



DIRECTORATE OF STATE INSTITUTE OF HEALTH & FAMILY WELFARE, ODISHA

NAYAPALLI, BHUBANESWAR-751012

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E-mail – [sihfwodisha@gmail.com](mailto:sihfwodisha@gmail.com)

Tender Call Notice

Tender Ref No. **4775**

Date - **09/12/22**

Sealed tenders (i.e. in two bids) are invited from reputed Firms/ Agencies/ Event Managers having experience in organizing national / state level Tableau display and having valid GST Registration Certificate/ PAN number for organizing Tableau display in forthcoming State Level Republic Day Parade to be held on 26<sup>th</sup> January 2023 at Mahatma Gandhi Marg, Bhubaneswar .The total cost of the project is limited to Rs.1, 50,000 (Rupees One Lakh Fifty thousand) only. The Tender document along with details term and conditions of the tender is available in the official website at [www.odisha.gov.in](http://www.odisha.gov.in) & [www.sihfwodisha.nic.in](http://www.sihfwodisha.nic.in). The intending bidders are required to download the Tender documents directly from the given official website and in this connection the bidder have to pay tender fee (Non-refundable) of Rs.500/- (Rupees Five Hundred) in shape of Bank Draft/ Demand Draft in favour of "Director, State Institute of Health & Family Welfare, Odisha" from any Nationalized/ Scheduled Bank payable at Bhubaneswar. A pre-bid meeting shall be held on 20.12.2022 at 11.30 AM. Any changes in the terms & conditions of the tender to be finalized by the tender committee due to pre-bid meeting shall only be notified in the website mentioned above. **The last date of submission of Tender is on Date: 02.01.2023 up to 4.00 PM by Regd. post/Speed post/ Courier service** and the bids will be opened on 03.01.2023 at 3.30 PM in the office of the undersigned in presence of the bidders or their authorized representatives. In the event of the date being declared as a holiday for Government of Odisha, the due date of submission of bids and opening of bids will be the next working day at same time. Any alternation / modification if any will be notified in the Directorate official website ([www.sihfwodisha.nic.in](http://www.sihfwodisha.nic.in)). The Bidders can download the Tender documents directly from the website subject to condition that the money towards tender cost will be applicable as per procedure mentioned above. Any tender received after the due date & time will be rejected and returned to the sender un-opened. The authority reserves the right to reject any/ all the tenders or to cancel the tender process at any time without assigning any reasons thereof.

Sd/-

**Director,**

State Institute of Health & Family Welfare, Odisha

*Handwritten signature*

# TENDER DOCUMENT

FOR

## DISPLAY OF TABLEAU IN STATE LEVEL REPUBLIC DAY PARADE -2023

### IMPORTANT DATE / TIME

LAST DATE & TIME OF SUBMISSION OF TENDER	: 02.01.2023 up to 4.00 PM
DATE & TIME OF PRE-BID MEETING	: 20.12.2022 at 11.30 AM
DATE & TIME OF OPENING OF TENDER	: 03.01.2023 at 3.30 PM

**PLACE OF OPENING OF BID DOCUMENTS, ADDRESS FOR COMMUNICATION  
AND RECEIPT OF BID DOCUMENTS:**

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

Nayapalli, Bhubaneswar – 751 012

: - 2392032, 2394336, 2395338, 2393912, 2396072 (Hostel) Fax: 2391954

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## Section-I

### TERMS AND CONDITION FOR PREPARATION, MANAGEMENT & DISPLAY OF TABLEAU AT STATE LEVEL REPUBLIC DAY PARADE GROUND ON 26<sup>TH</sup> JANUARY 2023.

