



**Terms & Conditions for Rate Contract
Towards Print & supply of
“DIFERENT IEC MATERIALS TO OSACS**

Tender / Bid Reference No. 176 / OSACS dated 09. 01 . 2018

Tender Document for Print & supply of “Different IEC Materials” 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 : 10 / 01 / 2018
- ◆ Date & Time of Pre Bid Conference : 20 / 01 / 2018 at 11.30 AM
- ◆ Last date for downloading the Tender Paper for submission : 31 / 01 / 2018
- ◆ Last Date & Time of Receipt of Bid documents : 31 / 01 / 2018 by 2.00 PM
- ◆ Date & Time of Bid Opening: : 31 / 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 AND CONDITIONS

1. Sale of Tender/ Bid document:

The prospective Bidders may download the complete sets of the tender documents directly from the website available in www.osacs.nic.in & www.odisha.gov.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 OSACS's website or notice board before last date of submitting the tender document.

2. Submission of Tender:

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 envelope 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 on the top that "**Tender for print & supply of different IEC materials**" with reference to advertisement number & date.

b) The tender shall be for full quantity of all item as mentioned in the package placed at **Annexure-I**. Package price will be taken into consideration not individual item price, if any of the items in a package not quoted, the tender may not be taken into consideration. The format of bid price is specified in **Annexure-II**, which should be used at the time of submission of Tender.

3. The Bid price shall include the bidder's cost towards translation, data entry, paper cost, designing, printing, insurance, packing & forwarding, transportation and delivery at OSACS including other ancillary cost during printing, OSACS will provide only hard copy sample.

4. Bid Security:

The Bidder shall furnish Bid Security (EMD) of **Rs. 80,000.00** only in the shape of Demand Draft/Pay Order drawn from any Bank 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 purchase Order.

The EMD of the non responsive/unsuccessful bidders will be returned after finalization of the tender.

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

5. Sample of papers should be submitted for each item, which should be duly stamped and signed by the bidder. The sample will not be taken as final for GSM. The GSM of the printed materials will be taken in to consideration for fulfilling the specification.

6. The tender is valid for a period of 90 days from the last date for submission of the Tender.

The rate shall remain valid for a period of one year from the date of finalization of this tender or from the finalization of next year tender whichever is earlier.

7. The interested Bidders may verify the samples at OSACS's Office before submission of their Bids to OSACS.

8. The selected firm will immediately collect the materials from OSACS for preparation of proof and submit the proof copy for verification within seven days of order.
 9. Before printing, the supplier should submit proof copy (both in soft & hard form) 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.
 10. The awarded firm should deposit 10 nos. from each of the printed materials for necessary testing at testing laboratory and the testing charge (If any) will be borne by the firm.
 11. The delivery should be completed within 30 days from the date of receipt of the final proof for printing.
 12. Any delay by the supplier in the delivery of the items shall liable to be charged liquidated damages @ 0.5% per week or part thereof subject to a maximum of 10% of order value which will be deducted from the total payment due.
 13. The payment will be made after delivery of printed materials as per proof copy subject to correct test report from EPM testing 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.
 14. If the selected firm fails to execute the order, the EMD/Performance Security will be forfeited and the firm will be blacklisted.
 15. The bids are liable to be rejected if any of the above conditions is not complied with.
- 16. Eligibility Criteria (Any deviation will not be considered):**
- Required Tender Paper Cost in favour of “**Orissa State AIDS Control Society**” Payable at Bhubaneswar.
 - Required EMD in favour of “**Orissa State AIDS Control Society**” Payable at Bhubaneswar.
 - Self attested photo copy of GST registration certificate
 - Self attested photo copy of PAN Card
 - Rate should be quoted as per format at **Annexure-II**
 - Past performance as per **Annexure-III**
 - Last 3 years IT Return copy (for the assessment year - 2015-2016, 2016-2017 & 2017-2018)
 - Audit Report / Chartered Report of last three consecutive years.
 - Undertaking as per **Annexure -IV** (self attested)
- 17. Pre-Bid Meeting:**
- A pre-bid meeting will be held on 20 / 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.
- 18. Performance Security:**
- a) The successful Bidder irrespective of its registration status will submit the performance security 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/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.

19. Issue of Printing Order:

The Printing Order will be issued to the selected bidder whose bid has been determined to be substantially responsive and who has offered the lowest evaluated package price. The terms of the accepted offer shall be incorporated in the printing order.

20. 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.
21. 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.
22. Any legal dispute arising out of this is subject to Bhubaneswar jurisdiction only.
23. Bidders may be present in person or through one of their representative during the opening of bid at **3.30 PM** on the same day i.e. **31/10/2018**.


