



TENDER DOCUMENT

SUPPLY OF PRINTING & BRANDING MATERIALS
TO RKS, DHH, BHADRAK ON ANNUAL RATE CONTRACT
BASIS FOR THE FY 2018-19

Chief District Medical Officer,
BHADRAK



OFFICE OF THE CDMO, Bhadrak
District Health Quarter Hospital, Bhadrak
(Department of Health & FW, Govt. of Orissa)



Advt no: 5374

Date: 02.06.2018

TENDER CALL NOTICE

Sealed tenders are invited from eligible firms/agencies/ Suppliers (having upto date VAT/GST clearance certificate) adequate experience in taking up of work for supplying and fixing up Printing & Branding Materials to the Rogi Kalyan Samiti, Bhadrak, O/o DMO (M.S)-cum-Superintendent, DHH, Bhadrak for a period of one year on an annual rate contract basis. Details regarding the items, terms & conditions, format for submission of tender may be downloaded from the district website www.bhadrak.nic.in. Interested bidders fullfilling the eligibility criteria may submit their proposal(s) (with EMD and documents as per Tender Document. The bidders have to submit their proposal(s) to the office of the CDM & PHO, Bhadrak for which they want to BID . The details of proposal(s) complete in all respect superscribing "**Tender for supply of Supply strength of printings branding & the advertisement reference no 5374**" on the envelope and should reach the office of the CDM & PHO Bhadrak on or before Dt.- 23.06.2018 (till 1 PM) by **Speed Post or Registered Post/Courrier Only**. The technical and financial bids shall be opened at the office of the CDM & PHO, Bhadrak on Dt 29.06.2018 . The authority reserves the right to reject any or all the proposals without assigning any reason thereof. The undersigned reserves the right to accept or reject any/all bids without assigning any reason thereof. The undersigned will not be held responsible for any postal delay.

CDM & PHO, Bhadrak

**Procurement of Miscellaneous IEC & printing materials on Annual Rate
Contract Basis**

1. Sealed tender are invited from registered local firms/ suppliers / agencies (having upto date VAT/GST clearance certificate) having adequate experiences in taking up the works for supply of miscellaneous printing / branding and fixing of IEC materials at different location of the district & block level.
2. 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 district website i.e. www.bhadrak.nic.in.
3. The tender will have to be submitted in two parts i.e. technical bid (cover-A) and financial bid (cover-B). The bidders should submit their technical and price bid separately in two envelopes clearly marked as "Technical Bid" and "Financial Bid". And those two envelopes should be put into another outer envelope superscribed as "Tender for printing & fixing IEC material" in reference to the Advt. No. _____".
4. The tender should be addressed to:

The Chief District Medical Officer
O/o District Headquarter Hospital, Nuabazar,
Bhadrak, PIN: 756 100, Odisha.

5. The tender document should reach to the office of undersigned latest by Dt_____ 2018 up to 1 PM through Speed Post/ Registered Post/ Courier only. The tender will be opened on Dt _____ at DHH Conference Hall, O/o CDMO, Bhadrak in presence of tenderers and their authorized representatives who may wish to be present.
6. It is requested that tender indicating the rate for different items be furnished in the specified format as mentioned in the format.
7. Preference will be given to local bidders first, in case of non-availability of local bidders outside bidders will be taken into consideration.
8. Bidders who qualify technical bid their financial proposal shall only be opened.
9. The authority has every right to accept or reject the tender without assigning any reason thererof.

NB:-

1. The rate should be inclusive of designing, fixing, pasting, VAT/GST & transportation cost.
2. Material is to be delivered at different institution at district level as per the purchase order.
3. Delivery schedule: Within 15days from the date of issue of purchase order or as per the need of the time.
4. Consignee: Rogi Kalyan Samiti, Bhadrak, O/o the Asst. District Medical Officer (Medl.), DHH, Bhadrak.

Sd/-
Chief District Medical Officer, Bhadrak.



