



**ORISSA STATE AIDS CONTROL SOCIETY (OSACS)**  
(Department of Health & Family Welfare), Government of Odisha

Letter No. XV-OSACS-49/2017: 7919

Date: 22/12/2017

**Tender Call Notice for Installation of Hoarding**

Orissa State AIDS Control Society (OSACS) invites sealed tenders/quotation from different registered advertising agencies having expertise in the field of installation in permanent hoardings. The detail consignee list, specification along with terms and conditions are available in the website i.e. [www.osacs.nic.in](http://www.osacs.nic.in) & [www.odisha.gov.in](http://www.odisha.gov.in), which can be down loaded for use and submit the tender accordingly. Interested parties may submit their tender super-scribing as "Tender for installation of hoardings" to the undersigned through **Speed Post / Registered Post / Courier Services** only which should reach on or before **2.00 PM** of 15/01/2018 positively and the same will be opened by the committee in presence of the participants at **3.30 PM** of the same date. The undersigned reserves the right to reject any or all the tender without assigning any reason thereof.

  
20/12/17  
Project Director

Orissa State AIDS Control Society,  
(Department of Health & Family Welfare), Govt. of Odisha,  
2<sup>nd</sup> Floor, Oil Orissa Building, F-Nayapalli, Bhubaneswar-12

**Terms & Conditions for Rate Contract  
Towards Tender for  
"Installation of Hoardings"**

**Tender / Bid Reference No. 7919/OSACS dated 22/12/2017**

Tender Document for Installation of Hoardings" on Rate Contract for a period of one year from the date of approval of this tender.

- ◆ Availability of Tender document in website for downloading : 22 / 12 / 2017
- ◆ Date & Time of Pre Bid Conference : 05 / 01 / 2018 at 11.30 AM
- ◆ Last date for downloading the Tender Paper for submission : 15 / 01 / 2018
- ◆ Last Date & Time of Receipt of Bid documents : 15 / 01 / 2018 by 2.00 PM
- ◆ Date & Time of Bid Opening: : 15 / 01 / 2018 at 3.30 PM
- ◆ Place of opening the Bid : Conference hall of OSACS

**Address for Communication:**

PROJECT DIRECTOR  
ORISSA STATE AIDS CONTROL SOCIETY (OSACS)  
Oil Orissa Building, Nayapalli, Bhubaneswar,  
Ph: 2395415/2393235 Fax: 2394560/ (0674),  
E-mail: orissasacs@gmail.com

**Terms & Conditions for Installation of Hoardings**

1. Prospective Bidders may download the complete sets of the tender documents directly from the website available at **www.orissa.gov.in** & **www.osacs.nic.in** and submit the same to OSACS along with the cost of the tender paper of Rs. 500.00 (Rupees five Hundred) only in shape of Demand Draft/Pay Order (Non-refundable) drawn from any Bank in favour of "**Orissa State AIDS Control Society**" payable at **Bhubaneswar**. The cost of the tender paper & EMD should be submitted separately in separate Demand Draft. In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the website of OSACS or the office notice board before last date of submitting the tender document.
2. **Bid Price:**
  - a) The tender shall be submitted in **two bid system** i.e. Technical Bid & Financial Bid. Financial Bid contains only the price Bid as per **Annexure – II** and Technical Bid contains all other documents as per the tender terms along with EMD & Tender paper cost. The technical Bid & Financial Bid will be covered in two separate envelop clearly written on the top of the envelope as Technical Bid & Financial Bid respectively and these two bids will be covered in a Big envelop writing in the top that "**Tender for Installation of Hoardings**".
  - b) The Schedule of requirement along with specification for hoardings is enclosed at **Annexure-I** and format of price Bid for hoardings is enclosed at **Annexure- II**, which should be used at the time of submission of quotation.
  - c) The quoted rates shall include the bidders cost towards painting, designing, making photographs, colour cost, painter's remuneration, insurance, transportation charges to the respective places and other ancillary expenditure required during the course of hoardings at respective sites excluding service taxes. Any local taxes should be the responsibility of the bidder, for which OSACS will not pay.
3. **Bid Security:**  
The bidder shall furnish bid security (EMD) of **Rs. 45,000.00** only in the shape of Demand Draft/Pay Order in favour of "**Orissa State AIDS Control Society**", payable at **Bhubaneswar**. The above bid security will be forfeited if a bidder (i) withdraws its bid during the period of bid validity or (ii) fails to perform the contractual obligations as per the contract. The bid security of the unsuccessful bidders will be returned after finalization of the tender.
4. **Eligibility Criteria (Any deviation will not be considered):**  
The bidder shall furnish the following documents to establish the bidder's eligibility.
  - a) Required Tender Paper Cost in favour of "**Orissa State AIDS Control Society**" Payable at Bhubaneswar.
  - b) Required EMD in favour of "**Orissa State AIDS Control Society**" Payable at Bhubaneswar.
  - c) Self attested copy of GST registration certificate.
  - d) Self attested copy of PAN Card.
  - e) Rate should be quoted as per format as per **Annexure-II**.
  - f) Past performance as per **Annexure-III**.
  - g) Self attested copy of last three year Income Tax Return (A.Y. 2015-16, 2016-17 & 2017-18)
  - h) Self attested copy of up to date GST Return.
  - i) Undertaking as per **Annexure-IV**.

