

National Leprosy Eradication Programme

Adv. No: 01/18

Date: 05.08.2018

TENDER CALL NOTICE

Sealed tenders are invited from registered agencies (with GSTIN No.) having adequate experience in taking up the works of composing / proof reading/ designing & printing. Details regarding the printing and terms & conditions may be collected from the office of undersigned/ may download from the website WWW.nrhmorissa.gov.in. The tender should reach the office of the undersigned by **20.08.2018 (till 5 PM)**. The Tender will be opened at **3:30 PM on 21.08.2018**

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

Sd/-

Addl. Director (Leprosy), Odisha, Bhubaneswar

**INSTRUCTION TO BIDDERS, SPECIFICATIONS, TERMS & CONDITIONS
FOR PRINTING & SUPPLY OF REGISTERS, LEAFLETS, POSTERS, &
BANNERS ETC.**

Section – I (Instruction to Bidders)

1. Sealed tenders are invited from registered printing agencies having adequate experience in printing & supply of different type of printing assignments.
2. Interested bidders may obtain details terms and conditions from the office of Addl. DHS (Leprosy), 2nd Floor, HOD Building, Bhubaneswar / may down load from the website www.nrhmorisha.gov.in for taking up the assignment.
3. The tender should be submitted in two parts i.e. **Technical Bid (Cover-A)** and **Financial Bid (Cover-B)**. The bidders should submit their **Technical** and **Financial** bid **Separately** in **two separate envelopes** and the same should be put into **another cover envelop** superscribed as **“Tender for printing of Registers & misc. IEC materials in reference to adv. No _____”**. The Technical and Financial Bid envelopes should be clearly marked as Technical Bid & Financial Bid on the top of the relevant Envelopes. The tenders should be submitted at “The Addl. Director of Health Services (Leprosy), 2nd Floor, HOD Building, Bhubaneswar” by Courier/ Speed Post / Registered Post / hand.
4. Bidders will qualify if he will submit relevant valid documents as asked to be submitted with Tender Document and fulfilling all the terms & condition of the tender document and inspection of infrastructure of the bidder if required. The circulars issued by the Finance Department, all Govt. of Odisha from time to time regarding tax matters shall be taken into account for evaluation and shall be binding on the bidders. The bidders are requested to clearly mention the **% of CGST & SGST** in the appropriate column and the price excluding tax as mentioned in the tender bid format.

5. Schedule of Requirement

Sl No	Name of the Items	Specification	Quantity
1	Survey Register	Unit: Register Size: 1/4 D/F Total no. of inner Pages: 60 Paper Inner: 90 GSM Ledger paper Centre stitching with duplex board Cover 320 GSM Printing (Inner & Cover) : Both side Black offset printing	40,000
2	Leaflet	Unit: Leaflet Size: 24 x 18 Cm Page: Single side printing (1 sheet) Paper: 90 GSM Maplitho Brightness: Minimum 80 percentage Printing: Multi colour offset printing	80,00,000
3	Poster	Unit: Poster Size: 19 x 28 inch Page: Single side printing (1 sheet) Paper: 90 GSM Maplitho white Brightness: Minimum 80 percentage Printing: Multi colour offset printing	4,00,000

4	Formats (forms)	Unit: Form Size: ¼ demy Page: Single side printing (1 sheet) Paper: 90 GSM Maplitho White Brightness: Minimum 80 percentage Printing: Single colour (Black) offset printing	30,000
5	Flex Banner	Unit: Banner 300 micron Star flex (6' x 4')	1900
6	Flex Banner	Unit: Banner 300 micron Star flex (8' x 4')	600

Note :

* **The samples can be inspected at Office of Addl. Director of Health Services (Leprosy), Odisha, BBSR before submission of tender.**

Details regarding quality testing of papers are mentioned in Clause 19 – Section II.

06. EMD to be submitted:

Tender must be accompanied by EMD of **Rs 80,000/-** (if the Bidder is other than local MSME) by way of Demand Draft drawn in favour of Joint Director of Health Services (Leprosy), Odisha, Bhubaneswar. As per Finance Department office Memorandum no. 21926 dtd. 12.8.2015, **Local micro & small enterprises** registered with respective DIC, Khadi, Village, Cotton & Handicraft Industries, OSIC and NSIC while participating in tenders of Government Departments & Agencies under its control shall be **exempted** from payment of earnest money.

