

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




No. 27/20 /OSACS

Dated: 11 / 08 / 2018

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 ICTC Materials. The detailed quantity, specifications and terms and conditions are available in the website i.e. www.osacs.nic.in & www.odisha.gov.in, which may downloaded for use. Interested parties may submit their tender super-scribing "Tender for Print & supply of ICTC Materials" to the undersigned through Speed Post/ Registered Post / Courier only which should reach on or before 11.00 A.M. of 10/07/2018 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

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

- ◆ Availability of Tender document in website for downloading : 12 / 06 / 2018
- ◆ Date & Time of Pre-Bid Meeting : 19 / 06 / 2018 at 11.30 P.M.
- ◆ Last date & Time for submission of Tender : 10 / 07 / 2018 by 11.00 A.M.
- ◆ Date & Time of Tender opening : 10 / 07 / 2018 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 papers/Bid documents:** The prospective bidders may download the complete sets of the tender documents directly from the website available at **www.odisha.gov.in & www.osacs.nic.in** and submit the same to OSACS along with the cost of the Tender paper of Rs. 1,000.00 (Rupees One Thousand) only in shape of Demand Draft/Pay Order (non-refundable) drawn from any Nationalized Banks 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 ICTC 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. **30,000.00** (Thirty Thousand) only in the shape of Bank Draft/Pay Order in favour of **Orissa State AIDS Control Society**, payable at **Bhubaneswar**, except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned. 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 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 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 without interest only after successful completion of the work as per order.

5. Pre-Bid Meeting:

A pre-bid meeting will be held on 19/06/2018 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.
- 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 Past Performance as per Annexure-III.
- 6.7 Last 3 years IT Return copy (2014-15 to 2016-17).
- 6.8 Undertaking as per Annexure-IV.

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

8. Price should be quoted for package as a whole.

9. Issue of Printing order:

- 9.1 The Printing Order will be placed on the selected Bidder whose Bid 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.
 - 9.2 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.
10. Each Bidder shall submit only one Bid. Alternative offer without separate Bid Security will be rejected.
 11. The tender shall remain valid for a period of 90 days from the last date of Tender submission.
 12. 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.
 13. The selected agency 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 agency.
 14. 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.
 15. The delivery should be completed within 30 days from the date of receipt of the final proof for printing.

16. 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.
17. 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.
18. The tender documents should be numbered and arranged as per the checklist specified at **Annexure-V**.
19. If the firm/agency 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 or their representative may be present during the opening of tender at 11.30 P.M on 10 / 07 / 2018. Even if no Bidder or their representative remains present, the Bid will be opened & no complain / objection will be entertained.


Project Director 31.5/18

Annexure-I

Specification for ICTC printing materials

Sl. No.	Particulars	Qty.	Brief Specifications.
01	Laboratory Report at HCTS screening facilities.	800000	1/4 th demy single sheet, 80 GSM map litho paper one side single colour printing with English language. Packing should be done 1000 sheets in each packet.
02	Laboratory Report at HCTS confirmatory facilities.	400000	1/4 th demy single sheet, 80 GSM map litho paper one side single colour printing with English language. Packing should be done 1000 sheets in each packet.
03	PLHIV card at HCTS confirmatory facilities.	4000	1/4 th demy single sheet, 280 GSM ivory paper back to back single colour printing with English language. Packing should be done 100 sheets in each packet.
04	PPTCT beneficiary card at HCTS confirmatory facilities.	1000	1/4 th demy double sheet, 280 GSM ivory paper back to back single colour printing with English language. Packing should be done 100 sheets in each packet.
05	EIC card for infants at HCTS confirmatory facilities.	500	1/4 th demy single sheet, 280 GSM ivory paper one side single colour landscape printing with English language. Packing should be done 50 sheets in each packet.
06	Discordant Partner card (SA-ICTC)	1000	1/4 th demy single sheet, 280 GSM ivory paper back to back single colour printing with English language. Packing should be done 50 units in each packet
07	Madhubabu Pension format	4000	1/4 th demy single sheet, 80 GSM map litho paper one side single colour printing with English language. Packing should be done 100 sheets in each packet.
08	RNTCP Form for referral for Diagnosis	50000	1/4 th demy single sheet, 80 GSM map litho paper one side single colour printing with English. Packing should be done 1000 sheets in each packet.
09	Linkage form (in Triplicate)	10000	1/4 th demy double sheet, 80 GSM map litho paper one side single colour landscape printing with English language. Packing should be done 100 sheets in each packet.
10	Consent form for HIV testing for community based testing	20000	1/4 th demy single sheet, 80 GSM map litho paper both side single colour printing with odiya & English. Packing should be done 1000 sheets in each packet.
11	EID Consent form	1000	1/4 th demy single sheet, 80 GSM map litho paper one side single colour printing with English language. Packing should be done 100 sheets in each packet.
12	DNA PCR Test requisition cum Result form (TRRF)	4000	1/4 th demy triplicate. White 60 GSM, pink 52 GSM & yellow 52 GSM. Map litho paper one side single colour printing with English. Packing should be done 100 sheets in each packet.
13	DNA PCR Specimen Delivery Checklist	4000	1/4 th demy triplicate. White 60 GSM, pink 52 GSM & yellow 52 GSM. Map litho paper one side single colour printing with English. Packing should be done 100 sheets in each packet.
14	Counseling register at HCTS Screening Facilities (FICTC/ICTC)	300	Size- 13" X 8.5" (approx.). Inner -102 sheets both side single colour printing 80 GSM conquest/laser paper. Cover 4 pages 300 GSM glossy art paper with multi colour printing & matt lamination. Binding – Gum binding landscape (8.5" side).