**5. Pre-Bid Meeting:**

A pre-bid meeting will be held on 05/01/2018 at 11.30 AM in the conference hall of OSACS. Interested prospective bidders shall attend the said meeting to clarify their doubts if any. The decision taken in the pre-bid meeting will be incorporated in the tender and the decision will be floated in the website or in the notice board of OSACS. The bidders should submit their Bids accordingly.

**6. Performance Security:**

- a) The successful Bidder/Agency irrespective of its registration status will submit the performance security up to 10% of the order value in shape of Account payee Demand Draft/Pay Order or Bank Guarantee. If it is Account Payee Demand Draft or Pay Order should be submitted in favour of "Orissa State AIDS Control Society", payable at Bhubaneswar.
- b) The EMD will be returned to the successful Bidder/ Agency after receipt of the performance security value as per the order, otherwise EMD of the Agency will be forfeited, order will be cancelled and the Agency irrespective of its registration status will debar from OSACS for three years.
- c) The performance Security of the successful Agency will be returned to the firm without interest only after successful complete of required nos. of installation of hoardings as per order.

**7. Validity of Tender:**

The tender shall remain valid for a period of 90 days from the date of opening of the bid. The quoted price by the bidders will valid for one year from the date of opening of the bid.

8. Notwithstanding the above, the authority reserves the right to accept or reject any quotation and to cancel the bidding process and reject all bids at any time prior to the issue of work order.
9. The Selected Agency will collect the approved design & message etc from OSACS for hoarding within seven days from the date receipt of the work order. If any wrong display of hoarding found anywhere, the Agency will replace the same immediately at its own cost otherwise the payment for this particular spot will be deducted and the Agency will be debarred from OSACS.
10. The painting work should be completed within 45 days from the date of receipt of approved design, Message & photograph from OSACS for hoarding.
11. The selected Agency will be liable to charge liquidated damages (L.D) @ 0.5% per week or part thereof subject to 10% of the order value, if the painting will not be completed within 45 days from the receipt of approved design, message & photograph from OSACS for painting.
12. The payment will be made after completion of work as per terms and conditions of the work order and submission of Bill/Invoice along with still photograph of each hoarding. If the Agency could not execute the work order, the EMD / performance security as the case may be or both will be forfeited and the Agency will be debarred from OSACS.
13. The work order will be issued in favour of the bidder, whose bid has been determined to be substantially responsive and who has offered the district wise lowest evaluated bid price. The terms of the accepted offer shall be incorporated in the work order.
14. Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.
15. If the selected Agency failure to execute the Order/contract, the Performance Security deposited by the firm will be forfeited and the firm will be debarred from OSACS for participating in any tender.

16. Any legal dispute arising out of this is subject to Bhubaneswar jurisdiction only.
17. The bidders may be present in person or through their representative(s) during the opening of bids at 3.30 P.M on 15 / 01 / 2018 at OSACS.

