



**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- 3162  
(SIHFW-Soc-OPP-Pur-01/2021)

Dt. 06/08/21

**TENDER NOTICE FOR SUPPLY OF PAPAERS TO OFFSET PRINTING PRESS**

Sealed tenders in prescribed form are invited from the bonafide Manufacturers or their Authorised Dealers/Suppliers to supply different **PAPER ITEMS** as specified in the prescribed tender Papers of the Directorate State Institute of Health and Family Welfare, Odisha for the year 2021-22 as per terms and conditions mentioned in the tender documents. Details of tender documents can be down loaded from official Website i.e. <https://www.sihfwodisha.nic.in> & <https://www.odisha.gov.in/tender> from 10.08.2021 to 31.08.2021. In such cases the tender is required to pay cost of Tender application amounting Rs.1,000/- (Rupees one thousand) only (non refundable) in shape of D.D drawn in favour of Director, S.I.H & F.W, Odisha, payable at Bhubaneswar. The tender documents shall be received up to 31.08.2021 by Regd.Post / Speed Post. The undersigned reserves the right to reject any or all tenders and to alter/amend the terms and conditions of tender without assigning any reason thereof.

  
Director

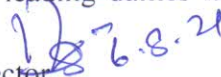
State Institute of Health & Family Welfare Odisha

Memo No 3163 //Bhubaneswar

Date 06/08/21

Copy along with soft copy of Tender 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 Tender Notice may please be published in two leading dailies latest by 10.08.2021 (One English & One Odia news Paper) for its widely publication.

  
Director

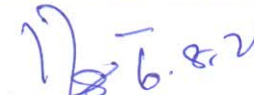
State Institute of Health & Family Welfare Odisha

Memo No 3164 //Bhubaneswar

Date 06/08/21

Copy along with soft copy of Tender Notice & Tender document 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.

He/She is requested to upload the above Tender Notice & Tender document in this Official website for information of prospective bidders.

  
Director

State Institute of Health & Family Welfare Odisha

Memo No 3165 //Bhubaneswar

Date 06/08/21

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

It is requested to put the Tender Notice in the Directorate Notice Board for information of all concerned.

  
Director

State Institute of Health & Family Welfare Odisha

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## DIRECTORATE OF STATE INSTITUTE OF HEALTH & FAMILY WELFARE, ODISHA

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### TERMS AND CONDITIONS

Sealed tenders are invited by the Directorate State Institute of Health and Family Welfare, Odisha to supply different **PAPER ITEMS** as indicated in the “**Annexure I**” enclosed and as per the terms and conditions specified below. The last date for the receipt of the tender is up to 31.08.2021 by Speed Post/Regd Post and shall be opened on the date to be notified in the official website <https://www.sihfwodisha.nic.in>.

### GENERAL TERMS AND CONDITIONS:

1. Tender documents are not transferable.
2. The tenderer should sign in all documents/papers with seal in order to participate in tender.
3. The Director, State Institute of Health and Family Welfare, Odisha has the right to reject all or any of the tenders, without assigning any reasons thereof.
4. The decision of the Director, SIH&FW(O) shall be final and binding on all matters relating to the meaning and interpretation of terms and conditions.
5. Conditional and incomplete tenders shall not be considered and shall be rejected.
6. The rates quoted shall be valid for at least twelve months from the date of opening of the tender.
7. Overwriting or scribbling if any, on the tender form should be initialled by the tenderer failing which tender is liable to be rejected. Amount quoted on the tender shall be written in figures and words.
8. **Tender Cost:**  
The cost of tender documents is Rs.1,000/- (Rupees one thousand) only (non refundable) in shape of D.D drawn in favour of Director, S.I.H & F.W, Odisha, payable at Bhubaneswar
9. **Last Date:**

The last date for submission of Tender documents is 31.08.2021 up to 04.00 P.M .The tender form duly filled in all respects in respect of **Technical Bid** ( Superscribed “Technical Bid Supply of Paper”) & **Financial Bid** ( Superscribed “Financial Bid to Supply of Paper”) in separate envelope should be submitted in another sealed envelope superscribed “**Supply of Paper**” shall be addressed to the Director, State Institute of Health & Family Welfare,

Odisha, Unit-8, Nayapalli, Bhubaneswar, Odisha-751012 and send by Regd. Post / Speed which should reach at the S.I.H & F.W, within the stipulated date. Tender received other than Regd. Post/Speed Post will be summarily rejected.