#### 1. BACKGROUND

In every year in Republic Day, different department of Government of Odisha showcase their activities and achievements through Tableau in the State Level Republic Day Parade before Honourable Governor of Odisha at Mahatma Gandhi Marg, Bhubaneswar. The Directorate of State Institute of Health and Family Welfare being the Nodal Institution of Health and Family Welfare Department for IEC/BCC activities, has been entrusted to represent the Health and Family Welfare Department to display the activities and achievements of the Department through a decorative Tableau consists of different types of exhibits / models depicting the messages of Health and Family Welfare Department, Government of Odisha.

#### 2. THEME: "Mukhya Mantri Bayu Swasthya Seva".

#### 3. PURPOSE

To display and showcase the Health and Family Welfare Department activities and achievements through Tableau in the upcoming Republic Day Parade i.e. on 26<sup>th</sup> January 2023) at Mahatma Gandhi Marg, Bhubaneswar.

#### **Major activities:**

- a. Means of Transportation for Tableau
- b. Decoration and Installation of Tableau as per the approved theme
- c. Dismantling of the Tableau & handing over of exhibits to SIHFW after ending of Exhibition
- d. The detailed specification is annexed. The agency has to submit a demo model of the Tableau along with tender documents.

#### 4. REPORTING

5.

Final reporting is to be done to Director, SIH&FW, Nayapalli, Bhubaneswar, Odisha

Venue : State Level Republic Day Parade ground, Bhubaneswar

Date : 25<sup>th</sup> January, 2023

Time : 04.00 PM

#### TASKS

#### 1. Means of Transportation for Tableau:

One Truck with good condition, up to date road tax clearance and insurance with required fuel in tank is required for preparation of Tableau. The Driver of the vehicle should have a valid driving license to drive Truck and the Helper of the vehicle must have valid identify card/ proof. After successful completion of the Tableau as per the requirement, the said Tableau has to be reported before the DSIHFW (O) on 25<sup>th</sup> January, 2023 for proper inspection. Details of specification is given in Annexure-I.



## Section -II

### TERMS & CONDITION

1. The Agency/firm should have a minimum experience in organizing/ managing / display of Tableau in Government sectors:
2. The Agency/ firm must have a valid GST Registration certificate and valid PAN number.
3. The tender has been invited under two bid systems (i.e. Technical Bid and Financial Bid). The interested agencies are advised to submit two separate sealed envelopes super-scribing "Technical Bid for Tableau-2023" and "Financial Bid for Tableau-2023". The Agency/firm shall submit 3D diagram / photo of the model of Tableau in separate envelop super-cribbed as "Prototype Model of Tableau-2023". All the 3 envelope containing 'Technical Bid', 'Financial Bid' & 'Prototype of Tableau' are to be kept in 4<sup>th</sup> envelop super-cribbed as "Tender for Tableau display in state level Republic Day Parade-2023".and sent to the Director, State Institute of Health & Family Welfare, Odisha, Nayapalli, Bhubaneswar- 751012 by Speed Post / Regd. Post / Courier service so as to reach latest **by 4.00 PM on 02.01.2023**.
4. The physical model of the Tableau should be presented by the Agency or their authorized representative at the time of opening of Technical Bid for evaluation.
5. **CRITERIA FOR EVALUATION:**

Evaluation of tender will be done through **quality & least cost based evaluation**.

#### **5.1 Evaluation of Technical Proposals**

In the first stage, the Technical Proposal will be evaluated on the basis of the experience of the bidder and the quality of dummy model. A "Technical IEC Sub-Committee" headed by Jt. Director (HP & BCC) of SIHFW Odisha will examine the quality of dummy model / prototype submitted by prospective bidders. Only those bidders' Technical Bid will be satisfactory by IEC sub-committee, they will be eligible to compete for Finance evaluation.