Project Director

Annexure-I

Schedule of estimated requirement & specification of different IEC printing materials			
Sl. No.	Particulars	Qty.	Specifications.
1	Aagaku Pada Badhantu (Migrant Transit Book)	50000	Size: - 1/16 th demy 90 GSM sinar/JK art paper both cover and inner with Multi-colour both side printing. Language of printing in Odia. Total pages of the booklet including cover page is 20. Binding Center stitch with cooper pin. Each pack should contain 100 booklets, which should be packed in cartoon/poly bag containing maximum 1000 nos. in each cartoon/poly bag.
2	Suchanara Gantaghar (Migrant Transit Book)	50000	One booklet having 1/8 th demy size in 130 GSM art paper having 20 sheets (40 pages) including cover pages with Multi-colour both side printing. Language of printing in Odia both front and back cover will be laminated. Binding Center stitch with cooper pin.
3	Jiban Thile Sabu Kichhi (Migrant Transit Book)	50000	A4 size, 90 GSM sinar/JK art paper with multi-colour both side printing, language of printing in Odia. The Boucher will be make three equal fold. Packing should be done 1000 Boucher with paper/ploy cover in such a way that it will be free from dust and moisture.
4	Migration Transit Kit (Booklet)	15000	1/4 th demy size, 80 GSM maplitho paper, both side single-colour printing, language of printing in Oriya. Packing should be done on the basis of 1000 leaflets in a packet with paper/ploy cover in such a way that it will be free from dust and moisture.
5	Posters (15 types 2000 each multi colour)	30000	Paper size 17" x 22" (inch), 170 GSM glossy Art paper with multi-colour, single side printing in Oriya language, back side gumming top & bottom. The poster contained both picture & message. packing should be done on the basis of 100 posters with paper/ploy cover in such a way that it will be free from dust and moisture
6	Leaflet for Service Delivery units of OSACS (Black & White)	100000	1/4 th demy size, 70 GSM maplitho paper, both side single-colour printing, language of printing in Oriya. Packing should be done on the basis of 1000 leaflets in a packet with paper/ploy cover in such a way that it will be free from dust and moisture
7	Booklet on PPTCT	10000	Size- 1/8 th Demy, 130 GSM art paper with multi-colour both side printing, 20 pages including cover pages. Printing should be done in Oriya Language. Binding Center stitch with cooper pin. Pack size should be 250 pcs. with paper/ploy cover in such a way that it will be free from dust and moisture.
8	Leaflet on ART Adherence, Basic Service, TB/HIV (10000 each)	30000	1/4 th demy size, 70 GSM maplitho paper, both side single-colour printing, language of printing in Oriya. Packing should be done on the basis of 1000 leaflets in a packet with paper/ploy cover in such a way that it will be free from dust and moisture.
9	Leaflet on RRC	100000	1/4 th demy size, 70 GSM maplitho paper, both side single-colour printing, language of printing in Oriya. Packing should be done on the basis of 1000 leaflets in a packet with paper/ploy cover in such a way that it will be free from dust and moisture.

10	Printing of leaflet on basics of HIV/AIDS & Stigma & Discrimination	50000	1/4 th demy size, 70 GSM maplitho paper, both side single-colour printing, language of printing in Oriya. Packing should be done on the basis of 1000 leaflets in a packet with paper/ploy cover in such a way that it will be free from dust and moisture.
11	Booklet for Know AIDS for No AIDS (Odiya-60000, Hindi-30000 & English-10000)	100000	Size- 1/8 th Demy, 220 GSM sinar art paper board with multi-colour both side printing, 24 pages including cover pages. Binding Center stitch with cooper pin. Printing should be done in Oriya & English Language. Pack size should be 500 pcs. with paper/ploy cover in such a way that it will be free from dust and moisture.
12	Booklet on Social Security Scheme	10000	Size:- 1/8 th demy. 90 GSM sinar/JK art paper both cover and inner with Multi-colour both side printing. Language of printing in Odia. Binding Center stitch with cooper pin. The booklet contains 20 pages including cover page. Each pack should contain 100 booklets, which should be packed in cartoon/poly bag containing maximum 1000 nos. in each cartoon/poly bag.

Annexure-II

Price format for different IEC materials					
1	2	3	4	5	6
Sl. No.	Name of the Items	Qty.	Unit Price (Rs.)	Total Price (Rs.) (3X4)	Taxes
1	Aagaku Pada Badhantu (Migrant Transit Book)	50000			
2	Suchanara Gantaghar (Migrant Transit Book)	50000			
3	Jiban Thile Sabu Kichhi (Migrant Transit Book)	50000			
4	Migration Transit Kit (Booklet)	15000			
5	Posters (15 types 2000 each multi colour)	30000			
6	Leaflet for Service Delivery units of OSACS (Black & White)	100000			
7	Booklet on PPTCT	10000			
8	Leaflet on ART Adherence, Basic Service, TB/HIV (10000 each)	30000			
9	Leaflet on RRC	100000			
10	Printing of leaflet on basics of HIV/AIDS & Stigma & Discrimination	50000			
11	Booklet for Know AIDS for No AIDS (Odiya-60000, Hindi-30000 & English-10000)	100000			
12	Booklet on Social Security Scheme	10000			
Gross Total (Rs.)					

Date:

Place:

- a) In case of discrepancy between Unit Price & 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 approved final proof for printing.

Annexure-III

Format for submission of earlier order copy as past performance

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

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

Date:

Name and Address of the Firm.

Place:

Signature of the bidder

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 printing and supply of
different IEC materials to 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 ____ / ____ / 2018.

**I/We do hereby declare I/We have not been de-recognized / 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 / Wedo hereby declare
that I / we will carry out the order for print and supply of different IEC materials to OSACS's
Bhubaneswar as per the terms & conditions of the above referred tender.

Signature of the bidder

**Seal
Date**

Name & Address of the Firm:

CHECK LIST

Sl. No.	Information Desired	Information submitted		Page No.
		Yes	No	
1	Required Tender Paper Cost in favour of "Orissa State AIDS Control Society" Payable at Bhubaneswar.			
2	Required EMD in favour of "Orissa State AIDS Control Society" Payable at Bhubaneswar.			
3	Self attested photo copy of GST registration certificate.			
4	Self attested photo copy of PAN Card.			
5	Rate should be quoted as per format at Annexure-II .			
6	Past performance as per Annexure-III .			
7	Last 3 years IT Return copy (for the assessment year- 2015-2016, 2016-2017 & 2017-2018).			
8	Audit Report / Chartered Report of last three consecutive years.			
9	Undertaking as per Annexure-IV (self attested).			

N.B.:

1. All pages submitted by the bidder should be numbered in serialized manner with proper signature in each page.
2. Documents related to eligibility criteria should be properly flag marked by mentioning the name of the document & page mark on the flag.

Seal with signature of the Bidder