

INSTRUCTION TO BIDDERS, SPECIFICATIONS, TERMS & CONDITIONS FOR PRINTING, SUPPLY & INSTALLATION OF VINYL DISPLAY BOARD

Section – I (Instruction to Bidders)

01. Sealed tenders are invited from registered printing agencies (with GST registration having GSTIN) with adequate experience in printing, supply & installation of vinyl display board pasted with ACP sheet and vinyl eco solvent printing with lamination.
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.nhmodisha.gov.in or www.bsky.odisha.gov.in

03. **Bidding Timelines**

Sr No	Particulars	Timeline
1	Publication of Bid Documents	09.09.2021
2	Pre-Bid Meeting	13.09.2021 at 03:30 PM
3	Pre-Bid Clarification	14.09.2021 (at web portal)
4	Bid Submission	22.09.2021 at 03:00 PM
5	Bid Opening	22.09.2021 at 03:30 PM
6	Award of Contract	Will be notified

04. 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 & Installation of Display Boards under SHAS in reference to adv. no 6/2021”**. 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,
State Assurance Society, Odisha
A1 Block, 2nd Floor, Toshali Bhawan, Satya Nagar,
Bhubaneswar - 751 007, Odisha.

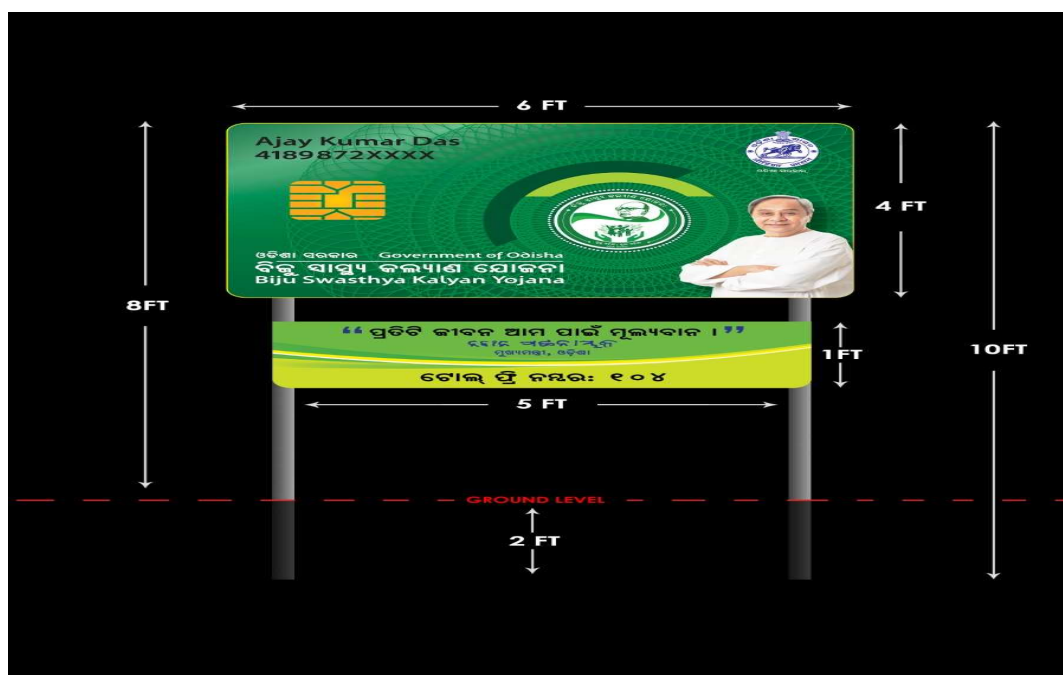
05. Bidders who **qualify technically** [as per submission of relevant valid documents as asked to be submitted in Technical Bid - Part 1 [Tender Forms (T1 & T2)], fulfilling all the terms & conditions of the tender document and inspection of infrastructure of the bidder if required], their **Financial Bid** - Part 2 (Tender Form F) 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 the item** as mentioned in the financial 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, Cottage & Handicraft Industries, OSIC and NSIC.

06. 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, Cottage & 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 (i.e. 25% of the prescribed Security Deposit Amount).

