

State Health Assurance Society

**A1 Block, 2nd Floor, Toshali Bhawan, Satya Nagar
Unit-9, Bhubaneswar – 751007, Odisha
Phone/Fax :0674-2620500**

**TENDER CALL NOTICE FOR PRINTING & SUPPLY OF ENVELOP,
ABPMJAY-GJAY CARD HOLDER (POUCH), FAQ (LEAFLET) & HCM LETTER**

Tender Advt. No. 01/2025

Date: 03.02.2025

Sealed tenders are invited from registered agencies (with GST registration having GSTIN) having adequate experience in taking up the works of composing / proof reading / designing and printing. Details regarding the design of these items, specifications, printing and supply terms & conditions may be downloaded from the websites: www.nhmodisha.gov.in (under link "[Tender](#)"). A pre-bid meeting shall be held on **06.02.2025, 03.30 PM at NHM Conference Hall, Unit-8, Bhubaneswar**. The tender should reach the office of the undersigned by **10.02.2025 (till 03.00 PM)**. The Tender will be opened at **04.00 PM on 10.02.2025 at NHM Conference Hall, Unit-8, Bhubaneswar**. Any changes in the tender document including extension if any shall only be notified in the website mentioned above.

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

**Sd/
Chief Executive Officer
State Health Assurance Society, Odisha**

INSTRUCTION TO BIDDERS, SPECIFICATIONS, TERMS & CONDITIONS FOR PRINTING & SUPPLY OF ENVELOP, ABPMJAY-GJAY CARD HOLDER (POUCH), FAQ (LEAFLET) & HCM LETTER AND LAST 3 ITEMS INSERTED INSIDE THE SAID ENVELOP AS A COMBO PACK

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 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 download the tender document from the website www.nhmodisha.gov.in.

03. Bidding Timelines

Sl.	Particulars	Timeline
1	Publication of Bid Documents	03/02/2025
2	Pre-Bid Meeting	06/02/2025 at 03.30 PM (At NHM Conference Hall)
3	Pre-Bid Clarification	07/02/2025 (at web portal)
4	Bid Submission	10/02/2025 at 3 PM (Drop Box at 2 nd Floor, A1 Block, SHAS State HQ, Toshali Bhawan, Satya Nagar)
5	Bid Opening	10/02/2025 at 4 PM (At NHM Conference Hall)
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 of Envelop, ABPMJAY-GJAY Card Holder (Pouch), FAQ (leaflet) & HCM Letter and last 3 items inserted inside the said envelop as a combo pack under SHAS in reference to adv. no 01/2025”**. 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. Local MSEs having Udyog Aadhaar / Udyam registration shall also be eligible for the exemption. In all cases, the local registration of the MSEs with address in Odisha / Branch office in Odisha alongwith the nature of activity (similar to the activity of the tender under reference) must be mentioned in the above cited registration certificates.

06. As per Finance Department, Govt. of Odisha Office Memorandum No.21926 dtd. 12.08.2015, **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 Items (Quantity Approx.)
<u>Envelop</u>	Use: This envelop will contain the ABPMJAY-GJAY Card Holder (Pouch), FAQ (Leaflet) & HCM Letter as a combo pack Paper: 90 GSM Maplitho, Brightness: 77 (Min.) Size: 10 inch X 4.5 inch rectangular (Closing Size) with provision of one opening at breadth Side Printing: Open Single side/ Closing Both Side multicolour print Gumming: Use Good Quality Gum	3.5 Crores each item (Tentative which may be increased or decreased as per the requirement)
<u>ABPMJAY-GJAY Card Cover (Pouch)</u>	<u>ABPMJAY-GJAY Card Holder Cover (Pouch)</u> Use : The ABPMJAY-GJAY Card of size 86 mm x 54 mm to be inserted inside this card holder cover (pouch) Size: 88 mm X 58 mm rectangular closing size with opening at one end of the breadth side Paper: 120 GSM Maplitho, Brightness: 77 (Min.) Cutting: Finger Die Cutting at the opening side Printing: Multi Colour printing on both side of the closed cover Lamination: Gloss lamination (both upper sides of the closed cover)	
<u>FAQ Leaflet</u>	Paper: 78 GSM Maplitho, Brightness : 77 (Min.) Size: ¼ Demy , 1 Sheet Printing: Both side Multi Colour printing	
<u>HCM Letter</u>	Paper: 78 GSM Maplitho, Brightness : 77 (Min.) Size: ¼ Demy,1 Sheet Printing: One side Multi Colour printing	
N.B: 1.The Card Holder Pouch, FAQ leaflet and the HCM letter to be put inside the said envelop and to be <u>delivered at all District Headquarters of the State with separate packing of blockwise consignment quantity</u> as a Set of combo pack. The provisional sample of these items will be shown in pre-bid meeting. 2. The authority may check the quality of the paper of the supplied items as per technical specification.		

