

ZILLA SWASTHYA SAMITI, JAGATSINGHPUR
TENDER CALL NOTICE

Sealed tenders are invited from interested / bonafied / registered printing agency for supply of various printing materials on annual rate contract basis to C.D.M & P.H.O, Jagatsinghpur. The details regarding specifications, terms and conditions may be downloaded from district website www.jagatsinghpur.nic.in. The bids in sealed envelope should reach the office of the undersigned by 24.5.2021 by 12:00 Noon along with all relevant documents. The tender will be opened at 3.00 P.M on 25.5.2021 in presence of bidders or their authorized representatives. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

Sd/-

C.D.M & P.H.O-cum-District Mission Director
District Health Mission, Jagatsinghpur



TENDER DOCUMENT FOR PRINTING OF MATERIALS

1. Sealed tenders are invited from interested agencies having adequate experience in printing & supply of different type of printing assignments.
2. Interested bidders may obtain details terms and conditions from "tenders" link of Jagatsinghpur district website www.jagatsinghpur.nic.in for taking up this assignment. The sealed tender will be received through Registered Post / Speed Post/courier only on or before dt. **24.5.2021 by 12:00 Noon**. The bids received through hand / Telex / Telegrams / Fax / Email shall not be acceptable. The bids will not be accepted after last date and time specified in the tender document. It will be opened on dt. **25.5.2021 at 3 P.M** in the Office chamber of CDM & PHO, Jagatsinghpur.
3. The bidders shall ensure that each page of the tender document is to be signed with authorized signatory and organization seal.
4. The tender will be in two parts i.e. technical bid. (Cover-A) and price bid (Cover-B). The bidders should give their technical and financial proposal separately in two envelopes and should be put into another cover super scribed as "**Tender for supply of different printing materials in reference to advt. no- _____**".
5. The technical bid and price bid should be sealed in separate envelope otherwise bid will be rejected. The bid will be rejected for any shortfall of required documents as per terms and conditions. There is no further add-on of documents are allowed in the future. The tenders should be addressed to :

CHIEF DISTRICT MEDICAL AND PUBLIC HEALTH OFFICER
Jagatsinghpur
At/Po- Jagatsinghpur-754103
Dist- Jagatsinghpur
6. It is suggested that the perspective bidders may submit their tender after clarifying doubts at the above mentioned address between 11.00 AM to 4.00 PM on all official working days from the date of issue of notification till the receipt of tender.
7. Bidders who qualify in the technical bid will only be eligible for financial evaluation.
8. Quantities may be increased / decreased by the tender inviting authority as per the requirement.
9. The quoted price shall remain valid for a period of 1 year from the date of approval.
10. The items should to be supplied and installed maximum within 10 days from the date of purchase order / award of work. The CDM&PHO, Jagatsinghpur reserves the right to cancel the order in the case of delay in delivery of all the items.
11. It would be the responsibility of the Bidder's representative (only one person per bidder) to be present at the venue of opening of Bids. In case absence of any bidder then bid document could be opened by the committee members.
12. The items delivered should be as per the specification mentioned with clear visibility of contents. If found defective, the same has to be replaced immediately within seven days & total cost will be borne by the concerned awarded party.
13. **Successful L1 bidder could also be provided with other printing items not mentioned in the below mentioned table with similar specifications and approved rate within contract period.**

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SPECIFICATIONS

Sl. No	Name of the Item	Specification
01	SUN BOARD	Size;3'x2' Thickness- 3 MM. Printing process- ECO Solvent Vinyl print,Multi colour.
02	POST CARD	Size: 13.5 x 9 cm. 220GSM paper, both side printing, Multi colour.
03	BOOKLET	14 pages, Size-22cm X28 cm, 80 GSM map paper, both side printing, Multi colour.

N.B: The rate should be inclusive DTP, Designing, GST, individual block wise packing & transportation cost to district office.

Delivery Schedule: Within 15 days from the date of purchase order received by the successful bidder, it may be change as per qty. Consignee: Chief District medical & Public Health Officer, Jagatsinghpur

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App. Fund as per
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K. S. K. I.

