

**State Health Assurance Society, Odisha**

Dept. of Health & Family Welfare, Govt. of Odisha  
Bhubaneswar-751012, District : Khordha (Odisha)  
Phone: 0674-2560311, Email ID: snaodisha@gmail.com

Advt. No. 08/2018

Date: 31.07.2018

**SHORT TENDER CALLNOTICE FOR  
PRINTING & SUPPLY OF LEAFLETS**

Sealed tenders are invited from registered printing agencies (with GST registration having GSTIN) having adequate experience in taking up the works of composing / proof reading / designing & printing. The Scope of work comprises of printing as well as supply of the printing materials at all District Headquarters. Details regarding the printing of items and terms & conditions may be downloaded from the website: [www.nrhmorissa.gov.in](http://www.nrhmorissa.gov.in). The tender should reach the office of the undersigned by **07.08.2018 (till 3 PM)**. The Tender will be opened at **3.30 PM on 07.08.2018**. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

Sd/-  
CEO,  
SHAS, Odisha

**INSTRUCTION TO BIDDERS, SPECIFICATIONS, TERMS & CONDITIONS FOR  
PRINTING & SUPPLY OF LEAFLETS  
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 of different type of printing assignments.
02. Interested bidders may obtain details terms and conditions from the website for taking up this assignment. The interested bidder may down load the tender document from the website **www.nhmodisha.gov.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 & Supply of Leaflet under SHAS, Odisha in reference 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 Executive Officer,  
Odisha State Health Assurance Society,  
SIHFW Annex Building, Nayapalli, Unit-8, Bhubaneswar – 751 012,  
Odisha.**

04. Bidders who **qualify technically** [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**], 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. 2.4.2013 (Clause 2), the price preference system shall be applicable to **local micro & small enterprises** registered in Odisha with the 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 in Odisha with the 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.

**06. Schedule of Requirement**

Name of the Item	* Specification	No. of Units
Leaflet	Unit : <b>Leaflet</b> Size : ¼ Demy No. of Sheet : 1 Paper : 90 GSM Maplitho Paper, Brightness : 77 (Minimum) Printing : Single side Multi-colour printing	70,00,000

**Note :**

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

**07. EMD to be submitted:**

Name of Item (as mentioned in para 06 above)	EMD (Rs.) to be submitted for <u>Local</u> MSEs (DIC Registered firms in Odisha only)	EMD (Rs.) to be submitted for Bidders <u>other than Local MSEs</u>
Leaflet	Exempted	Rs.2,00,000/-

**08. Tender Document Cost: Rs.1,120 /- (Non-Refundable) by demand draft.****09. Delivery Time:**

Item	Delivery Time
Leaflet	The entire quantity after printing has to be delivered at all the consignee places (mentioned at Table 1 below) <b>by 13.8.2018.</b>

Note : The requirement of the leaflets are very urgent and to be delivered at the consignee places mentioned in Table-1 by **13.8.2018**. Therefore, printing agency having the capability to print the required quantity of leaflets & deliver at the consignee places within this short time, need only apply.

**10. Place of Delivery:**

Item	Delivery Time
	<u>This consignment</u> has to be delivered at <u>District headquarters</u> . The breakup the district wise quantity to be delivered are mentioned in the Table 1 below.

**Table 1**  
**(Place of Delivery – District wise)**

Sl. No.	District (at District Headquarters)	*No. of Leaflets to be delivered (Nos.)
1	Angul	220500
2	Bolangir	312000
3	Baragarh	284000
4	Deogarh	52000
5	Dhenkanal	215500
6	Jharsuguda	69000
7	Keonjhar	293000
8	Sambalpur	163000
9	Subernapur	119500
10	Sundargarh	278000
11	Balasore	342000
12	Bhadrak	234000
13	Cuttack	364500
14	Jajpur	334000
15	Jagatsinghpur	195000
16	Kendrapara	268500
17	Khurda	254000
18	Mayurbhanj	462000
19	Nayagarh	133500
20	Puri	292000
21	Boudh	94000
22	Gajapati	116000
23	Ganjam	558500
24	Kalahandi	282000
25	Kandhamal	165000
26	Koraput	248000
27	Malkangiri	123000
28	Nawrangpur	218000
29	Nuapada	99500
30	Rayagada	182000
31	Bhubaneswar (Buffer Stock)	28000
	<b>TOTAL</b>	<b>70,00,000</b>

**\*Note : Pkt. of 1000 Leaflets has to be made for transportation to districts.**

**Section - II**  
**TERMS AND CONDITIONS**

<b>Terms &amp; Conditions</b>		<b>Documents to be Submitted</b>
<b>1</b>	The organization should be a bonafide registered body	Photo copy of the Registration certificate
<b>2</b>	The organization must have GST registration certificate (with mention of GSTIN) and PAN	Photocopy of GST registration certificate (with mention of GSTIN) and PAN
<b>3</b>	Annual turnover of the bidder must be $\geq$ <b><u>1 Crore</u></b> in <b>each year</b> of last three preceding financial years.	Audited Balance Sheet & P&L account of last three preceding financial years.
<b>4</b>	<p>The organization will have to submit an <b>Affidavit</b> (<i>On original Stamp Paper of relevant value</i>) with the following clauses:-</p> <ol style="list-style-type: none"> <li>1. Our Organization has not been blacklisted by any Government Organization</li> <li>2. Our organization does not have any legal suit / criminal case pending against it for violation of PF /ESI/MW Act or any other law.</li> <li>3. The Society 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.</li> <li>4. Our organization agrees to abide by all terms &amp; conditions of tender</li> <li>5. Our organization will quote prices exclusive of GST.</li> </ol>	Affidavit
<b>5</b>	Tender must be accompanied by <b>EMD (if the bidder is other than local MSME)</b> as mentioned in <b><u>Para 07 of Section-I</u></b> by way of Demand Draft (Must be submitted), drawn on any Nationalized / Scheduled Bank in favour of Chief Executive, Odisha State Health Assurance Society, Bhubaneswar, Odisha. Tenders (if the tenderer is other than local MSE) if not accompanied by EMD will not be considered. Local MSEs only are exempted from submission of EMD. EMD of unsuccessful tenderers will be returned without interest on finalization of the bid. EMDs / Bid Security of successful tenderer will be returned after submission of the Performance	Demand Draft

