

**No. NRTS-002**

**INDIAN NURSING COUNCIL (INC)**

(An Autonomous body under MOH&FW)

**8<sup>TH</sup> FLOOR NBCC Centre, Okhla-1(Near Crowne Plaza Hotel)  
New Delhi-110020**

**TENDER NO. NRTS-002**

**Tender Document**

**For Preparation and supply of Plastic cards and passbooks for NUID Cards and  
Nurse passbook to each Nurse/Midwife.**

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**New Delhi-110020**

**Ph: 011-26819157, 011-26819159, 011-26819160**

**TENDER NO. NRTS-002**

**I. INTRODUCTION**

This Open tender is for procurement, printing and delivery of a Plastic NUID cards and Passbooks to be issued to each Nurse/Midwife registered at each of State Nursing Council (SNC), as per Annexure-III. These numbers are tentative and could vary from SNC to SNC. The tentative Bid schedule is mentioned in the Annexure-IV.

Approximately 15 lakh NUID cards and Passbooks are to be procured and printed for the enrolled/registered Nurses in all the States. Since cards and passbooks procurement and printing will be an on-going process, the cards and passbooks in future would be generated on a quarterly/monthly basis through the empanelled agencies, after completion of one time preparation of 15 lakh cards and passbooks.

Three agencies will be empanelled by INC for this work for a period of three years. The empanelment can be extended for a further period of one year through mutual consent. The rates finalized through this tender would be applicable on all India basis.

The data of each Nurse/midwives will be captured online either by enrolment agency or SNC or by Nurse/midwife. After processing the data, soft copy of cards and passbooks will be made available to the printer/vendor.

The tender can be downloaded from INC's website [www.indiannursingcouncil.org](http://www.indiannursingcouncil.org) or <https://eprocure.gov.in/cppp/>

**II ELIGIBILITY CRITERIA**

The agencies must fulfil the following pre-qualification conditions.

a) The agency must have a regular office in a commercial complex, experience of 3 years of making/printing of 5000 (five Thousand only) plastic cards and passbooks per day. Details of infrastructure justifying making of 5000 cards and passbooks per day may be given as per Annexure-I.

b) The agency's turn over from making and printing of plastic cards and passbooks should be more than Rs. Fifty lakhs in each of the last three years 2013-14, 2014-15 and 2015-16. Turnover certificate from making plastic cards and passbooks, in original from a chartered accountant should be submitted.

- c) The agency must have completed at least three jobs of Plastic Cards and passbooks making of Rs. five lakhs each in the last three financial years. Submit details of such jobs as per Annexure-I. Copies of purchase orders may be submitted.
- d) The agency should be registered with service tax department (if applicable) and carry a PAN.
- e) Attested copies of Articles of Association (in case of registered firms), bye laws and certificate of registration (in case of registered co-operative societies), Partnership deed (incase of partnership firm) should be submitted.
- f) The agency shouldn't have been black listed by any of the Central/State government. Attach self-declaration to this effect.

**Document in support of all the above items a) to f) should be submitted along with bid for consideration of the bid. In the submitted bid documents, each page should be numbered with an index page.**

**Upon Verification, evaluation/assessment, if any information furnished by the agency is found to be false/incorrect, their bid shall be summarily rejected,EMD shall be forefieted and no correspondence on the same, shall be entertained.**

