

DIRECTORATE OF STATE INSTITUTE OF HEALTH & FAMILY WELFARE ODISHA



Nayapalli Bhubaneswar - 751 012

☎: - 2392032 2393336 2395338 2393912 2396072 (Hostel) Fax: 2391954

E-mail :- S.I.H & F.W ODISHAodisha@gmail.com/S.I.H & F.W ODISHAodisha@nic.in

Tender Notice No- . 2078
(SIHFW-SOC-Pur-01/2021)

Dt. 27/04/21

**TENDER CALL NOTICE TO EMPANEL AGENCY FOR REPAIRING OF HMT
PRINTING MACHINE BI-COLOUR (D/D) SOM-236**

Sealed tenders are invited from the distributors/dealers / Supplier/Agencies to empanel for repair of HMT printing machine bi-colour (D/D) SOM-236 of the Offset Printing Press , Directorate of State Institute of Health & Family Welfare Odisha .The details are available in the official website <http://sihfwodisha.nic.in> & <https://www.odisha.gov.in/tender>. The last date of receipt of Tender document by Speed Post/Regd Post is 21.05.2021 (Till 4 P.M).The modalities of submission of Tender is through Speed Post/Regd Post only and the Directorate, S.I.H & F.W, Odisha will not be responsible for any postal delay.

Director

State Institute of Health & Family Welfare Odisha

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E-mail :- S.I.H & F.W ODISHAodisha@gmail.com/S.I.H & F.W ODISHAodisha@nic.in**TENDER DOCUMENT****Important dates:-**

- (a) Period of issue of Tender Document : 01.05.2021.2021 to 21.05.2021
- (b) Last Date and time for submission of Tender Document : 21.05.2021 by 4 P.M
- (c) Sealed Tenders should be submitted to the Director State Institute of Health & Family Welfare Odisha Nayapalli Bhubaneswar – 751 012 through Speed Post/Regd.post only which will be received up to 4 P.M on dated 21.05.2021.Tender received in any other mode or after last date & time will be summarily rejected.
- (d) Date and time for opening of Technical/Financial bids: Will be notified in the official website/Notice board or will be intimated by post/ through telephone.

DIRECTORATE OF STATE INSTITUTE OF HEALTH & FAMILY WELFARE ODISHA

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mail :- S.I.H & F.W ODISHAodisha@gmail.com/S.I.H & F.W ODISHAodisha@nic.in**CONTENTS OF TENDER DOCUMENT**

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BIDDER'S COVERING LETTER

To

The Director
State Institute of Health & Family Welfare, Odisha
Nayapalli Bhubaneswar-751 012

Ref:

Tender no: _____ Date _____

Sir

Having examined the conditions of contract and specifications the receipt of which is hereby duly acknowledged we the undersigned offer to execute the work shown in the scope of work and jurisdiction of contract as well as schedule of prices attached herewith and made part of this.

We undertake that if our bid is accepted we shall execute the work in accordance with specifications time limits and terms & conditions stipulated in the tender documents. If our bid is accepted we shall deposit the Security Deposit as per the conditions mentioned in the contract.

We agree to abide by this bid for a period of 90 days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period. Until a formal agreement is prepared and executed this bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by us is properly prepared and sealed so as to prevent any subsequent alteration or replacement along with the bid. I / we have submitted Bid security declaration and Tender Cost Rs.500/- (Rupees Five Hundred) only in shape of DD issued by a nationalized bank in favour of "Director State institute of Health & Family Welfare Odisha" payable at Bhubaneswar vide D.D NO _____ Dt _____.

Yours faithfully

Signature of Authorized Signatory
In capacity of

SECTION- I

1. SCOPE OF WORK AND GENERAL INSTRUCTION TO BIDDER:

1.1. Service:-

Empanel agency to supply spare parts & repair of HMT printing machine bi-colour (D/D) SOM-236 of the Offset Printing Press of Directorate of State Institute of Health & Family Welfare, Odisha listed under **Annexure-4**.

1.2. Period of Contract::

Under normal circumstances the rate contract shall be valid for a period of one year from the date of commencement of agreement. However, the contract may be renewed for further period upon mutual consent of both the parties on existing terms and conditions after due evaluation the quality & service provided by the supplier/ bidder. It will be entirely at the discretion of the Director, State Institute of Health & Family Welfare Odisha

1.3. Quantity of estimated Cost:

The Directorate of S.I.H & F.W Odisha shall place the order only as per the actual requirements from time to time. The approximate estimated value of the work will be **Rs.6, 00,000/-/annum**.

