

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



No. 5152/OSACS

Dated: 08/09/2017

Tender Call Notice for printing Materials.

Orissa State AIDS Control Society (OSACS) invites sealed tenders from interested /bona fide/reputed firms/agencies having adequate experience in taking up the works of composing, proof reading, designing and printing for print and supply of CST Materials. The detailed quantity, specifications and terms and conditions are available in the website i.e www.osacs.nic.in & www.orissa.gov.in, which may downloaded for use. Interested parties may submit their tender super-scribing "**Tender for Print & supply of CST Materials**" to the undersigned through speed post/courier only which should reach on or before 11.00 A.M. of 21/09/2017 positively and the same will be opened at 11.30 A.M. of the same date. The undersigned reserves the right to reject any or all the tender without assigning any reason thereof.


Project Director

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

2nd 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; Website: www.osacs.nic.in

**“Terms & Conditions for rate contract towards print & supply
of “CST Materials” to OSACS**

- ◆ Availability of Tender document in website for downloading : 09 / 09 / 2017
- ◆ Date & Time of Pre-Bid Meeting : 13 / 09 / 2017 at 11.30 P.M.
- ◆ Last date & Time for submission of Tender : 21 / 09 / 2017 by 11.00 A.M.
- ◆ Date & Time of Tender opening : 21 / 09 / 2017 at 11.30 A.M.
- ◆ Place of opening of Tender/Bid : Head Quarter of OSACS, BBSR

Address for Communication:

PROJECT DIRECTOR
ORISSA STATE AIDS CONTROL SOCIETY (OSACS)
2nd Floor, Oil Orissa Building, F-Nayapalli, Bhubaneswar,
Ph: 2395415/2393235 Fax: 2394560/ (0674),
E-mail: orissasacs@gmail.com

TERMS AND CONDITIONS

1. **Sale of tender paper/Bid documents:** The 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 Nationalised bank in favour of **Orissa State AIDS Control Society** payable at **Bhubaneswar**. The cost of the tender paper and EMD amount 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 office notice board of OSACS before last date of submitting the tender document
2. **Terms & Conditions:**
 - a) The tender shall be submitted in **two bid system** i.e. technical Bid & Financial Bid, Financial Bid contains only the price Bid and schedule of requirement as per **Annexure-I** and Technical Bid contains all other documents as per the tender terms along with EMD & Tender paper cost except Price format. The technical Bid & Financial Bid will be covered in two separate envelopes clearly written on the top of the envelope as **Technical Bid & Financial Bid** respectively and these two bids will be covered in a big envelope writing in the top that **“Tender for printing & supply of CST materials”** with reference to advertisement No. & date.
 - b) The bid shall be for the full quantities of all item(s) as described in schedule of requirement and specification specified in **Annexure-I**. The format of price bid is specified in **Annexure-II**, which should be used at the time of submission of Bid/tender.
 - c) The bid price shall include the excise duty and the bidder's cost towards transaction, data entry, designing, insurance, packing & forwarding, transportation and delivery at OSACS including other ancillary cost involved during course of printing. OSACS will provide only hard copy of samples.
3. **Bid Security:**

The bidder shall furnish bid security (EMD) of Rs. **7,000.00** (Ten thousand) only in the shape of bank draft/Pay Order in favour of **Orissa State AIDS Control Society**, payable at **Bhubaneswar**. Any bid except those who have registered under Central Purchase Organisation, National Small Industries Corporation (N.S.I.C) or the concerned Ministry or Department not secured with bid security will be rejected. 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 purchase Order. The EMD of the non responsive/unsuccessful bidders will be returned after finalization of the tender.
4. **Performance Security:**
 - a) The successful Bidder/Firm irrespective of its registration status will submit the performance security 5%-10% of the order value in shape of Account payee Demand Draft/Pay order from any nationalized banks in favour of “Orissa State AIDS Control Society”, payable at Bhubaneswar.
 - b) The EMD will be returned to the successful Bidder/Firm after receipt of the performance security value as per the order, otherwise EMD of the firm will be

forfeited, order will be cancelled and the firm irrespective of its registration status will debar from OSACS for three years.

- c) The performance Security of the successful firm will be returned to the firm without interest only after successful completion of the work as per order.

5. Pre-Bid Meeting:

A pre-bid meeting will be held on 13 / 09 / 2017 at 11.30 P.M. in the conference hall of OSACS. Interested parties shall attend the meeting to clarify their doubts if any. The authorization letter to attend the meeting along with their doubts / suggestions in written is for discussion. The decision in pre-bid meeting will be floated in the website / notice board of OSACS. The bidders should submit their bids accordingly.