### **III BID SUBMISSION**

#### **1 Bid Submission**

- a. Agencies are advised to study the Bid Document carefully. Submission of the Bid will be deemed to have been done after careful study and examination of all instructions, eligibility norms, terms and requirement specifications in the tender document with full understanding of its implications. Bids not complying with all the given clauses in this tender document are liable to be rejected. Failure to furnish all information required in the tender Document or submission of a bid not substantially responsive to the tender document in all respects will be at the agency's risk and may result in the rejection of the bid.
- b. A Demand Draft (D.D) of Rs. 4,00,000 (Rs. Four lakhs only) towards EMD and another demand draft of Rs. 5000/- (Rupee five thousand only) towards tender document fee drawn on a scheduled commercial bank and payable to **Secretary, Indian Nursing Council** , payable at New Delhi may be placed in an envelope. The envelope should be sealed and superscripted **"Tender fee and EMD for INC tender for procurement, printing and delivery of "Plastic cards and passbooks for Nurses/Midwives" due on 06/02/2017 at 03:00 PM".**
- c. The Technical bid (Annexure-I) is to be sealed and superscripted **"Technical Bid for INC tender for procurement, printing and delivery of Plastic cards and passbooks for Nurses/Midwives due on 06/02/2017 at 03:00 PM".**
- d. The Financial Bid (Annexure-F) is to be sealed and superscripted **"Financial Bid for INC tender for procurement, printing and delivery of Plastic cards and passbooks for Nurses/Midwives due on 06/02/2017 at 03:00 PM".**
- e. The bids submission will be in the following manner.
- i. The first envelope shall contain the D.D for EMD and D.D for Tender document fee.
  - ii. The second envelope shall contain the Technical Bid as mentioned in the Annexure-I along with the supporting document.
  - iii. The Third envelope shall contain the Financial bid as mentioned in the Annexure-F.

f. **All the above three envelopes shall be put in to a bigger envelope sealed and superscripted "Bid for INC tender for procurement, printing and delivery of Plastic cards and passbooks for Nurses/Midwives due on 06/02/2017 at 03:00 PM".**

**Addressed to Joint Secretary, Indian Nursing Council, 8<sup>TH</sup> Floor, NBBC Centre, Okhla-I, New Delhi-110020.**

## **2 Earnest Money Deposit (EMD) and Tender Fee**

a. The Agencies shall furnish, Earnest Money Deposit (EMD) of Rs. Four lakhs in the form of Demand Draft / Bankers' Cheques, from a scheduled commercial bank, drawn in favour of Secretary, Indian Nursing Council payable at New Delhi. The EMD of unsuccessful agencies shall be returned without interest after finalization of the tender. EMD of the successful agencies shall be returned without any interest, on receipt of Bank Guarantee (BG) of equal amount valid for the period of empanelment / extended empanelment.

## **3 Forfeiture of Earnest Money Deposit/Security Deposit**

The Earnest Money Deposit can be forfeited if the Agency withdraws its bid during the period of bid validity.

1. Does not accept the correction of errors.
2. In case of the successful Agency fails to sign the contract within the stipulated time.

## **4 Pre bid meeting**

INC will hold a pre bid meeting with the prospective agencies on 23/01/2017 at 11:30 AM in the INC conference hall at **8<sup>TH</sup> Floor, NBBC Centre, Okhla-I, New Delhi-110020.**

Queries received, from the agencies, two days prior to the pre bid meeting will be addressed. The queries can be sent to Secretary, Indian Nursing Council through **email at [js.inc@gov.in](mailto:js.inc@gov.in).**

## **5 Last date for submission of bids**

a. **Bids, complete in all respects, must be dropped in the tender drop box kept on the mentioned address by the due date and time.** In the event of the specified date for the submission of Bids being declared a holiday, the Bids submitted up to the given time on the next working day for which INC will make necessary provisions.

b. INC may, at its own discretion, extend the date for submission of bids. In such a case all rights and obligations of INC and the Agencies shall be applicable to the extended time frame.

c. As the bids can be submitted only up to the defined date and time, there can't be any late bids. INC will not be responsible for any delay in obtaining the terms and conditions of the tender or submission of the bid at INC's office before the due date and time of submission.

d. **The offers submitted by telex/telegram/fax/Email/post/courier or any manner other than specified above will not be considered. No correspondence will be entertained on this matter.**

e. At any time prior to the last date for receipt of bids, INC, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective agency, modify the Tender Document by an amendment. The amendment will be notified on INC's website [www.indiannursingcouncil.org](http://www.indiannursingcouncil.org) and <https://eprocure.gov.in/cppp/> and should be taken into consideration by the prospective agencies while preparing their bids.

f. In order to give prospective agencies reasonable time to take the amendment into account in preparing their bids, INC may, at its discretion, extend the last date for the receipt of bids. No bid may be modified subsequent to the last date for receipt of bids. No bid may be withdrawn in the interval between the last date for receipt of bids and the expiry of the bid validity period specified by the agency in the bid. Withdrawal of a bid during this interval may result in forfeiture of Agency's EMD.

g. The agencies will bear all costs associated with the preparation and submission of their bids. INC will, in no case, be responsible or liable for those costs, regardless of the outcome of the tendering process.

h. Printed terms and conditions of the agencies, as submitted, will not be considered as forming part of their bid. In case terms and conditions of the contract applicable to the Invitation of bid are not acceptable to any agency, they should clearly specify the deviations in their bids.