07. Tender Document: Rs.1,120/- (Non-Refundable) by demand draft.

08. Delivery Time:

Within **21 days** from the date of receipt of final proof & printing from Joint Director of Health Services (Leprosy), Odisha, Bhubaneswar by the successful bidder.

09. Place of Delivery:

This consignment after printing has to be delivered at **Leprosy Store, Near Rajarani Temple, Bhubaneswar / Any other centralized location in Bhubaneswar** as decided by the Jt. Director of Health Services (Leprosy), Odisha.

10. Evaluation of Bid:

Evaluation of bid shall be based on price quoted (exclusive of GST). Also during evaluation, as per the Govt. of Odisha Finance Deptt. Office memorandum No. 13290 dtd. 2.4.2013 (Clause 2), the price preference system shall be applicable to **Local micro & small enterprises** registered with respective DIC, Khadi, Village, Cotton & Handicraft Industries, OSIC and NSIC

Section - II
TERMS AND CONDITIONS

Terms & Conditions		Documents to be Submitted
1	The organization should be a bonafide registered body	Photo copy of the Registration certificate
2	The Organisation should have PAN number & should be registered under GST	Photocopy of PAN/GST certificate with GSTIN.
3	Annual turnover of the bidder must be \geq 100 Lakhs in each year of last three preceding financial years.	Audited Balance Sheet & P&L Account of last three preceding financial years.
4	The organization will have to submit an Affidavit (On original Stamp Paper of relevant value) with the following clauses:- 1. It has not been blacklisted by any Government Organization 2. The organization does not have any legal suit / criminal case pending against it for violation of PF /ESI/MW Act or any other law. 3. The Directorate will have no liability regarding transportation, loading and unloading of material and all the material ordered shall be delivered at the designated place in good condition. The defective or damaged printed material if any will be replaced by the Organization. 4. That the organization agrees to abide by all terms & conditions of tender 5. The organization will quote prices exclusive of GST as per price bid format.	Affidavit
5.	Tender must be accompanied by EMD (if the bidder is other than local MSME) as mentioned in Para 06 of Section-I by way of Demand Draft (Must be submitted), drawn on any Nationalized / Scheduled Bank in favour of Joint Director Of health services (Leprosy), Odisha , Bhubaneswar. Tenders (if tenderer is other than local MSME) if not accompanied by EMD will not be considered. Local MSMEs are exempted from submission of EMD. EMD of unsuccessful renderers will be returned without interest on finalization of the bid. EMDs / Bid Security of successful tenderer will be returned after submission of the Performance Security. The EMD shall be for feited if the successful tenderer after getting the letter of award withdraws / Express his inability to execute the work.	
6.	The tenderer should furnish the copies of the work order executed in similar type of printing works during the last three years.	Photocopies of work orders executed during the last three years.
7.	The head of the organization (bidder) should submit an authorization and specimen signature of their authorized signatory if any.	Authorization regarding specimen signature of authorized signatory.
8.	The successful bidder (if other than Local MSME) will have to deposit Performance Security @ 10% of the work	To be submitted at the time of Acceptance of the work order

	<p>order value by way of demand draft drawn on any Nationalized / Scheduled Bank payable at Bhubaneswar in favour of Joint Director of Health Services (Leprosy), Odisha, Bhubaneswar / Bank Guarantee from any Nationalized / Scheduled Bank at Bhubaneswar. The successful bidder (if Local MSME) will have to deposit 25% of the stipulated Performance Security (i.e. 25% of 10% of the work order value) by way of demand draft drawn on any Nationalized / Scheduled Bank payable at Bhubaneswar in favour of Joint Director of Health Services (Leprosy), Odisha, Bhubaneswar / Bank Guarantee from any Nationalized / Scheduled Bank at Bhubaneswar. The performance security shall be returned on successful completion of the assignment without interest. The performance security may be forfeited towards compensation for any loss resulting from the successful bidder's failure to fulfill the obligations under the Scope of works and terms and conditions of the Purchase Order.</p>	
9	<p>Conditional Tenders (like alternative price offers etc.) are liable to be rejected. In the event of acceptance, The decision of Director of Health Services (Odisha) will be final. The tender, which is not as per our required specifications will not be considered.</p>	
10	<p>A committee selected by the authority may inspect the printing press of the qualified bidder before finalization of financial bid to verify the capacity of printing & other aspects of the offset press & relevant documents.</p>	
11	<p>If the successful bidder/ bidders fails to supply the entire quantity within the stipulated period (as mentioned in Para 08 in Section I), liquidated damage @ of the following % of the relevant contract value, per week of delays after the stipulated time shall be calculated :</p> <p>1% for 1st week, 2% for 2nd week, 4% for 3rd week, 8% for 4th week, 16% for 5th week & 30% for 6th week. Default beyond 6th week shall amount to cancellation of work order/contract. The defaulting firm shall not be allowed to participate in the next tender for any item under this Directorate. Performance Security deposited by the defaulting firm shall be forfeited.</p>	
12	<p>The Directorate will not make any advance payment to the organization. The organization will have to carry out the entire job on its own.</p> <p>100% payment shall be made after delivery of the full quantity.</p> <p>The payments will be paid only after satisfactory completion of the job, submission of bill in that regard & the quality test report from the testing laboratory (as per Pare 19 of Section II).</p>	
13	<p>All information, documents and data coming in the possession of the organization as a result of execution of the job shall at all time remain the property of the Addl. DHS (Leprosy), Odisha. The organization shall not make or allow any of his employee or agents etc. to make an unauthorized copy, use, access or other utilization of this</p>	

