

STATE BLOOD TRANSFUSION COUNCIL, ODISHA

Health & Family Welfare Department, Govt. of Odisha
1st Floor, Oil Odisha Building, Nayapalli, Bhubaneswar-12
Tel/Fax-0674-2391747- E-Mail-sbtcorissa@yahoo.co.in

Advt. No. 65/SBTC

Dated:28/01/2021

ShortTender Call Notice for printing &supply of Certificate with Envelope for the Year 2020-21

State Blood Transfusion Council, Odisha invites sealed tenders from printing agencies registered in India having adequate experience in taking up the works of composing / proof reading / designing & printing for printing of certificateswith envelope (with GST registration having GSTIN).Details specification of items and terms & conditions may be downloaded from the website: www.odisha.gov.in.The tender should reach the office of the undersigned by **12th February 2021 (till 3 PM)**bySpeed/Registered post or by Courier Services. The Tender will be opened at **4.00 PM on 12th February 2021**. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

Sd/-
Director, Blood Safety cum
Ex-officio Director SBTC

Schedule of the Tender

Date of Publication of the tender	29-01-2021
Date & Time of Pre-Bid Meeting	05-02-2021 at 12 pm
Last date & Time for submission of tender	12-02-2021 at 3 pm
Date & Time of Opening of tender	12-02-2021 at 4 pm

Instruction to bidders, specifications, terms & conditions for printing & supply of Certificate with Envelope

Section – I (Instruction to Bidders)

1. Sealed tenders are invited from registered printing agencies (with GST registration having GSTIN) having adequate experience in composing/proof reading/designing & printing & supply of Certificate with Envelope.
2. Interested bidders may obtain details terms and conditions from the website for taking up this assignment. The interested bidder may down load the tender document from the website www.odisha.gov.in
3. 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 envelopes** superscribed as “**Tender for Printing & Supply of Certificate with Envelope under SBTC, Odisha in reference to adv. no 65/SBTC dated-28-01-2021**”. 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 Director Blood Safety cum ex-officio Director SBTC,
Health & Family Welfare Department, Govt. of Odisha
1st Floor Oil Odisha Building, Nayapalli,
Unit-8, Bhubaneswar – 751 012, Odisha.**

4. 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 & condition of the tender document**], their **Financial Bid** (Part 2) shall **only** be opened. The bidders are requested to clearly mention the **% 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.
5. As per Finance Department office memorandum no.21926 dtd. 12.8.2015, **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.

6. Schedule of Requirement

Name of the Equipment	Specification	Qty
Certificate with envelope	Size: 28.5 c.m X 22 c.m. Envelops adjusted to certificate. Paper: 300 GSM art paper for certificate and 120 GSM for envelops. Printing: Multi-colour for certificate and bi-colour for envelops Language: English & Oriya Packing: Each packet contains 100 pcs of certificate with cover.	300000 units

7. EMD to be submitted:

Name of the Item (as mentioned in para 06 above)	EMD (Rs.) to be submitted for Local MSEs (DIC Registered firms in Odisha only)	EMD (Rs.) to be submitted for Bidders other than Local MSEs
Certificate with Envelope	Exempted	18,000.00

8. Tender Document Cost: Rs.1050 /- (Non-Refundable) by way of demand draft(Must be submitted), drawn on any Nationalized / Scheduled Bank in favour of President State Blood Transfusion Council, Odisha.

Section - II
TERMS AND CONDITIONS

Terms & Conditions		Documents to be Submitted
1	The organization should be a bonafide registered body for printing and supply of certificate with envelope	Photo copy of the Registration certificate
2	The organization must have GST registration certificate (mention GSTIN) and PAN	Photocopy of GST registration certificate (with mention of GSTIN) and PAN
3	Annual turnover of the bidder must be \geq 50, 00,000 (Rupees fifty lakhs only) in each year of last three financial years (2016-17, 2017-18 and 2018-19).	Audited Balance Sheet & P&L account of last three financial years.
4	The organization have to submit an Affidavit (<i>On original Stamp Paper of relevant value</i>) with the following clauses that:- 1. Our Organization has never been blacklisted by any Government Organization (State/central/PSU) 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. 3. The Office of Directorate SBTC will have no liability regarding transportation, loading and unloading of material and all the material ordered shall be delivered to the office of the SBTC, Odisha in good condition. The defective or damaged material if any will be replaced unconditionally by the Organization within stipulated period otherwise the EMD and performance security will be forfeited. 4. Our organization agrees to abide by all terms & conditions of tender 5. Our organization will quote prices exclusive of GST.	Affidavit
5	Tender must be accompanied by EMD (if the bidder is other than local MSME) as mentioned in Para 07 of Section-I by way of Demand Draft (Must be submitted), drawn on any Nationalized / Scheduled Bank in favour of President State Blood Transfusion Council, Odisha. Tenders (if the bidder is other than local MSE) not accompanied by EMD will not be considered. Local MSEs only are	Demand Draft