  
Project Director

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2<sup>nd</sup> Floor, Oil Odisha Building, Nayapalli, Bhubaneswar, Ph: 2395415/2393235, Fax: 2394560/ (0674),  
National HIV/AIDS Help Line : 1097 (Toll Free)  
E-mail: [orissasacs@gmail.com](mailto:orissasacs@gmail.com); Website: [www.osacs.nic.in](http://www.osacs.nic.in)

**Annexure - I**

**Schedule of requirement for Hoardings**

Details of District wise Hoardings to be installed along with specification of OSACS 2017-18					
Sl. No.	District Name	Place	Sl. No.	District Name	Place
01	Angul	Angul (20'x10')	33	Baragarh	Govt. Bus Stand, Baragarh (20'x10')
02		Athamallik, CHC (10'x6')	34		DHH (20'x10')
03		Kaniha, PH (10'x6')C	35	Bhadrak	Dhamnagar, CHC (10'x6')
04		Rajkisorenagar (10'x6')	36	Cuttack	SCB MCH Cuttack (20'x10')
05		ORCBB, DHH (15'x10')	37		ORCBB, SCB, Medical College (20'x10')
06		ORCBB, SDH, Athmallik (15'x10')	38	Deogarh	Deogarh, DHH (20'x10')
07		Bus stand (20'x10')	39		ORCBB, DHH (15'x10')
08	Balangir	OSRTC, Bus stand Balangir (20'x10')	40	Dhenkanal	Dhenkanal (20'x10')
09		Panchayat Samiti Office, Loisingha (20'x10')	41		ORCBB, DHH (15'x10')
10		Panchayat Samiti Office, Agalpur (20'x10')	42		ORCBB, SDH, Kamkhyanagar (15'x10')
11		Belpara Panchayat Samiti (20'x10')	43	Ganjam	City Hospital Berhumpur (20'x10')
12		Tureikela Block (20'x10')	44		Sorada (20'x10')
13		Bangamunda Panchayat Samiti (20'x10')	45		Dharakote (20'x10')
14		Muribahal Block (20'x10')	46		Chatrapur Block Office (20'x10')
15		Titilagarh Block (20'x10')	47		Bhanjanagar Block (20'x10')
16		Khaprakhol Block Office (20'x10')	48		Bellagantha Block (20'x10')
17		Panchayat Samiti Office, Gudvella (20'x10')	49		Chikiti (20'x10')
18		Deogarh Block Office, HQ (20'x10')	50		Patrapur (20'x10')
19		Panchayat Samiti Office Premises Sainatala (20'x10')	51		Hinjilicut Block (20'x10')
20		Bolangir Block Premises (20'x10')	52		Khallikote (20'x10')
21		Panchayat Samiti Office, Puintala, Bolangir (20'x10')	53		Beguniapada (Kodala) (20'x10')
22		DHH (20'x10')	54		ORCBB, MKCG, Med. College (15'x10')
23	Railway Station (20'x10')	55	Jajapur	Jajapur (20'x10')	
24	SDH Titilagarh (10'x6')	56	Kalahandi	Bhawanipatna DHH (20'x10')	
25	Saintala, CHC (10'x6')	57	Kandhamal	Phulbani, DHH (20'x10')	
26	Sindheikela, CHC (10'x6')	58	Kendrapada	DHH (20'x10')	
27	Ghasian, CHC (10'x6')	59	Khurda	Capital Hospital (O&G Deptt.) (20'x10')	
28	Muribhal, PHC (10'x6')	60		DHH (20'x10')	
29	Khaparakhhol, PHC (10'x6')	61		ARTC, Capital Hospital (20'x10')	
30	Tusura, AH (10'x6')	62		Station Square, BBSR (20'x10')	
31	ORCBB, DHH (15'x10')	63		Entrance of OSACS (20'x10')	
32	Balasore	Simulia, CHC (10'x6')	64		Mukundapur Petrol Pump (10'x6')