TERMS AND CONDITIONS

Terms & Conditions		Documents to be Submitted
1	The organization should be a bonafide registered body.	Photocopy of registration certificate
2	The organization should have registered with GST.	Photo copy of GSTIN with copy of updated return.
3	The organization should have valid PAN	Photo copy of PAN
4	Average annual turnover should not be less than 20 lakhs for last 3 consecutive financial years. [i.e –2019-2020, 2018-19, 2017-18,].	Copy of turnover statement duly certified by C.A (Annexure – III)
5	The bidder should have last one year working experience in printing & advertising of similar nature	Photo copy of Work order
6	Tender paper cost of Rs.2,000/- by way of Demand Draft, drawn on any Nationalized Bank in favour of "ZSS Non-NRHM Fund Account Jagatsinghpur" payable at Jagatsinghpur. However, the firms having DIC/MSME registration are exempted to deposit paper cost.	Demand Draft on any nationalized bank OR Copy of DIC/MSME Registration certificate and exemption certificate to be submitted
7	Tender must be accompanied by E.M.D of Rs.10,000/- by way of Demand Draft drawn on any Nationalized Bank in favour of "ZSS Non-NRHM Fund Account, Jagatsinghpur" payable at Jagatsinghpur. However, the firms having DIC/MSME registration are exempted to deposit the E.M.D. The DIC/MSME Registration certificate and exemption certificate to be submitted in the technical bid. Tenders if not accompanied by E.M.D will not be considered. E.M.D of unsuccessful bidder will be returned without interest on finalization of bid. E.M.D of successful bidder will be retained & will be refunded on successful completion of the job without interest.	Demand Draft on any nationalized bank OR Copy of DIC/MSME Registration certificate and exemption certificate to be submitted
8	The organization will have to submit an Affidavit (On original Stamp Paper of Rs.20.) with the following clauses:- A. It has not been blacklisted by any Government Organization B. The organization does not have any legal suit / criminal case pending against it for violation of PF /ESI/MW Act or any other law.	Original Affidavit in Non-Judicial stamp paper of Rs.20 (Annexure-II)

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	<p>C. The office 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.</p> <p>D. That the organization agrees to abide by all terms & conditions of tender</p>	
9	<p>The organization will quote prices inclusive of all taxes.</p> <p>All the supporting documents must be self-attested by the authorized signatory.</p>	
10	<p>Conditional Tenders are liable to be rejected. In the event of acceptance, CDM&PHO decision will be final. The tender, which is not as per the required specifications, will not be considered.</p>	
11	<p>If the successful bidder/ bidders fail to supply within the stipulated period i.e. 15 days from date of receipt of final proof from CDM & PHO, Jagatsinghpur, liquidated damage @ 0.5% of the order value, per week of delay shall be deducted from the final payment. Maximum delay time acceptable is 8 weeks. Hence, the maximum liquidated damage shall be up to 4% of purchase order. If the bidder fails to supply within the maximum delay time his order stands cancelled automatically.</p>	
12	<p>The CDM & PHO will not pay any advance payment to the organization. The organization will have to carry out the entire job on its own and the amount will be paid only after satisfactory completion of the job and submission of bill in that regard.</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 CDM & PHO, Jagatsinghpur. 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. 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>Bidder must have sound knowledge of latest intellectual and property right. The authority who assigns the work is no way responsible for any deviation made by the supplier in this regard.</p>	
15	<p>The cost towards the testing of paper/printing material will be borne by the successful bidder.</p>	
16	<p>The suppliers shall also ensure that the quality and quantity has to be as per the supply order and approved rate contract in the tender. The supply of items shall be made immediately according to volume after placing the supply order by the Office of CDM & PHO, Jagatsinghpur and supplier shall submit the bill for payment at the approved rate in respect to the quantity of items supplied. The transportation of items is sole responsibility of the supplier and must deliver the item on door delivery basis.</p>	
17	<p>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.</p>	

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18	Rates quoted against this tender notice shall remain valid up to 12 months after award of first contract and may be extendable up to next tender with due consent from both parties. No request for increase in rates, if any, will be allowed or entertained during this period.
19	The head of the organization (bidder) should submit an authorization and specimen signature of their authorized signatory.
20	Rates should be quoted inclusive of cost of paper, design, proof reading, DTP, printing as per specifications, transportation to the consignee place & inclusive of charges of GST & other taxes as applicable.
21	The tender should reach in prescribed format to the "Chief District Medical & Public Health Officer, Jagatsinghpur, AT/Po. – Jagatsinghpur PIN-754103" only through Speed Post/Regd. Post/courier on or before 24.5.2021 till (12.00 Noon). The tender shall be opened on 25.5.2021 at 3.00 P.M. in the office chamber of C.D.M & P.H.O, Jagatsinghpur in the presence of bidders or their authorized representative who may wish to be present. The envelope must superscribed with "TENDER FOR SUPPLY OF DIFFERENT PRINTING MATERIALS IN REFERENCE TO ADVT. NO- _____"
22	All legal disputes are subject to the jurisdiction of Court of District Judge Jagatsinghpur only.
23	The CDM & PHO reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.