15	Counseling register for General Individual at HCTS Confirmatory Facilities (SA-ICTC)	1200	Size- 43.5cm X 27.5 cm (approx.). Inner -202 sheets 80 GSM conquest/laser papers both side single colour printing. Cover- 4 pages 300 GSM glossy art paper with multi colour printing & matt lamination. Each page bottom of the register contains indicators for each column. Binding – Stitch with Gum binding landscape (27.5cm side)
16	Counseling Register for Pregnant Women at HCTS Confirmatory Facilities	100	Size- 43.5 cm X 27.5 cm (approx.). Inner -202 sheets 80 GSM conquest/laser paper both side single colour printing. Cover- 4 pages 300 GSM glossy art paper with multi colour printing & matt lamination. Binding – Stitch with Gum binding landscape (27.5cm side).
17	Counseling Register at HCTS Screening Facilities (TI-ICTC)	300	Size- 21.5 cm X 27.5 cm (approx.). Inner -202 sheets 80 GSM conquest/laser papers both side single colour printing. Cover- 4 pages 300 GSM glossy art paper with multi colour printing & matt lamination. Each page bottom of the register contains indicators for each column. Binding – Stitch with Gum binding landscape (27.5cm side)
18	HIV-TB Line List Register at HCTS Confirmatory Facilities (SA-ICTC)	200	Size- 21.5 cm X 27.5 cm (approx.). Inner -102 sheets 80 GSM conquest/laser papers both side single colour printing. Cover- 4 pages 300 GSM glossy art paper with multi colour printing & matt lamination. Each page bottom of the register contains indicators for each column. Binding – Stitch with Gum binding landscape (27.5cm side)
19	Lab Register at HCTS Confirmatory Facilities (SA-ICTC)	500	Size- 13" X 8.5" (approx.). Inner -102 sheets both side single colour printing 80 GSM conquest/laser paper. Cover 4 pages 300 GSM glossy art paper with multi colour printing & matt lamination. Binding – Stitch with Gum binding landscape (8.5" side)
20	Stock Register at HCTS Confirmatory Facilities SA(ICTC)	300	Size- 13" X 8.5" (approx.). Inner -102 sheets both side single colour printing 80 GSM conquest/laser paper. Cover 4 pages 300 GSM glossy art paper with multi colour printing & matt lamination. Binding – Stitch with Gum binding landscape (8.5" side).
21	HCTS Guide Line	250	Size- 27.5 cm X 21.5 cm (approx.). Inner -184 sheets 80 GSM conquest/laser papers both side single colour printing. Cover- 4 pages 300 GSM glossy art paper with single colour printing. Stitch with Gum binding portrait (27.5cm side)

Annexure-II

Format of Price Bid for ICTC materials:

1	2	3	4	5	6
Sl.no	Name of the items	Quantity	Unit price (Rs.)	Total price (Rs.) (3x4)	Taxes
01	Laboratory Report at HCTS screening facilities.	800000			
02	Laboratory Report at HCTS confirmatory facilities.	400000			
03	PLHIV at HCTS confirmatory facilities.	4000			
04	Laboratory Report at HCTS confirmatory facilities.	1000			
05	EIC card for infants at HCTS confirmatory facilities.	500			
06	Discordant Partner card (SA-ICTC)	1000			
07	Madhubabu Pension format	4000			
08	RNTCP Form for referral for Diagnosis	50000			
09	Linkage form (in Triplicate)	10000			
10	Consent form for HIV testing for community based testing	20000			
11	EID Consent form	1000			
12	DNA PCR test requisition cum result form (TRRF)	4000			
13	DNA PCR specimen delivery checklist	4000			
14	Counseling register at HCTS Screening Facilities (FICTC/ICTC)	300			
15	Counseling register for General Individual at HCTS Confirmatory Facilities (SA-ICTC)	1200			
16	Counseling Register for Pregnant Women at HCTS Confirmatory Facilities	100			
17	Counseling Register at HCTS Screening Facilities (TI-ICTC)	300			
18	HIV-TB Line List Register at HCTS Confirmatory Facilities (SA-ICTC)	200			
19	Lab Register at HCTS Confirmatory Facilities (SA-ICTC)	500			

20	Stock Register at HCTS Confirmatory Facilities SA(ICTC)	300			
21	HCTS Guide Line	250			
		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.

Annexure-III

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 ICTC 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 ____ / ____ / 2018.

**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

ANNEXURE -V

CHECK LIST

<u>Name of Document</u>	<u>Submitted (Yes / No)</u>	<u>Page No</u>
Tender Paper Cost	:	
Earnest Money Deposit (EMD)	:	
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 to 2016-17)	:	
Undertaking as per Annexure - IV	:	

Seal with Signature of the Bidder