#### **IV OPENING OF BIDS AND EVALUATION**

##### **1 Technical Bid**

a. INC shall convene a bid opening session on **06/02/2017 at 03:30 PM** where one representative from the agencies, who have successfully submitted the bid, can participate.

b. Subsequent to this, INC will evaluate the technical bids of only those agencies whose tender fee and EMD draft has been found to be in order and haven't withdrawn their bids. Agencies' representatives can remain present during the bid's opening process.

c. The bids will then be passed on to a duly constituted Technical Evaluation Committee (TEC).

##### **2 Financial Bid**

a. Financial bids, original and revised, if any, of only the technically qualified agencies, shall be opened on a notified date and time, in the presence of agency's representatives, who chose to remain present.

b. INC at its discretion may call for revised financial bids, before opening of the original financial bids, from the technically accepted agencies, which should be submitted within the stipulated time period set out by INC. The rates quoted for any of the items in the revised financial bids shall not be more than the original financial bids, otherwise the bid shall be rejected and EMD forfeited.

c. The financial bids will then be passed on to a duly constituted Financial Evaluation Committee (FEC) for evaluation.

d. The Financial bids of technically qualified agencies only shall be opened on a date and time duly notified in the presence of the agency's representatives, who chose to remain present.

##### **3 Bid Validity**

All the bids must be valid for a period of 180 days from the date of tender opening for placing the initial order. However, the rates should be valid for the initial/extended period of

empanelment from the date of empanelment. No request will be considered for price revision during the empanelment (contract) period. If necessary, INC will seek extension in the bid validity period beyond 180 days. The agencies, not agreeing for such extensions will be allowed to withdraw their bids without forfeiture of their EMD.

#### **4 Evaluation of bids**

- a. When deemed necessary, INC may seek clarifications on any aspect of their bid from the agency. However, that would not entitle the agency to change or cause any change in the substance of the tender submitted or price quoted. This would also not mean that their bid has been accepted.
- b. INC may waive any minor informality or non-conformity or irregularity in a bid, provided such waiver does not prejudice or affect the relative ranking of any other agency.
- c. Any effort by an agency to influence INC's bid evaluation, bid comparison or contract award decisions may result in the rejection of the agency's bid and forfeiture of the agency's EMD.
- d. INC reserves the right to accept any bid, and to cancel/abort the Tender process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected agencies or agencies and of any obligation to inform the affected agencies of the grounds for INC's action and without assigning any reasons.

#### **5 Technical Evaluation**

The technical bids will be evaluated by a duly constituted Technical Evaluation Committee (TEC). The first process for the TEC is to examine the eligibility of the agencies as per the tender specifications. Bids, not satisfying the eligibility criteria will be rejected. Subsequently, the TEC would examine the technical details and may ask for additional information from the agencies. On request from the TEC, the agencies may have to submit additional information. The TEC may call the eligible agencies for a presentation of their infrastructure facilities and resources to handle the work. The time limit, in which the agencies' have to submit the additional information or organize the presentation, will be decided by the TEC and its decision will be final in this regard. Agencies failing to adhere to the specified time limit will be rejected.

#### **6 Financial Evaluation**

- a. After approval of the TEC report by the competent authority, the processing of the second stage will commence with the opening of the Financial Bids of only the technically qualified Agencies. A Financial Evaluation Committee (FEC) would scrutinize the commercial bids. The bids, found lacking in strict compliance to the commercial bid format will be rejected straightaway.
- b. L1 is the agency quoting least value of "Z" in the row 3 & column 3 of Financial Bid in the Annexure-F. Subsequently the L1 agency shall be asked to match the lowest prices quoted by any other bidder for X and Y.
- c. Subsequent to the above, rates quoted/accepted/matched by L1 agency will be accepted as tender rates,
- d. In order to create a panel of three agencies, L2, L3..... In that order will be asked to match the L1 agency rates. If L2 agrees they are taken on the panel otherwise the opportunity will be extended to L3 and so on. If none of the L2, L3....agrees to match L1 rates then L1 alone will be on the panel.

