

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



*Nayapalli, Bhubaneswar - 751 012*

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

*E-mail - [sihfwodisha@nic.in](mailto:sihfwodisha@nic.in) & [sihfwodisha@gmail.com](mailto:sihfwodisha@gmail.com)*

Tender Notice No- SIHFW-OE-OE-0021-2022  
(SIHFW-OPP-Pur-04/2022 )

*29/8*

Dt. *02/08/22*

**TENDER NOTICE FOR ANNUAL RATE CONTRACT FOR SUPPLYING OF PAPERS TO THE OFFSET PRINTING PRESS.**

\*\*\*\*\*

Sealed tenders are invited from registered and reputed Dealers/Stockists/agencies/suppliers for supplying of papers to the Offset Printing Press of the State Institute of Health and Family Welfare, Odisha for the year 2022-23 (One year from the date of signing of contract).

Interested Dealers/Stockists/firms/agencies/suppliers having experience of supplying of papers to the offset printing press of the Govt./PSU can download the tender documents, details of specification of papers along-with terms and conditions from the official website i.e. <https://www.sihfwodisha.nic.in> & <https://www.odisha.gov.in/tender> during the period from 5<sup>th</sup> Aug-2022 to 26<sup>th</sup> Aug-2022. In such cases the tender is required to pay cost of Tender application/processing fees 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 complete in all respect shall be received up to 26<sup>th</sup> Aug 2022 (5PM) by Regd.Post / Speed Post . Tender received other than Regd. Post and Speed Post shall summarily be rejected. The date of opening of BID shall be notified in the official website.

The Director, SIH&FW(O) reserves the right to accept or reject any or all tenders, without assigning any reasons thereof. The specification of papers is indicated in Annexure I. This office does not give any guarantee of minimum purchase.

Director

State Institute of Health & Family Welfare Odisha

Memo No 2920 //Bhubaneswar

Date 02/08/22

Copy along with soft copy of the above said 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 three leading dailies latest by 5<sup>th</sup> Aug 2022 (One English (National daily) & Two leading Odia daily news Papers) for its wide publication.

Director

State Institute of Health & Family Welfare Odisha



*P.T.O*

Memo No. 2921 //Bhubaneswar

Date 02/08/22

Copy along with soft copy of the above said Tender Notice & Tender document forwarded to the Head of Portal Group, Science & Technology Deptt, Govt of Odisha, Bhubaneswar/ Technical Officer, Directorate of S.I.H&F.W.(O) , 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. 2922 //Bhubaneswar

Date 02/08/22

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

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

  
Director

State Institute of Health & Family Welfare Odisha

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



Nayapalli, Bhubaneswar - 751 012

☎: 2394336, 2395338, 2396072(Hostal) Fax: 2397954

f-mail - [sihfwodisha@nic.in](mailto:sihfwodisha@nic.in) & [sihfwodisha@gmail.com](mailto:sihfwodisha@gmail.com)

Tender Notice No- SIHFW-OE-OE-0021-2022//  
(SIHFW-OPP-Pur-04/2022 )

Dt.

## TENDER NOTICE FOR ANNUAL RATE CONTRACT FOR SUPPLYING OF PAPERS TO THE OFFSET PRINTING PRESS.

\*\*\*\*\*

Sealed tenders are invited from registered and reputed Dealers/Stockists/agencies/suppliers for supplying of papers to the Offset Printing Press of the State Institute of Health and Family Welfare, Odisha for the year 2022-23 (One year from the date of signing of contract).

Interested Dealers/Stockists/firms/agencies/suppliers having experience of supplying of papers to the offset printing press of the Govt./PSU can download the tender documents, details of specification of papers along-with terms and conditions from the official website i.e. <https://www.sihfwodisha.nic.in> & <https://www.odisha.gov.in/tender> during the period from 5<sup>th</sup> Aug 2022 to 26<sup>th</sup> Aug 2022. In such cases the tender is required to pay cost of Tender application/processing fees 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 complete in all respect shall be received up to 26<sup>th</sup> Aug-2022 (5 PM) by Regd.Post / Speed Post . Tender received other than Regd. Post and Speed Post shall summarily be rejected. The date of opening of BID shall be notified in the official website.

The Director, SIH&FW(O) reserves the right to accept or reject any or all tenders without assigning any reasons thereof. The specification of papers is indicated in Annexure I. This office does not give any guarantee of minimum purchase.

Director

State Institute of Health & Family Welfare Odisha

### General Terms and Conditions

1. The Dealers/Stockists/agencies/suppliers should be registered with the concerned Government Department / Organization for supply of Papers. Registration certificates to that effect should invariably be placed with the tender document.
2. The supplier shall submit a copy of PAN card under Income Tax Act and details of registration under GST etc. with the tender documents.