	<p>exempted from submission of EMD. EMD of unsuccessful bidder will be returned without any interest on finalization of the bid. 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.</p>	
6	<p>The bidder should furnish the copies of the work order executed in printing items during the last three financial years (2016-17, 2017-18 and 2018-19).</p>	<p>Photocopies of work orders executed.</p>
7	<p>The successful bidder (if other than Local MSE) will have to deposit Performance Security @ 10% of the work order value and the successful bidder (if Local MSE) will have to deposit 25% of the stipulated Performance Security (i.e. 25% of 10% of the work order value) by way of Demand draft / Bank Guarantee drawn on any Nationalized / Scheduled Bank payable at Bhubaneswar in favour of President State Blood Transfusion Council, Odisha. 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 & conditions of the Purchase Order.</p>	<p>To be submitted at the time of Acceptance of the work order</p>
9	<p>Conditional Tenders (like alternative price offers etc.) are liable to be rejected. In the event of acceptance, Director's decision will be final.</p>	
10	<p>If the successful bidder/ bidders fails to supply the entire quantity within the stipulated period, liquidated damage @ of the following % of the relevant contract value, per week of delays after the stipulated time shall be calculated :</p> <p>1% for 1st week, 2% for 2nd week, 4% for 3rd week, 10% for 4th week, 16% for 5th week & 30% for 6th week.</p> <p>Default beyond 6th week shall amount to cancellation of work order/contract. The defaulting firm shall not be</p>	

	allowed to participate in the next tender for any item under SBTC, Odisha. Performance Security deposited by the defaulting firm shall be forfeited.	
11	<p>The Directorate will not make any advance payment to the organization. The organization will have to carry out the entire job on its own.</p> <p>100% payment shall be made after delivery of the full quantity.</p> <p>The payments will be paid only after satisfactory completion of the job, submission of bill in that regard & the quality test report from the testing laboratory.</p>	
12	Tender shall remain valid for a period not less than 90 days from the date of opening of the bid.	
14	The tender paper downloaded from the website should be signed by the bidders at bottom of each pages with his official seal duly affixed.	
15	The purchaser reserves the right at the time of placement of purchase order to increase or decrease the required quantities up to 20%.	
16	<p>The order will be placed to the lowest responsive bidder of individual item prior to expiry of the bid validity period.</p> <p>The terms of the accepted offer shall be incorporated in the purchase order.</p>	
17	Before supply of the material, the supplier shall receive the samples from SBTC and submit proof of material for necessary verification for final supply, otherwise the substandard material will not be accepted by SBTC and no payment will be made for the item.	
18	The delivery should be completed within 30 days from the date of receipt of the confirmed purchase order.	
19	The bidder will deposit 2 pcs. of samples along with the tender, which should be duly signed/snickered and stamped. The samples are non-refundable as it will be required for verification.	

	<p>Eligibility Criteria:</p> <ul style="list-style-type: none"> • Photo copy of the Registration certificate for the items advertised (printing items) • Photocopy of GST registration certificate (with mention of GSTIN) and PAN. • Required EMD. • Cost of the Tender Paper. • Photocopies of work orders executed in Govt & PSUs. • Audited Balance Sheet & P&L account of last three preceding financial years. (2016-17, 2017-18 and 2018-19) • Affidavit • Sign and seal of each page of the tender. • 2 pcs of samples should be deposited. • Photocopy of GST clearance certificate updated till October 2020 	
20	Jurisdiction: All legal disputes are subject to the jurisdiction of Bhubaneswar courts only.	

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	Telephone number of authorized signatory / Organization	
5	Registration no (Attach photocopy of registration certificate of the Firm / Registration certificate issued from DIC in case of DIC registered firm)	
6a	Photocopy of GST clearance certificate updated till October 2020	
6b	GSTIN (GST identification number)	
7	PAN (Photocopy of PAN)	
8	Annual turnover certificate duly signed by Chartered Accountant submitted for last 3 FYs alongwith audited P&L account of last three FYs. (Turnover must be \geq 50,00,000in each year of last three financial years 2016- 17, 2017-18 and 2018-19)	
9	Draft number & date of tender document Cost (Non- Refundable) of Rs.1,050/-	
10	Draft number and date of the EMD	
11	Affidavit of declaration (<i>On original Stamp Paper</i>) as per the terms & condition	
12	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

FORM T2

(To be furnished in Technical Bid Envelop)

PAST EXPERIENCE IN EXECUTING SAME WORKS DURING LAST THREE FINANCIAL YEARS (2016-17, 2017-18& 2018-19)

Name of Assignment *	Name/address of the Organization for which similar 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 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)

TENDER FORM Part -2
FORM – P (FINANCIAL BID)
(To be submitted in Financial Bid envelop)

e. PRICE

Sl. No	Name of the Item	* QuotedRate (Rs.) (Per Unit) (Exclusive of GST)	% of GST applicable on & above the price mentioned in column “c”	Total Price inclusive GST
(a)	(b)	(c)	(d)	(e)
1	Certificate with Envelop			

Note: Only one price has to be quoted. 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 and the paper testing procedures.

(Signature of the authorized signatory)

Place:

Date:

Seal