



DIRECTORATE OF STATE INSTITUTE OF HEALTH & FAMILY WELFARE, ODISHA
Health and Family Welfare Deptt, Govt. of Odisha

Unit-VIII, Nayapalli, Bhubaneswar, Odisha – 751012

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Tender Notice No- 2328
(SIHFW-OE-OE-0005-2024)

Dt. 03/07/24

TENDER NOTICE

The State Institute of Health and Family Welfare, Odisha invites Tenders under Two Bids system for "Supply of Stationery articles/Sundry items & binding etc. on Annual Rate Contract basis" to the Offset Printing Press of SIH&FW(O). Requirement will be as per the order placed from time to time. The detailed tender form can also be downloaded from the website <https://www.sihfwodisha.nic.in> & <https://www.odisha.gov.in/tender> from 04.07.2024 to 25.07.2024.

11/03.7.24
Director

State Institute of Health & Family Welfare Odisha

Memo No 2329 //Bhubaneswar

Date 03/07/24

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 three leading dailies latest by 04.07.2024 (Two Odia & One English news Paper) for its widely publication.

11/03.7.24
Director

State Institute of Health & Family Welfare Odisha

Memo No 2330 //Bhubaneswar

Date 03/07/24

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.

11/03.7.24
Director

State Institute of Health & Family Welfare Odisha

Memo No 2331 //Bhubaneswar

Date 03/07/24

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.

11/03.7.24
Director

State Institute of Health & Family Welfare Odisha



BID DOCUMENTS FOR ANNUAL RATE CONTRACT BASIS TOWARDS SUPPLY OF STATIONERY ARTICLES, SUNDRY ITEMS & BINDING ETC.

TENDER SCHEDULE:

- I. The last date of receipt of sealed tender is 25.07.2024 up to 3.00 p.m.
- II. The Technical Bid complete in all respect shall be sealed in 1st envelope (Envelope-A) and Superscribed "Technical Bid for Supply of Stationery articles, Sundry items etc" & the Financial Bid complete in all respect shall be sealed in 2nd envelope (Envelope-B) Superscribed "Financial Bid for Supply of Stationery articles, Sundry items etc." and both the sealed envelope (A & B) to be sealed in 3rd envelope superscribed "Supply of Stationery articles, Sundry items etc." & to be sent to the Director, State Institute of Health & Family Welfare, Odisha, Unit-8, Nayapalli, Bhubaneswar, Odisha-751012 by Regd. Post / Speed Post . Tender received other than Regd. Post/Speed Post will be summarily rejected.
- III. The date and time of opening of tender relating to Technical Bid is 26.07.2024 at 11.00 a.m. In the event of any changes of date and time, the same shall be notified in the official website of this Directorate.
- IV. Tender Document Fee (TDF), & Earnest Money Deposit(EMD) ARE REQUIRED to be paid in shape of D.D drawn in favour of Director, S.I.H & F.W, Odisha, payable at Bhubaneswar and the original DD to be enclosed in the Technical BID.
- V. The Director, SIH&FW, Odisha reserves the right to reject any or all tenders and to alter/amend the terms and conditions of tender without assigning any reason thereof.

TERMS AND CONDITIONS

The State Institute of Health and Family Welfare, Odisha invites Tenders under Two Bids system for "Supply of Stationery articles/Sundry items & binding etc. on Annual Rate Contract basis" to the Offset Printing Press of SIH&FW(O). Requirement will be as per the order placed from time to time. The detailed tender form can also be downloaded from the website <https://www.sihfwodisha.nic.in> & <https://www.odisha.gov.in/tender> from 04.07.2024 to 25.07.2024.

GENERAL TERMS AND CONDITIONS:

1. Tender documents are not transferable.
2. 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.
3. The decision of the Director shall be final and binding on all matters relating to the meaning and interpretation of terms and conditions. Conditional and incomplete tenders shall not be considered and shall be rejected.
4. The rates quoted shall be valid for one year w.e.f the date of award of contract and which may be extended on mutual consent without change of price, terms and conditions.
5. 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.
6. **Tender Cost:** The cost of tender documents is Rs. 1000/- Rupees One Thousand) only and the intending bidders are required to pay the cost in shape of D.D favouring "Director, State Institute of Health and Family Welfare, Odisha" payable at Bhubaneswar.