(Signature & Seal of Bidding Agency)



3. The bidder shall **submit a certificate** along with the tender documents stating that all items for which the bidder has quoted the rates and products are genuine and the bidder has been authorized to quote and supply the same.
4. The undertaking to the effect that the tenderer has not been blacklisted by Central / State Government / Public Sector Units / Autonomous Bodies or its contracts have not been terminated on account of poor performances, be submitted with the tender documents.
5. The approximate estimated value of the work shall be Rs.25,00,000/- (Rupees Twenty Five Lakhs)
6. The Rate Contract (RC) for supply of papers shall be valid for a period of one year from the date of signing the contract with the SIH&FW(O). The supply orders shall be placed from time to time against the RC. This office does not give any guarantee of minimum purchase under the present RC.
7. If the successful bidder fails to fulfil his obligations under the present RC i.e. non adherence to terms and conditions and supply of fake / counterfeit items, this Directorate after due notice to the supplier may blacklist the firm. In such events, the contract will stand terminated and the Performance securities of the bidder shall be forfeited.
8. Supplies shall be made within 10 days from the date of receipt of the supply orders. In case of rejected / returned items, the replacement is to be made within 7 days of receipt of information regarding rejection of items.
9. In case the tenderer fails to supply the ordered quantity within the stipulated time limit, the office may purchase the goods from open market and recover the difference in cost of purchase from the successful tenderer.
10. The Bid Security Declaration (BSD) be submitted by the Dealers/Stockists/agencies/suppliers. The BSD shall be valid for a period of 180 days beyond Bid Validity. In case of shorter validity, the tender shall be treated as unresponsive.
11. A Tenderer requiring any clarification or elucidation on any issue of the tender document may take up the same with Superintendent, OPP of the S.I.H & F.W, Odisha during office hour.
12. The Performance Security in shape of FDR for Rs.75,000/- (3% of approximate supply order during the year) pledged in favour of the Director, S.I.H & F.W, Odisha, Bhubaneswar is required to be deposited on being selected in the bidding process. Local MSEs and start-ups are allowed concessional payment of performance Security @25% of the value of P.S.
13. The Payment by the office shall be processed after complete supply of order. All costs related to packing transportation etc. will be borne by the supplier. No extra payment will be made by the office for whatever purpose. The supplier will be solely responsible for paying all applicable taxes as per rules. In case of any penalty / tax is payable on a later stage, the supplier shall be liable to pay the same along with penalty. Advance payment will not be made by the office under any circumstances.

**(Signature & Seal of Bidding Agency)**



14. The supply of items shall strictly be as per the requirement and specifications. The rate shall be quoted in figures as well as in words for all the items given in the description of items **(Annexure-I)**.
15. Contract shall be awarded to the firm(s) offering the lowest/net bundled price and not with reference to the lowest prices quoted for the sub-items. However, if prices for each and every item are not quoted, wet-bundled price offered shall not be accepted. BIDs not quoted for all the items may summarily be rejected.
16. If the Technical Bid is found complete in all respect, then only Financial Bid will be opened.
17. In case two firms offering the lowest net bundled price evaluated prices then only item wise rate will be evaluated for those two firms and the contract will be awarded to the two firms' item-wise on L1 basis.
18. Any bid received after the dead line for submission of bids shall be rejected and returned to the bidder unopened. In the event of the last dates being declared as a holiday/ closed day for Directorate of S.I.H& F.W, Odisha, the Tenders will be received on the next working day.
19. Financial Bid should contain only the duly filled Price Quotation
20. All the covers should be superscripted as "Tender for supply of Papers to the OPP of SIH&FW".
21. Bids must be submitted in one outer envelope having two separate inner envelopes, one containing "**Technical Bid**" (**Annexure-II to V**) and other containing "Financial Bid" (**Annexure-I**). These two inners envelop should be superscripted as "Technical Bid" and "Financial Bid", respectively. Both envelopes should have name and address of the bidder.
22. The date of opening of BID will be notified in the official website <https://www.sihfwodisha.nic.in>.
23. In the event of the Office being closed due to any reason whatsoever on the proposed date for Receiving/Opening of Tender, the formality for Receiving/Opening of Tenders will be taken up on the next working day at the scheduled time without any notice issued in this regard.
24. This office reserves the right to call for and inspect samples of items before entering into the RC.
25. Upon the receipt of the notification of award by the successful bidder, the successful bidder shall fill the draft Agreement (**Annexure-VI**) 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 a week 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, 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.
26. The Director, of S.I.H & F.W Odisha reserves the right to terminate the contract, in whole or in part for its convenience, by serving written notice to the bidder at any time during the period of the contract.
27. The bidder has to furnish a certificate of declaration in **Annexure - IV**.
28. Jurisdiction for any legal proceedings shall be Hon'ble High Court, Orissa

**(Signature & Seal of Bidding Agency)**

N.B: Intending bidders may submit bid along with details of supportive documents in the prescribed format at Annexures -II to V

