

DIRECTORATE OF STATE INSTITUTE OF HEALTH & FAMILY WELFARE, ODISHA



Nayapalli, Bhubaneswar - 751 012

☎: 2394336, 2395338, 2396072(Hostel) Fax: 2391954

E-mail - sihfwodisha@nic.in & sihfwodisha@gmail.com

Quotation call Notice No- // 3623
(SIHFW-COMIN-MISC-0010-2023)

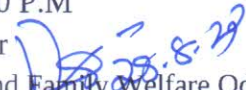
dt. 28/08/23

CORRIGENDUM (Correction of Date)

This is for information of all the bidders that following corrections of date and time are being made in tender documents (Ref. Quotation Call Notice No. 3608 dated 25.08.2023) for supply of Trophies to the Directorate of S.I.H & F.W, Odisha). The bidders are advised to take into account the following corrections before submission of their bids against this tender.

1. Last Date and time for depositing the Quotation: 04 P.M on 5.9.2023
2. Time and date for opening of BID: 05.09.2023 at 4.30 P.M


Memo No 3624 //Bhubaneswar

Director 
State Institute of Health and Family Welfare, Odisha
Date 28/08/23

Copy along with **Bid Corrigendum Notice** forwarded to the Joint Director Cum Deputy Secretary to Govt., Information & Public Relation Deptt., Govt of Odisha, Bhubaneswar for information & necessary action.

The above Notice may please be published in two leading dailies (One English & One Odia news Paper) for widely publication before 31.09.2023

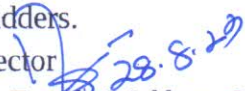
Memo No 3625 //Bhubaneswar

Director 
State Institute of Health & Family Welfare Odisha
Date 28/08/23

Copy forwarded to the Head of Portal Group, Science & Technology Deptt, Govt of Odisha, Bhubaneswar / Technical Officer, Directorate of SIH&FW, Odisha for information & necessary action.

The above **Bid Corrigendum Notice** may please be uploaded in the Govt Portal/ official website of Directorate of SIH&FW(O) for information of prospective bidders.

Memo No 3626 //Bhubaneswar

Director 
State Institute of Health & Family Welfare, Odisha
Date 28/08/23

Copy forwarded to all Directors of the Health and Family Welfare Deptt, Govt of Odisha for information & necessary action.

It is requested to display the above **Bid Corrigendum Notice** in their Notice Board for wide publicity.

Director 
State Institute of Health & Family Welfare, Odisha



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Quotation call Notice No- 3608
(SIHFW-COMIN-MISC-0010-2023)

Dt. 25/08/23

QUOTATION CALL NOTICE FOR PROCUREMENT OF TROPHIES

Bids in sealed cover are invited for supply of Trophies to the Directorate of S.I.H & F.W, Odisha as per specification attached in BID document (Annexure-A). The Director, S.I.H & F.W reserves the right to change or vary any part of the bid at any stage and also reserves the right to withdraw the notice, should it become necessary at any stage. The complete Tender document along with terms & condition can be downloaded from the official website of the Directorate of State Institute of Health & Family Welfare, Odisha "www.sihfwodisha.nic.in" during the period **from 29.08.2023 to 4.09.2023**. The interested suppliers/ agencies/firms should submit their quotations along with all requisite document to the Director, State Institute of Health and Family Welfare, Odisha, Unit- VIII, Nayapalli, Bhubaneswar-12 through Speed Post/Regd Post/ dropping in the box in the Office of Director, SIHFW, Odisha, so as to reach latest by **4.09.2023, 4.00 P.M.**

Director

State Institute of Health and Family Welfare, Odisha

Part I – General information

- Last date and time for depositing the Quotation:** 04 P.M on 7.09.2023. The sealed Quotation should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.
- Manner of submitting bids:** Bids should be forwarded by the bidders in following manner along with all supportive documents like GSTIN, copy of PAN card & GST Certificate etc. and complete postal & e-mail address of their office. All the pages of BID document are to be signed by vendor with their seal.
 - Technical bid & Financial bids are to be sealed in two separate envelopes super scribed as "Technical bid" & "Financial bid". Bid submitted with Financial and Technical components in single envelope shall summarily be rejected
 - The envelopes containing Technical bid & Financial bid are to be kept in a third envelope super scribed as "Bid for supply of Trophy vide bid no. _____ Dt. _____".
 - Sealed Bids should be either be dropped in the Tender Box placed at the office of the Director, SIHFW(O) or sent by Speed Post/ Registered post at the address given above so as to reach by due date and time.