TERMS AND CONDITIONS

01. The organization should be a bonafied registered body.
02. The organization should have PAN / GST holder & up to date GST clearance certificate.
03. Annual turnover of the bidder must be \geq 3 lakhs in each year of last three preceding years.
04. The organizations will have to submit the Affidavit (on original stamp paper of relevant value) with following clauses:
 - a. Our organization has not been blacklisted by any Government organization.
 - b. Our organization does not have any legal suit / criminal case pending against it for violation of VAT / ST / CST/GST Act or any other law.
 - c. The CDMO, Bhadrak Office will have no liability regarding transportation, loading and unloading of material and all the material ordered for shall be delivered at the designated place in good condition and fixing the material at institution level. The defective or damaged printed material if any will be replaced by the organization.
 - d. That the organization agrees to abide by all terms & conditions of tender.
 - e. The organization will quote prices inclusive of all taxes.
05. The tender must be accompanied by tender cost of Rs.500/- as tender processing fee and EMD of Rs. 5,000/- in shape of Demand Draft drawn on any Nationalized / Scheduled Bank in favour of **Rogikalyan Samiti, Bhadrak** payable at **Bhadrak**. Tenders not accompanied by EMD will not be considered. EMD of unsuccessful tenderers will be returned without interest on finalization of bid. EMD of successful tenderer will be retained & will be refunded on successful completion of the job without interest.
06. The approved supplier shall have to furnish a performance security Rs. 5000/- of the work order value in shape of Demand Draft in favour of **Rogikalyan Samiti, Bhadrak** payable at **Bhadrak** (any exemption certificate is not allowed) which will be retained till successful completion of the rate contract period. However the EMD of Rs. 5000/- submitted by the approved bidder at the time of bid submission may be converted to performance security and in that case the approved bidder will have to submit the additional amount towards performance security.
07. The rate will be applicable for supply of IEC materials as per the specifications mentioned in the technical bid for one year on an annual rate contract basis. No request for increase in rates, if any, will be allowed or entertained during this period.
08. Supplier shall also ensure that the quality and quantity has to be as per the supply order and approved rate contract. The supply of the item shall be made immediately (within 15 days) after placement of supply order against the place mentioned in the supply order and supplier shall submit the bill for payment at the approved rate in respect to quantity of items supplied.
09. Conditional tenders are liable to be rejected. In the event of acceptance, authority decision will be final. The tender, which is not as per our required specifications, will not be considered.
10. If the successful bidder fails to supply within the stipulated period i.e. 15 days, liquidated damage @ 5% of the tender value, per week of delay shall be deducted from



the final payment. Deduction shall be made till 4% of purchase order rate. If the bidder still fails to supply his order stand cancelled.

11. The Authority 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.
12. 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 A Bhadrak. 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.
13. 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.
14. Under no circumstances 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
15. The head of the organization (bidder) should submit an authorization and specimen signature of their authorized signatory
16. Only those firms/agencies should participate in the tender who are willing to supply all the items. Firms / agencies who do not quote the rate for all items as per the specification mentioned in technical bid are liable to be rejected.
17. In case of failure on part of the approved supplier to supply the item as per the supply order within stipulated period the ADMO (Med.), Bhadrak shall have the liberty to purchase those items from other sources and the approved suppliers shall be liable to pay the excess amount which this office may have to incur being the difference of actual amount of purchase minus the amount of approved rate. Accordingly, the difference as aforesaid shall be recovered from the approved supplier from the performance security deposit amount.
18. Selection Criteria - Lowest price will be selected for annual supply of printing of materials to RKS, DHH Bhadrak, Out of total items majority lowest items are selected for 1st lower party, 1st party will be submit the consent to supply al items supply all lower price quoted by other bidder. Other Bidders may submit consent to supply all items in lowest price quoted by other bidder. Price will be valid for one year. Tender may extend for further year based on consent of bidder in bidding price.
19. For any dispute decision of CDMO, Bhadrak shall be final.
20. All legal disputes are subject to the jurisdiction of Bhadrak Court only.

Authority reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.