08. Bid Security (EMD):

Bid Security (EMD) in the form of Demand Draft drawn in favor of State Health Assurance Society, Odisha and payable at any scheduled bank having branch in Bhubaneswar, shall be submitted by all the Bidders along with the Technical Proposal & Financial Proposal.:

EMD	EMD
To be submitted by Local Micro & Small Enterprises registered in Odisha with the respective DIC, Khadi, Village, Cottage & Handicraft Industries, OSIC and NSIC (MSEs in Odisha only)	To be submitted by Bidders other than Local MSEs @ 2% of “Total Estimated Contract/Workorder Cost plus GST”
Exempted	Rs.46,77,000/-

- 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 Bidders will be returned without interest after finalization of the Bid/award of Contract.
- EMDs / Bid Security of successful Bidder will be returned after submission of the Performance Security.
- The EMD shall be forfeited if the successful Bidder after getting the letter of award withdraws / Express his inability to execute the work.

09. Bid Processing Fees:

All bidders are required to pay (**Rs. 2,500/-**, Rupees Two Thousand Five Hundred only) towards Bid Processing Fee in the form of Demand Draft drawn in favor of “**STATE HEALTH ASSURANCE SOCIETY ODISHA**” and payable at Bhubaneswar. The Bid Processing Fee is Non-Refundable and is payable along-with the technical proposal.

10. Delivery Time:

Item	Delivery Time
	Within 20 days from the date of receipt of work order from Chief Executive Officer, SHAS. The total quantity as per work order (based on the splitting of quantity if any) is to be Printed & delivered within 20 days at all District Head Quarter with separate packing of blockwise consignment quantity of the respective district.

11. Issue of Work Order / Splitting of Work Order

Due to high volume of printing items within stipulated time, the authority reserves the right to split the quantity among L1 bidder and other qualified bidders (L2/L3...in that order), if they matches the L1 price.

Section – II

TERMS AND CONDITIONS

A) General Terms and Conditions:

Terms & Conditions		Documents to be Submitted
1	The organization should be a Bonafede 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>Rs. 2 Crores</u> in each year of last three preceding financial years.	Audited Balance Sheet & P&L account of last three preceding financial years. (2021-22, 2022-23 & 2023-24) and Annual Turnover Certificate duly signed by Chartered Accountant.
4	The organization will have to submit an Affidavit (<i>On original Stamp Paper of relevant value</i>) with the following clauses:- <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 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 5. The organization will quote prices as per price bid format mentioned in the tender. 	Affidavit on original stamp paper
5	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).
6	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)
7	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.	
8	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.	
09	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.	
10	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 compiled 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.	
11	The State Health Assurance Society reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.	
12	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.	
13	Jurisdiction: All legal disputes are subject to the jurisdiction of Bhubaneswar Courts only.	

B) Payment Terms & Conditions

1. Payment Obligation	In consideration of the Services performed by the Agency under this contract, the SHAS shall make payments to the Agency in such manner as is provided below.
2. Payment Schedule	The Payment shall be released to the Agency after completion of each activity & submission of deliverables to be submitted along with Delivery Acceptance Certificate & Tax (Milestone) Invoice, as has been outlined in the RFP. No Advance Payments will be made by SHAS.