#### **10. Bid Security Declaration**

Bid Security Declaration as per **Annexure-VIII** 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. The submission of Bid Security Declaration is compulsory for all the bidders.

11. The evaluation of the tender shall be done in two parts viz. 1) Technical Bid/Qualifying bid and 2) Financial bid. The packet containing the technical bid will be opened first and only if the tenderer qualifies in the technical bid, then the Financial bid shall be opened \ and considered for final evaluation.
12. 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 order shall be **Rs.30, 00,000/- /annum.**
13. The supply order shall be issued as per requirement of Press & ordered material shall have to be delivered in the Off Set Printing Press of S.I.H & F.W, Odisha within a period of 15 days from the date of receipt of the supply order.
14. Necessary arrangement for unloading and to stock the stores in godown should be made by the Tenderer after inspection by the Technical Committee at his own cost, failing which the delivery shall not be accepted. The Tenderer shall also effect the supply of additional paper on receipt of the order, if any placed by the Director, State Institute of Health & Family Welfare, Odisha during the validity of the quoted rates with the same terms and conditions governing the tender.
15. The material shall have to be delivered in good packing of convenient sizes. The material damaged in transit or packages opened shall not be accepted. The damaged material, if found any, shall have to be replaced by the Tenderer at his own cost within fifteen days from the date of receipt of intimation thereof, failing which the cost of damaged material shall be deducted from the Tenderer's bill. The Tenderer shall make his own arrangement to lift the rejected material from the godown immediately. The Department shall not be responsible for the damaged stock received.

16. The supplied material if do not conform to the respective specifications as per the supply Order shall be rejected. The supply of ordered material should confirm to the samples approved by the Departmental Committee and report of testing agency. The decision of the Director, State Institute of Health & Family Welfare, Odisha whether the stores delivered confirm or not to the respective specifications/ samples, shall be final.
17. In case the Tenderer fails to deliver the ordered material within the prescribed time limit, the Director, S.I.H&F.W,Odisha reserves the right to cancel the relevant supply order and forfeit the security Deposit of the Tenderer. Similarly, he reserves the right to short-close the supply order in case of part supply after imposing penalty thereon at one per cent of the total cost of stores remained to be supplied for each day of delay after the due date, up to maximum limit of his security deposit or such an amount shorter than his security deposit as the Director, S.I.H&F.W,Odisha may decide and the Tenderer is bound to pay the same to the Government as liquidated damages within the specified time limit failing which his security deposit in full shall be forfeited to the Government without further reference.
18. In case the supplier commits breach of any of the terms and conditions of these presents, then without prejudice to any other remedies open to the Government, the full amount of the security deposit shall be forfeited in favour of the Government.
19. The payment for supply of material ordered and supplied shall be made after its inspection by the technical committee of the Directorate of S.I.H&F.W(O) & testing report if the supply is found to be satisfactory as per the requirements for which pre- receipted bill in triplicate shall have to be submitted by the Tenderer. No advance payment shall be effected and no payment shall be made unless the ordered material is supplied with.
20. 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. The amendments will be updated by the Directorate of S.I.H & F.W, Odisha only.
21. 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.