07. Specification & Schedule of Requirement

Name of the Item	* Specification	No. of Display Boards (Approx.)
BSKY Display Board	<p>Display Board (Vinyl board) pasted with ACP Board pasted with eco-solvent vinyl printing & lamination for longevity. Size (Top Panel Display Board) : 6' x 4' Size (Bottom Panel Display Board) : 5' x 1'</p> <p><u>Mounting & Installation of Display Panel:</u></p> <p>The two display panels (Top & Bottom) shall be fitted (as per the drawings mentioned below) with two legs of 2" x 2" 18gauge square pipes. The pipes shall be made of MS, painted with primer and enamel colour paint. The total height of the legs shall be 10' out of which 2' shall be inside the ground level with concrete and rest 8' shall be above ground level.</p>	<p>700</p> <p>(Tentative which may be increased or decreased as per the requirement)</p>

Design & Mounting Details :



08. EMD to be submitted:

EMD (Rs.) to be submitted for <u>Local</u> MSEs (MSEs in Odisha only)	EMD (Rs.) to be submitted for Bidders other than Local MSEs [<u>@3% of Total Estimated Cost</u>]
Exempted	Rs. 3,00,000/-

09. Tender Document Cost: Rs.5,250 /- inclusive of GST (Non-Refundable) by demand draft.

10. Delivery Time:

Item	Delivery & Installation Time
Display Board	Within 30 days from the date of receipt of work order from Chief Executive Officer, SHAS i) Phase I : 50% quantity shall be delivered & installed within 15 days. ii) Phase II : Balance 50% quantity shall be delivered & installed within the next 15 days. The total quantity is to be delivered & installed within 30 days.

11. Quantity wise place of Delivery & Installation

This display boards after printing has to be delivered & installed at the location as mentioned below

Sr No	Destination	Quantity (Approx.)
1	At All Government Medical College and Hospitals (@ 2 each X 7 Nos)	14 Nos
2	At All District Head Quarter Hospitals (@1 Each X 32 Nos)	32 Nos
3	At All Sub-Divisional Hospitals (@1 Each X 32 Nos)	32 Nos
4	At all Community Health Center including Urban CHC in Odisha (@1 Each)	381 Nos
5	At All empanelled private hospitals under Biju Swasthya Kalyan Yojana	229 Nos
6	Any other location as decided by the authority	--

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 organization must have GST registration certificate (with mention of GSTIN) and PAN	Photocopy of GST registration certificate (with mention of GSTIN) and PAN
3	Annual turnover of the bidder must be \geq <u>1.5 Crore</u> in each year of last three preceding financial years.	Audited Balance Sheet & P&L account of last three preceding financial years. (2017-18, 2018-19 & 2019-20) and Annual Turnover Certificate duly signed by Chartered Accountant.
4	<p>The organization will have to submit an Affidavit (<i>On original Stamp Paper of relevant value</i>) with the following clauses:-</p> <ol style="list-style-type: none"> 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 State Health Assurance Society (SHAS) will have no liability regarding transportation, loading and unloading of material and all the material ordered shall be delivered & installed at the designated place in good condition. The defective or damaged material if any will be replaced by the Organization. 4. That the organization agrees to abide by all terms & conditions of tender 	Affidavit on original stamp paper

	5. The organization will quote prices inclusive of all taxes.	
5	Tender must be accompanied by EMD (if the bidder is other than local MSEs) @ 3% of total estimated value of Tender , as mentioned in <u>Para 08 of Section-I</u> by way of Demand Draft (Must be submitted), drawn on any Nationalized / Scheduled Bank in favour of Chief Executive Officer, 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 are exempted from submission of EMD. EMD of unsuccessful tenderers will be returned without interest on finalization of the bid/award of contract. EMDs / Bid Security of successful tenderer will be returned after submission of the Performance Security. The EMD shall be forfeited if the successful tenderer after getting the letter of award withdraws / Express his inability to execute the work.	Demand Draft
6	The tenderer should furnish the copies of the work order executed in similar type of works during the last three years.	Photocopies of similar type of work orders executed (in Form T2).
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 (in Form T1)