## **V EMPANELMENT**

- a. On written communication from INC for having qualified for empanelment the agency will sign the contract (letter of empanelment) within 7 days of such communication. Failing which the offer will be treated as withdrawn and EMD forfeited.
- b. INC will have a panel of three agencies for availing the services during the period of empanelment, which will be initially for three years. Depending on the project requirements, INC may extend the period of empanelment for additional one year through mutual consent. The empanelled agencies will have to renew/re-submit the security deposit for the extended period of empanelment.
- c. The agencies selected for empanelment will give security deposit of Rs. 4,00,000 (Rupees. Four Lakhs only) in the form of Bank Guarantee from a scheduled commercial bank for the duration of the empanelment or extended period, if any, in favour of Secretary, Indian Nursing Council, New Delhi.
- d. EMD of empanelled agencies shall be released without interest on submission of BG as above. EMD of other agencies shall also be released at this stage without any interest.
- e. INC reserves the right to call in the revised financial bids from the technically qualified agencies during the validity of the empanelment.

## **VI DELIVERY, PERFORMANCE & PENALTY**

- a. The empanelled agencies shall download the data as per the login credentials given by INC, The agency after downloading the data will print the cards and passbooks as per the instructions contained in this bid, will deliver the cards and passbooks, to the concerned SNC. The agency is expected to complete the assigned job as per the schedule given in the work order. The schedule (job completion time) will be worked out on the basis of 7500 cards and passbooks per day.
- b. Any unexcused delay by the agency in meeting the work order prescribed time (one month for up to two lakh cards and passbooks from the date of downloading the data) schedule for completing the job will attract a Penalty at the rate of 0.2% (point two) per day of the total value of work order for up to thirty days. Beyond thirty days INC will have the option of getting the balance work done from alternate sources at the cost and risk of the defaulting agency. Further INC may forfeit the EMD/Security Deposit of the defaulting agency and terminate the empanelment for default.
- c. The agencies shall take measures to ensure 100% accuracy in generation of cards and passbooks. On sample checking if INC/Client finds lack of clarity in the cards and passbooks, the entire lot will be returned to the agency for corrections/reprinting. In cases where the photo quality on the cards and passbooks is inferior to the photo supplied on the forms the cards and passbooks will have to be re-printed. In both the above cases, the agency will print new cards and passbooks at no additional cost. However, the delay in the time schedule will attract penalty as per clause (b) above.
- d. If at any time during performance of the Contract, the selected agency should encounter Conditions impeding timely performance of services, the agency shall promptly notify INC in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the selected agency's notice, INC shall evaluate the situation and may at its discretion extend the time for performance in writing.

- e. The agencies will use the plastic cards and passbooks and printing mechanism so that the cards and passbooks remain perfectly legible for a period of five years.
- f. INC holds the option of using the rates finalized through this tender for any other similar jobs. All the State Nursing Councils (SNCs) will use this empanelment for getting NUID cards and passbooks printed for primary/reciprocal, orders will be placed by SNC directly on the empanelled vendor for which payment shall be made by respective SNC as per their orders.
- g. The selected agency shall not outsource the work assigned to any other agency, under any circumstances. This violation will attract forfeiture of EMD/Security deposit and cancellation of work order. The cost incurred on executing the work order through alternate source will also be recovered from the outstanding bills or by raising claims.
- h. The original documents / photographs or any other material given to or downloaded by agency should be handled with utmost care. The originals documents if any given to agency should be returned without any damage. Protecting the sanity of originals is complete responsibility of the agency. Any damages/loss of the originals will invite the strict action and penalty against the erring agency. Decision of INC on the penalty shall be final and binding on the defaulting agency.

## **VII PAYMENTS**

- a. INC reserves the right to issue one work order or a series of work orders for execution of the work related to this tender. Payment shall also be released work order wise.
- b. Payment will be made in Indian Rupees after successful & satisfactory completion of the assigned work. The empanelled agency shall submit duly receipted bills in triplicate in the name of INC (or as instructed) with the completion certificate obtained from respective State Nursing Council.
- c. All payments shall be made subject to deduction of TDS (Tax deduction at Source) as per the income- Tax Act, 1961 as amended from time to time.
- d. Payments will be released within 45(Forty five only) days after submission of bills complete in all respects for each order.

