : Summaries (Monthly and Annual)		12000 copies
11	Register 11 : Weight Record of Children		12000 copies
12	Tools for AWWs : 6 years calendar, Age/Birth calculation and EDD tables		12000 copies
13	MPR for CDPOs	DFC Size	70 GSM, HPC Map litho Paper
14	MPR for Anganwadi Workers (Manipur)	DFC Size	70 GSM, HPC Map litho Paper

SECTION - IV

Time Schedule of Bidding and delivery

- a. The Tenderers have to submit the tender in two separate envelopes for **Technical** and **Price Bids** specifically mentioned on top of the envelopes which should be put into a outer envelope on or before 2.00 pm of 10th Octoberr,2013 which will be opened on the same day at 3 .00 pm in presence of the Tenderers.
- b. The delivery of the printing materials ordered to the successful bidder or bidders have to be completed within 45(forty five) days from the date of order.
- c. The Director, Social Welfare, Manipur reserves the right to reject any or all tenders without assigning any reason thereof.
- d. Place of delivery will be at the Department godown at Takyelpat, Imphal, Manipur.
- e. Successful tenderer shall furnish within 15 (fifteen) days of acceptance of his tender, a security deposit of 10% of the actual contract value in the form of Demand Draft or Fixed Deposit issued by a Public Sector or by submission of irrevocable Bank Guarantee of equivalent amount from a Nationalised/Scheduled Bank having branch in Manipur for the full period of Contract or till the supply order is completed whichever is later.

(L. Ibobi Singh)

Director,

Social Welfare, Manipur

FORWARDING LETTER

Recent photograph of tenderer

From...(full name & address of the tenderer)_____

To.....

THE DIRECTOR, SOCIAL WELFARE,
MANIPUR,

R.O.....

Dear Sir,

1. I submit a Sealed Tender for Printing and Supply of Registers and Forms .
2. I have thoroughly examined and understood all the terms & conditions as contained in the Tender document, invitation to tender, General Information to Tenderer and agree to abide by them.
3. I agree to keep the offer/open for acceptance upto and inclusive of and to the extension of the said date by 15 days in case it is so decided by the Director. I/We shall be bound by communication of acceptance of the offer dispatched within the time. I/we also agree that if the date upto which the offer would remain open is declared a holiday for the Department the offer will remain opened for acceptance till the next working day.
4. Demand draft No._____ dated_____drawn on the_____ for Rs _____ Rupees _____(in words) is enclosed as Earnest Money Deposit. In the event of my/our tender being accepted, I/We agree to furnish within 15 days of acceptance of the tender Security Deposit as stipulated in the Tender.
5. I do hereby declare that the entries made in the tender and Appendices/Annexures attached therein are true and also that I/We shall be bound by the act of my/our duly constituted Attorney.
6. I hereby declare that my Firm/Company has not been blacklisted or otherwise debarred during the last five years by the Social Welfare Department, Manipur or any other Public Sector Undertaking or any Government, or any other client, for any failure to comply with the terms and conditions of any contract, or for violation of any Statute, Rule, or Administrative Instructions. (*)

OR

I hereby declare that my Firm/Company was blacklisted/debarred by _____(here give the name of the client) for a period of _____, which period has expired on _____. (Full details of the reasons for blacklisting/debarring, and the communication in this regard, should be given)(*)
(*)(strike out whatever is not applicable)

7. I hereby declare that no contract entered into by me/ my Firm/Company with the Social Welfare Department, Manipur or any other Public Sector Undertaking or any Government, or any other client, has been terminated before the expiry of the contract period at any point of time during the last five years.

8. I hereby declare that the Earnest Money Deposit and/or Security Deposit has not been forfeited or adjusted against any compensation payable, in the case of any Contract entered into by me/us with the Department, or any other Public Sector Undertaking, or any government during the last five years.

9. I hereby declare that I have not been convicted at any time by a Court of Law of an offence and sentenced to imprisonment for a period of three years or more.

I/We certify that all information furnished by me/us is correct and true and in the event that the information is found to be incorrect/untrue, the Department shall have the right to disqualify me/us without giving any notice or reason therefore or summarily terminate the contract, without prejudice to any other rights that the Department may have under the Contract and Law.

(Signature of tenderer)

Appendix-II
DEPARTMENT OF SOCIAL WELFARE, MANIPUR

**TENDER FOR PRINTING AND SUPPLY OF REGISTERS AND FORMS FOR USE
IN THE DIRECTORATE OF SOCIAL WELFARE UNDER REVISED MIS IN
MANIPUR**

Details of tenderer (TO BE FILLED IN BY THE TENDERER)

1.	Name, date of birth and address of the tenderer, email id & telephone contact No.	
2.	Composition of tenderer:- (state whether the tenderer is a proprietorship concerned, or a company). The name of the proprietor, or, the Director of the company, as applicable, should be given.	
3.	Business in which the tenderer is employed together with address particulars of the Head office and branches, if any, are located.	
4	Income Tax PAN NO. of the tenderer.	

List of Documents Attached

1. Forwarding Letter.
2. Part – A Technical Bid with all its Annexure & Appendices.
3. Price Bid
4. List of documents to be enclosed.

Document No.

1	Attested copy of Memorandum and Articles of Association/ Bye-laws/ Certificate of Registration etc. as applicable.	Yes/No
2	Power of Attorney of person signing the tender.	Yes/No
3	Certificate of experience and details thereof.	Yes/No
4	Copy of the latest income tax SARAL statement of the firm/individual.	Yes/No
5	Copy of income Tax Return/ PAN Card.	Yes/No
6	Copy of bank transaction statement.	Yes/No

(Signature & Seal)
(Authorized Signatory)

PRICE BID

From(Full name &address of the tenderer)

To

The Director,
Social Welfare Department,
Manipur.

Dear Sir,

I submit the PRICE BID of the Tender for printing and supply of Registers and Forms as specified in Section III.

2. I have thoroughly examined and understood all the terms & conditions as contained in the Tender document, invitation to tender, and its annexure & appendices and agree to abide by them.

3. I offer to work at the rates quoted below.

Sl. No.	Name of Printing Materials	Rate in Rupees (inclusive of all taxes,duties,etc. And transportation to Department godown at Takyelpat ,Imphal)
1	Register 1 : Family Register	
2	Register 2 : Supplementary Food Stock	
3	Register 3 : Supplementary Food Distribution	
4	Register 4 : Non Formal Pre-School Education	

5	Register 5 : Pregnancy and delivery	
6	Register 6 : Immunisation and Village Health and Nutrition Day	
7	Register 7: Vitamin-A Bi-Annual Rounds	
8	Register 8 : Home visits Planner	
9	Register 9 : Referrals	
10	Register 10 : Summaries (Monthly and Annual)	
11	Register 11 : Weight Record of Children	
12	Tools for AWWs: 6 Years calendar, Age/Birth calculation and EDD tables	
13	MPR for CDPOs	
14	MPR for Anganwadi Workers (Manipur)	

Yours

(Signature of Tenderer)