8	<p>The successful bidder (if other than Local MSEs) will have to deposit Performance Security @ 7% of the work order value by way of demand draft drawn on any Nationalized / Scheduled Bank payable at Bhubaneswar in favour of State Health 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/prescribed Performance Security (i.e. 25% of 7% of the work order value) by way of demand draft / Bank Guarantee drawn on any Nationalized / Scheduled Bank payable at Bhubaneswar in favour of Chief Executive Officer, State Health Assurance Society, Bhubaneswar, Odisha. 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 Work Order.</p>	To be submitted at the time of acceptance of the work order
9	<p>Conditional Tenders (like alternative price offers etc.) are liable to be rejected. In the event of acceptance, CEO, SHAS's decision 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 infrastructure of the qualified bidder before finalization of financial bid to verify the capacity of the bidder to execute the work & relevant documents.</p>	
11	<p>In case there is any deviation found as per service deliverable and timelines (as to be issued in the work order), there will be a penalty deduction @ 0.25% of the work order cost per day against each activity up to a maximum of Rs.50,000/- on each occasion/activity.</p>	
12	<p>The State Health Assurance Society will not make any advance payment to the successful bidder. The successful bidder will have to carry out the entire job on its own. 100% payment shall be made after delivery & installation of</p>	

	<p>the full quantity.</p> <p>The payments shall be released to the Agency after completion of activity/activities & submission of deliverables to be submitted along with Delivery Acceptance Certificate and Tax Invoice.</p> <p>All payments made by the SHAS to the Agency shall be subject to deductions and withholding of applicable Taxes in accordance with Applicable Laws</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 State Health Assurance Society. The successful bidder 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 SHAS. The organization shall also ensure complete confidentiality of the information and data provided to it in the course of carrying out the job.</p>	
14	<p>The SHAS Shall own all Intellectual Property Rights in the Deliverables, Reports, programmes, data, information such as maps, diagrams, plans, specifications, technical information, solutions, models, databases, drawing, software, supporting records or other documents and material complied or prepared by the agency for the SHAS in the course of the Services. The agency shall upon termination or expiration of this contract, deliver all such Deliverables, records, data, information and documents to the SHAS, together with a detailed inventory thereof. The Agency may retain a copy of such Deliverables, Reports, documents, data and/or software but shall not use the same for purpose unrelated to this Contract without prior written approval of the SHAS</p>	

15	The State Health Assurance Society reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.	
16	Rates quoted against this tender notice shall remain valid up to 1 year after award of contract. Within this period, the authority may place repeat work order subject to a maximum of 20% of the tendered Value. No request for increase in rates, if any, will be allowed or entertained during this period.	
17	Jurisdiction: All legal disputes are subject to the jurisdiction of Bhubaneswar courts only.	

TECCHNICAL BID 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 MSME / NSIC / DIC in case of local MSEs of Odisha)	
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 years (Turnover must be \geq 1.5 Crore in each year of last three preceding years) (i.e. 2017-18, 2018-19 & 2019-20)	
10	Draft number & date of tender document Cost (Non-Refundable) of Rs.5250/-	
11	Draft number and date of the EMD [Pl. refer to the Clause 08 of Section – I related to submission of EMD]	
12	Affidavit of declaration (<i>On original Stamp Paper</i>) as per Clause 4 , Section II of the terms & conditions.	
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 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

FORM T2

(To be furnished in Technical Bid)

PAST EXPERIENCE IN EXECUTING SIMILAR 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)

FINANCIAL BID FORMAT - Part 2
FORM - F
(To be submitted in Financial Bid envelop)

I. PRICE

Name of the Item	* QUOTED RATE (Rs.) (PER UNIT) (Base Price)	% of GST applicable on & above the price mentioned in column 'b'	Total Unit Price including GST (b+c)	HSN code (4 digit code) of the % of GST mentioned in column 'c'
A	b	c	d	e
Supply & Installation of Display Board as per technical specification mentioned at Clause 07, Section – I with all cost including transportation cost for installation at the consignee places.	(Rate to be quoted per Unit)			

*** Note: Only one price has to be quoted against the item. Alternative pricing against the item is not allowed. The prices should be quoted by taking into account the place of delivery & installation mentioned at Para 11-Section - I)**

Rates per Unit quoted should be **inclusive of** cost of vinyl board, ACP sheet & printing with lamination as per specification, transportation to the consignee place (as mentioned in **Para 11** in Section–I), mounting & installation of display board and **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