22. Any dispute under this Agreement shall be subject to the jurisdiction of courts at Bhubaneswar, Odisha

23. The Technical Bid shall contain the following as Envelope "A".

**Details of Documents to be furnished:-**

- I. Bid Security Declaration and Tender cost.
- II. Self attested PAN card & Income tax returns of last three financial years (2018-19, 2019-20 & 2020-21).
- III. Self attested Audited Copies of Balance sheet and Profit and loss Account of last three financial years (2018-19, 2019-20 & 2020-21).
- IV. Self Attested Turnover Certificate issued by C.A on his letter head of Rs. 15 lakhs and above for last three financial years (2018-19, 2019-20 & 2020-21).
- V. Self Attested photo copy of GST Registration certificates with up to date return.
- VI. Proof of documents as Manufacturers/agencies or their authorized dealers.
- VII. Self Attested Photo copies of Supply Orders of such papers supplied in last two years to various buyers.
- VIII. Details about bank account statement for 2020-21
- IX. Declaration of Blacklisting or otherwise.

**23 Signing of Tender:**

Details of papers/material to be supplied along with their specification is given in Annexure-I

**24. Bid Security Declaration:**

The bidder is required to submit Bid Security Declaration in the format as per Annexure-II shall be furnished along with the technical bid. However, bids will be considered only of those items which meet the technical qualification criteria.

**25. Opening of Technical and Financial bid:**

- i. The Technical bid along with the Tender document in Envelope "A" shall be opened in the presence of the Tenderers. or their authorized representatives. The date shall be notified in the official website.
- ii. The Financial Bid shall be opened in respect the qualified tenderers of the technical bid.

**26. Agreement:**

The successful Tenderer shall have to execute an Agreement with the Directorate towards the supply of paper, within ten days from the date of issue of placing of the order.

**27. Security Deposit:**

The successful Tenderer shall have to furnish security deposit equivalent to 10% of the value of the order by way of Demand Draft or Bank Guarantee drawn on any Nationalized Bank valid till March, 2022 drawn in favour of the Director, State Institute of Health & Family Welfare, Odisha. The security deposit of the Tenderer shall be released after satisfactory completion of supply order. In case of any breach of the terms and conditions of this contract and if the supply is not duly completed within the specified time limit, then the security deposit shall be forfeited.

**28. Mode of payment**

The payment shall be made after satisfactory supply of papers, approved by the Technical committee of this Directorate.

It is for information of Tendering firm that no representation/ correspondence shall be accepted after opening of Financial Bids.

**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.**

Director,

State Institute of Health & Family Welfare, Odisha



## DIRECTORATE OF STATE INSTITUTE OF HEALTH &amp; FAMILY WELFARE, ODISHA

Nayapalli, Bhubaneswar - 751 012

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REQUIREMENT OF PAPERS FOR PRESS

Sl. No.	Name of the Articles	Specification	Approximate Requirement
	220 GSM Art/ Mat (J.K/ Ballarpur) Paper of size 91x58.5cm	Rate should be quoted per pack of 125 sheets	500 pkts
	220 GSM Art/ Mat (J.K/ Ballarpur) Paper of size 91x76 cm	Rate should be quoted per pack of 125 sheets	200 pkts
	220 GSM pulp board (J.K/ Ballarpur) Paper of size 91x58.5 cm	Rate should be quoted per pack of 150 sheets	50 pkts
	220 GSM colour pulp board (J.K/ Ballarpur) Paper of size 22x 28 inch	Rate should be quoted per pack of 150 sheets	100 pkts
	130 GSM Art/ Mat (J.K/ Ballarpur) Paper of size 91x58.5cm	Rate should be per Ream of 500 sheets	200 reams
	90 GSM Art/Mat (J.K/ Ballarpur) Paper of size 91x58.5cm	Rate should be per Ream of 500 sheets	200 reams
	80 GSM Maplitho (J.K / Ballarpur) Paper of size 91x58.5cm	Rate should be per Ream of 500 sheets	300 reams
	54 GSM colour paper size 45cmx55cm	Rate should be per Ream of 480 sheets	300 reams
	300 GSM Art paper size 91x58.5cm	Per pkt. of 100 sheets	100 packets
	60 GSM Maplitho (J.K/Ballarpur) paper size 91x58.5cm	Rate should be quoted per Ream of 500 sheets	500 reams
	120 GSM Maplitho (J.K/Ballarpur) paper size 91x58.5cm	Rate should be quoted per Ream of 500 sheets	100 reams
	130 GSM Art/ Mat (J.K/ Bilt) Paper of size 51x76cm (D/C)	Rate should be quoted per Ream of 500 sheets	100 reams

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 performance Guarantee (P.G) 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 Rs.1000.00 towards cost of tender paper in shape of D.D NO \_\_\_\_\_ Dt \_\_\_\_\_ issued by a nationalized bank in favour of "Director, State institute of Health & Family Welfare, Odisha" payable at Bhubaneswar

Yours faithfully,

Signature of Authorized Signatory .....  
In capacity of .....