Bid received after the due date & time shall not be considered. No responsibility will be taken by the Director, SIHFW(O) for postal delay or non delivery/ non-receipt of Bid documents in time.



3. **Time and date for opening of BID: 5.09.2023 at 3.30 P.M.** (If the due date of opening to any of the Bids is declared as holiday, the Bids will be opened on the next working day at the same time or on any other day/time, to be notified by the Buyer in their official website).
4. **Pre – Bid Meeting :** A pre bid meeting with all the prospective vendors will be held at the Office of the S.I.H & F.W, Odisha, Unit-VIII, Nayapalli, Bhubaneswar on **1.9.2023 at 3.00 P.M.** Bidders are to attend the said meeting for any clarifications on specifications of trophy, if any regarding sample of the items/ clarifications regarding contents of the bid etc. Vendor/ Representative of the firm attending the meeting should be in possession of letter of authorization from the firm/agency and photo ID to attend the said meeting, failing which participation in the meeting is liable to be rejected.
5. **Place of opening of the Quotation:** The bid will be opened in the Office of the Director, S.I.H & F.W, Odisha. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time along with photo ID. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This meeting will not be postponed due to non-presence of representative of any of the bidders.
6. **Modification and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission, provided that the written notice of modification or withdrawal is received by the User prior to deadline prescribed for submission of bid and it is based on any changed decision in pre bid meeting. No bid shall be modified after the deadline for submission of quotation. No bid shall be withdrawn in the interval between the deadline for submission of bid and expiry of the period of bid validity specified. Withdrawal of a bid during this period will result in forfeiture of bid security.
7. **Clarification regarding contents of the Bids:** During evaluation and Comparison of quotation, the User may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.
8. **Rejection of Bid:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of Earnest Money Deposit (EMD). Conditional tenders will be rejected.
9. **Validity of Bid:** The Bid should remain valid till 180 days from the last date of submission of the Bids.
10. **Concessions to MSME Firms:** Price Preference up to 15% over the quotation of large-scale units would be given to the MSME firms on production of valid documents in support of their claim.
11. **Earnest Money Deposit:** Bidders are required to submit Earnest Money Deposit (EMD) for amount of Rs. 54,000/- (Rupees Fifty Four Thousand Only) along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft or Fixed Deposit Receipt or Bank Guarantee from any of the commercial banks. EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract to the successful bidder. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender.
EMD to be payable in favour of 'Director, State Institute of Health and Family Welfare, Odisha' payable at Bhubaneswar.

Part II – Essential Details of Items/Services required Schedule of Requirements

1. The following items are required as per details given below.

Sl.No	Description of items	Approximate quantity	Remarks
01	Trophy	200 numbers	Strictly as per specification (Annexure-A) provided by the buyer which can be seen/ inspected in the BID document and clarified in the Pre- Bid meeting

2. **Delivery period:** The selected bidder is required to produce three number of sample trophies as per specification at Annexure-A within 7 days for approval of the Director, SIHFW, Odisha and after receipt of the purchase order (Contract) the supplier has to supply and ensure the delivery of all the materials within 15 days from the effective date of contract. Please note that the contract can be cancelled unilaterally by the buyer in case items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer, with applicability of LD (Liquidated Damages) clause.

3. **Delivery and Transportation:** The trophies are to be supplied/ delivered at consignee premises at seller's expense under their own arrangement.

4. **Consignee Details:** Director, State Institute of Health and Family Welfare, Odisha, Unit-VIII, Nayapalli, Bhubaneswar, Odisha- 751012.

Part III – Standard Conditions

The Bidders are required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. contractor in the Contract) as selected by the User. Failure to do so may result in rejection of the Bid submitted by the Bidder.

1. **Effective Date of the Contract:** The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.

2. **Arbitration:** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration.

3. **Liquidated Damages:** In the event of the Seller's failure to supply required materials within the stipulated date as per contract/purchase order, the USER may also deduct, from the SELLER as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered items/services mentioned above for every week of delay or part thereof, subject to the condition that the maximum value of the Liquidated Damages will not exceed the value of delayed supply.