**ANNEXURE-I****PARTICULARS OF PAPER ITEMS**

<b>I. No.</b>	<b>Name of the Paper &amp; Specification</b>	<b>Unit rate</b>	<b>Unit</b>	<b>Total Cost inclusive of all incidental cost &amp; Taxes in Rs.</b>
1.	220 GSM Art/Mat Paper of size 91x58.5cm (J.K/Ballarpur)	Packet of 100 sheets	Per packet	
2.	220 GSM Art/Mat Paper of size 51x76cm (J.K/Ballarpur)	Packet of 100 sheets	Per packet	
3.	130 GSM Art/Mat Paper of size 91x58.5cm (J.K/Ballarpur)	Ream of 500 sheets	Per Ream	
4.	130 GSM Art/Mat Paper of size 51x76cm (J.K/Ballarpur)	Ream of 500 sheets	Per Ream	
3.	170 GSM Art/Mat Paper of size 91x58.5 cm (J.K/Ballarpur)	Ream of 500 sheets	Per Ream	
4.	90 GSM Art/Mat Paper of size 91x58.5cm (J.K/Ballarpur)	Ream of 500 sheets	Per Ream	
5.	80 GSM Maplitho Paper of size 91x58.5cm	Ream of 500 sheets	Per Ream	
6.	222 GSM Pulp Board of size 91x58.5cm	Packet of 150 sheets	Per packet	
7.	220 GSM Art paper size – 51cmx76cm	Packet of 150 sheets	Per packet	
8.	300 GSM Art paper size – 91 x 58cm	Packet of 100 sheets	Per packet	
9.	80 GSM Conquest/Azuralite paper size – 43cm x 63 cm	Ream of 500 sheets	Per Ream	
10.	28 nos. Mill Board	Packet of 25 kg. size	Per packet	
11.	160 GSM Colour paper (Yellow, Pink, Green, Blue) size-( 22” X 28”)	Packet of 144 sheets	Per packet	
12.	Colour paper – GSM – 49 (yellow, Pink, Green, Blue) Size – 45x55cm	Ream of 480 sheets	Per Ream	
13.	60 GSM Maplitho paper size 91X58.5cm	Ream of 500 sheets	Per Ream	

**(Signature & Seal of Bidding Agency)**

**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 supply required Papers/execute the 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 contract to undertake the work order in accordance with specifications, time limits( One year from the date of signing of contract) and terms & conditions stipulated in the tender documents. If our bid is accepted, we shall deposit the performance Security (P.S) as per the conditions mentioned in the tender/contract.

We agree to abide by this bid for a period of 180 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 in the prescribed format and application /processing fees amounting for Rs.1,000/- ( Rupees One Thousand) only in shape of D.D NO \_\_\_\_\_ Dt \_\_\_\_\_ & No \_\_\_\_\_ Dt \_\_\_\_\_ for favour of kind information and acceptance.

Yours faithfully,

Signature of Authorized Signatory .....



In capacity of .....

**ANNEXURE-III**

**APPLICATION - TECHNICAL BID**

1. Name of the Bidder: \_\_\_\_\_
2. Registered with the concerned Government Department / Organization for which supportive documents attached  
(mention the name of issuing authority, its number and date of issue) \_\_\_\_\_
3. Details of Application/Processing Fees Deposit: Rs. \_\_\_\_\_ vide DD No. \_\_\_\_\_  
Date \_\_\_\_\_ drawn on Bank \_\_\_\_\_
4. BID Security Declaration in the prescribed format.
5. Full Address of Registered office: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 5.1 Mobile No. \_\_\_\_\_
- 5.2 E-Mail i.d \_\_\_\_\_
6. Name & Mobile no. of Authorized officer/person \_\_\_\_\_
8. Banker of the Bidder: \_\_\_\_\_  
(Self attested 1<sup>st</sup> page of Bank pass book and transaction statement of A/C for the last 3 months to be attached)
9. PAN / GIR No. : \_\_\_\_\_  
(Attach self attested copy)
10. GSTIN Registration No.: \_\_\_\_\_  
(Attach self attested copy )
11. Proof of experience in supplying Papers to OPP of 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. 12.50 Lakhs.

**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:

Signature of the authorized person

Place:

Name:



Seal :

**ANNEXURE – IV**

**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, all items for which the rates are quoted are genuine  
products and the our firm/agency/shop has been authorized to quote and supply the same.

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:



**ANNEXURE-V**

**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 to OPP 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.



(Signature & Seal of Bidding Agency)

ANNEXURE-VI

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 \_\_\_\_\_ 2022 between the Director , State Institute of Health & Family Welfare, Odisha ( S.I.H & F.W, ODISHA,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 Papers to the Off Set Printing Press, SIH&FW(O) " 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 required Papers 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 GST/sales tax and excise duty & delivery at OPP of S.I.H & F.W, ODISHA, Odisha, Bhubaneswar.

**And whereas;**

The "Supplier/agency/shop/firm has agreed to supply required papers/materials in time to the Off Set printing press of SIH&FW, Odisha in conformity with the provisions , terms and conditions in the Tender No \_\_\_\_\_ dated \_\_\_\_\_ at the following rates approved/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 terms and conditions with the consent of both the parties.
- 4. The supplies of materials/job work etc. which are not conformity with requirements /specifications are liable to be rejected.

**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 .....