#### **5.2 Evaluation of Financial Proposal**

- 5.2.1 The financial evaluation will be taken up by the Tender Committee. For financial evaluation, the total cost indicated in the Financial Proposal, will be considered.
  - 5.2.2 The Authority will determine whether the Financial Proposals are complete, qualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the agency/bidder the liability to fulfill its obligations as per the TOR within the total quoted price shall be that of the tender. **The lowest Financial Proposal will be awarded the work contract as per ToR.**
  - 5.2.3 The second lowest Agency / Bidder shall be kept in reserve and may be invited in its discretion for negotiations in case the lowest financial Agency / Bidder withdraws, or fails to comply with the requirements specified in ToR.
6. All information, documents and data coming in the possession of the Agency/Firm as a result of execution of the job shall at all time remain the property of the Director, SIHFW (O) and Government of Odisha. The Agency/firm shall not make or allow any of his employee or agents etc. to make an unauthorized copy, use, access or other utilization of this material commercially or otherwise, directly or indirectly except as agreed to by the authority of this Office. The Agency/Firm shall also ensure complete confidentiality of the information and data provided to it in the course of carrying out the job.
  7. The conditional bids shall not be considered and will be out rightly rejected in very first instance.
  8. The firm will undertake the assignment as per the specifications mentioned above. The contract for execution of the work orders is likely to commence from the date of execution of agreement on non-judicial stamp paper between the approved firm/agency and the authority which will remain valid for a period of three months. The contract shall be governed by the laws of Government of India and the language of the Contract shall be English.
  9. The Agency/Firm shall obey the instruction of the Director, State Institute of Health and Family Welfare, Odisha till the successful completion of the assigned job and the approach of the Agency/Firm with any officials of this organization in connection with official business should be cordial, polite and in a disciplined way. If the Agency behaves or talks in an unruly, uncivilized and undisciplined manner with any officials and / or if the Authority feels that the activities, conduct and manner of the Agency are detrimental for the interest of the organization and affecting the dignity and reputation of the organization, the Director, SIHFW (O) can exercise his/her full liberty and Authority to cancel the arrangement without assigning any reason thereof.





10. All entries in tender form should be legible and filled clearly. The rates quoted for each work should be inclusive of all incidental costs since the issue of order till handing over the dismantled materials to this Directorate. The financial bids is to be submitted in **Annexure-I**.
11. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cutting, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
12. Rates quoted by the agency/firm shall remain unchanged during the contract period and no request for revision of quoted price will be entertained by the authority.
13. The subject matter/message content for the said assignment is to be collected by the Agency/Firm from the office of the Director, SIHFW (O) before execution of the work order.
14. The Agency/Firm may submit the tender documents complete in all aspects along with **Earnest Money Deposit (EMD) of Rs.5000/- (Rupees Five Thousand) only in shape of Bank Draft/Demand Draft in favour of "Director of State Institute of Health and Family Welfare, Odisha"** from any Nationalized / Scheduled Bank payable at Bhubaneswar. The EMD of the unsuccessful bidders will be returned to them after completion of the tender process without any interest and the EMD of the successful bidder will return to him after completion of the work without any interest.
15. The bidders are required to enclose the photocopies of the following documents/model with the Technical Bid, failing which their bids shall be summarily/ out rightly rejected and will not be considered.
16. **Documents to be furnished in the Technical Bid Envelop:**
  - a. Self-attested copy of Goods & Service Tax Registration Certificate
  - b. Self-attested copy of valid PAN card
  - c. Certified extracts of Bank Account containing transactions during last three years
  - d. Copy of last year Income Tax Return
  - e. Brief Profile of the Bidder- **Annexure-II**
  - f. Declaration in Form- **Annexure-III**
  - g. A dummy model / prototype of Tableau- 2023
  - h. Copy of the valid vehicle registration certificate
  - i. Copy of valid Insurance Certificate
  - j. Copy of valid Pollution under Control (PUC) Certificate
  - k. Copy of valid Driving License of the Driver
  - l. Copy of documents in proof of experience in similar event- **Annexure-IV**
17. **Financial Bid Envelop:**