**Annexure -III**

**APPLICATION - TECHNICAL BID**

Sr. No.	Description	Information along with self attested supportive documents	Page No-
1.	Name of Manufacturer/authorized dealers		
2.	Private partnership/Proprietorship etc.		
3.	Address with phone No. and fax, e-mail		
4.	Whether Manufacturers/agencies or their authorized dealers (proof of documents to be attached)		
5.	Enclosed attested Photo copies of Supply Orders of such papers supplied in last three years to various buyers.		
6.	Make/brand of the paper/papers		
7.	Attested copies of PAN & Income Tax Returns for the F.Y 2018-19, 2019-20 and 2020-21 to be enclosed		
8.	Attested copies of GST Registration certificates and latest copy of GST filing are to be enclosed		
9.	Proof of turn over certificate in the letter head of C.A for last three financial year (2018-19, 2019-20 & 2020-21).		
10.	Audited Copies of Balance sheet and Profit and loss Account of last three financial years (2018-19, 2019-20 & 2020-21).		
11.	Details of their Bank Accounts		

12.	Payment of Rs.1000/- towards cost of Tender In shape of DD		
13.	Bid Security Declaration duly executed.		
14.	Bank account statement for 2020-21		
15.	Declaration regarding blacklisting or otherwise by the Govt. Department / Agencies as per annexure given.		

**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 :

FINANCIAL BID

Rates shall be quoted for each type of papers to be supplied.

Sr. No.	Details of papers to be supplied with sepcification	Per Quantity	Rates quoted inclusive of all Taxes and charges	
			In figures	In words
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

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Signature of Tenderer

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(Name and address of the Proprietor firm/agency)



**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:

**(This declaration letter should be printed on the Letter head of the Tenderer**

**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 .  
supply of Papers 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.

1. Name:

2. 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.



**SELF-DECLARATION –NO BLACKLISTING**

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 papers, 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...



**Form of "Bid Security Declaration" – To be submitted in the Letterhead of the Bidder**

**"BID SECURITY DECLARATION"**

To

The \_\_\_\_\_

, Sub.: Submission of Bid Security– Reg.

Ref.: Tenders invited for "-----" vide no. -----

Sir,

I/ We declare that:

I/We understand that according to the tender document, bids must be accompanied by a Bid Security Declaration. Accordingly, I/We have opted for submitting this Bid Security Declaration.

2. I/ We declare that I / We will not withdraw our bid during the Bid validity period or make any modifications to my/ our bid.

3. I/ We understand that if I/ we withdraw my/ our bid or modify the bid, I/ we will be automatically suspended from being eligible for bidding and also will be debarred from competing for bids in your esteemed Institute for a period of one year from the date of occurring of such breach.

4. I/We further understand that if I/We fail to sign the purchase order in case the work is awarded to me/us or fail to furnish the Performance Guarantee, my/ our bid will be automatically cancelled and I/ We will also be debarred from competing for bids in your esteemed Institute for a period of Three years from the date of occurring of such breach.

5. I/ We understand that this Bid Security Declaration will automatically expire if we are not the successful bidder/ upon the expiry of bid validity period.

6. I/we declare that I am/we are authorized to sign this declaration. Duly signed this Declaration on this day \_\_\_\_\_/2021 in the presence of following witnesses:

**Signature of the Bidder with seal**

In the presence of:  
Signature of witness:

Signature:

Postal address:

In the presence of:  
Signature of witness:

Signature:

Postal address: