

OFFICE OF THE CDM&PHO, GAJAPATI
DISTRICT PROGRAMME MANAGEMENT UNIT, NHM

Advt.No. 13495/DPMU/NHM/2020

Date: 19/12/2020

Short Tender call notice

Sealed tenders are invited from registered suppliers/agencies for supply of Printing & supply Calendar, T-Shirt & Cap under School Health Programme to CDM & PHO. Gajapati (NHM wing). Details regarding the items, terms & conditions and formats for submission of tender may be downloaded from the website: www.gajapati.nic.in. ***The tenders should reach the office of the undersigned by 28.12.2020 till 11:30 A.M.*** The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

Sd/

CDM & PHO-cum- District Mission Director, Gajapati

**PRINTING UNDER SCHOOL
HEALTH PROGRAMME – AYUSHMAN
BHARAT**

**CHIEF DISTRICT MEDICAL & PUBLIC
HEALTH OFFICER, GAJAPATI**

Tender Reference No-

Dated

TENDER DOCUMENT

FOR

**Taking up Printing under School Health –
Ayushman Bharat**

Address for Correspondence-
**OFFICE OF THE
CHIEF DISTRICT MEDICAL & PUBLIC HEALTH
OFFICER, GAJAPATI**
At/Po-Medical Jn. Paralakhemundi Dist-
Gajapati, Odisha
Pin-764200.

**OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER,
GAJAPATI**


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SECTION -I**NOTICE INVITING TENDER**

Tender Reference No. : . /CDMO/2020-21/Printing under School Health, Dated:

TENDERS ARE INVITED FROM ELIGIBLE BIDDERS

1	Period of Availability of Tender Document	(Downloadable from website: www.Gajapati.nic.in) In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the above mentioned website before last date of submission of tender document and the tender inviting authority shall have no responsibility for any delay / omission on part of the bidder.
2	Date, time & place of Pre-bid meeting	Date :22.12.2020, Time : 10:00 A.M. Place : OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, GAJAPATI
3	Last date & time for submission of Tender	Date: 28.12.2020 Time: 11:30 A.M. Address of Submission of Bid: OFFICE OF THE CHIEF DISTRICT MEDICAL& PUBLIC HELATH OFFICER, GAJAPATI <i>(Through Speed post / Registered post/ Courier/BY hand)only</i>
4	Date, time and place of opening of Tender	A. Technical Bid (Cover A) opening: 28.12.2020 at 12.00 noon in the address mentioned above. B. Financial Bid (Cover B): <i>The date of opening of financial bid will be intimated to the firms found successful in the technical bid evaluation. (Venue is mentioned at the address mentioned above) (Bidders / authorized representative may remain present at the time of opening of bid)</i>

TENDER DOCUMENT FOR PRINTING OF MATERIALS

Section – I (Instruction to Bidders)

01. Sealed tenders are invited from registered printing agencies (with GST registration having GSTIN) having adequate experience in printing & supply items.

02. Interested bidders may obtain details terms and conditions from the website for taking up this assignment. The interested bidder may download the tender document from the website www.Gajapati.nic.in.

03. 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 (Calendar under School Health-Aysuhman Bharat) to adv. No. _____”**. The Technical & Financial Bid envelopes should be clearly marked as Technical Bid & Financial Bid on the top of the relevant envelopes. The tenders should be addressed to:

*The Chief District Medical & Public health Officer, Gajapati,
Medical Jn, Paralakhemundi, Pin -764200, Odisha*

04. Bidders who **qualified in technical Bid** [as per submission of relevant valid documents as asked to be submitted in Technical Bid – Part 1 - Tender Forms (T1, T2 & T3), fulfilling all the terms & condition of the tender document and inspection of infrastructure of the bidder if required], their **Financial Bid (Part 2)** shall **only** be opened. The circulars issued by the Finance Department, 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 GST along with HSN Code of GST** separately **against each item** as mentioned in the price bid format (Part 2). The unit price (exclusive of tax) shall be taken into account for evaluation. Also during evaluation, as per the Govt. of Odisha Finance Deptt. Office memorandum No. 13290 dtd. 02.04.2013 (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.

05. 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. On conclusion of the bidding process, the local MSE bidder, if selected, shall be required to pay 25% of the value of performance security.

Note:

* The samples can be inspected at Office of Chief District Medical & Public Health Officer on or before submission of tender.

07. An Amount of Rs.10,000/ in shape of DD may be drawn in favor of “ZSS – NRHM Additionality A/C, Gajapati. Exemption of EMD applicable to local MSEs or DIC Registered Firm in Odisha. As applicable

08: Tender Fees Non –refundable of Rs.1,000/- (Rupees One thousand only) in favor of “ZSS – NRHM Additionality A/C, Gajapati” payable at Gajapati. In absence of bid document cost the technical proposal of the bidder shall be rejected.

09: Delivery time: 7 days of issue of the Printing Order.

10. Place of delivery: DPMU/ Site will be intimated in orders.


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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 organization must have GST registration certificate (with mention of GSTIN) and PAN	Photo copy of GSTIN & PAN
3	Annual average turnover of the bidder must be at least 20 Lakhs in during last three preceding financial years.	Audited Balance Sheet & P&L account of last three preceding financial years duly certified by Chartered Accountant with membership No.
4	The organization will have to submit an Affidavit (<i>On original Stamp Paper of relevant value</i>) 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)	Affidavit
5	Tender must be accompanied by EMD of Rs.10,000/- (if the bidder is other than local MSME) as mentioned in Para 07 of Section-I by way of Demand Draft (Must be submitted), drawn on any Nationalized / Scheduled Bank in favour of "ZSS – NRHM Additionality A/C. Gajapati". Tenders (if the tenderer is other than local MSE) if not accompanied by EMD will not be entertained. EMD of successful bidder will be retained as security deposit & will be returned after successful supply of all item.	Demand Draft
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.
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
9	Conditional Tenders (like alternative price offers etc.) are liable to be rejected. In the event of acceptance, CDM&PHO decision will be final. The tender, which is not as per our required specifications will not be considered.	

10	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.	
11	If the successful bidder/ bidders fails to supply the entire quantity within the stipulated period (as mentioned against each item in Para 07 in Section I), liquidated damage @ of the following % of the relevant contract value, per week of delays after the stipulated time shall be calculated: 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 NHM. Performance Security deposited by the defaulting firm s shall be forfeited.	
12	The undersigned will not make any advance payment to the organization. The organization will have to carry out the entire job on its own. 100% payment shall be made after delivery of the full quantity in proper condition. The payments will be paid only after satisfactory completion of the job, submission of bill in that regard . The quantity order depends as per requirement.	
13	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 Chief District Medical& public Health Officer, Gajapati. 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 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 Authority reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever	
17	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. Printing should be as per Specification.	
18	Page numbering of the Proposals must be done otherwise rejected.	
19	Jurisdiction: All legal disputes are subject to the jurisdiction of Gajapati courts only.	
20	The bidder shall submit its proposal in the form and manner specified in the Tender.	

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)

<u>1</u>	Name of the Organization	
<u>2</u>	Address of the organization	
<u>3</u>	Name of authorized signatory (in capital letters)	
<u>4</u>	Authorization and specimen signature of the authorized signatory	
<u>5</u>	Telephone number of authorized signatory / Organization	
<u>6</u>	Registration no (Attach photocopy of registration certificate of the Firm / Registration certificate issued from DIC in case of local MSE registered with respective DICs, Khadi, Village, Cottage & Handicraft industries, OSIC and NSIC)	
<u>7</u>	GST registration acknowledgement (Photocopy of GST registration)	
<u>8</u>	GSTIN (GST identification number)	
<u>9</u>	PAN (Photocopy of PAN)	
<u>10</u>	Annual turnover certificate duly signed by Chartered Accountant must be submitted for last 3 years (Average turnover must be \geq 20 Lakhs during last 03 years) .	
<u>11</u>	Draft number & date of tender document Cost (Non-Refundable) of Rs.1, 000/-.	
<u>12</u>	Affidavit of declaration (On original Stamp Paper) as per Clause 4 of the terms & condition	
<u>13</u>	Whether all documents submitted signed by the authorized signatory of the organization (Yes/ No)	

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 my/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



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FORM T3

(Refer Clause No. 3 relating to annual turnover)

(To be submitted in **Cover A -Technical Bid**)(To be furnished in the **letter head** of the Auditor/ Chartered Accountant firm in original refer to this tender call notice No)**ANNUAL TURN OVER STATEMENT**

The Annual Turnover for the last three financial years of M/s _____ who is a Manufacturer /Distributor/Importer (*Pl. tick whichever is applicable*) are given below and certified that the statement is true and correct.

Sl.No.	Year	Turnover in (Rs.)
1.	2017 – 2018 (FY) -	
2.	2018- 2019 (FY) -	
3.	2019- 2020 (FY) -	
Average Annual Turnover (for the above three years) in (Rs.) _____		

Date:
Place:Signature of Auditor/
Chartered Accountant
(Name in Capital)

Seal

Membership No.-
Registration No. of Firm**Note:**

- a) To be issued in the **letter head** of the Auditor/Chartered Accountant mentioning the Membership no.



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FORM T4

(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)


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FORWARDING LETTER/SELF DECLARATION FORM

(To be submitted on Bidder's in non-judicial paper)
[To be submitted in Technical Bid]

To
CDM & PHO cum District Mission Director
Gajapati
At/Po- Paralakhemundi-764200
Dist- Gajapati

Dear Madam/Sir,

Sub: Your Tender Ref. No. _____, Dated _____.

This is with reference to your above mentioned tender for supply of Printing Materials. Having examined the tender document, we hereby submit our proposal along with the necessary documents. I / We hereby declare that our company is having unblemished past record and was not under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of India or any State Government/PSU in the country of India.

Further, we agree to abide by all the terms and conditions as mentioned in the tender document. We have also noted that NHM reserves the right to consider/ reject any or all bids without assigning any reason thereof.

Date: ____/____/20

Authorized Signatory:

Name:

Designation:

Place:

Phone:

Email:


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TECHNICAL BID:

Documents to be submitted in the Technical Bid otherwise rejected are follows:

- i. Demand Draft towards EMD amounting to ₹10,000/- (Rupees Ten Thousand Only)/- in favor of "ZSS – NRHM Additionality A/C. Gajapati" payable at GAJAPATI only DD from any national Bank.
- ii. Copy of PAN card and IT return acknowledgement slip of last three F.Y 2017-18, 2018-19 & 2019-20.
- iii. The bidder must furnish copy of GST Registration certificate.
- iv. Forwarding letter/Self-Declaration form on non-judicial paper as per Page No-18.
- v. Registration certificate of the firms.(DIC /Firm act.)
- vi. Sample paper for each item.
- vii. Last three years experience (order copy of same category of work for each 3year).
- viii. Tender cost ₹1,000/- in favor of "ZSS – NRHM Additionality A/C. Gajapati" payable at Gajapati only DD from any nationalize Bank.
- ix. Annual Average turnover certificate duly signed by Chartered Accountant must be submitted for last 3 years(Turnover must be ≥ 20 Lakhs each year).

1. PRICE BID

- i. Hard Copy signed & sealed both in words and figures.
- ii. The Price bid of the technically qualified bidders will only be opened.
- iii. The net quoted price (Cost of Printing along with all taxes & transportation) should both in figures and words. In case of difference in words and figures, words will be taken into consideration for evaluation.

2. EARNEST MONEY DEPOSIT – (EMD)

- 2.1 Rs 10,000 (Rupees Ten Thousand only) should be paid as EMD in the form of Demand Draft from a Nationalized Bank located in India, drawn in favor of ZSS – NRHM Additionality A/C. Gajapati payable at Gajapati and submitted in the Technical Bid. The bidder should write the organization name at the back side of the DD. ***Bids without EMD shall be treated as non-responsive and will not be accepted. No exemption from submission of EMD is allowed.***
- 2.2 The EMD of successful bidder is liable to be forfeited if the tenderer, revokes any terms of the tender within the validity period that will liable towards ***blacklisting for minimum 2 years & concerned party could not participate in further bidding in under Zilla Swasthya Samiti, Gajapati.***
- 2.3 EMDs given by unsuccessful bidders will be refunded after placing of work order to the successful bidder.
- 2.4 EMD of the successful bidder will be forfeited in case the successful bidder fails to accept/executes the order.
- 2.5 EMD of successful bidder will be returned after receiving of successful delivery certificate of all items.
- 2.6 EMD shall not carry any interest.

3. EVALUATION :

The rates of the item quoted by the technically qualified bidders will be evaluated after taking the following points into consideration: -

- 3.1 Rate of items of each bidder will be taken after inclusion of all taxes as applicable.
- 3.2 After Evaluation the lowest Eligible Bidder (NET Price) will be selected.

PRICE BID FORMAT

(PLEASE REFER ANNEXURE "A")

Sl. No	Name of the Item	Specification	Quoted rate Per unit/set exclusive of GST	% of GST	HSN code (4 digit code) of the % of GST mentioned in column d
1	T-Shirt				
2	2-Cap (Peak Cap)				
3	Calendar				
4	Flip Book	Per page : Spiral : Base :			
5	Flip Book	Per page : Spiral : Base :			

Note: The prices should be quoted by taking into account the place of delivery mentioned against the item (mentioned at Para 08- Section I) and the two stage paper testing procedures (as 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) & **exclusive of** GST if any as applicable (The % of GST if any **must be** mentioned in the separate column mentioned above).

Evaluation shall be made on the Price per Unit (Exclusive of GST). In case of different % of GST for the relevant item (s) quoted by bidders, the correct % of GST shall be applicable.

Place:
Date:

(Signature of the authorized signatory)

Seal


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SCHEDULED OF REQUIREMENTS WITH SPECIFICATIONS:**T-Shirt & Specification****1- T-Shirt****(ANNEXURE-"A")**

SL.NO	Parameter	Specification	
1	Colour	White /Light Blue	EACH SHIRT
2	sleeve	Half Sleeve	
3	sleeve Binding	Rib Knitted Fabric	
4	Neck	With Collars with buttons(Blue Collar in White T-Shirt and Black Collar in Light Blue T-Shirt)	
5	Neck Binding	Rib Knitted Fabric	
6	Provision of Pockets (Yes/NO)	No	
7	Sizers	S (10-16 Years), M, L, XL, XXL	
8	Material	Polyster- Cotton Mix (50% Polyster & 50% Cotton)	
9	Mass(in GSM)	200	
10	Anti-Shrink	Yes	
11	Anti-Wrinkle	Yes	
12	Logo Markin	As per the buyer's requirement(as per the prototype)	
13	Type of Logo	Printed	
14	Availaability to Test Report from NAB Accredited or Central Govt.Lab to prove the conformity of the product to the specification.	Yes	
15	Test Report to be Furnished	Yes	
16	Agree to provide advance sample for buyer's approval before commencement of supply	Yes	

2-Cap (Peak Cap)

SL.NO	Parameter	Specification	
1	Colour	White	EACH CAP
2	Material	Barathea Cloth	
3	Adjustable Strip	Adjustable Strip at the back of the cap	
4	Availability of Test Report From NABL Accredited or Central Govt, Lab to prove the conformity of the product to the specification	Yes	
5	Test Report to be furnished	Yes	
6	Agree to provide advance sample for buyer's approval before commencement of supply	Yes	

C	Calendar	1	Size of each sheet of the calendar	91*58.5 cm	Each Calendar
		2	No of each sheet of the calendar	10 Sheets	
		3	Paper to be used	220 GSM Art Paper	
		4	Colour	Multicolour	
		5	Binding	<ul style="list-style-type: none"> • Each sheet both side Glossy lamination • Top Wireo with hanger • Calendar is packed with a strong polythene bag / envelope size 24"*37" 	
D		1	Flip Book	<ol style="list-style-type: none"> 1. 220 GSM Art Paper 2. 22*28 cm size 3. Both side colour print Spiral Binding with base 	Per page : Spiral : Base :
E		2	Flip Book	<ol style="list-style-type: none"> 1. 220 GSM Art Paper 2. 22*28 cm size 3. Single side colour print 4. Spiral Binding with base 	Per page : Spiral : Base :

NB: The bidder must submit the sample copy of the T-Shirt, CAP, and Calendar & Flip Book with their tenders. Without sample copy financial bid should not be consider.

Signature of the Bidder with seal


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