## **VIII GENERAL TERMS & CONDITIONS**

- a. The selected agency will not, without INC's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, sample of information furnished by or on behalf of INC in connection therewith, to any person other than a person employed by the agency in the Performance of the Contract. Disclosure to any such employed person will be made in confidence and will extend only as far as may be necessary for purposes of such performance.
- b. The selected agency will not outsource the work to any other associate/franchisee/third party under any circumstances. If it so happens then INC will impose sanctions which will include: forfeiture of the security deposit, revocation of bank guarantees (including the ones submitted for other work orders) and termination of the Contract for default.



- c. INC may by written notice sent to the selected agency, terminate the work order and/or the Contract, in whole or in part at any time of its convenience. The notice of termination will specify that termination is for INC's convenience, the extent to which performance of the work order and /or the contract is terminated, and the date upon which such termination becomes effective. INC reserves the right to cancel the remaining part and pay to the selected agency an agreed amount for partially completed Services.
- d. In the event of the agency's company or the concerned division of the company is taken over / bought over by another company, all the obligations under the agreement with INC, should be passed on for compliance by the new company / new division in the negotiation for their transfer.
- e. All empanelled agencies automatically agree with INC for honouring all aspects of fair trade practices in executing the work orders placed by INC.
- f. After preparation of the passbook and plastic card, the bidder will pack in such a way that both passbook and plastic card of each Nurse/Midwife is put together before making bulk pack for shipping to concerned SNC.
- g. The bidder will take all measures not to misuse the data given to him for preparation and printing of Passbook and plastic card. If at any time INC finds that the data is being misused then INC will take strict action against the bidder by way of forfeiting the BG, black listing and filing of an FIR.
- h. If a bidder falls under the Micro, Small & Medium Enterprises Development Act, 2006 for the items under this tender, then a copy of the registration certificate for the tendered items and services must be provided to INC. Further, the bidder must keep INC informed of any change in the status of the company.
- i. If a bidder falls under the Micro, Small & Medium Enterprises Development Act, 2006 for the items under this tender, then a copy of the registration certificate for the tendered items and services must be provided to INC. Further, the bidder must keep INC informed of any change in the status of the company. Following facilities have been extended to the SSI units registered with NSIC:
  - a. Exemption from payment of earnest money and tender document fee.
  - b. Waiver of security deposit up to the monetary limit for which the unit is registered

## **IX TERMINATION FOR INSOLVENCY & DEFAULT**

### **1 Termination for Insolvency**

INC may at any time terminate the work order / contract by giving written notice of four weeks to the agency, without any compensation to the agency, if the agency becomes bankrupt or otherwise insolvent.

### **2 Termination for default**

- a. Default is said to have occurred
  - If the agency fails to deliver any or all of the services within the time period(s) specified in the work order or any extension thereof granted by INC.

- If the agency fails to perform any other obligation(s) under the contract / work order.
- b. If the agency, in either of the above circumstances, does not take remedial steps within a period of 30 days after receipt of the default notice from INC (or takes longer period in spite of what INC may authorize in writing), INC may terminate the contract / work order in whole or in part. In addition to above, INC may at its discretion also take the following actions
- INC may transfer upon such terms and in such manner, as it deems appropriate work order for similar support service to other agency and the defaulting agency will be liable to compensate INC for any extra expenditure involved towards support service to complete the scope of work totally.

## **X FORCE MAJEURE**

- a. Force majeure clause will mean and be limited to the following in the execution of the contract / purchase orders placed by Indian Nursing Council:-
- War / hostilities.
  - Riot or Civil commotion.
  - Earthquake, flood, tempest, lightning or other natural physical disaster.
  - Restriction imposed by the Government or other statutory bodies, which is beyond the control of the agencies, which prevent or delay the execution of the order by the agency.
- b. The agency will advise INC in writing, duly certified by the local Chamber of Commerce, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the force majeure conditions. In the event of a delay lasting for more than one month, if arising out of clauses of force majeure, INC reserve the right to cancel the order without any obligation to compensate the agency in any manner for what so ever reason.