TENDER FORMAT
PART - I
(TECHNICAL BID) COVER - A
(To be furnished in Cover - A Technical Bid)

1	Name of the Organization	
2	Address of the organization	
3	Nam of authorized signatory (in Capital Letter)	
4	Authorization and specimen signature of the authorized signatory	
5	Telephone number of authorized signatory/Organization	
6	GST registration number	(Self Attested photocopy to be attached)
7	GST Clearance certificate no (Upto date)	(Self Attested photocopy to be attached)
8	PAN	(Self Attested photocopy to be attached)
9	Annual turnover certificate duly signed by Chattered Accountant submitted for last 3 years	(Self Attested photocopy to be attached)
10	Income Tax Return Acknowledgement for last 3 financial year (2014-15, 2015-16 & 2016-17)	(Self Attested photocopy to be attached)
11	Draft number and date of the tender paper cost Rs.500/- and EMD of Rs 5,000/- drawn in favour of "Rogolalyan Samiti, Bhadrak payable at Bhadrak (any exemption certificate is not allowed).	Original DD to be enclosed
12	Affidavit of declaration that the Organization does not have any legal suit/criminal case pending against it for violation of ST / VAT / CST/GST Act or any other law and agree to abide by all terms and conditions of tender.	Affidavit in original stamp paper certified by notary with clauses as mentioned in clause no. -----of terms and conditions.
13	Whether all documents submitted signed by the authorized signatory of the organization (Yes/No)	
Bidder have to present with All original document for verification otherwise bid will be cancelled.		

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

Place:

Date:

(Signature and seal of the authorized signature)



PART - II

(PRICE BID) - COVER-B
(To be furnished in Cover - B - Price Bid)
Annexure - I (List of Items with Specification)

SL. NO.	NAME OF ITEMS	SPECIFICATION	Unit of Measure	UNIT COST (AMOUNT IN RS. INCLUSIVE OF ALL TAXES)
01	Printing of Formats	PROCESS: Single Color PAPER: 80 GSM, SIZE: A4, Single Side	Per Thousand	
		PROCESS: Single Color PAPER: 80 GSM, SIZE: A4, Both Side	Per Thousand	
		PROCESS: Single Color PAPER: 80 GSM, SIZE: Half of A4, Single Side	Per Thousand	
		PROCESS: Single Color PAPER: 80 GSM, SIZE: Half of A4, Both Side	Per Thousand	
		PROCESS: Single Color PAPER: 80 GSM, SIZE: A3, Single Side	Per Thousand	
		PROCESS: Single Color PAPER: 80 GSM, SIZE: A3, Both Side	Per Thousand	
02	Rolling Register (binding) each register of 100 pages	PROCESS: Single Color PAPER: 60 GSM, SIZE: A4, Both Side	Per Register	
	Register (binding) each register of 100 pages	PROCESS: Single Color PAPER: 60 GSM, SIZE: A3, Both Side	Per Register	
03	Flex print (including Fitting, fixing)	PROCESS: Multi Colour	Per Sq. Ft.	
04	Vinyl pasting sun board (including Fitting, fixing)	PROCESS: Multi Colour	Per Sq. Ft.	
05	Fiber Board (including Fitting, fixing)	PROCESS: Multi Colour	Per Sq. Ft.	
06	Money Receipt for 100 nos. pages with duplicate in a booklet	Size: ¼ of A4	PerThousand.	
07	Vinyl pasting on wall without sun board (including Fitting, fixing)	PROCESS - MULTI COLOUR COLOUR: ENAMEL PAINT	Per Sq. Ft.	
08	OPD Register 500 pages	PROCESS: Single Color PAPER: 60 GSM, SIZE: A3, Both Side	Per Register	
	IPD Register 500 pages	PROCESS: Single Color PAPER: 60 GSM, SIZE: A3, Both Side	Per Register	
	DDC Register 500 pages	PROCESS: Single Color PAPER: 60 GSM, SIZE: A3, Both Side	Per Register	

NB:- The rate should be inclusive of cost of sheet, printing, pasting, transportation, fixing designing, DTP, as per specification & also inclusive of charges of GST & other taxes as applicable.

Place:

Date:

Signature of the Authorized signatory