Financial Bid Format Duly filled and signed: **Annexure-I**.
18. **Third Envelop:** Sealed cover should contain the 3D diagram / photo of the model of Tableau super-cribbed as "Prototype Model of Tableau-2023".
19. **Fourth Envelop:** Sealed cover should contain the sealed 'Technical Bid', 'Financial Bid' & 'Prototype of Tableau' super scribing "**Tender for Tableau display in state level Republic Day Parade-2023**".
20. The Directorate will not pay any advance payment to the approved agency/ firm. The agency/firm will have to carry out the entire job on its own and the amount will be paid only after satisfactory completion of the job and submission of bill in this regard in a minimum reasonable time period and necessary TDS will be deducted from the payment as per IT Act and Rules thereof.
21. The agency/ firm must have sound knowledge of latest intellectual and properly right. The authority who assigns the work is no way responsible for any deviation made by the supplier in this regard. The selected agency/firm shall submit a self-declaration that the said agency/firm is not blacklisted by any Central/State Government organizations as on the date of application.

22. The agency/firm shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities to any other agency or organization by whatever name be called without prior consent of the authority. In case of violation of this condition, the contract will be terminated forthwith without any notice and EMD deposited shall be forfeited.
23. The authority reserves the right to add/amend/delete of the theme of the Exhibition and Tableau in the larger interest of public during the execution of the work order and the decision of the authority in the matter shall be final and binding on the approved agency/firm for execution of the work orders.
24. Notwithstanding the above, the Director, SIHFW (O) has got the right to cancel the order at any time if felt necessary without assigning any reason thereof.
25. Any information furnished in the technical bid, if found to be false or found to be canvassing in any form, at any point of time is liable for rejection subject to forfeiture of EMD.
26. The Directorate of SIHFW (O) and the agency/firm will make every effort to resolve amicably by direct negotiation, any disagreement or dispute arising between them under or in connection with the work assigned.



Display of Tableau in State Level Republic Day Parade, 26 <sup>th</sup> January 2023, Bhubaneswar Theme: "Mukhya Mantri Bayu Swasthya Seva" scheme						
Sl. No	Item	Specification & Size	Quantity	Net Price	GST	Total cost in Rs.
1	Hiring of Truck including Driver & DOL for 3 days	For preparation of tableau: Vehicle chassis size (approximate): 25ft (Length) x 5.5 ft (Wide) x 9ft. (Height) or equivalent.	1 no.			
2	Construction of Tableau	Tableau size: Length - 25 ft Width- 6.5 ft Height - 13 ft (eco-friendly materials using ply, iron frame, wooden batten)Printing and pasting of exhibits around the tableau)	1 set			
3	Erection of Model on the deck / body of the truck	<ul style="list-style-type: none"> <li>• (model of Helicopter)</li> <li>• Live model with appropriate costume</li> </ul>	1no (Length 12ft)  5 to 6 no's			
4	Carpeting	17ft.x5.5ft. = 119 sqr. ft. (green velvet carpeting)	-			
5	Decoration of the tableau	Adequate cloth jhallery works with flower decoration	-			
			<b>Total cost</b>			

(Rupees ..... ) only

NB: In case of any modification in quantity / size of the above items will be calculated in equal and proportionate quoted price as and when required.

\*Note: The selected agency shall have to organize and display Tableau at Sate Level Republic Day Parade ground, Mahatma Gandhi Marg, Bhubaneswar on 26<sup>th</sup> January 2023. The cost mentioned above should include all incidental cost including dismantling and handing over all materials (except those on hiring basis) to this Directorate after closing of the event.