3. Review and Approval of Deliverables and Completion Certificate	<p>3.1 SHAS shall review and provide comments on all Deliverables and other documents submitted by the Agency, including any subsequent amendments to these documents, in a timely manner so as to enable the Agency to perform the Services in accordance with the Services Schedule and to comply with its obligations within the time lines.</p> <p>3.2 The Agency shall submit copies of each draft Deliverable to the SHAS for its review and approval in a manner such that the final approved Deliverable is submitted to the SHAS within the time lines.</p> <p>3.3 SHAS shall review and provide comments, if any, on each draft Deliverable submitted by the Agency or notify the Agency of its approval of the draft Deliverable within fifteen (15) days from the date of receipt of the draft Deliverable. The SHAS shall have the right to require the Agency to amend or modify the draft Deliverable if SHAS identifies any deficiencies or shortcomings in the draft Deliverable. If the Agency receives any comments, suggestions or instructions to modify the draft Deliverable from SHAS, then the Agency shall modify the draft Deliverable to correct any shortcomings or deficiencies identified by SHAS and submit the revised Deliverable to the SHAS for its approval. This process shall continue until the draft Deliverable is approved by the SHAS.</p> <p>3.4 Upon approval of a Deliverable by the SHAS, the Agency shall be issued with a Deliverable Acceptance Certificate by SHAS for the approved Deliverable, and the SHAS shall duly endorse the Deliverable Acceptance Certificate to signify its acceptance of the relevant Deliverable. SHAS will endorse the Deliverable Acceptance Certificate within fifteen (15) working days of receipt of the Deliverables. The performance of the Services (covered by the relevant Deliverable) shall be completed upon the endorsement of the Deliverable Acceptance Certificate for such Services by the SHAS.</p> <p>3.5 Notwithstanding any review or approval of a Deliverable by the SHAS or issuance of a Deliverable Acceptance Certificate by the SHAS, at the time of implementation of the Project, if SHAS discovers any inaccuracies, discrepancies or shortcomings in a Deliverable, then SHAS shall have the right to require the Agency to rectify any such discrepancy, inaccuracy or shortcoming in the relevant Deliverable, without any additional cost to the SHAS.</p> <p>3.6 . Within twenty (20) working days of the expiry of the successful handing over of all the Deliverables as required by the SHAS, the SHAS shall issue the Completion Certificate to the Agency. Completion Certificate shall certify that the Services have been completed in accordance with the Contract. Upon issuance of the Completion Certificate by the SHAS, the Agency shall be entitled to the last milestone payment as per the Payment Schedule.</p>
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4. Total Value of Contract	In consideration of the Services, SHAS shall pay to the Agency the total Workorder value plus GST, as the amount payable under this Contract and it shall not exceed the ceilings in INR, except the activities, those will be paid on actual expenditure basis.
4 Taxes and Duties	<ol style="list-style-type: none"> 1. The Agency and Personnel thereof are responsible for meeting any and all Tax liabilities arising out of the Contract in Odisha or elsewhere. 2. All payments made by the SHAS to the Agency shall be subject to deductions and withholding of applicable Taxes in accordance with Applicable Laws.
5 Currency of Payment	Any payment under this Contract shall be made in INR.
6 Mode of Billing & Payment	<ol style="list-style-type: none"> 1. Billings and payments in respect of the Services shall be made in accordance with the Payment Schedule. 2. <u>Milestone Invoices.</u> <ol style="list-style-type: none"> I. For the payments against claims to be processed/ made above, within seven (7) days after the issuance of the Deliverable Acceptance Certificate, for the relevant Activity, the Agency may submit to the SHAS an invoice for the payment linked to completion of such Deliverable. II. Each milestone invoice must set out: (a) details of the Deliverable covered by the relevant milestone invoice; (6) the amount payable for the relevant Deliverable, including all applicable Taxes; and (c) any other additions or deductions which may have become due under the Contract. Each milestone invoice will be accompanied by the relevant Delivery Acceptance Certificate. III. Within thirty (30) days of receipt of a milestone invoice, the SHAS shall verify completion of the Deliverable covered under such invoice and either: <ol style="list-style-type: none"> (a) approve the milestone invoice for release of the amount specified in the milestone invoice, less any necessary deductions and adjustments in accordance with the Contract and/or Applicable Laws. or (b) issue a notice to the Agency disputing the milestone invoice and directing the Agency to issue a revised milestone invoice after rectifying the errors or discrepancies identified by the SHAS. The Agency shall submit a revised milestone invoice to the SHAS after rectifying the errors or discrepancies identified by the SHAS and this process will be repeated until the SHAS approves the milestone invoice and releases the amount specified in the milestone invoice. IV. SHAS shall pay the Agency within ten (10) days after the acceptance of such milestone invoice. 3. Notwithstanding anything to the contrary in the Contract, the SHAS