7. Last Date: The last date of receipt of Tender documents at this office shall be upto 25.07.2024 and the Technical bid shall be opened on 26.07.2024 at 11.00 a.m. in the office of the Director, State Institute of Health and Family Welfare, Odisha on the said date itself. If any changes of opening of Bid, the same shall be notified in the official website of this Directorate.
8. Tenderers shall ensure that their technical bid duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents must be delivered to the above address within the stipulated date & time, failing which the tenders will be treated as late and will be summarily rejected. Bids will be opened in the presence of Bidders'/ representatives who wish to attend on the specified date and time.
9. Directorate of S.I.H & F.W, Odisha shall not be responsible for any postal delay or non-receipt/non-delivery of the documents. No further correspondence on the subject will be entertained.
10. 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. Firms quoted lowest rate will be awarded ARC. In the event of tie the purchase committee will select the agency considering the experience in the relevant supply and highest turnover of the firm.
11. The Rates quoted shall be valid for one year which may be extended on mutual consent.
12. There will be no fixed quantity of the items to be supplied in a year. Requirement shall be as per the orders placed from time to time by the Offices during the contractual period. The Selected vendors/agency shall receive required materials from the Offset Printing Press and supply the completed works at the press at their own cost.
13. The ordered material shall have to be delivered in good packing at the Offset Printing Press of this Directorate within a period of 7 days from the date of issue of the Supply Order. Necessary arrangements for transportation, unloading and to stack the stores in store should be made by the Agency at his own cost, failing which the delivery shall not be accepted.
14. The supplied material if do not conform to the respective specifications as per the supply Order shall be rejected. The decision of the Director, SIH&FW (O) whether the stores delivered conform or not to the respective specifications/ samples, shall be final. If the delay of supply stores is long and feasible then the supply order issued to him shall be terminated.
15. In case the Tenderer fails to deliver the ordered material within the prescribed time limit, the Director, SIH&FW(O) reserves the right to cancel the relevant supply order and forfeit the security Deposit of the Tenderer in favour of Government. In case the Tenderer needs an extension to the delivery period indicated in the supply order, he may apply for the same in writing within the specified delivery period. If reasonable grounds are shown for need of extension of delivery period, the Director, SIH&FW (O) may grant the same up to a suitable period in writing.
16. 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.
17. The payment for supply of material ordered and supplied shall be made after due certification of the Superintendent, Offset Printing Press/competent authority of this Directorate. No advance payment shall be effected and no payment shall be made unless the ordered material is supplied with.

18. Any dispute under this Agreement shall be subject to the jurisdiction of courts at Bhubaneswar, Odisha
19. The Technical Bid shall contain the following documents and shall be earmarked as Envelope "A".

Details of Documents to be furnished in Technical bid:-

- i. Original D.D towards payment of EMD & Tender cost.
- ii. Income tax returns of last financial year self-attested.
- iii. Self-attested copies of Audited Balance sheet , Profit and loss of Account and turnover of last three financial years issued by the Chartered Accountant.
- iv. Self-Attested scanned of GST Registration certificates.
- v. Technical Bid in Annexure -II supported with all the relevant documents.
- vi. Declaration with regards to Acceptance of Terms and Conditions.
- vii. The agency must have supplied similar materials to Govt Offices/Press in last two years costing Rs. 10.00 lakhs per annum (Attested Xerox copies of supply orders to be enclosed) List of organization to whom such stationery has been supplied is to be enclosed.

Self-Attested photocopies of the documents mentioned above shall be enclosed in the technical bid.

20. Details of papers/material to be supplied on Annual Rate Contract basis alongwith their specification is given in Annexure „I“
21. **E.M.D:** E.M.D. of Rs. 50,000/- shall be furnished along with the technical bid in shape of D.D However, bids will be considered only of those items which meet the technical qualification criteria. Financial Bid opening process can be viewed by the tenderers on-line on the stipulated date and time.
22. **Mode of Submission:** The tender shall be submitted by Regd Post/Speed Post. Bids received in other mode shall be summarily rejected.
23. **Opening of Technical and Financial bid:** The Technical bid along with the Tender document in Envelope „A“ shall be opened on 26.07.2024 at 11 a.m. in the presence of the Tenderers or their authorized representatives present, if any. The Financial bid will be opened in respect of the bidders qualifying the technical bid.
24. **Agreement:** The successful Tenderer shall have to execute an Agreement with the SIH&FW, Odisha towards the supply of stationery on A.R.C., within ten days from the date of issue of placing of the order. If Tenderer fails to sign the agreement then, the Security amount deposited by way of E.M.D. amount shall be forfeited in favour of the Government.
25. **Security Deposit:** The successful Tenderer shall have to furnish security deposit equivalent to 10% of the value of the order by way of Bank Guarantee drawn on any Nationalized Bank valid till December'2025 drawn in favour of the Director, State Institute of Health and 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.
26. **Mode of payment:** The payment shall be made after satisfactory supply of materials/completion of binding work etc. approved by the Purchase/Tender committee of SIH&FW (O). The Superintendent OPP will certify the satisfactory completion of work prior to process the payment.