## **XI APPLICABLE LAW**

The work order will be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing.

### TECHNICAL BID

BID PARTICULARS FOR TENDER No. :

1. Name of the Agency :

2. Address of the Agency :

3. Telephone: Fax: E-mail:

4. Existing Facilities available  
(For making plastic cards and passbooks – furnish details in numbers)

Computer Systems:

Plastic Cards and passbooks Printers:

Plastic cards and passbooks making machines:

Data Entry operators/Machine Operators:

Working in how many shifts: One/Two/Three

(Please include a half page note justifying that your agency can process and print 7500 cards and passbooks per day

5. Agencies turnover from making & printing of plastic cards and passbooks - in (Rs. Lakhs)

2013-14	2014-15	2015-16

6. Details of three jobs of plastic cards and passbooks printing undertaken by the agency of value more than Rs. 5 lakhs each, in the past two Financial years. Please attach copies of work order and satisfactory completion certificate from the Clients.

S.No.	Caption	Details
i	Name of the Client with address	
ii	Project Name and summary (5 lines)	
iii	Project Start Date – MM/YY	
iv	Project Completion Date – MM/YY	
v	Project Cost – (In Rs. Lakhs)	
vi	Whether the project is still operational	Yes/No
vii	Name of the Client's Contact person with phone number	

7. VAT/Service Tax Registration No as applicable: (Attach photo copy)
8. PAN: (Attach photocopy)
9. Using plastic cards and passbooks format of **Annexure-II** please submit three samples of printed cards and passbooks to assess the quality of printing and that of the cards and passbooks. Indicate the printer used for the purpose. These cards and passbooks will be retained as benchmark and the quality of the job assigned cards and passbooks should match with the benchmark cards and passbooks.
10. Use separate sheet wherever necessary.
11. Contact Phone (Mobile):

**Date:**  
Place:

**Authorized Signatory:**  
Name

**COMPANY SEAL**

**Annexure-F**

**EMPANELMENT OF AGENCIES FOR PREPARATION and SUPPLY OF PLASTIC CARDS AND PASSBOOKS**

**FINANCIAL BID**

Name of the Agency:

Address:

S. No	Description	Rate (in Rs.) applicable for all-India for one card and one passbook
(1)	(2)	(3)
1	<b>Generation of Printed Plastic Cards as per specifications of Annexure II (Rate Per one Plastic Card inclusive of the cost of cards) including all taxes and transportation/courier cost. (write both in figures and words)</b>	X=
2	<b>Generation of Printed passbooks as per specifications of Annexure II (Rate Per one passbook inclusive of the cost of passbook) including all taxes and transportation/courier cost. (write both in figures and words)</b>	Y=
3	<b>Grand total (write both in figures and words)</b>	<b>Z = X + Y =</b>

1. The plastic cards and passbooks are to be printed in colour on both sides, inclusive of a bar code/QR code, as per the design prescribed by INC. Only standard plastic cards and passbooks of standard size with due approval of INC shall be used. The cards have to be laminated with thin invisible plastic sheet to retain the cards and passbooks print/photo quality for the life of a cards and passbooks.
2. Selection of L1 agency and the empanelment process will be as per Clauses mention in section 4.5.
3. Initial 50% work will be assigned to the L1 agency. The balance 50% will be equally distributed among the remaining two empanelled agencies. Each agency will have to complete printing of plastic cards and passbooks generation work assigned to it within the time schedule mentioned in the work order. Depending on the performance of the empanelled agencies, INC can change the above distribution of work.
4. Indian Nursing Council will make payments only for the finely printed cards and passbooks which are acceptable to INC clients.
5. VAT/Service tax will be paid extra as applicable from time to time.
6. **The rates quoted should be inclusive of transportation cost for delivery of the cards and passbooks, with 100% accuracy, at the SNC centres throughout India.**
7. This annexure is to be submitted in an envelope sealed and superscripted Financial Bid – Annexure-F for INC tender for preparation of plastic cards and passbooks **to Nurses/Midwives** Due on **06/02/2017 at 03:00 PM** should be addressed to Secretary, Indian Nursing Council and submitted before the date and time mentioned above.