Date:

Sign & Seal of the Bidder

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## Annexure-II

**BRIEF PROFILE OF THE BIDDER**  
(to be furnished in technical bid envelop)

1.	Name of the Agency/Firm	
2.	Year of Establishment	
3.	Address of Registered Office	
4.	Telephone No. / Mobile No./ Fax No./ E-mail Address/ Website	
5.	Valid GST Registration No. (Self-attested photo copy of the certificate to be attached):	
6.	PAN Number (Self-attested photo copy of the PAN card to be attached):	
7.	Name of the Bank to which any payment shall be credited.	<b>Name of the Bank</b> : Branch : Account No : IFSC Code : MICR Code :  (Attach a photocopy of a cancelled cheque from the cheque book issued by the bank in the name of the Agency)
8.	Tender Document Cost in shape of DD	<b>Name of the Bank</b> :  Amount : DD No. _____ / Date: ___/___/2023

Date:

Seal &amp; Signature of the Bidder

Place:

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**DECLARATION**

I/ We Sri \_\_\_\_\_, represented by its Proprietor / Managing Partner / Managing Director of M/s \_\_\_\_\_ having its Registered Office at \_\_\_\_\_ do hereby declare that I/We have carefully read all the condition of Tender Notice for award of contract for organizing Tableau display on 26<sup>th</sup> January 2023 at state level Republic Day Parade-2023 to Director, State Institute of Health & Family Welfare, Odisha on rate contact basis from the date of issue of the work order and will **abide by with all the terms and conditions of the Tender including the Terms & Conditions of the Agreement.**

I /We declare that I/We have posses the valid Registration Certificate (Agency)/ Goods & Service Tax Registration Certificate/valid PAN number.

I /We do hereby declare that my/our agency have not been derecognized / blacklisted by any State Government / Government of India/Union Territory / Government organisation.

I/We agree that the Tender Inviting Authority can forfeit the Performance Security and blacklist the Agency for a period of 2(Two) years, if any information furnished by us proved to be false at any time and not abiding by the tender terms and conditions.

Place:

Date:

Seal & Sign of Bidder



**Tableau Display Executed during the last five years**  
(To be furnished on the letter head of the Agency in the Technical Bid Envelop)

Name of the Clients for which Tableau was displayed

- A) PSUs : 1.  
2.  
3.  
4.
- B) Govt. of Odisha Organizations : 1.  
2.  
3.  
4.
- C) Other organizations : 1.  
2.  
3.  
4.

(Attach **additional sheets** if the space provided is insufficient)

(Photocopies of the **Work Order / agreement** etc. from the organizations **in support of** the above-mentioned organizations are to be submitted **serially** in the order as mentioned above for **ease of scrutiny**).

(Signature and seal of the authorized signatory)

Place:

Date:





**ANNEXURE – V**

**FORM OF AGREEMENT**  
*(To be executed by the Selected Bidder)*

This Agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ 2023 between the Governor of Odisha represented by the Director, State Institute of Health and Family Welfare, Odisha here-in-after referred to as the "Authority".

And

M/s \_\_\_\_\_ represented by Sri / Smt \_\_\_\_\_ here-in-after called the "approved agency/firm".

Whereas, the "Authority" desires that the services of "agency" for organizing Tableau display on 26<sup>th</sup> January 2023 in state level Republic Day Parade-2023 at Mahatma Gandhi Marg, Bhubaneswar.

And whereas the "Approved agency/firm" has offered its willingness to execute the same in conformity with the provisions of the agreement.

And whereas the "Authority" has finalized the rate as per the terms and conditions of the agreement to the "approved agency/firm".

Now this agreement in presence of witness as below:-

1. That, the Terms and Conditions shall be deemed to form and to be read and construed as part of this agreement.
2. That in consideration of the payment to be made by the "Authority" to the "approved agency/firm" the "approved agency/firm" hereby agrees with the "Authority" to execute the work order given by the Director, State Institute of Health and Family Welfare, Odisha, Bhubaneswar in conformity with the provisions of the Terms and Conditions.
3. That the "Authority" hereby further agrees to pay the "approved agency/firm" the contract price in time and in the manner prescribed in the said Terms and Conditions.
4. That in the event of any dispute that may arise shall be settled as per the Terms and Conditions of the contract.
5. That this agreement is valid for ..... (Month/Year) from the date of execution.

