

DIRECTORATE OF STATE INSTITUTE OF HEALTH & FAMILY WELFARE, ODISHA



Nayapalli, Bhubaneswar – 751 012

☎: 2394336, 2395338, 2396072 (Hostel) Fax: 2391964

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

No- SIHFW-OE-OE-0020-2022// 5040
(SIHFWOPP-Pur-04/2022)

Dt. 27/12/22

NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR REPAIRING OF HMT BI – COLOUR MACHINE (SOM – 236) OF THE OFFSET PRINTING PRESS, DIRECTORATE OF S.I.H & F.W, ODISHA

Directorate of S.I.H & F.W, Odisha Bhubaneswar invites Expression of Interest from the reputed firms/ Manufacturer/ Authorized service centres for repairing of HMT Bi – Colour Machine (SOM – 236) printing machine of the Offset Printing Machine. Service Provider will also be responsible to repair the machine including replacement of spare parts / functionality of machine. For inspection of machine, scope, pre-qualification criteria, bidding terms and conditions and suggested response formats, please visit our website [http:// www.sihfwodisha.nic.in](http://www.sihfwodisha.nic.in). Interested Service Providers who meet the prequalification criteria may furnish their Expression of Interest with all the requisites documents in a sealed cover along with the covering letter duly signed by an authorized signatory and a non-refundable application fee of Rs. 500/- (Rupees Five hundred only) in the form of a Demand draft or a Pay Order (drawn in favour of the Director, S.I.H & F.W, Odisha) on or before 16.01.2023 by 16.00 hours at the directorate address by Regd Post/Speed Post. The undersigned reserves the right to reject any or all EOI and to alter/amend the terms and conditions without assigning any reason thereof. Disputes, if any, arises are subject to the Court of Bhubaneswar jurisdiction.

Director

State Institute of Health and Family Welfare, Odisha

INSTRUCTION TO THE BIDDER

1. EOI ISSUING AUTHORITY

This Expression of Interest (EOI) is issued by the Directorate of S.I.H & F.W, Odisha, Bhubaneswar intended to short-list potential bidders. The decision of the Director, SIH&FW(O) with regard to the short-listing of bidders through this EOI shall be final and the Director reserves the right to reject any or all the bids without assigning any reason.

2. AVAILABILITY OF THE EOI DOCUMENTS

a. EOI can be downloaded from the Directorate website [http:// www.sihfwodisha.nic.in](http://www.sihfwodisha.nic.in) . The bidders are expected to examine all instructions, forms, terms, requirements of repair and other details in the EOI documents. Failure to furnish complete information as mentioned in the EOI documents or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the bidder's risk and may result in rejection of the proposal.



b. The date, time, etc., up to which sealed tenders would be received are as under: -

I. BID accepting authority: Director, State Institute of Health and Family Welfare, Odisha, Nayapalli, Unit-VIII, Bhubaneswar

II. Last date for receipt of tender: Up to 4.00 P.M. on: 16.01.2023

III Date of opening of tender: To be notified in the official website

IV Place of opening of tender: Directorate of S.I.H & F.W, Odisha, Bhubaneswar

V Place of Work: Offset Printing Press, Keshari Nagar, Bhubaneswar, Odisha 751001.

3. DETAILS OF REPAIR (HMT Bi – Colour Machine (SOM – 236):

a. Repair and Replacement of Cylinder Gripper and Gripper Pad

b. Replacement of Gripper with Gripper Pad (New model metal pad)

c. Replacement of Bearings: -

i) Needle bearing.

ii) Gripper opening bearing

d. Repair of opening & closing of Liver

e. Repair and replacement of Rubber Ink Rollers with its bearing.

f. Electrical and Electronic Repair: -

i) Replacement of Photocell

ii) Repair of Card

iii) Repair and replacement of counter unit

g. Errection of HMT Bi – colour machine (SOM – 236) model and installation of the same in new allotted building at Unit – III, Qrs. No. 52 / 1,

h. Supply of cutting Knife size (52” x 5” x 10 mm) : 02 Numbers

4. (a) BID has been invited under two bid system i.e. Technical Bid and Price Bid. The interested firms are advised to submit two separate sealed envelopes super scribing "Technical bid for Repairing and service of HMT Bi – Colour Machine (SOM – 236) and "Price bid for Repairing and service of HMT Bi – Colour Machine (SOM – 236)

b. The late / delayed tender shall not be accepted after due date and time of submission of tender. BIDS received by Regd. Post/Speed Post will be accepted. The Directorate of S.I.H & F.W(O) will not be responsible for the postal loss / delay.