	material commercially or otherwise, directly or indirectly except as agreed to by the Directorate. The organization shall also ensure complete confidentiality of the information and data provided to it in the course of carrying out the job.	
14	Bidder must have sound knowledge of latest intellectual and property right. The authority who assigns the work is in no way responsible for any deviation made by the printer in this regard.	
15	The cost towards the testing of paper (as mentioned in clause 19) will be borne by the successful bidder.	
16	The Directorate reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever	
17	Under no circumstance shall the organization appoint any sub-contractor or sublease the contract. If it is found that the organization has violated these conditions, the contract will be terminated forthwith without any notice and security deposited by the organization shall be forfeited.	
18	Rates quoted against this tender notice shall remain valid up to 12 months after award of contract. No request for increase in rates, if any, will be allowed or entertained during this period.	
19	<p>Printing should be as per Specification. Quality Testing (as per IS) of random samples of the paper / booklet shall made in the Govt. testing Laboratory & the testing charges has to be borne by the selected printing agency. The tender inviting authority reserves the right to test the paper in more than one Govt. testing laboratory. The GSM of the paper specified in the technical specification should be within the tolerance limit prescribed in the related IS Standard. Any unacceptable deviation from it is liable for rejection / proportion deduction from the amount payable, based on the test report from the Govt. testing laboratory.</p> <p>Quality testing of paper before & after printing (in case of the selected bidder) shall be carried out in two stages as mentioned below :</p> <p>i) Stage I (Before Printing Quality Testing after procurement of Paper by the agency) : The selected bidder shall be asked (issue of Notification of Award) to submit the agreement paper for signing of contract & the required performance security after which contract shall be signed and work order be issued to the agency with soft copy of the printing material so that the agency shall submit a copy for proof reading. The printing agency shall intimate Addl. Director of Health Services (Leprosy), Odisha after procurement of paper (within a period of 10 days from the date of notification of award) before printing. Paper shall be inspected at the premises of the agency and random samples shall be selected (15 nos. full size paper for each category of paper in a booklet / Register) for testing. 10 nos. paper shall be sent to Govt. Lab for full testing of paper as per BIS & technical specification of the tender and remaining 5 nos. paper shall</p>	Bidders shall have to quote the prices of the items by taking into account the place of delivery mentioned and the two stage paper testing procedures (as mentioned alongside).

	<p>be retained by the office for comparison purpose if any. In the meantime, the final proof shall be submitted by the agency for approval. After getting the standard quality report from the lab & approval of final proof, the agency shall be intimated for final printing. The delivery time (depending upon the time specified in the tender based on volume of printing) shall be calculated from the date of issue of the letter of approval of final proof & printing.</p> <p>ii) Stage II (After printing quality testing): After delivery of the printing material random sample shall be collected from the lot for GSM testing (as per specification) by Govt. Lab., since only GSM can be tested after printing. The quality of the other parameters may also be verified by comparing it with the 5 nos. paper available with the office, which is collected during the Stage-I.</p> <p>All the testing charges shall be borne by the selected agency.</p>	
20	<p>The bidders shall submit the sample papers as per the specification mention in the technical bid. After delivery of the materials if found any deviation in size, GSM, quality and brightness all the materials will be rejected.</p>	
21	<p>Jurisdiction: All legal disputes are subject to the jurisdiction of Bhubaneswar courts only.</p>	

FORMATS - Part 1

FORM – T1

(To be submitted in Technical Bid Envelop)