IN WITNESS WHEREOF the parties have caused their respective common seals to be here unto affixed or have here unto set their respective hands and seals on the day and year first written above.

Signature of the officer  
Authorised to sign on behalf  
of the approved agency/firm

Signature of the Authority  
an officer acting in the premises for and  
on behalf of the Governor of Odisha

In the presence of witness:

Witness

1. Name \_\_\_\_\_  
Address \_\_\_\_\_
2. Name \_\_\_\_\_  
Address \_\_\_\_\_

Witness

1. Name \_\_\_\_\_  
Address \_\_\_\_\_
2. Name \_\_\_\_\_  
Address \_\_\_\_\_

### **Terms and Conditions of the Agreement (Annexure-V)**

1. The Agreement shall commence from the date \_\_\_\_//\_\_\_\_//20 and shall continue till date \_\_\_\_//\_\_\_\_//20 unless it is curtailed or terminated by the authority owing to deficiency or service, sub-standard quality or work, breach of contract etc or change in requirements. The Agreement shall automatically expire on \_\_\_\_//\_\_\_\_//20 .
2. The Agreement may be extended, on the same terms and conditions or with some additions/deletions/modifications for a further specific period mutually agreed upon by the approved agency/firm and the Director, SIHFW (O).
3. The approved agency/firm shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreements to any other agency or organisation by whatever name be called without the prior written consent of the Director, SIHFW (O).
4. The Director, SIHFW (O) at present, has requirement of different types of works as per Annexure-I to be executed by the approved agency/firm. The requirement of the authority may further increase or decrease marginally, during the period of contract.
5. The approved agency/firm will be bound by the details furnished by it to the authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
6. The Director, SIHFW (O) reserves the right to terminate the Agreement during initial period also after giving 7 days' notice to the approved agency/firm.
7. The approved agency/firm shall nominate a coordinator who shall be responsible for immediate interaction with the Director, SIHFW (O) so that the work order would be executed without any disruption.
8. The entire financial liability in respect of execution of the work orders shall be that of the approved agency/firm and the Director, SIHFW (O) will in no way be liable.
9. The Director, SIHFW (O) shall not be responsible for any financial loss or any injury to any person deployed by the approved agency/firm in the course of their performing the functions/duties or for payment towards any compensation.
10. The persons deployed for erection and maintenance of the Tableau by the approved agency/firm should have good police records and no criminal case should be pending against them.
11. The persons deployed by the approved agency/firm for execution of work orders should be professional polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Department or office concerned. The approved agency/firm shall be responsible for any act of indiscipline on the part of the persons deployed.
12. The approved agency/firm shall be responsible for compliance of all statutory provisions relating to execution of the work orders as laid down by Government. The Director, SIHFW (O) shall have no liability in this regard.



13. The approved agency/firm shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the DSIHFW (O) to the concerned tax collection authorities.
14. The Tax deduction at Source (TDS) shall be done as per the provisions of Income Tax Act/ Rules, as amended, from time to time and a certified to this effect shall be provided by the Department or office concerned.
15. In case, the approved agency/firm fails to comply with any liability under appropriate law and as a result thereof, the Director, SIHFW (O) is put to any loss/ obligation, monetary or otherwise, the Director, SIHFW (O) will be entitled to get itself reimbursed out of the outstanding bills or the P.S / P.G. of the agency/firm to the extent of the loss or obligation in monetary terms.
16. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract and non-payment of statutory dues. If any loss or damage is caused to the DSIHFW (O) by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security..
17. In case of breach of any terms and conditions attached to this agreement, the EMD of the approved agency/firm shall be liable to be forfeited besides annulment of the Agreement.
18. The agency/firm shall raise the bill, in triplicate and submits the same to the authority after successful completion of the work order. As far as possible the payment will tentatively be released within two weeks.
19. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
20. All disputes shall be under the jurisdiction of the court at the Bhubaneswar.

**Date:**

**Seal & Sign of Bidder**

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