**Date:**

Place:

**Authorized Signatory**

Name

Address (including telephone no. and email)

address

**Company Seal**

## Sample NUID Cards and passbooks

**Front**

**Back**

<div style="text-align: center;">  <p><b>Indian Nursing Council</b> New Delhi</p> </div> <p>Name : <input style="width: 80%;" type="text"/></p> <p>Father/Spouse Name : <input style="width: 80%;" type="text"/></p> <p>Address : <input style="width: 80%;" type="text"/></p> <p>NUID : DL381                      Date of Birth : DD/MM/YYYY</p> <p>Valid From : DD/MM/YYYY      Valid Upto : DD/MM/YYYY</p>	<div style="text-align: center;">  <p><b>Delhi Nursing Council, New Delhi</b></p> </div> <p>Digitally Signed Card</p> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <p><b>Signature</b>                      Not Valid Unless Signed</p> <div style="text-align: right;">  </div> <p><b>INSTRUCTIONS</b></p> <ol style="list-style-type: none"> <li>1. For Security and identification purpose this card must be carried by holder at all times while she/he is on duty.</li> <li>2. This card is not transferable.</li> <li>3. Loss or theft of this card must be reported to respective State Nursing Council immediately and a duplicate card will be issued only after payment of INR 1000.</li> </ol>
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### Cards Specification

Cards (8.5cm X 5.5cm) Multi colour Printing on front and back on both,

- (i) Size : 85mm.L X 55mm.W
- (ii) Thickness of the Identity Cards and passbooks: 0.76mm. Plastic Cards (iii) Coating: High gloss lamination on both sides
- (iv) Cutting: Standard rounded edge

### Passbook Specification

- Size of the passbook: 100mmx150mm
- Pages : 32 +cover
- Printing : Inner pages: multi colour printing with offset process on both sides  
Outer pages: Gold leaf on 1<sup>st</sup> and 4<sup>th</sup> cover
- Paper : Inner pages : 70GSM Maplitho paper (BILT/JK)
- Cover : Black colour Imported Buckram with 120 GSM sunshine super printing paper pasted on inside of it.
- Binding : Thread sewn binding with cloth stitching machine (as done for bank passbooks)

INC logo along with SNC logo as printed on the plastic card shall be printed on the front cover of the passbook with the name of respective State Nursing Council along with address. Name of Indian Nursing Council along with its address will be printed on the back cover.

Page No 1 and 2 of each passbook is to be digitally printed with personal details and colour photograph of nurse/midwife. The details will be provided by INC as download facility similar to plastic card.

Interested bidders can see the sample copies of plastics card and passbook during the pre-bid meeting.

### Annexure-III

#### LIST OF STATE NURSING COUNCILS

S.No.	Location	Estimated number of cards and passbooks	S.No.	Location	Estimated Number of cards and passbooks
1	Registrar, Jammu and Kashmir Nursing Council, Office of the Registrar J & K Nursing Council, Govt. Medical College, Srinagar.	28,105	15	Registrar, Karnataka Nursing Council, 71, Nightingale Towers, A Street, 6th Cross, AR Extension, Gandhinagar, Bangalore-560009, Karnataka	142841
2	Registrar, Andhra Pradesh Nurses & Midwives Council Govt. General Hospital,(old) campus Hanumanpet, O/o Director of Medical Education ,Hanumanpet, Vijayawada- 520002, Amaravathi, AP	90000	16	Registrar, Kerala Nurses & Midwives Council, Red Cross Road, Thiruvananthapuram- 695035. (Kerala)	130752
3	Registrar, Arunachal Pradesh Nursing Council,C Sector, Naharalagun,Papum Pare – 791110, Arunachal Pradesh	795	17	Registrar, Madhya Pradesh Nurses Registration Council, Flat No.7-8&8 IIIrd Floor, GomantikaParisar, Jawahar Chowk, Bhopal – 462003,M.P	79178
4	Registrar, Assam Nurses Midwives & Health Visitor Council, Six Mile, Khanapra, Guwahati – 22 Assam	22929	18	Registrar, Maharashtra Nursing Council, 5 th Floor, Bombay Mutual Annex Building, 10- 16, Cowasji Patel Street & 131-145, Gunbow street, Fort, Mumbai-400001	86664
5	Registrar, Bihar Nurses Registration Council, Room No.-330-A, Vikas Bhawan, New Secretariat, Bailey Road, Patna - 800015	9018	19	Registrar, Manipur Nursing Council, Medical Directorate, Lamphelpat, Imphal West-795004. Manipur	4918