(The documents has to be arranged serially as per the order mentioned below)

1	Name of the Organization	
2	Address of the organization	
3	Name of authorized signatory (in capital letters)	
4	Authorization and specimen signature of the authorized signatory	
5	Telephone number of authorized signatory / Organization	
6	Registration no (Attach photocopy of registration certificate of the Firm / Registration certificate issued from DIC in case of DIC registered firm)	
7	GSTIN Number (Attach the Photocopy of GST Registration along with copy of GST Return of latest month)	
8	PAN (Photocopy of PAN and last 3 years copy of income tax return)	
9	Annual turnover certificate duly signed by Chattered Accountant submitted for last 3 years (Turnover must be \geq 100 Lakhs in each year of last three preceding years)	
10	Draft number & date of tender document Cost (Non-Refundable) of Rs.1,120/-	
11	Past Experience of similar type of printing works during last three years.	The detail given at T3
12	Draft number and date of the <i>original Stamp</i> [Pl. refer to the Clause 06 of Section – I related to submission of EMD]	
13	Affidavit of declaration (<i>On Paper</i>) as per Clause 4 of the terms & condition	
14	Whether all documents submitted signed by	

DECLARATION

I / we hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of by /our knowledge. I / we understand that in case of any deviation/forged information in the above statement at any stage, our Firm/Agency will be blacklisted and will not have any dealing with your organization in future.

(Signature and seal of the authorized signatory)

Place

Date

Seal

FORM T2

(To be furnished in the Technical Bid Envelop)

DETAILS OF PRINTING EQUIPMENT & MACHINERIES AVAILABLE WITH THE FIRM

Sl.	Name of the printing equipment/machinery	Make/Features	Qty
A	Sheet Fed Offset		
B	Web Offset		
C	Other Equipment / Machinery		

Authorized Signatory [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

(Company Seal)

FORM T3

(To be furnished in Technical Bid)

PAST EXPERIENCE IN EXECUTING MAJOR PRINTING WORKS

Name of Assignment *	Name/address of the Organization for which similar printing works have been executed	Date of award of Assignment	Date of completion of assignment	Value of the Work order (Rs.)

* Note : Please furnish the **Work order copies** of the works executed in support of the information mentioned above.

Authorized Signatory [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

(Company Seal)

TENDER FORM Part -2
FORM - P
(To be submitted in Financial Bid envelop)

PRICE

SI No	Name of the Items	Specification	QUOTED RATE (Rs.) (PER UNIT) exclusive of GST	% of GST	GSTN Code (4 digit code)
1	Survey Register	Unit: Register Size: 1/4 D/F Total no. of inner Pages: 60 Paper Inner: 90 GSM Ledger paper Centre stitching with duplex board Cover 320 GSM Printing (Inner & Cover) : Both side Black offset printing	(Rate to be quoted per Register)		
2	Leaflet	Unit: Leaflet Size: 24 x 18 Cm Page: Single side printing (1 sheet) Paper: 90 GSM Maplitho Brightness: Minimum 80 percentage Printing: Multi colour offset printing	(Rate to be quoted per leaflet)		
3	Poster	Unit: Poster Size: 19 x 28 inch Page: Single side printing (1 sheet) Paper: 90 GSM Maplitho white Brightness: Minimum 80 percentage Printing: Multi colour offset printing	(Rate to be quoted per Poster)		
4	Formats (forms)	Unit: Form Size: ¼ demy Page: Single side printing (1 sheet) Paper: 90 GSM Maplitho White Brightness: Minimum 80 percentage Printing: Single colour (Black) offset printing	(Rate to be quoted per Form)		
5	Flex Banner	Unit: Banner 300 micron Star flex (6' x 4')	(Rate to be quoted per Banner)		
6	Flex Banner	Unit: Banner 300 micron Star flex (8' x 4')	(Rate to be quoted per Banner)		

***Note : The prices should be quoted by taking into account the place of delivery (mentioned at**

Para 08- Section I) and the one stage paper testing procedures (mentioned at clause – 19 of Section – II).

(Rates per Unit quoted should be **inclusive of** cost of paper, pages design, proof reading, DTP, printing, binding as per specifications; paper testing charges, transportation to the consignee place (as mentioned in **Para 08** in Section–I)

GSTIN Code in 4 digit have to be mentioned in the relevant column. In case of different % of GST quoted by the bidder, the correct % of GST shall be considered.

(Authorized Signatory)

Place:

Date :

Seal