c. The BID received other than Regd. Post/Speed Post, received after due date & conditional bid shall not be considered and will be out rightly rejected in very first instance.

d. All the pages of BID documents should be signed with firm seal.

e. The technical bids shall be opened on the scheduled date and time in the Directorate of S.I.H & F.W, Odisha by the Committee appointed for the purpose in the presence of the representatives of the Bidders, if any, who wish to be present on the spot at that time.

f. The BIDs which are not accompanied with requisite documents summarily be rejected.

g. The Price bid of only those tenderers will be opened whose technical bid are found in order. The Committee appointed for the purpose in the presence of those tenderers who may choose to be present shall open the Price bid.

h. The Director, S.I.H & F.W, Odisha reserves the right to accept or reject in part or in full any or all the tenders at any stage without assigning any reason thereof. In case, the tender is submitted by the authorized representative of the tenderer, then the tender shall be signed and submitted by authorized representative under legal power of attorney from the tenderer.

i. The successful bidder shall be required to furnish security deposit of 3% in form of Demand Draft in favour of "The Director, S.I.H & F.W, Odisha", within a week after the award of contract.

j. The machine to be repaired can be seen at the Offset Printing Press of the S.I.H & F.W, Odisha in all working days during the office hours between 11.00 a.m. to 4.00 p.m.

5. **BID Security Declaration:** The BIDs should also be accompanied with BID Security Declaration in the prescribed format at **Annexure-B**.

6. **TENDER CONTRACT PERIOD:**

a. On acceptance of the tender, the successful Tenderer shall complete the work within one month or as specified in the work order.

b. The successful tenderer shall execute an agreement in the prescribed format at Annexure-E in a non-judicial stamp paper of Rs.10/- within 5 days from the date of receipt of the intimation from the Directorate, S.I.H & F.W, Odisha for the faithful performance of the contract.

c. The draft agreement form may be seen at the office of the Directorate of S.I.H & F.W, Odisha.

7. **Eligibility Conditions:**

The firms shall furnish the following documents for evaluation with the Technical bid

a. The Bidder has to submit relevant information in the application for Technical Bid as per **Annexure-D**

b. Bid Acceptance letter as per **Annexure-C**

c. The tenders should be accompanied with a BID Security Declaration as per **Annexure-B**

d. Proof of Manufacturer/ Authorized dealer/ Authorized channel partner/ Service provider if claimed.

e. Covering letter with details of Description of work that will be carried out for repair and service the Machine. (see Page No.3 Details repair etc)

f. Proof of GST Number (GST Registration copy should be enclosed.)

g. An undertaking to the effect that firm had not been blacklisted / terminated & debarred by any Government / semi Government organization/PSU. (**Annexure -A**)

h. Details of past one year experience in the field for offset printing Machine Maintenance work with supportive documents.

i. Copy of PAN Card to be attached.

j. Tender Cost amounting Rs.500/- in shape of D.D

8. **SECURITY DEPOSIT**

a. The successful tenderer will also be required to remit a Security Deposit of 3% of the value of the tender accepted in the form of Demand Draft drawn on any Nationalized Bank / scheduled Bank in favour of "Director, S.I.H & F.W,Odisha".

b. The Security Deposit made by the bidder shall be refundable after three months of successful completion of the contract and after the adjustment of the amount if any due to the Office of the Directorate, S.I.H & F.W, Odisha

9. **PRICE**

a. Tenderers are required to quote their rate in Indian Rupees only. SIHFW-OE-OE-0020-2022/3/2022

b. Rate shall be quoted for repairing the Machine giving breakup for basic rate and applicable GST. (Breakup shall be furnished for any spares to be changed, reconditioning work and applicable Service charges)

c. The fact regarding exemption of GST should be mentioned clearly in the Price bid specifically.