	Security. The EMD shall be forfeited 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.
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 MSE) will have to deposit <b>Performance Security</b> @ 10% of the work order value by way of demand draft drawn on any Nationalized / Scheduled Bank payable at Bhubaneswar in favour of Chief Executive Officer, State Assurance Society, Odisha / Bank Guarantee from any Nationalized / Scheduled Bank at Bhubaneswar. The successful bidder (if Local MSE) will have to deposit 25% of the stipulated <b>Performance Security</b> (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 Chief Executive Officer, State Assurance Society, Odisha / 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 work and terms & conditions of the Purchase Order.	To be submitted at the time of Acceptance of the work order
9	Conditional Tenders (like <b>alternative price offers</b> etc.) are liable to be rejected. In the event of acceptance, Mission Director's 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.	

<b>11</b>	<p>If the successful bidder/ bidders fails to supply the entire quantity within the stipulated period (as mentioned against each item in <b>Clause 10 in Section I</b>), liquidated damage @ of the following % of the relevant contract value, <b>per week of delays</b> after the stipulated time shall be calculated :</p> <p>1% for 1<sup>st</sup> week, 2% for 2<sup>nd</sup> week, 4% for 3<sup>rd</sup> week, 8% for 4<sup>th</sup> week, 16% for 5<sup>th</sup> week &amp; 30% for 6<sup>th</sup> week.</p> <p>Default beyond 6<sup>th</sup> 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 SHAS. Performance Security deposited by the defaulting firm shall be forfeited.</p>	
<b>12</b>	<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 &amp; the quality test report from the testing laboratory.</p>	
<b>13</b>	<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 State Assurance Society, 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 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.</p>	
<b>14</b>	<p>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.</p>	

15	The cost towards the testing of paper (as mentioned in clause 19) will be borne by the successful bidder.	
16	The Society 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	<b>Rates quoted</b> against this tender notice shall remain valid up to <b>12 months</b> 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 <b>Specification. Quality Testing</b> [(as per <b>Bureau of Indian Standard (BIS)</b>)] of random samples of the paper / leaflet shall be made in the Govt. testing Laboratory &amp; the <b>testing charges</b> has to be <b>borne by the selected printing agency</b>. 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 BIS 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><b>Quality testing</b> of paper <b>after printing</b> (in case of the <b>selected bidder</b>) shall be carried out as mentioned below :</p> <p>After delivery of the printing material random sample shall be collected from the lot for GSM testing (as per specification) by Govt. Lab. <b>Testing charges shall be borne by the selected agency.</b></p>	Bidders shall have to <b>quote the prices of the items</b> by <b>taking into account</b> the place of delivery mentioned against each item (mentioned at Clause 10- Section I) and the paper testing procedures (as mentioned alongside).
20	Jurisdiction: All legal disputes are subject to the jurisdiction of Bhubaneswar courts only.	



## **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 <b>(in capital letters)</b>	
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)	
7a	GST registration acknowledgement (Photocopy of GST registration)	
7b	GSTIN (GST identification number)	
8	PAN (Photocopy of PAN)	
9	Annual turnover certificate duly signed by Chattered Accountant submitted for last 3 FYs alongwith audited P&L account of last three FYs. ( <b>Turnover</b> must be $\geq$ <b>1 Crore</b> in <b>each year</b> of last three preceding financial years) : 2014-15, 2015-16 & 2016-17	
10	Draft number & date of tender document Cost (Non-Refundable) of <b>Rs.1,120/-</b>	
11	Draft number and date of the <b>EMD</b> [Pl. refer to the <b>Clause 7 of Section – I related to submission of EMD</b> ]	
12	Affidavit of declaration ( <i>On original Stamp Paper</i> ) as per Clause 4 of the terms & condition	
13	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 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

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 Envelop)

**PAST EXPERIENCE IN EXECUTING MAJOR PRINTING WORKS DURING LAST THREE YEARS**

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 (FINANCIAL BID)**  
**(To be submitted in Financial Bid envelop)**

**I. PRICE**

Sl. No	Name of the Item	* QUOTED RATE (Rs.) (PER UNIT) (Exclusive of GST)	% of GST applicable on & above the price mentioned in column 'c'	HSN code (4 digit code) of the % of GST mentioned in column 'd'
a	b	C	d	e
1	Unit : <b>Leaflet</b> Size : ¼ Demy No. of Sheet : 1 Paper : 90 GSM Maplitho Paper, Brightness : 77 (Minimum) Printing : Single side Multi- colour printing.	(Rate to be quoted per Unit, i.e. per Leaflet)		

**\*Note: Only one price has to be quoted. Alternative pricing against one item is not allowed. The prices should be quoted by taking into account the place of delivery mentioned against the item (mentioned at Clause 10-Section I & Table 1) and the paper testing procedures (as mentioned at clause -19 of Section – II).**

(Rates per Unit quoted should be **inclusive of** cost of paper, page design, proof reading, DTP, printing, binding if any as per specifications; paper testing charges, transportation to the consignee place (as mentioned in **Para 10** 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.

**(Signature of the authorized signatory)**

**Place:**

**Date:**

**Seal**