	(Bihar)				
6	Registrar, Chhattisgarh Nursing Council, Old Nurses Hostel,Dte. Of Health Services,Mantralaya Parisar, Raipur, Chhattisgarh	10169	20	Registrar, Meghalaya Nursing Council, Health Complex Red Hill, Upper new colony, Laitumkhrah, Shillong, Meghalaya, India – 793003	2729
7	Registrar, Delhi Nursing Council, Ahilaya Bai College of Nursing Building, LNJP Hospital, New Delhi-110002.	29836	21	Registrar, Mizoram Nursing Council, Civil Hospital Complex, Dwarpui, Aizwal,Mizoram- 796001	2569
8	Registrar, Goa Nursing Council, Institute of Nursing Education, Opposite Holly Cross Chapel, Bambolim – Goa - 403202.	1,867	22	Registrar, Orissa Nurses & Midwives Council, HOD Building, Bhubaneswar – 751 001, (Orissa)	68867
9	Registrar, Gujarat Nursing Council, 3rd Floor States Council House, Near Cancer Hospital, Civil Hospital Campus, Ahmedabad, Gujarat - 16	72724	23	Registrar, Punjab Nurses Registration Council, Sikhiya Bhawan, 7th Floor, E-Block, Phase-8, SAS Nagar, Mohali, Punjab, 160 062	49854
10	Registrar - In charge, Haryana Nursing Council, SCO No.03, Sector 20 – D, Near LabourChowk, Dakshini Marg, Chandigarh :- 160 020 (Haryana)	26515	24	Registrar, Rajasthan Nursing Council, B – 39, Sardar Patel Marg, C-Scheme, Jaipur, Rajasthan	154429
11	Registrar, Himachal Pradesh Nurses Registration Council, Old Dental College Building, Near IGMC, Shimla – 171001 (Himachal Pradesh)	14805	25	Registrar, Tamil Nadu Nurses & Midwives Council, 140, Santhome High Road, Mylapore, (Near Santhome Church) Chennai: - 600 004 (Tamil Nadu)	154069
12	Registrar, Jharkhand Nurses Registration Council, G.N.M. Nurses Hostel, Rajendra Medical Institute, Ranchi- 834009,	4032	26	Registrar, Tripura Nursing Council, Directorate of Health Services Building, 3rd floor, Pt. Nehru Complex, Agartala-799006	2446



	Jharkhand.			(Tripura West)	
13	Registrar, West Bengal Nursing Council, Room no.- 302, DF Block, 3rd Floor, Purta Bhaban, Sector-1, Salt Lake, Kolkata-700091	59002	27	Registrar, Uttar Pradesh Nurses & Midwives Council, 5 – Servapalli, Mall Avenue Road, Lucknow – 226 001 (Uttar Pradesh)	50311
14	Registrar, Uttarakhand Nurses Midwives Council, Directorate General Office, Medical Health & Family Welfare, DandaLakhond, P.O. Gujrara, Sahasradhara Road, Dehradun, Uttarakhand-248001.	2000		The Registrar, Telangana State Nurses Midwives Auxiliary Nurse Midwives & Health Visitors Council, Sultan Bazar, Koti, Hyderabad-500095, Telangana	90000

**Bid Schedule****Annexure-IV**

Activity	Date
Date of Publication on <a href="http://www.indiannursingcouncil.org">http://www.indiannursingcouncil.org</a> and <a href="https://eprocure.gov.in/cppp/">https://eprocure.gov.in/cppp/</a>	30/12/2016
Downloading of the Tender Document	From the next day of its publication on the INC website and Central procurement portal of Government
Seek Clarifications – Start Date	03/01/2017
Seek Clarifications – End Date	2 days before the pre-bid meeting i.e 21/01/2017
Pre-bid meeting	23/01/2017 at 11:30 AM in INC, N. Delhi Office
Bid submission - end date	06/02/2017 3:00 PM
Opening of Bids (Eligibility and Technical)	06/02/2017 3:30 PM