6. Eligibility criteria:

The bidder shall furnish following documents to establish its eligibility;

- 6.1 Required Tender Paper Cost
- 6.2 Required EMD / self attested copy of valid registration certificate from Central Purchase Organization, National Small Industries Corporation (N.S.I.C) or the concerned Ministry or Department
- 6.3 Self attested copy of PAN Card
- 6.4 Self attested copy of valid GST Registration Certificate.
- 6.5 The quotation should be as per price format at Annexure-II.
- 6.6 Income tax return copy for three assessment year (2014-15 to 2016-17)
- 6.7 Price should be quoted for package as a whole.

7. The bids will be rejected if any of the above conditions are not complied with.

8. Issue of Printing order:

8.1.1 The Printing Order will be placed on the selected bidder whose bids has been determined to be substantially responsive and who has offered the lowest evaluated bid price for the package. The terms of the accepted offer shall be incorporated in the printing order. The lowest responsive price in case of individual items shall not be taken in to consideration.

8.1.2 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.

9. Each bidder shall submit only one bid. Alternative offer without separate bid security will be rejected.

10. The tender shall remain valid for a period of 90 days from the last date for submission.

11. Notwithstanding the above, the purchaser reserves the right to accept or reject any bid and to cancel the bidding process and reject all quotations at any time prior to the issue of Purchase order.

12. The selected firm should deposit at OSACS 10 nos. from each of printing materials for necessary testing at testing laboratory and the testing charge (if any) will be borne by the firm.

13. Before printing, the supplier should submit proof copy for necessary verification for final printing, otherwise the wrong printing materials shall not be accepted by OSACS and no payment will be made for those items.

14. Any delivery should be completed within 30 days from the date of receipt of the final proof for printing.

15. Any delay by the supplier in the delivery of the items shall render the supplier liable to be charged liquidated damages @ 0.5% per week or part thereof, subject to a maximum of 10% of purchase order value which will be deducted from the total payment due.
16. The payment will be made after delivery of printed materials along with the soft copy in a re-writable good quality CD as per proof copy subject to correct test report from EPM laboratory. If the test report is not as per the specification, i.e., lower than the rate of standard deviation, the firm will reprint the said items otherwise penalty will be charged at the rate decided by the authority of OSACS.
17. The bids are liable to be rejected if any of the above conditions is not complied with.
18. The tender documents should be numbered and arranged as per the checklist specified at **Annexure-IV**.
19. If the firm fails to execute the order, the performance security will be forfeited and the firm will be blacklisted.
20. Any Legal dispute arising out of this is subject to Bhubaneswar jurisdiction only.
21. Bidders may be present in person or through their representative(s) during the opening of tender at 11.30 P.M on the same day i.e. 21 / 09 / 2017. Even if no bidder or their representative remains present, the bid will be opened & no complain / objection will be entertained.


Project Director

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Annexure-I**Schedule of requirement & specification for CST materials**

Sl.No.	Particulars	Qty.	Brief specifications.
01	Patient Visit Register	80	1-Size: 29 x 21cm, 2-Total pages: 200, 3-Paper quality: ledger paper, light green, 80 GSM, 4-Binding: Hard wood binding, 4mm (Bottle Green Colour)
02	HIV Care (Pre-ART) Register	30	1-Size: 29 x 41cm, 2-Total pages: 200 and 6 rows/ pages, 3-Paper quality: ledger paper, light green, 80 GSM, 4-Binding: Hard wood binding, 4mm (Bottle Green Colour)
03	ART Enrollment Register	85	1-Size: 29 x 41cm, 2-Total pages: 200 and 6 rows/ pages, 3-Paper quality: ledger paper, light green, 80 GSM, 4-Binding: Hard wood binding, 4mm (Bottle Green Colour)
04	Early Infant Diagnosis Register	10	1-Size: 29 x 41cm, 2-Total pages: 200 and 6 rows/ pages, 3-Paper quality: ledger paper, light green, 80 GSM, 4-Binding: Hard wood binding, 4mm (Bottle Green Colour)
05	Drug Stock Register	50	1-Size: 29 x 21cm, 2-Total pages: 200, 3-Paper quality: ledger paper, light green, 80 GSM, 4-Binding: Hard wood binding, 4mm (Bottle Green Colour)
06	ARV Drug Dispensing Register (Adult)	150	1-Size: 29 x 41cm, 2-Total pages: 200, 3-Paper quality: ledger paper, light green, 80 GSM, 4-Binding: Hard wood binding, 4mm (Bottle Green Colour)
07	ARV Drug Dispensing Register (Paediatric)	50	1-Size: 29 x 41cm, 2-Total pages: 200, 3-Paper quality: ledger paper, light green, 80 GSM, 4-Binding: Hard wood binding, 4mm (Bottle Green Colour)
08	OI Drug Dispensing Register	45	1-Size: 29 x 21cm, 2-Total pages: 200, 3-Paper quality: ledger paper, light green, 80 GSM, 4-Binding: Hard wood binding, 4mm (Bottle Green Colour)
09	Expired Drug Disposal Register	20	1-Size: 29 x 21cm, 2-Total pages: 50, 3-Paper quality: ledger paper, light green, 80 GSM, 4-Binding: Hard wood binding, 4mm (Bottle Green Colour)
10	CD4 Test & Kits Register	25	1-Size: 29 x 21cm, 2-Total pages: 200, 3-Paper quality: ledger paper, light green, 80 GSM, 4-Binding: Hard wood binding, 4mm (Bottle Green Colour)
11	CD4 Laboratory Register	40	1-Size: 29 x 21cm, 2-Total pages: 200 and 6 rows/ pages, 3-Paper quality: ledger paper, light green, 80 GSM, 4-Binding: Hard wood binding, 4mm (Bottle Green Colour)
12	HIV-TB Register	40	1-Size: 29 x 21cm, 2-Total pages: 200 and 6 rows/ pages, 3-Paper quality: ledger paper, light