10.COMMUNICATION OF ACCEPTANCE

a. The acceptance of the BID by the BID accepting authority will be communicated by a letter of acceptance (work order) by post / e-mail / in person with proper acknowledgement.

11.WORK ORDER:

a. The selected tenderer must ready to take the work of repairing the Machine in receipt of the work order immediately.

b. Work done will be accepted after ascertaining its suitability by the Superintendent, Offset Printing Press

c. The tenderer must ensure to complete repairing the machine work within the due date and as per our requirement.

12.The Director, S.I.H & F.W, Odisha reserves: -

a. the right to reject all or any of the BID without assigning any reason.

b. to split up the BID as he deems necessary.

c. to negotiate with the L1 Tenderer before entering into agreement

d. If the performance of the firms in the previous tenders is not satisfactory, the Director, SIH&FW(O) has the powers to reject the tender.

13. FAILURE AND TERMINATION

a. In case of delay, neglect or refusal on the part of the contractor to execute the work ordered for without prejudice to the right of the tender accepting authority may recover damages for breach of contract after giving a notice.

b. Termination for default is said to have occurred if the successful tenderer fails to execute the contract within the time period specified in the work order.

14. PAYMENT UNDER THE CONTRACT

a. No request for advance payment shall be accepted.

b. All bills for work order completion will be admitted for payment only after the satisfactory completion of the work certified by the Superintendent, OPP, SIH&FW(O) The courts at Bhubaneswar alone shall have jurisdiction to decide any disputes arising out of or in respect of this contract.


Director

State Institute of Health and Family Welfare, Odisha

ANNEXURE – A

DECLARATION THAT THE TENDERER HAS NOT BEEN BLACKLISTED / DEBARRED

Certified that / the firm / company/ partnership or any other firm / company in which the tenderer is a partner / shareholder was not black listed by Govt of Odisha or government undertaking or any other government earlier.

Signature of the Bidder with seal

Form of “Bid Security Declaration” – To be submitted in the Letterhead of the Bidder“BID SECURITY DECLARATION”

To

The Director,
State Institute of Health and Family Welfare, Odisha.

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 _____/2022 in the presence of following witnesses.

Signature of the Bidder with seal

In the presence of:

Signature of witness:

(1) Signature:

Postal address:

(2)Signature:

Postal address:

BID ACCEPTANCE LETTER
(To be given on Company Letter Head)
(Enclose with Technical Bid)

Date: _____

To,

The Director,
State Institute of Health and Family Welfare, Odisha
Unit-VIII, Nayapalli, Bhubaneswar, Odisha-751012

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: - **Repairing of HMT Bi – Colour Machine (SOM – 236) of the S.I.H & F.W, Odisha.**

Sir,

I/ We have downloaded / obtained the BID document(s) for the above mentioned “EOI” from the official web site(s) of the Directorate of SIH&FW(O) as per your advertisement, given in the above-mentioned website(s).

I/We hereby certify that I / we have read the entire terms and conditions of the EOI/BID documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.

I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.

I/We hereby submitting our EoI as per your requirement towards repairing of printing machine.

In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

Signature of the Bidder with seal

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: Rs.500/- vide DD No. _____ Date _____
drawn on Bank _____
 4. Enclose BID Security Declaration in the prescribed format(Annexure-B): Yes/ No. 5. Full Address of Registered office: _____

 - 5.1 Mobile No. _____
 - 5.2 E-Mail i.d _____
 6. Name & Mobile no. of Authorized officer/person _____
 7. Banker of the Bidder: _____ (Self attested 1st page of Bank pass book and transaction statement of A/C for the last 3 months to be attached)
 8. PAN / GIR No. : _____ (Attach self attested copy)
 9. GSTIN Registration No.: _____
(Attach self attested copy)
 10. Proof of experience in supplying spare parts /repairing of offset printing machine of Govt. agencies/ Govt. Departments/PSUs.
 11. Declaration regarding blacklisting or otherwise by the Govt. Department / Agencies as per Annexure-A given.
 12. BID acceptance Letter as per Annexure-C
- 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 Bidder with seal

Name: Seal :