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

Director
State Institute of Health and Family Welfare, Odisha

DOCUMENTS TO BE SUBMITTED ALONGWITH THE TENDER

- (i) Technical Bid-along with supportive documents
- (ii) Financial Bid
- (iii) Details of materials to be supplied & details of binding works etc to be undertaken as per Annexure-I
- (iv) Declaration
- (v) Cost of Tender documents – Rs.1000/- in shape of D.D in original
- (vi) EMD – Rs. 50,000/- (Rupees Fifty Thousand) only in shape of D.D in original
- (vii) Self Attested copies of Income tax returns of last financial year.
- (viii) Self Attested photo copies of Turnover certificate, Audited Balance sheet and Profit and Loss Account of last three financial years issued by C.A firms.
- (ix) Self Attested copies of GST Registration certificates.
- (x) The tenderer has to compulsorily submit the Application Reference Number (ARN) generated on GST common portal along with the copy of latest returns filed which was due as per GST

Annexure-I

DIRECTORATE OF STATE INSTITUTE OF HEALTH AND FAMILY WELFARE, ODISHA

DETAILS OF SUNDRY ITEMS ON ANNUAL RATE CONTRACT BASIS

Bidder required to submit the Annexure-I in the prescribed format in their letter head.

<i>Sl.No</i>	<i>Particulars with specification</i>	<i>Unit</i>	<i>Rate per unit</i>	<i>Taxes/levies etc.</i>	<i>Total cost inclusive of all taxes</i>
1.	Speed Set Ink(Four colour) (United/Coates/Micro)	Rate should be quoted for 4 kgs. Of one set Ink (Yellow-1kg+Magenta-kg. +Cyan-1kg.+Black-1kg.)			
2.	Quick Set Ink(4 Colour) (United/Coates/Micro)	Rate should be quoted for 4 kgs. Of one set Ink (Yellow-1kg+Magenta-kg. +Cyan-1kg.+Black-1kg.)			
3.	Ultra Fount(A jar of 5 litre)	Per litre			
4.	Viscovita Sponze	Per Dozen			
5.	Tag Reducer	Per Kg.			
6.	Blanket Saver	Per litre			
7.	Econowash	Per litre			
8.	Plate Cleaner(GP)	Per litre			
9.	Black Ink(Offset)(Coates/Micro)-20 kg Bucket	Per Bucket			
10.	Viostar Delete	1 Bottle of 100gm- Per Bottle			
11.	Unifin(Gum)	A Jar of 5 litre-per litre rate			
12.	Plastic thread bundle for binding	Per kg.			

13.	Plastic Mistre for 42" cutting M/c	Per piece r			
14.	Uitder Blanket size 780 mm x 940 mm x 1.5 mm	Per Piece			
15.	HMT Machine Blanket size 840 mm x 940 mm x 1.9 mm	Per piece			
16.	Blanker reviver	Per litre			
17.	Glazeclean Aquae	Per tube of 250 gm			
18.	Deep clean shampo	Per litre			
19.	Phosphoric Acid	Per lite			
20.	CTP Plate Making for HMT M/c (Size-930 mm x 770 mm) 4 colour set:- I) Short run II) Long run III) Remaking-extra set 2 colour set:- I) Short run II) Long run 1 colour set:- I) Short run ii)Long run	Per set Per set Per set Per set Per set Per set Per set Per set			
21.	CTP Plate Making for New M/c (Size-605 mm x 760 mm)	Per 4 colour set			
22.	Blanket for new 4 colour M/c size-688 mm x 770 mm with fixing of clamp	Per piece			
23.	W.D. 40	Per Bottle of 400 M.L.			
24.	Thinner	Per bottle of 1 litre			