	<p>may withhold from any payment due to the Agency, any amounts that the SHAS deems reasonably necessary or appropriate because of any one or more of the following reasons</p> <ul style="list-style-type: none"> (i) failure by the Agency to provide certificates of insurance (if any); (ii) any overpayments made by the SHAS in a previous payment; (iii) any payment required to be withheld under any Applicable Law; (iv) the invoice is not accompanied by all necessary supporting documents; (v) a dispute exists as to the accuracy or completeness of any invoice; or (vi) Any amounts due to the SHAS from the Agency under the Contract. <p>4. All payments under this Contract shall be made by Bank transfer to the accounts of the Agency, to be communicated in writing to the SHAS.</p>
7 Penalty	<p>In case there is any deviation found as per service deliverables and timelines (as issued in the work order), there will be a penalty deduction @0.25% of the work order cost per week against each activity up to a maximum of Rs.50,000/- on each occasion. This amount of penalty would be adjusted against the payment.</p>
8 Performance Security	<ul style="list-style-type: none"> 1. The Performance Security shall be 5% of the Total Contract Value. [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)]. The performance Security shall be issued by a Scheduled Commercial Bank in favour of “State Health Assurance Society, Odisha” in shape of a Demand Draft or a Bank Guarantee. 2. Performance Security should be submitted during execution of the Contract and remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations, if any. 3. 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 fulfil the obligations under the scope of work and terms & conditions of the Work Order/Contract.
9 Expiration of the Contract:	<p>The term of the Contract shall be one (1) year, which may be extended on mutually agreed terms and conditions, up to the expiry of the project period, subject to satisfactory performance of the Services by the Agency. If the term of the Contract is extended, then the Agency shall also extend the validity of the Performance Security for an equivalent period.</p>

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 / Udyog Aadhaar / Udyam 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 ≥ Rs.2 Crores in each year of last three preceding years) (i.e. 2021-22, 2022-23 & 2023-24)	
10	Draft number & date of tender document Cost (Non-Refundable) of Rs.2,500/-	
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 “A-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 Envelop)

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 similar 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 Set of Combo Pack) (Unit Price)	% of GST applicable on & above the price mentioned in column 'b'	Total Unit Price (Rs.) including GST (b+c)	HSN code (4 digit code) of the % of GST mentioned in column 'c'
A	B	c	d	e
Printing & Supply of Envelop, ABPMJAY-GJAY Card Holder, FAQ Leaflet & HCM Letter and the last 3 items inserted inside the said envelop in a combo pack as per technical specification mentioned at Clause 07, Section - I with all cost including transportation cost for delivery at the consignee place.	<i>(Rate to be quoted per Set of Combo pack. <u>1 set of Combo pack consists of 1 Envelop with One ABPMJAY-GJAY Card Holder, One FAQ Leaflet & one HCM Letter inserted inside the said envelop.</u></i>			

***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 mentioned at Para 10- Section - I)**

Rates per Unit (Unit Price at Column 'b') quoted should be **inclusive of** cost of printing, gumming / cutting (as mentioned in Clause 07, Section – I), transportation cost for delivery at the consignee place (as mentioned in **Para 10** in Section–I) and **exclusive of** GST if any as applicable (The % of GST if any **must be** mentioned in the separate column 'c' mentioned above)

Evaluation shall be made on the Price per Unit (Unit Price exclusive of GST mentioned at column 'b'). In case of different % of GST for the relevant item quoted by bidders, the correct % of GST shall be applicable.

(Signature of the Authorized Signatory)

Place:

Date:

Seal