1.4. Supply requirements:

The supply/service of item shall be made to the Directorate of S.I.H & F.W Odisha within 7 (Seven) days of placing purchase order. Directorate of S.I.H & F.W Odisha will have the authority to place order for supply of items beyond office hours and on holidays for which no additional payment will be made by Directorate of S.I.H & F.W Odisha..

.INSTRUCTIONS TO BIDDERS:

2.1 Minimum eligibility conditions

Bidders should-

- a. be registered organisations having its capacity to supply all the required materials /providing services as per terms and placement of purchase orders. The registration Certificate indicating legal status i.e Company/Partnership Firm/Proprietorship etc. to be submitted.
- b. An experienced supplier having good track record and client satisfaction of supplying the materials (proof of experience) in receiving orders & supplying to Govt. Deptt / Govt. Agencies to be submitted.
- c. Have been registered with GSTIN authorities.(Copy of the update valid GSTIN registration certificate to be enclosed).
- d. Have PAN allotted to him by IT Department (Copy of PAN Card to be enclosed).
- e. Submit Certificate of declaration regarding blacklisting or otherwise if any in the form of an affidavit.

f. The Tenderer should have an annual turnover of not less than Rs. 10 Lakh. Copy of relevant stipulated proof may also be enclosed with Technical bid.

g. Rs.500/- (Rupees Five Hundred) only towards Tender Fees

h. The Bidder is required to execute a Bid Security Declaration in lieu of Bid Security with stipulation that, if they withdraw or modify their bids during period of validity etc., they will be suspended for three years to participate in any Govt of Odisha Tender/Bid/Quotation..

N.B: The firm/ agency/ supplier eligible for exemption of Tender Fee Turnover/Experience certificate may apply against formal approach in technical bid along with valid relevant documents for verification.

2.2 Cost of bidding:-

The bidders shall bear all costs associates with the preparation and submission of the bid. Directorate of S.I.H.F.W Odisha in no case will be responsible for these costs regardless of the conduct or outcome of the bidding process.

2.3. Bid documents:

Bid document includes:

- Notice inviting tender Scope of work Instruction of bidders
- General terms and conditions
- Bid purchase cost & Bid Security Declaration in lieu of Bid Security
- Letter or authorization for attending bid opening
- Certificate of Non-Participation of near relative
- Agency details
- Price Scheduled & Description of items
- Specimen agreement
- Affidavit to the effect that the agency has never been blacklisted.

2.3.1. The bidder is expected to examine all instructions, terms, conditions and specification in the Bid Document. Failure to furnish all the bids, not substantially responsive to the Bid document in every respect will be at the bidders risk and may result in rejection of the Bid.

2.3.2. Any clarification in the matter may be referred to Superintendent, Offset Printing Press of the S.I.H & F.W, Odisha during office hour.

2.3.3. The prospective bidders should keep their offers valid up to 90 days from the date of opening of tender.

2.4 Amendment to bid documents

At any time prior to the date of submission of Bid the Director of S.I.H & F.W, Odisha may for any reason whether at its own initiative or in response to a clarification required by a prospective bidder modify the bid documents by the amendments/ by issuing corrigendum.

2.4.1. The amendments will be updated by the Directorate of S.I.H & F.W, Odisha only.

2.5. Rejection of incomplete & conditional tenders:

The incomplete & conditional tenders or tender received after stipulated date, time or received other than Regd. Post & Speed Post will be summarily rejected. Quoting unrealistic rates will be treated as non responsive bid.

3. Preparation of Bids:

The bid prepared by the bidder and all correspondences / documents relating to the bid exchanged by the bidder with the purchaser shall be in English language only.

3.1. Documents comprising the bid:

The bid prepared by the bidder shall comprise the following components;

- Documentary evidence in accordance with clause 2.1 of section 1 establishing that the bidder is eligible to bid and is qualified to perform the contract if his bid accepted.
- The cost of the tender Rs.500/- in the form of DD drawn in favour of the Director State Institute of Health & Family Welfare Odisha. Payable at Bhubaneswar.
- Bid Security Declaration in lieu of Bid Security be furnished in accordance with the Clause.
- Bid form and price scheduled completed in accordance with respective clause as per Section-I.
- Letter of authorization for attending Bid opening as per Annexure- 2.
- Check list – Annexure-3.
- Declaration regarding non-participation of any near/ close relative -Annexure-5.
- Declaration in the form of Affidavit to the effect that the agency has never been blacklisted – Annexure- 6.
- Copy of Partnership Deed or Proprietorship Deed or articles/ Memorandum of Association as the case may be.