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1. TECHNICAL BID:

Documents with support to point no. 1 to 9 of tender condition must be attached with technical bid otherwise bid will be rejected. The bid will be liable for rejection for any deviation in format and bid procedure as mentioned in tender document.

2. PRICE BID

- i. Hard Copy signed & sealed both in words and figures as per **Annexure - IV**.
- ii. The Price bid of the technical 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.

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.

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TECHNICAL BID FOR PRINTING MATERIALS

ANNEXURE - I

1	Name of the Organization	
2	Address of the organization	
3	Name of authorized signatory	
4	Organisation registration Certificate <u>(Non Submission will liable for Rejection)</u>	
5	DIC / MSME certificate, if any	
6	Detail of tender paper fee non refundable ₹.2,000/- (Rupees two thousand). <u>(Non Submission will liable for Rejection)</u> For DIC/MSME registered Agencies, No Paper fees.	
7	Detail of EMD ₹.10,000/- (Rupees twenty thousand). <u>(Non Submission will liable for Rejection)</u> For DIC/MSME registered Agencies, No EMD	
8	GST regd. Certificate <u>(Non Submission will liable for Rejection)</u>	
9	PAN <u>(Non Submission will liable for Rejection)</u>	
10	Self declaration that the organization agrees to abide by all terms & conditions of tender in Non Judicial Stamp paper (Annexure-II) <u>otherwise Rejected</u>	
11	Copy of last three years order of similar printing /job work <u>otherwise Rejected</u>	
12	Average annual turnover ₹ 20,00,000 for last three F.Y i.e -2019-2020, 2018-19, 2017-18, in certificate format attached annexure-III attached <u>otherwise Rejected.</u>	

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 in the above statement at any state, the Firm/Agency will be blacklisted and will not have any dealing with in future.

Place

(Signature and seal of the authorized signature)

Date

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SELF DECLARATION FORM

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

To
CHIEF DISTRICT MEDICAL AND PUBLIC HEALTH OFFICER
 Jagatsinghpur
 At/Po- Jagatsinghpur-754103
 Dist- Jagatsinghpur

Dear Madam/Sir,

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

I / We hereby declare that our organisation 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.

That the organization does not have any legal suit / criminal case pending against it for violation of PF /ESI/MW Act or any other law.

That the tendering authority 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.

Further, we agree to abide by all the terms and conditions as mentioned in the tender document.

We have also noted that CDM&PHO Jagatsinghpur reserves the right to consider/ reject any or all bids without assigning any reason thereof.

Date: _____/_____/2021

Authorised Signatory:

Name:

Designation:

Place:

Phone:

Email:

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ANNEXURE - III

(To be submitted in **Cover A - Technical Bid**)
 (To be furnished in the **letter head** of the Auditor/ Chartered Accountant)

ANNUAL TURN OVER STATEMENT

The Annual Turnover for the last three financial years of M/s _____ who is a Manufacturer /Distributor/supplier (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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ANNEXURE - IVPRICE BID PRINTING MATERIALS

Sl. No	Name of the Item	Specification	Price inclusive all tax	% of GST
01	SUN BOARD	Size;3'x2' Thickness- 3 MM. Printing process- ECO Solvent Vinyl print, Multi colour.		
02	POST CARD	Size: 13.5 x 9 cm. 220GSM paper, both side printing.		
03	BOOKLET	14 pages, Size-22cm X28 cm, 80 GSM map paper, both side printing, Multi colour.		

Rates should be quoted inclusive of cost of Sheet, Printing, block wise quantity packing, Transportation, DTP as per specifications & also inclusive of all taxes as applicable. The order may be placed for other items not in the list having similar specifications as above.

(Signature and seal of the authorized signature)

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