



### Zilla Swasthya Samiti, Kendrapara

Office of the CDM & PHO, Kendrapara  
Dept. of Health & Family Welfare, Govt. of Odisha  
District Programme Management Unit  
Phone/Fax: 06727-233434



Advt.No. 6515

Date: 31.05.2021

#### SHORT TENDER CALL NOTICE FOR PRINTING OF IEC POST CARD(COVID-19) FOR THE YEAR 2021-22

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. Details regarding the printing of items and terms & conditions may be downloaded from the website [www.kendrapara.nic.in](http://www.kendrapara.nic.in). The tender should reach the office of the undersigned through Speed Post/Registered Post/Courier on or before **07.06.2021 (till 01.00PM)**. The Tender will be opened at **03.30 PM on 07.06.2021**. The undersigned reserves the right to reject any or all the tenders / cancel the tender without assigning any reason thereof.

Sd/-  
CDM & PHO  
Kendrapara

*Jatanaile*  
Chief District Medical & Public Health Officer  
Cum-District Mission Director, Kendrapara

**INSTRUCTION TO BIDDERS, SPECIFICATIONS, TERMS & CONDITIONS FOR PRINTING & SUPPLY 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 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.kendrapara.nic.in](http://www.kendrapara.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 material in reference to Advt. No-.....65.15.....”**.
04. 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 ,  
At/PO/Dist:-Kendrapara  
PIN:- 754211,  
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 & 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 Dt. 02.04.2013 (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.
06. As per Finance Department Office Memorandum No.21926 Dt. 12.08.2015, **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.

**07. Schedule of Requirement**

Sl. No.	Name of the Item	* Specification	No. of Units
1	IEC Post Card(COVID-19)	Unit: Nos Size:13.5 CM X 9 CM Paper:220GSM Printing Process: Both side multi_color offset Printing	As per requirement

**Note:**

\* The samples can be inspected at DPMU office,NHM Kendrapara before submission of tender.

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

**08. EMD to be submitted:**

The EMD should be submitted by the bidder other than Local MSEs of Rs 5000/- ( Five thousand Only) by draft in favour of "ZSS NRHM Additionality,Kendrapara" payable at Kendrapara main branch.The EMD is exempted for Local MSEs (DIC Registered firms in Odisha only.

Tender Document Cost: Rs.1,000 /- (Non-Refundable) by demand draft.The DD should be in favour of "ZSS NRHM Additionality, Kendrapara" payable at Kendrapara main branch.

09. Delivery Time:Within 7 days from the date of receipt of the letter of final proof from CDM & PHO, Kendrapara by the successful bidder

**10. Place of Delivery:**

This consignment after printing has to be delivered at Office of the Chief District Medical & Public Health Officer, Kendrapara or as decided by the authority.

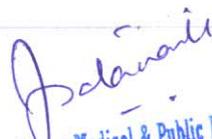
**Section - II**  
**TERMS AND CONDITIONS**

<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>20 Lakh</b> in each year of last three preceding financial years.	Audited Balance Sheet & P&L account of last three preceding financial years.
<b>4</b>	The organization will have to submit an <b>Affidavit (On original Stamp Paper of relevant value)</b> with the following clauses:- <ol style="list-style-type: none"> <li>1. Our organization has not been blacklisted by any Government Organization/Deptt.</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 Office of the CDM &amp; PHO, Kendrapara 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. We quote our unit price(s) which is 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>Para 07 of Section-I</b> by way of Demand Draft (Must be submitted), drawn on any Nationalized / Scheduled Bank in favour of ZSS Non NRHM Fund Kendrapara. 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. 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
<b>6</b>	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.
<b>7</b>	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	<p>The successful bidder (if other than Local MSE) will have to deposit <b>Performance Security @ 10%</b> of the work order value by way of demand draft drawn on any Nationalized / Scheduled Bank payable at Bhubaneswar in favour of ZSS Non NRHM Fund Kendrapara / Bank Guarantee from any Nationalized / Scheduled Bank at Kendrapara. 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 ZSS Non NRHM Fund Kendrapara / Bank Guarantee from any Nationalized / Scheduled Bank at Kendrapara. 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 &amp; conditions of the Purchase 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, authority'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 printing press of the qualified bidder before finalization of financial bid to verify the capacity of printing &amp; other aspects of the offset press &amp; relevant documents.</p>	
11	<p>If the successful bidder/ bidders fails to supply the entire quantity within the stipulated period (as mentioned against each item in <b>Para 07 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 :  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.  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 NHM. Performance Security deposited by the defaulting firm shall be forfeited.</p>	
12	<p>The Office of the CDM &amp; PHO, Kendrapara 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.  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>	

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 the Office of the CDM & PHO,Kendrapara. 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 Office of the CDM & PHO,Kendrapara. 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 Office of the CDM & PHO,Kendrapara 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	Printing should be as per Specification. Quality Testing (as per IS) of random samples of the paper / booklet shall be made in the Govt. testing Laboratory & 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 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. <b>Quality testing of paper before &amp; after printing</b> (in case of the <b>selected bidder</b> ) shall be carried out in <b>two stages</b> as mentioned below : <b>(i) Stage I (Before Printing Quality Testing after procurement of Paper</b> by the agency) : The selected bidder shall be asked 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.	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 Para 08- Section I) and the <b>two stage</b> paper testing procedures (as mentioned alongside).

	<p>The printing agency shall intimate Office of the CDM &amp; PHO, Kendrapara after procurement of the <b>entire quantity of paper</b> (within a period of <b>7</b> days from the date of notification of award) before printing.</p> <p>Paper shall be inspected at the premises of the agency and random samples shall be selected (15 nos. <b>full size</b> paper for each category of paper in a booklet / Register) for testing. 10 nos. paper shall be sent to Govt. Lab for <b>full testing</b> of paper as per BIS &amp; technical specification of the tender and remaining 5 nos. paper shall 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 &amp; 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 &amp; printing.</p> <p>(ii) <b>Stage II (After printing</b> 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><b>All the testing charges shall be borne by the selected agency.</b></p>	
20	Jurisdiction: All legal disputes are subject to the jurisdiction of Kendrapara only.	

  
 Chief District Medical & Public Health Officer  
 Cum-District Mission Director, Kendrapara

**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)	
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 $\geq$ <b>20 Lakh</b> in each year of last three preceding years)	
10	Draft number & date of tender document Cost (Non-Refundable) of <b>Rs.1,000/-</b>	
11	Draft number(s) and date of the <b>EMD (s)</b> [Pl. refer to the <b>Clause 07 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

*Patavali*  
Chief District Medical & Public Health Officer  
Cum-District Mission Director, Kendrapara

**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)

*Palanali*  
Chief District Medical & Public Health Officer.  
Cum-District Mission Director, Kandrappara

**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 work 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)

*D. Binait*  
Chief District Medical & Public-Health Officer,  
Cum-District Mission Director, Kendrapara

**TENDER FORM Part -2**

**FORM - P**

**(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	IEC Post Card(COVID-19)			

**\*Note: Only one price has to be quoted against each item. 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 Para 10- 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

  
Chief District Medical & Public Health Officer,  
Cum-District Mission Director, Kendrapara