4. Bid prices:

The rates/ prices should be quoted in Indian Rupees only in words as well as figures. Excise duty ,Sales tax ,VAT,GST , Packing forwarding etc. as applicable should be taken into account for quoting rate per unit.

4.1 Only one price should be quoted for each item and if more than one price is quoted under different options the rate quoted by him in the first option only will be valid and considered for valuation.

4.2 Rates/ should be valid for one year from the date of signing of the agreement. Rates / prices should remain fixed during the entire period of the contract. i.e. one year and shall not be subject to variation on any account. No claim for compensation or loss due to fluctuations or any other reasons / causes will be entertained. A bid submitted with an adjustable price quotation will be treated as nonresponsive and will be rejected.

5. Bid Security Declaration:

5.1 Bid Security Declaration in lieu of Bid Security with stipulation that, if they withdraw or modify their bids during period of validity etc., they will be suspended for three years.

5.2 The submission of Bid Security Declaration is compulsory for all the bidders.

5.3 The bid security may be forfeited:

- A) If a bidder withdraws his bid during the period of bid validity or fails to comply with work/supply order in time.
- B) In case of successful bidder if the bidder fails to:-
 - i) Sign the contract in time.
 - ii) Furnish the Security Deposit within the specified time.

5.4 Qualifying Criteria for MSEs SC/ST vendors: i.MSE bidders must submit registration certificates from any of the following (or any other body specified by the Ministry of MSME) : •National Small Industries Corporation (NSIC)•District Industries Centres (DIC)•Coir Board•Khadi and Village Industries Commission(KVIC)•Khadi and Village Industries Board(KVIB)•Directorate of Handicrafts and Handloom• Adhar Udyog Memorandum.

6. Period of validity of bids:

The bid shall remain valid and open for acceptance for a period of 90 days from the last date fixed for receiving the same. A bid valid for a shorter period shall be rejected by the purchaser as non responsive.

7. Singing of the Bids:

7.1 All the pages of the bid document should be signed by the bidders.

7.2 All entries in the bid form should be legible and filled clearly. If the space for furnishing information is not sufficient separate sheet duly signed by the authorized signatory may be attached.

7.3 The bid shall contain no interlineations ensures of overwriting except as necessary to correct errors made by the bidder in which case corrections shall be signed by the person/persons signing the bid.

8. Submission of Bid:

Sealing Marking & Submission

8.1 The bid shall be submitted in accordance with the procedure detailed herein .

8.1.1. Specified documents shall be enclosed in envelop of appropriate size each of which shall be sealed & signed.

8.1.2 Envelope No.1 shall contain (Technical-Bid) along with;

a. The Technical bid along with requisite documents, Tender fees & Bid security declaration as indicated in respective clause of these instructions to bidders.

b. All the information and documents in the same serial order as given in this tender documents. A covering letter also should accompany the bid in envelope No-1 duly addressed to the Director, State Institute of Health & Family Welfare, Odisha, Unit-8, Nayapally,Bhubaneswar-12,Odisha.

8.1.3. Envelope No.2 shall contain (Financial Bid):

The rates / prices of the items duly filled in and signed and stamped. The bidder must fill up quoted price against each item in the space provided in the respective columns.

8.2 The above two envelopes shall bear the name of the work i.e. **“Supply of spare parts & repair of HMT printing machine bi-colour (D/D) SOM-236”** along with tender number & date and shall be sealed in a third envelope (third envelope also should bear the name of the work as described above along with tender number due date and time) and addressed to the Director, State Institute of Health & Family Welfare, Odisha, Unit-8, Nayapally,Bhubaneswar-12,Odisha.

8.2.1 If the last date of receipt of tender / date on which the tender is opened for acceptance is declared to be a holiday the tenders shall be received / deemed to remain open for acceptance on the next working day or will be notified in the official website. The bidders are required verify the same from the official website of this Directorate or may obtain information from the Superintendent, Off Set Printing Press, S.I.H & F.W(O)

8.3 No Bid shall be received other than Speed Post/ Regd. Post in the address mentioned in notice.

8.4 All the envelope shall indicate the name, address, e.mail & valid mobile number of the bidder so as to enable this office to returned unopened bid if required.

8.5 All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient a separate sheet duly signed by the authorized signatory may be attached. Amounts quoted in figure should be repeated in words. No overwriting or cutting is permitted in the Financial Bid Form. In such cases the tender shall be summarily rejected.

9. Deadline for submission of bids

9.1 No bids will be received / accepted after the expiry of the prescribed date and time for submission of the bids. Bids received if any by the purchaser after the deadline/extended deadline for submission will be returned unopened to the bidder.

9.2 Director S.I.H & F.W, Odisha may at his discretion extend deadline for submission of bids

9.3 The responsibility for submission of the bid in time should vest with the bidder.

9.4. E-mail/FAX/Other mode of offers will be treated as defective, invalid and rejected. Only detailed complete bids received by Regd Post/Speed Post prior to the closing date and time of the bids will be taken as valid.

10. Bid Opening and evaluation:

Bid opening;

10.1. Envelop No.1- Containing the Technical bid along with cost of tender paper, Bid Security Declaration and all the information with documents shall be opened by the committee in the presence of the bidders or their representatives duly authorized by the bidder who wish to be present. If the Bid Security Declaration is not found as prescribed, the bid shall be summarily rejected. The representatives are required to bring photo identity card issued by the firm/employer and also a copy of the authorization as given in the Annexure-2.

10.2. **Envelope No.2** - Containing duly filled in **Financial Bid** indicating the rates /prices as given in Financial Bid statement shall then be opened.

10.3 Both these two envelopes should be kept inside the **third envelope** subscribed with tender No. and "**Tender papers for supply of spare parts & repair of HMT printing machine bi-colour (D/D) SOM-236**"

10.4 The committee shall examine/evaluate the bids to determine whether they fulfil the eligibility criteria, submitted the requisite documents, meet the terms and conditions specified complied with all the instructions contained therein, the requisite bid securities have been furnished , the bids have been properly signed and stamped the bids are generally in order and rules/guidelines /instruction of Govt etc.

10.5 Only summary of prices quoted by the bidders will be read out.

11. Evaluation and Comparison of Bids :

11.1 Only such of the bids have been determined to be substantially responsive to the requirements of the bid documents. The determination of the bid's responsiveness shall be based on the contents of the bid itself without recourse to extrinsic evidence.

11.2 Bidders shall note that no preference of any nature will be given to any Bidder notwithstanding any custom usage or instructions to the contrary.

11.3. Evaluation of the bids will take into account in addition to the bid amount the following factors:

- i). Arithmetical errors corrected in accordance.
- ii). Such other factors as may be considered to have a potentially significant impact on contract execution price and payments.

11.4. Offers deviations and other factors which are in excess of the requirement of the bid documents or otherwise result in the accrual of unsolicited benefits to the purchaser shall not be taken into account in bid evaluation.

11.5. A bid determined as substantially non responsive will be rejected by the purchaser and shall not subsequent to the bid opening be made responsive by the correction of the non conformity.

11.6. Bids determined to be substantially responsive will be checked for any arithmetical error in computation and summation. Details of errors will be as follows:

11.6.1. Where there is discrepancy between amounts in figures and in words amount in words will govern.

11.6.2 Incorrectly added totals will be corrected.

11.6.3 In case there is any inconsistency between the rate and the value extended (after multiplication with the tender quantity) the rate quoted shall prevail. If a bidder does not accept the correction of errors as outlined above his bid is liable for rejection.

11.7 The purchaser may waive any minor infirmity or non conformity or irregularity in a bid which does not constitute a material deviation provided such waiver does not prejudice or affect the relevant ranking of any bidder.

12. Award of Contract:

Award Criteria Subject to the evaluation of financial bid the contract shall be awarded with the approval of the competent authority to the bidder whose bid has been determined to be eligible and to be substantially responsive to the bid documents and who has offered the lowest evaluated bid provided further the bidder has the capability and resources effectively to carry out the contract works.

13. Right to accept / reject any or all Bids:

The Director S.I.H & F.W Odisha reserves the right to accept or reject any bid including the lowest and to annul the bidding process and reject all bids at any time prior to award of contract without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for the said action.

14. Notification of Award:

14.1 Prior to the expiry of the prescribed period of bid validity the Director S.I.H & F.W Odisha will notify the successful bidder by e-mail or letter confirming in writing that his bid has been successful.

14.2. The notification of award will constitute the formation of the contract.

14.3 Upon furnishing of performance security (P.S) deposit by the successful bidder in accordance with the provisions of **clause - 3** of Terms & Conditions of the tender Director S.I.H & F.W Odisha will notify the unsuccessful bidders that their bids have been unsuccessful.

15. Signing of Agreement:

Upon the receipt of the notification of award by the successful bidder the successful bidder shall fill the draft Agreement in accordance with form of agreement included in the Bid documents

and submit the same to the Director S.I.H & F.W Odisha within two weeks from the date of receipt of notification of award. The Draft Agreement shall be returned to the successful bidder duly approved by the Director S.I.H & F.W Odisha. The successful bidder shall get the same engrossed and there after return the same duly signed and executed all at his own cost within one week from the receipt of the approved draft.

16. Annulment of the Award:

16.1 Failure of the successful bidder to comply with any of the requirements shall constitute sufficient ground for the annulment of award and forfeiture of the bid security in which event the purchaser may make the award to any other bidder at the desecration of the purchaser or call for new bids.

16.2 Purchaser reserves the right to disqualify the supplier for a suitable period who habitually failed to deliver the item in time. Further the supplier whose items do not found quanlitative may also be disqualified for a suitable period as decided by the purchaser.

16.3 Purchaser reserves the right to **blacklist a bidder** for a suitable period in case he fails to honor his bid without sufficient grounds.

TERMS AND CONDITIONS OF THE TENDER

1. Application-

The general conditions as per guidelines issued by the Govt. in Fin. Department shall apply in contracts made by the purchaser for the procurement of goods.

2. Standards-

2.1 The goods supplied under this contract shall conform to the standards prescribed specifications in terms of the quality size and weight mentioned there against the goods in the financial bid.

2.2 The bidder should furnish rates as per the specification of the goods offered in the tender. No change shall be permitted after the opening of bids.

3. Security Deposit:

3.1 Security Deposit @10% of the estimated value Rs. _____ (Rupees _____ thousand) only will have to be deposited within 7 days of receipt of the communication/notice of the selection of the bid in pursuance of the clause of General instructions to the bidders.

3.2 Security deposit shall be in the form of. Bank Guarantee in shape of F.D Hypothecated to Director State Institute of Health & Family Welfare Odisha , Bhubaneswar on any Nationalized Bank .

4. Liquidated damages:

If the supplier fails to deliver the goods /items or any consignment thereof within the period prescribed for delivery the purchaser shall be entitled to recover 0.5% of the value of the delayed supply with reference to the delivery date given in the purchase order up to 7 days and thereafter the rate of one percent (1%) of the value of the delayed supply for each week of delay or part thereof.

5. Mode of payment:

5.1 Payment against Bill / Invoice shall be released only after execution of the supply order and the quality of the items are found to the satisfaction of the S.I.H & F.W ,Odisha. Payment will be made directly to the supplier through RTGS or A/c Payee cheque only.

5.2 No request for other mode of payment will be entertained. No advance payment will be made in any case.

6. Change in specification:

Specification given in the Annexure is final.

7. Agreement:

The selected bidder should sign an agreement with the S.I.H & F.W Odisha within specified period.

8. Purchasers Right:

8.1 The S.I.H & F.W Odisha reserves the right to accept /reject any or all the bids in whole or in a part and annual the bidding process without assigning any reason whatsoever.

8.2 The S.I.H & F.W, Odisha reserves the right to relax/withdraw any of the terms and conditions mentioned in the tender document so as to overcome any problem encountered during the selection of the bidder and also during the course of the execution of the contract.

8.3 If a firm after award of the contract violates any of the terms and conditions fails to honor it's bid without sufficient grounds and within reasonable time it shall be liable for blacklisting for a suitable period. BID SECURITY DECLARATION/Performance security shall be forfeited.

9. Delivery/Undertake job work:

9.1 The delivery of all the materials and repair of machine has to be made as per the schedule given in the purchase order. However S.I.H & F.W , Odisha reserves the right to change the above scheduled of supply depending upon their urgent requirement especially during procurement period / emergency requirement. In case the firms fails to supply the required quantity within 3 working days from the receipt of supply order the material will be procured from other sources and the difference of cost if any will be recovered from performance Security deposit by issuing notice.

9 .2 The Inspection team of S.I.H & F.W , Odisha shall inspect the items of receipt to examine whether the items supplied are in conformity with the specification & requirement of S.I.H & F.W Odisha approved in terms of quality size dimensions etc before issuance of the same to the officers/staff or else the supplier has to replace the consignment ensuring conforming to the approved specification within the given time.

10. Penalty for substandard / inferior / fake quality/ un satisfactory repair:

10.1 A penalty of 10% of P.O shall be imposed on the supplier for supplying the said materials/ rpair of machine items which are sub standard (inferior quality)/fake or not as per approved specifications if any. Further firm is liable for blacklisting.

10.2 If the selected bidder / firm does not supply the items /does not make available for repairing the machine within the stipulated period as may be indicated by the purchaser the purchaser reserves the right to arrange the supply from another firm the bidder will have to reimburse the additional expenditure if any incurred by the purchaser from its bill / bid security.

11. Validity of rates:

Rates quoted should be valid for one year from the date of signing of the contract. Bids rate quoting the rates valid periods less than one year will be considered non-responsive.

12. Supply in Original Packing

The items (Wherever applicable) shall be supplied on original packing from the manufacture clearly indicating quality no name of company manufacturing date & price. The supply shall be completed as prescribed in purchase order.

13. General/ Others:

13.1 Under no circumstances the firm shall appoint any subcontractor or sub lease the contract. If it is found that the contractor has violated these conditions the order will be terminated forthwith without any notice and performance security Deposit will be forfeited.

13.2 The bidders will be bound by the details furnished by him/her to S.I.H & F.W Odisha while submitting the tender. In case any of such documents furnished by him/her is found to be false at any stage it would be deemed to be a breach of the terms of contract making him/her liable for legal action besides termination of contract.

13.3 Any dispute is subject to the jurisdiction of Courts in Bhubaneswar & High Court Orissa only.

APPLICATION - TECHNICAL BID

1. Name of the Bidder: _____
2. Status (Proprietor /Partner/Director): _____
3. Details of tender Cost Deposit: Rs.500/- vide DD No. _____ Date _____ drawn on Bank _____
4. BID security Declaration duly Executed before the competent authority:
5. Full Address of Registered office: _____

- 5.1 Telephone No. _____
- 5.2 E-Mail Address _____
6. Full address of Operating Branch Office _____

- 6.1 Telephone No.: _____
- 6.2 FAX No. _____
- 6.3 E-Mail id _____
7. Name & telephone no. of Authorized officer/person _____
8. Banker of the Bidder: _____
(Attach certified copy of statement of A/C for the last 3 years)
- 8.1 Telephone Number of Banker: _____
9. PAN / GIR No. : _____
(Attach self attested copy)
10. GSTIN Registration No.: _____
(Attach self attested copy)
11. Proof of experience in supplying materials to Govt. agencies Govt. Departments/PSUs.
12. Declaration regarding blacklisting or otherwise by the Govt. Department / Agencies as per annexure given.
13. Proof for annual turnover of not less than Rs. 10 Lakh.

N.B: Bidders to ensure that all

- i) Pages have been numbered signed and stamped by the authorized person.
- ii) Documents are legible.
- iii) Duly filled in authorization letter as per format have been submitted for attending the bid opening (Original proof of Identity may be produced on demand).

Date:
Place:

Signature of the authorized person
Name:
Seal :

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. 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:

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

Tender No: _____ Dated: _____

To

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

Sub: Authorization for attending bid opening on _____ (date) in the Tender for Stationery & supply of articles as per list provided in the Financial bid.

Sir

The following person is hereby authorized to attend the bid opening for the tender mentioned above on behalf of (Bidder) is given below.

Name Specimen Signature of Officer authorized to sign the bid documents on behalf of the bidder.

1. (Specimen Signature of the Authorized person)

Name:

The signature of Sri _____ is attested.

(Seal & Signature of the bidder)

Note:-

1. Only one representative shall be allowed.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not produced.

CHECK LIST TO BE SUBMITTED BY THE BIDDER.**Documents to be provided with the Technical bid**

| Sl.No | Name of the Document | Page no |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1 | Application-Technical Bid | |
| 2 | Demand Draft towards cost of Tender Document | |
| 3 | Bid Security Declaration duly executed before the competent authority | |
| 4 | Attested copy of Registration of Agency for supply of materials | |
| 5 | Attested copy of PAN/GIR card | |
| 6 | Attested copy of IT return filed during last 3 years | |
| 7 | Attested copy of GSTIN | |
| 8 | Attested copies of contract orders received from Govt./PSU for supply of Stationery materials | |
| 9 | Deed of Partnership certificate of Registration of firm | |
| 10 | Photographs & specimen signatures of Authorized representative to attend negotiation in case of partnership Firms/ or certificate of Incorporation Memorandum and Article of Association etc. | |
| 11 | Authorization letter for attending bid opening | |
| 12 | In case the bidder applies for exempted from submitting Tender Fee. Bid Security Declaration, Turnover certificate/ experience certificate , the valid relevant/requisite Registration Certificate/documents for verification. | |