			green, 80 GSM, 4-Binding: Hard wood binding, 4mm (Bottle Green Colour)
13	Second Line SACEP Register	35	1-Size: 29 x 41cm, 2-Total pages: 200 and 6 rows/ pages, 3-Paper quality: ledger paper, light green, 80 GSM, 4-Binding: Hard wood binding, 4mm (Bottle Green Colour)
14	HIV-TB Line List (Referral Format)	30 Booklet (100 format per Booklet)	1-Size: 29 x 21cm, 2-Total pages: 100 per booklet x 30 booklets, 3-Paper quality: ledger paper, light green, 80 GSM, (White Colour)
15	Patient Treatment Record (White Card)	25000	3 fold wood paper (300 GSM white board), durable and good quality, size: 31 x 23 cm, inner pocket-1, six printing sides, white colour
16	Patient Booklet (Green Booklet)	25000	20 pages size: 21 x 15 cm inner side paper colour-white, type of binding: simple (stapled), cover page-Bottle green colour card board, 100 GSM maplitho.

Annexure-II

Format of Price Bid for CST materials:

1	2	3	4	5	6
Sl.no	Name of the items	Quantity	Unit price (Rs.)	Total price (Rs.) (3x4)	Taxes
01	Patient Visit Register	80			
02	HIV Care (Pre-ART) Register	30			
03	ART Enrollment Register	85			
04	Early Infant Diagnosis Register	10			
05	Drug Stock Register	50			
06	ARV Drug Dispensing Register (Adult)	150			
07	ARV Drug Dispensing Register (Paediatric)	50			
08	OI Drug Dispensing Register	45			
09	Expired Drug Disposal Register	20			
10	CD4 Test & Kits Register	25			
11	CD4 Laboratory Register	40			
12	HIV-TB Register	40			
13	Second Line SACEP Register	35			
14	HIV-TB Line List (Referral Format)	30 Booklet (100 format per Booklet)			
15	Patient Treatment Record (White Card)	25000			
16	Patient Booklet (Green Booklet)	25000			
Gross Total (Rs.)					

In words _____ (excluding taxes)

Date:

Place:

Signature of the Bidder

Name & Business address:

- a) In case of discrepancy between Unit price and total price, unit price shall prevail:
- b) We agree to supply the above items in accordance with the specification for a total cost as mentioned above within a period of 30 days from the receipt of final proof.

Format for submission of past performance:

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

Date: & Place

Name and address of the firm.

Signature of the tendered

ANNEXURE –IV
(To be submitted in *Technical Bid*)
UNDERTAKING / DECLARATION FORM

I / Wehaving My / our
.....office
at.....do declare that I / We have
carefully read all the terms & conditions of tender of the _____, Odisha for the
supply of CST materials. The approved rate will remain valid for a period of one year from the
date of approval. I 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 for supply of Not of Standard Quality items / non-supply.**

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 / Wedo hereby
declare that I / we will supply the _____ as per the terms, conditions &
specifications of the tender document.

Seal & Date.

Signature of the bidder

:

Name & Address of the Firm:

Affidavit before Notary Public

CHECK LIST

<u>Name of Document</u>	<u>Submitted (Yes / No)</u>	<u>Page No</u>
Tender Paper Cost	:	
Earnest Money Deposit (EMD)	:	
Self attested Copy of CPO, NSIC certificate	:	
Copy of GST Registration Certificate	:	
Copy of PAN card	:	
Price sheet as per price format as Per Annexure - II	:	
Proof Copy of Past experience as Per Annexure - III	:	
Copy of Income Tax Return of Last Three years (2014-15,-15-16& 16-17)	:	
Undertaking as per Annexure - IV	:	

Seal with Signature of the Bidder