4. **Termination of Contract:** The User shall have the right to terminate this contract in part or in full in any of the following cases: -

(a) When the supplier fails to honor any part of the contract including failure to deliver the contracted stores/ render service in time.

- (b) When the bidder is found to have made any false or fraudulent declaration or statement to get the contract or he is found to be indulging in unethical or unfair trade practices.
- (c) When both parties mutually agree to terminate the contract.
- (d) When the item offered by the supplier repeatedly fails to comply to the required standard or the supplier is not in a position to either rectify the defects or offered items conforming to the contracted quality standards.
- (e) Any special circumstances, which must be recorded to justify the cancellation or termination of a contract.

5. **Amendments:** No provision for change/ modification of the present Contract shall be made in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

6. **Taxes and Duties:**

- (a) If Bidder desires to ask for GST charges, the same must be specifically stated. In the absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained separately.
- (b) If reimbursement of any GST is intended as extra over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such GST will be entreated after the opening of tenders.
- (c) If a Bidder chooses to quote a price inclusive of any GST and does not confirm inclusive of such GST so included is firm and final, he should clearly indicate the rate of such GST and quantum of such GST included in the price. Failure to do so may result in ignoring of such offers summarily.
- (d) If a Bidder is exempted from payment of any GST up to any value of supplies from them, he should clearly state that no such GST will be charged by him up to the limit of exemption which he may have. If any concession is available in regard to rate/quantum of any GST, it should be brought out clearly. Stipulations like, the said GST was presently not applicable but the same will be charged if it becomes leviable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that such GST will not be charged by him even if the same becomes applicable later on. In respect of the Bidders, who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of such GST which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders.
- (e) Any change in any GST upward/downward as a result of any statutory variation in excise taking place within contract terms shall be allowed to the extent of actual quantum of such GST paid by the supplier. Similarly, in case of downward revision in any GST, the actual quantum of reduction of such GST shall be reimbursed to the Buyer by the Seller. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the Seller.

7. **Performance Security:** The Bidder will be required to furnish a Performance Bank Guarantee (PBG) for an amount equal to 10% (Ten Percent) of the contract value within a week(7 days) of the receipt of the confirmed order. Performance Guarantee may be furnished in the form of an Account Payee Demand Draft/ Fixed Deposit Receipt (Pledged to the Director, SIH&FW, Odisha). PBG is to be deposited in favour of "Director, State Institute of Health and Family Welfare, Odisha". Performance Bank Guarantee should be valid up to 60 days beyond the date of supply/ acceptance by the buyer, whichever is later.

8. **Tolerance Clause:** To take care of any change in the requirement during the period starting from issue of BID till placement of the contract, Buyer reserves the right to marginally increase or decrease the quantity of the required goods up to that limit without any change in the terms & conditions and

prices quoted by the Seller. While awarding the contract, the quantity ordered can be increased or decreased by the Buyer within this tolerance limit.

9. **Payment Terms for Sellers:** It will be mandatory for the bidders to indicate their bank account numbers and other relevant e-payment details so that payments could be made through online mechanism only. Payment will be made after successful supply of the materials and receipt of performance guarantee.

10. **Specification:** The Seller is required to meet the specifications(Annexure-A) in the BID and to incorporate the modifications to the existing design to meet the specific requirement of the Buyer.

11. **Warranty:** The Seller hereby will submit a certificate declaring the goods/stores/articles sold supplied to the Buyer under this contract shall be of the best quality, workmanship, new in all respect and shall be strictly in accordance with the specifications (Annexure-A) and particulars contained/ mentioned in this contract. In case of rejection of items by the Inspecting Authority, the responsibilities rest on Seller to replace his goods from buyer's premises.

12. **Evaluation Criteria & Price Bid Issues :**

I) . **Evaluation Criteria.** The broad guidelines for evaluation of Bids will be as follows: (a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the BID.

(b) The Lowest Bid will be decided upon the lowest basic price quoted for supply and fitment of items by the particular Bidder as per the Price Format given at Para 2 below. The consideration of taxes and duties in evaluation process will be excluded and ranking of bids would be carried out as per basic cost of the items (excluding GST/ other taxes). However, bidders have to quote tax percentage also.

(c) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.