Orders will be placed as and when required

ANNEXURE-4,

[HMTPRINTING MACHINE BI-COLOUR (D/D) SOM-236 REPAIR & SPARE PARTS]

| Sl. No. | Name of the Articles & Size | Repairing cost including cost of spare parts | Taxes if any | Total Cost |
|------------------------------------------------------------------|--------------------------------------------------------------|----------------------------------------------|--------------|------------|
| 1. | Ink Roller replacement/rubberising & setting | | | |
| 2. | Damper Roller replacement/ rubberising & setting | | | |
| 3. | Feeder unit repair & replacement | | | |
| 4. | Impression cylinder & transfer cylinder repair & replacement | | | |
| 5. | Replacement of delivery chain | | | |
| 6. | Penal Board repair & replacement of spare parts | | | |
| 7. | Compressor Unit repair & replacement | | | |
| 8. | Annual maintenance of Bicolour HMTmachine 'SOM236 ' | | | |
| N.B: Period of warranty will be one year for each repair. | | | | |

DECLARATION FOR NON PARTICIPATION OF NEAR RELATIVE

Certificate on Non Participation of near relatives in the tender called for engagement of Agency for supply of different material/job work / items to Off-Set Printing Press of S.I.H & F.W , Odisha as required under respective Financial Bid Documents.

I Sri _____ Son of Sri _____ P.O: _____ Dist: _____ do here by certify that none of my relative(s) as defined under respective Clause -3 of Bid documents is/are employed in S.I.H & F.W ,Odisha unit as per details given in tender document. In case at any stage it is found that the information given by me is false / incorrect S.I.H & F.W ,Odisha shall have the absolute right to take any action as deemed fit / without any prior intimation to me.

Sign:

For and on behalf of the Bidder

Name : _____

Seal:

Place : _____

Date : _____

DECLARATION –NO BLACKLISTING IN THE FORM OF AFFIDAVIT

To

The Director
State institute of Health & Family Welfare Odisha
Bhubaneswar.

Ref: Tender No _____ Date _____

Sir/Madam

In response to the Tender Document for supply of allied articles/Supply Of Sapre Parts & Repair Of HMT Printing Machine Bi-Colour (D/D) Som-236s/spare parts/repair of machine & equipments I/ We hereby declare that presently our Company/ firm/agency/shop _____ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We further declare that presently our Company/ firm _____ is not blacklisted/ debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you

Date.....

Place.....

Yours faithfully

Signature.....

Name.....

Seal of the organisation...

SPECIMEN AGREEMENT

To be executed at time of entering into agreement before placing order. Each page of this form shall be signed by the bidder for acknowledging that he/she has seen the terms and conditions of the agreement.

AGREEMENT

This Agreement is made on this _____ day of _____ 2021 between the Director State Institute of Health & Family Welfare Odisha (S.I.H & F.W Odisha) which expression unless repugnant to the context shall include its officers having its registered office At-Nayapalli Bhubaneswar in the District of Khurda represented by the Director here-in-after referred to as the **FIRST PARTY**

And

_____ of M/s _____ represented through Shri/Smt. _____ S/O-D/O. _____ aged about _____ years Address _____ here-in-after called the "Supplier of allied materials/job work " which expression shall mean and include where the context so requires or admits also include its firm/representatives successors legal heirs and assignees under the name and style of M/s _____ Supplier **SECOND PARTY**

Now this is indenture witness that in consideration of the promises it is mutually agreed and declared between parties here to as follows.

Where As;

1. The Supplier agrees to undertake to supply the Allied materials/job work etc and general items as referred in Tender No. _____ as per the requirement. This is in respect to their Bid letter No. _____ dated _____ at the rates quoted by Supplier. The prices are inclusive of all the levies taxes like sales tax and excise duty delivery at head office of S.I.H & F.W , Odisha Bhubaneswar.

And whereas;

The "Supplier/Agency/Company for Off Set printing Press of S.I.H & F.W Odisha has agreed to the same in conformity with the provisions of the Agreement upon satisfying the covenants set-forth for engagement of personnel at the following rates provided by him in the financial bid.

2. This contract shall be effective from _____ to _____. The Tender is valid for a period of one year from the date of signing of the Contract. The Agreement shall automatically expire on completion of one year i.e on _____ unless extended further by mutual consent.