Sl. No.	District Name	Place	Sl. No.	District Name	Place
65	Khurda	Balipatna (10'x6')			
66		Bolagarh, CHC (10'x6')			
67		Balugaon CHC (10'x6')			
68		ORCBB, Cap. Hopital, BBSR (15'x10')			
69		Boriguma, CHC (10'x6')			
70	Koraput	ORCBB, SDH, Jaypore (15'x10')			
71		ORCBB,SDH, Udala (15'x10')			
72	Mayurbhanj	ORCBB,SDH, Karanjia (15'x10')			
73		ORCBB,SDH, Rairangpur (15'x10')			
74		DHH (20'x10')			
75		Karanjia, SDH (10'x6')			
76	Nabarangapur	Nabarangapur (20'x10')			
77	Nayagarh	Odagaon, A.H. (10'x6')			
78	Nuapada	Khariar Road (20'x10')			
79	Puri	Puri (20'x10')			
80	Puri	ORCBB, DHH (15'x10')			
81	Rayagada	Rayagada (20'x10')			
82		ORCBB, DHH (15'x10')			
83	Sambalpur	ORCBB, SDH, Kuchinda (15'x10')			

**Annexure – II**

**Price Format for Hoarding**

Sl.No.	Specification of hoarding	Unit price (Rs.)	Quantity	Total (Rs.)	Taxes
1	20'x10'		49		
2	15'x10'		15		
3	10'x6'		19		
<b>Total price for hoardings</b>					

The total cost for the above 83 nos. of Hoardings: Rs. \_\_\_\_\_,

In words, Rupees \_\_\_\_\_

\_\_\_\_\_ only excluding Taxes.

Date:

Signature of the Bidder

Place:

Name & Business address

- 1) In case of discrepancy between unit/Rate per sq. ft. & total cost, unit/sq. ft. rate shall prevail.
- 2) We agree to complete the Hoardings in accordance with the terms and conditions of the advertisement as well as work order within 45 days from the date of receipt of conformed work order with the above unit rate excluding taxes. Our rate includes painting charges, local charges if any, colour & painter charges, insurance charges, transport charges and photograph for proof of painting different places etc.



**Annexure-III**

***Format for submission of earlier work order copies***

Sl. No.	Year	Order No. Date	Order value	Name of the Organization.
01	2016-17			
02	2015-16			
03	2014-15			
Total				

**N.B.: IT Return must be submitted up to date of consecutive three years including 2017-18.**

Date:

Name and Address of the Firm.

Place:

Signature of the bidder

**ANNEXURE – IV.**

(To be submitted in *Technical Bid*)

**UNDERTAKING / DECLARATION FORM**

I / We .....having My / our  
.....office  
at.....do declare that I / We have carefully read  
all the terms & conditions of tender of the \_\_\_\_\_, Odisha for Hoardings of OSACS. The  
approved rate will remain valid for a period of one year from the date of approval. I / we will abide  
with **all the terms & conditions** set forth in the **Tender Reference no.** \_\_\_\_\_  
**dated** \_\_\_\_ / \_\_\_\_ / 2017.

**I/We do hereby declare I/We have not been de-recognised / black listed by any State  
Govt. / Union Territory / Govt. of India / Govt. Organization / Govt. Health Institutions due to  
not providing of Standard Quality service / failure to provide service.**

I/We agree that the Tender Inviting Authority can forfeit the Earnest Money Deposit and or  
Performance Security Deposit and blacklist me/us for a period of 3 years if, any information furnished  
by us proved to be false at the time of inspection / verification and not complying with the Tender  
terms & conditions.

I / We .....do hereby declare  
that I / we will carry out the order for Hoardings of OSACS, Bhubaneswar as per the terms &  
conditions of the above referred tender.

Signature of the bidder

Seal  
Date

Name & Address of the Firm:

Ca

Annexure - V

CHECK LIST

<u>Name of Document</u>	<u>Submitted ( Yes / No)</u>	<u>Page No</u>
Tender Paper Cost	:	
EMD	:	
Copy of GST Registration Certificate	:	
Copy of PAN Card	:	
Price Bid as per Annexure-II	:	
Last 3 years IT Return copy (A.Y. 2015-16 to 2017-18)	:	
Proof Copy of similar work order As per Annexure – III	:	
Audit Report of last 3 consecutive Years including FY 2017-18	:	
Copy of GST return	:	
Undertaking as per Annexure – IV	:	

Seal with Signature of the Bidder