(d) The Lowest Acceptable Bid will be considered further for placement of contract / Supply Order after complete clarification and price negotiations as decided by the Buyer. The Buyer will have the right to award contracts to different Bidders for being lowest in particular items. The Buyer also reserves the right to do Apportionment of Quantity, if it is convinced that Lowest Bidder is not in a position to supply full quantity in stipulated time.

II) **Price Bid Format.** The Price Bid Format is given below and Bidders are required to fill this up correctly with full details duly signed and stamped by the authorized signatory. .

(On the letter head of the Firm)

Price Bid Form

Sl. No.	Nature of Specification (Annexure-A)	Approximate Quantity	Unit Price	Rate of GST	Any other taxes leviable	Total Price per unit including Taxes/Charges
1	Trophy (for doctors rendering dedicated service during Covid-19 pandemic)	200				

CHECK LIST FOR VENDORS

Following are the checklist for vendors participating in the BID. Please ensure that reply to all the questions as mentioned herein are 'YES' to avoid rejection of your bids. In case of any difficulties/ queries, the vendor/ firm concerned may approach this office telephonically or in person.

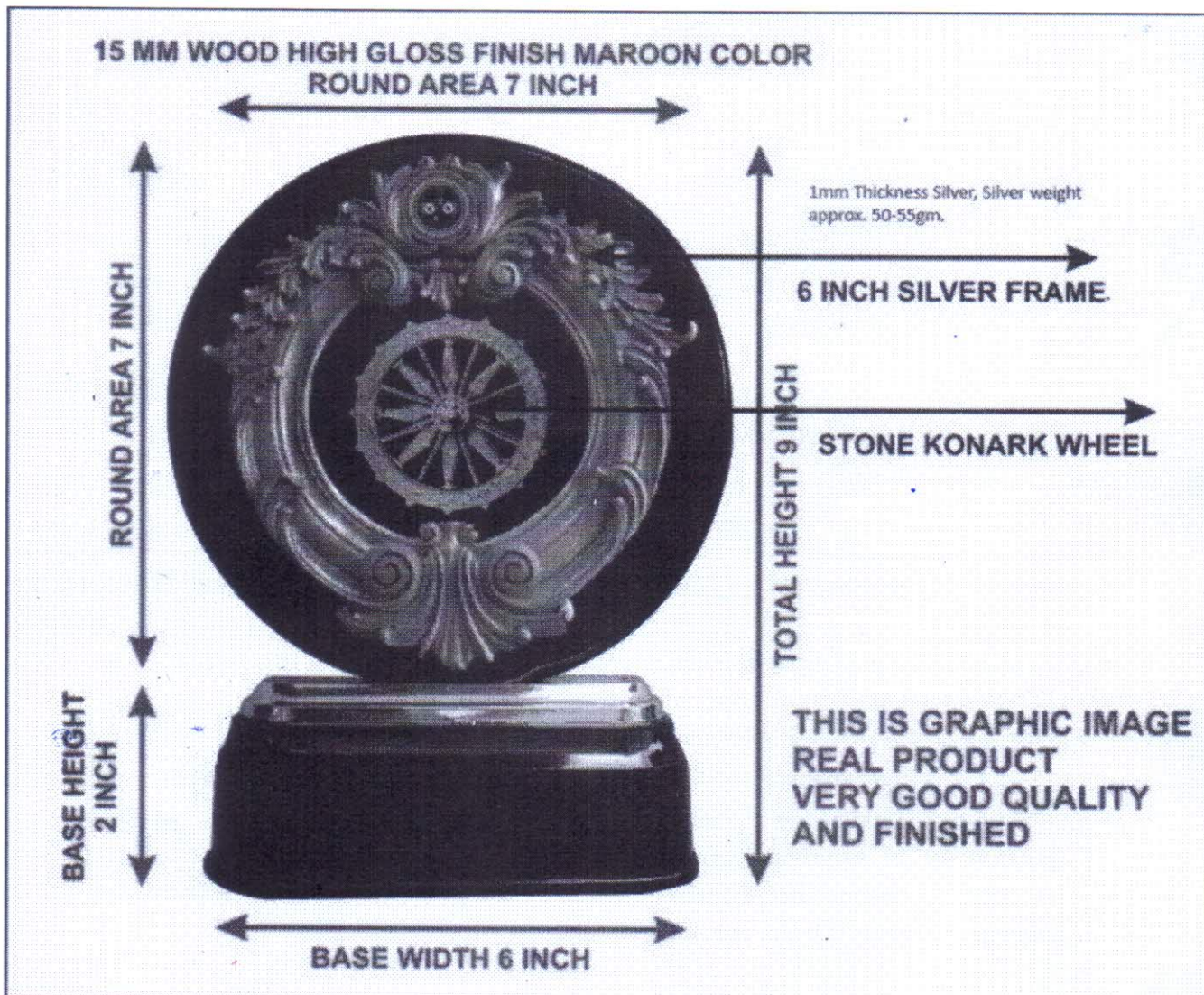
Sl. No	Description	Action	Documents to be attached
01	Is your firm registered under Govt of Odisha/GOI	Yes/No	Copy of registration certificate as manufacturer/supplier/Agency
02	Have You put your signature with seal in all pages of the BID	Yes/No	To be enclosed
03	Does your Technical and Financial bid envelope is marked appropriately.	Yes/No	Technical and Financial bid in two separate sealed covers super scribed with " Technical Bid to supply trophy" / "Financial Bid to supply trophy" and both sealed envelopes to be kept in a third envelope super scribed with "Tender Bids for supply of Trophy vide BID No_____ dated_____"
04	Does your envelope containing bid contains the following: (a) EMD in the form of an acceptable banking instrument or valid EMD exemption documents (c) Full set of stamped and signed copy of the BID excluding price bids	Yes/No	
05	Are you forwarding your tender on your official heads containing the following mandatory information? (a) GST Number (b) Bank Mandate (Electronic Clearing Service) details (c) EMD details, if submitted or EMD exemption details along with necessary documentary proof in support of claim for exemption from submission of	Yes/No	To be enclosed all supportive documents along with Annexure-B and Annexure-C