3. The contract may be extended with the same approved price, terms and conditions with the consent of both the parties.

4. The supplies of materials/job work/reapiring/maintainance etc. which are not conformity with requirements /specifications are liable to be rejected.

5. Financial:

5.1 The bidder shall pay Rs. 500.00 (cost of tender to Supply Spare Parts & Repair Of HMT Printing Machine Bi-Colour (D/D) Som-236 of the OPP,S.I.H & F,Odisha)

5.2 Bid Security Declaration duly executed shall accompany with the bid.

5.3 The bid shall remain valid and open for acceptance for a period of 120 days from the last date fixed for receiving the same. A bid valid for a shorter period shall be rejected by the purchaser as non responsive . Security Deposit @ 10% of the estimated value Rs..... (Rupees) only will have to be deposited within 7 days of receipt of the communication/notice of selection of the bid .

5.4 Bid Security shall be in the form of. F.D or Bank Guarantee in favour of /Hypothecated to "Director State institute of Health & Family Welfare Odisha" Bhubaneswar on any Nationalized Bank

5.5 The Security Deposit should remain valid for a period of 60 days beyond the date of completion of all contractual obligations by the supplier including warrantee/guarantee obligation.

5.6 Payment against Bill / Invoice shall be released only after execution of the supply order and the quality of the items are found to the satisfaction of the FIRST PARTY S.I.H & F.W ODISHA Odisha. Payment will be made directly to the supplier through **RTGS or A/c Payee cheque only**. No request for other mode of payment will be entertained. No advance payment will be made in any case.

5.7 Rates/Price should be valid for one year from the date of signing of the agreement. Rates / prices should remain fixed during the entire period of the contract. i.e. one year and shall not be subject to variation on any account.

5.8 Prices should be quoted on free delivery at Off-Set Printing Press of S.I.H & F.W ,Odisha campus.

6. The Supplier shall execute the purchase orders (POs)/ undertake repairing work placed by the concerned Officers of the First Party with promptness and satisfaction of the First Party. The Supplier shall agree that the penalty shall be recovered from him/her If he/she fails to deliver the goods /items or any consignment thereof within the period prescribed for delivery the purchaser shall be entitled to recover 0.5% of the value of the delayed supply with reference to the delivery date given in the purchase order up to 7 days and thereafter the rate of penalty (1%) of the value of the delayed supply for each week of delay or part thereof.

7. Legal:

7.1 The goods supplied/ repairs undertaken under this contract shall conform to the standards prescribed specifications in terms of the quality size and weight mentioned there against the goods in the financial bid.

7.2 The bidder should furnish rates as per the specification of the goods offered in the tender. No change shall be permitted after the opening of bids.

7.3 The rates/ prices should be quoted in Indian Rupees only in words as well as figures. Excise duty GSTIN packing forwarding etc. as applicable should be taken into account for quoting rate per unit .

7.4 Only one price should be quoted for each item and if more than one price is quoted under different options the rate quoted by him in the first option only will be valid and considered for valuation.

7.5 A substantially responsive bid is one which confirms to all the terms and conditions and specifications of the bid documents without any deviation or reservation.

8. The security deposit of the SECOND PARTY should be on faithful performance of the contract by the supplier of all and several covenants herein contained of his part to be observed with full power. The Director S.I.H & F.W Odisha on behalf of FIRST PARTY will be entitled to appropriate the said sum to any damage penalties and other sums which the supplier may be required to pay in case the

supplier fails to perform/fulfil or to keep and observe all or any of the said conditions of the agreement on his part herein after contained.

9. The security deposit shall be released after two months of successful completion of the contract period including the extended period if any.

10. The security deposit is liable to be forfeited without any prejudice to any rights and remedies in case the supplier fails to supply the materials as per the work orders and terms of the contract including the extended period if any.

11. That the tender schedule instructions to the bidders and terms and conditions shall also form part of the agreement. That the supplier acknowledges that he is fully acquainted with all the terms and conditions and he shall not plead ignorance of the same.

12. The FIRST PARTY reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.

13. In case of breach of any terms and conditions attached to this agreement the Performance Security Deposit of the supplier shall be liable to be forfeited besides annulment of the Agreement. Further that if the performance in whole or part any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days either party may at its option terminate the contract.

**Signature of the officer authorized to
sign on behalf of M/s _____
Supplier of stationery materials /
Contractor
Seal**

**Signature Of The Director
S.I.H & F.W Odisha
Seal**

In the presence of witness:-

Witness Witness

1. Name.....
Address.....
2. Name.....
Address

1. Name
Address.....
2. Name
Address