25.	Gum for Perfect binding	Per kg.			
26.	Fevicol	Per kg.			
27.	HMT wasing blade	1,piece			
28.	D.T.P & Design rate:-				
	I) Multicolour rate	Per pare			
	ii) B/W rate	Per page page			
29.	Knife sharpening size 42" M/ c	Per piece			
30.	Old cloth	Per piece			
31.	MEXLEEN	1 Bottle of 1 litre			
32.	AKRON GOLD Fountain Sol. Concentrated	Per jar of 5 litre			
33.	Mobile	Per litre			
34.	Transformer oil	Per litre			
35.	Grease (Liquid grease)	Per litre			
36.	Oil chem	Per piece			
37.	Damper Horse size 190 mm	Per metre			
38.	Hydraulic Trolley	2500 kg.			
39.	Stappling machine	Std. Size			
40.	Stappling fita	Per bundle of 6 kg			
41.	Stapler pin	Size-10 nos.			
42.	Cutting machine knife	Size=52"x5"x10mm (sealed)			

DETAILS OF BINDING ON ANNUAL RATE CONTRACT BASIS

Sl.No.	Particulars	Specification	Rate per unit	Taxes/levies etc.	Total cost inclusive of all taxes
1.	Gloss Lamination & Mat Lamination	Per 100 Sq.inch			
		Mat:-			
		Gloss:-			
2.	Centre Stitch:- Per format of 8 pages for 1/4 size and 16 pages for 1/8 size Cover-220 GSM Art paper (folding, gathering, stitching, & finishing)	1000 format of 1/4 size rate			
		1/8 size rate			
3.	Side Stitching:- Per format of 8 pages for 1/4 size & 16 pages of 1/8 size Cover-220 GSM Ar paper	per 1000			
		1/4 size cover pasting			
		1/8 size cover pasting			
4.	Register Binding:- I) A3 size register of 400 sheets with cover upto 300 GSM Art paper pasting II) 1/4 DF size register with Board binding, cloth pasting, Numbering Pages:- 200-300 page 300 - 400 page	Per register			
		Per register			
5.	Spiral binding/Wire - O-Binding Sheets 1 to 200 pages with Board and pasting materials	Spiral/Wire-O-Book			

6.	Bill Books:- I) Per Book containing 100 + 100 sheet (A4) size with numbering & Perforation	Per Bill Book			
	II) Per book containing 100 + 100 + 100 sheets (A4 size)	Per Bill Book			
7.	Gum Binding:- I) Per Book of 1 to 200 pages(A4 size)	Per Book			
	II) Per Book of 1 to 200 pages(1/8 size) (with folding & gathering)	Per Book			
	III) Per Book of 1 to 400 pages (A4 size)	Per Book			
	IV) Per Book of 1 to 400 pages (1/8 size)	Per Book			
8.	Examination Answer Sheet:- Binding:- I) Main Answer Sheet-20 to 30 pages of 1/4 size	Per Book			
	II) Additional Answer Sheet-4 pages to 8 pages-A4 size. centre stitching with numbering.	per Book			
	III) Main answer sheet pages 40 to 60 with thread stitching numbering packing etc.	per book			

Date: _____

(Signature of the Bidder, with Official Seal)

Name & Detail Address:

Annexure -II

TECHNICAL BID

Sl.No	Eligibility condition	Details	Remarks
01	Name of Manufacturer/authorized dealers		
02	Private partnership/Proprietorship/Govt. of Organization/PSU		
03	Address with phone No. , Whats app mobile number , e-mail In the event of Manufacturers/agencies of any product of authorized dealers (proof of documents to be attached)		
04	Enclosed self-attested photo copies of Supply Orders of such materials, binding etc. supplied in last two years to various buyers of Govt organisation/PSU.		
05	Self-Attested copies of Income Tax Returns and GST Registration certificates are to be enclosed		
06	Self-Attested photo copies as Proof of turn over for last three financial year may be submitted		
07	The manufacturing company/authorized dealer should furnish details of their Bank Accounts.		
08	The tenderer has to compulsorily submit the Application Reference Number (ARN) generated on GST common portal along with the copy of latest returns filed which was due as per GST Law.		
09	Declaration as per Annexure-III in letter head of the agency.		

Date: _____

(Signature of the Bidder, with Official Seal)
Name & Detail Address:

Annexure -III

DECLARATION

I/We hereby _____ agree and abide by all the terms and conditions mentioned in the tender notice no. _____ / dated _____ and also further hereby agree to supply all the Stationery in Annexure-I as per the rates quoted in the financial bid, if the tender is awarded.

Further, I/ We hereby declare that we are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or Public Sector Undertaking/ any Regulatory Authorities in India for any kind of fraudulent activities.

Date: _____

(Signature of the Bidder, with Official Seal)

Name & Detail Address:

(This declaration letter should be printed on the Letter head of the Tenderer and be submitted along with the photo copies with the technical bid).