	EMD (d) Commercial terms & conditions of your firm (e) Acceptance of all the clauses, terms and conditions of the BID		
06	Have you mentioned details of specifications (Annexure-A) of the items offered in clear and unambiguous terms?	Yes/No	
07	Have you clearly filled in per unit rate of the item in Price Bid Form? Any amendments should have been duly authenticated and signed by the bidder.	Yes/No	

(Annexure-A)

SPECIFICATION OF TROPHY



(Handwritten signature)

Annexure-B

**FORMAT FOR COVERING LETTER TO SUPPLY TROPHY TO THE DIRECTORATE,
SIH & FW, ODISHA
(COVER LETTER SHOULD BE ON THE LETTER HEAD OF THE ORGANISATION)**

Ref No.:

Date:

From:

To

The Director,
State Institute of Health & Family Welfare, Odisha, Bhubaneswar

Sub: Application for selection to supply Trophies to the Directorate of SIH & FW, Odisha

Ref: BID No. _____ Dt. _____ //

Sir,

I Sri/Smt. _____ being an authorized signatory, on behalf of _____ hereby submit our application to supply Trophy of as per notice issued by you vide no. referred above, we confirm that neither we nor any of our affiliate has submitted any application other than this application directly or indirectly in response to the aforesaid notice.

We give our unconditional acceptance to the terms and conditions to supply Trophies to the Directorate of SIH & FW, Odisha within the stipulated time and as a token of our acceptance, I put my signature at all pages of our application/BID along with other related documents and submitted herewith. We ensure that we will be abide by the guideline, modalities, provisions etc, made by your Director, SIH&FW(O) for the said contract.

We are pleased to submit herewith our application and EMD amounting for Rs. _____/- in shape of DD bearing No _____ in favour of the Director, SIH & FW, Odisha /FDR pledged to Director, SIH & FW, Odisha which may please be acknowledged.

Yours faithfully

Date:

Signature with Seal

Place:

ANNEXURE – C

DECLARATION

I, _____ Son / Daughter / Wife of
Shri..... Proprietor/ Director/ Authorized Signatory of
M/s _____ the bidder, mentioned above, am competent to sign this declaration
and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

3. I am submitting herewith that, required items for which the rates are quoted are genuine products we have good number of instrument/equipment's/machineries and skilled manpower to undertake work order /supply required material in time.

4. Our agency/firm/shop has not been blacklisted by Central / State Government / Public Sector Units / Autonomous Bodies or our contracts have not been terminated on account of poor performances.

5. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:
Place:

Signature of authorized person
Name:
Seal:

