



OFFICE OF THE CDMO cum DISTRICT MISSION DIRECTOR
DISTRICT PROGRAMME MANAGEMENT & SUPPORT UNIT, NHM
HEALTH & FAMILY WELFARE DEPARTMENT, GOVT. OF ODISHA
MALKANGIRI, ODISHA, 764045



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Advt.No. 12104

Date:19/12/2020

SHORT TENDER CALL NOTICE

Sealed tenders are invited from registered agencies (with GST registration having GSTIN) having adequate experience in taking up the works of printing and supply of items for School Health Programme. Details regarding the printing of items and terms & conditions may be downloaded from the website www.malkangiri.nic.in (Under Link: "**Tender**"). The tender should reach the office of the undersigned by **30.12.2020 (till 3 PM)**. The Tender will be opened at **3.30 PM on 30.12.2020**. The undersigned reserves the right to reject any or all the tenders / cancel the tender without assigning any reason thereof.

Sd/-
CDM&PHO, Malkangiri

INSTRUCTION TO BIDDERS, SPECIFICATIONS, TERMS & CONDITIONS

Section – I (Instruction to Bidders)

01. Sealed tenders are invited from registered printing agencies (with GST registration having GSTIN) having adequate experience in printing & supply of different type of printing assignments.
02. Interested bidders may obtain details terms and conditions from the website for taking up this assignment. The interested bidder may download the tender document from the website www.malkangiri.nic.in
03. The tender should be submitted in two parts i.e. **Technical Bid (Cover-A)** and **Financial Bid (Cover-B)**. The bidders should submit their **technical** and **financial** bid **separately** in **two separate envelopes** and the same should be put into **another cover envelop** superscribed as **“Tender for Supply of School Health items, Refer to advt. no-.....dt..... ”**. The Technical & Financial Bid envelopes should be clearly marked as Technical Bid & Financial Bid on the top of the relevant envelopes. The tenders should be addressed to :

The CDM&PHO,
Malkangiri-764048, Odisha.
04. Bidders who **qualify technically** [as per submission of relevant valid documents as asked to be submitted in Technical Bid – Part 1 - Tender Forms (T1,T2 & T3), fulfilling all the terms & condition of the tender document and inspection of infrastructure of the bidder if required], their **Financial Bid** (Part 2) shall **only** be opened. The circulars issued by the Finance Department, Govt.of Odisha from time to time regarding tax matters shall be taken into account for evaluation and shall be binding on the bidders. The bidders are requested to clearly mention the **% of GST along with HSN Code of GST** separately **against each item** as mentioned in the price bid format (Part 2). The unit price (exclusive of tax) shall be taken into account for evaluation. Also during evaluation, as per the Govt. of Odisha Finance Deptt. Office memorandum No. 13290 dtd. 2.4.2013 (Clause 2), the price preference system shall be applicable to **local micro & small enterprises** registered in Odisha with the respective DIC, Khadi, Village, Cotton & Handicraft Industries, OSIC and NSIC.
05. As per Finance Department office memorandum no.21926 dtd. 12.8.2015, **Local micro & small enterprises** registered in Odisha with the respective DIC, Khadi, Village, Cotton & Handicraft Industries, OSIC and NSIC while participating in tenders of Government Departments & Agencies under its control shall be exempted from payment of earnest money. On conclusion of the bidding process, the local MSE bidder, if selected, shall be required to pay 25% of the value of performance security.

06. Schedule of Requirement

1) T-Shirt

Quantity Required: 1050 Nos(Size: M-30%, L-32%, XL-26% & XXL-12%) and 2888 for 10-16 Year Children

Sl.	Parameter	Specification
1	Colour	White / Light Blue
2	Sleeve	Half Sleeve
3	Sleeve Binding	Rib Knitted Fabric
4	Neck	With Collars with Buttons (Blue Collar in White T-Shirt and Black Collar in Light Blue T-Shirt)
5	Neck Binding	Rib Knitted Fabric
6	Provision of Pocket (Yes / No)	No
7	Sizes	S (10-16 Years), M, L, XL, XXL
8	Material	Polyster- Cotton Mix (50% Polyster & 50% Cotton)
9	Mass (in GSM)	200
10	Anti-Shrink	Yes
11	Anti-Wrinkle	Yes
12	Logo Markin	As per the buyer's requirement (as per the prototype)
13	Type of Logo	Printed
14	Availability of Test Report from NAB Accredited or Central Govt. Lab to prove the conformity of the product to the specification	Yes
15	Test Report to be furnished	Yes
16	Agree to provide advance sample for buyer's approval before commencement of supply	Yes

2) Cap (Peak Cap) (Quantity Required: 3938 Nos)

Sl.	Parameter	Specification
1	Colour	White
2	Material	Barathea Cloth
3	Adjustable Strip	Adjustable strip at the back of the cap
4	Availability of Test Report from NABL Accredited or Central Govt. Lab to prove the conformity of the product to the specification	Yes
5	Test Report to be furnished	Yes
6	Agree to provide advance sample for buyer's approval before commencement of supply	Yes

3) CALENDAR

Size of each Sheet	91 x 58.5 Cm	525 Sets (10 Sheets each)
No of Sheets in Each Calendar	10 Sheets	
Paper to be used	220 GSM Art Paper	
Colour	Multicolour	
Binding	-Each Sheet Both side Glossy Lamination	
	-Top Wired with Hanger	
	-Calendar is pocketed with a storage Polythene Bag/ Envelope size 24" x 37"	

4) RBSK FOLDER

Unit : Folder Joined two A4 Size Art paper as folder, front side and back side printing i.e. out of total 04 pages only two pages will be printed, multi coloured, 200 GSM Art Paper with one A4/4 Size envelope as pocket to contain documents inside the folder where there will be no writing.	1000 Nos
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5)SNCU FOLDER

Unit : Folder Joined two A4 Size Art paper as folder, front side and back side printing i.e. out of total 04 pages only two pages will be printed, multi coloured, 200 GSM Art Paper with one A4/4 Size envelope as pocket to contain documents inside the folder where there will be no writing.	2000 Nos
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- The samples can be inspected at Office of the CDM&PHO, Malkangiri on or before submission of tender.

07. EMD to be submitted:

EMD (Rs.) to be submitted for <u>Local</u> MSEs (DIC Registered firms in Odisha only)	EMD (Rs.) to be submitted for Bidders other than Local MSEs
Exempted	20,000/-

08. **Tender Document Cost: Rs.1,000 /- (Non-Refundable) by demand draft drawn in favour of “ZSS MISCELLANEOUS, MALKANGIRI”**

09. Delivery Time:

- Within **21 days** from the date of receipt of the order from CDM&PHO by the successful bidder.

10. Place of Delivery:

- **This consignment after printing has to be delivered at** Office of the CDM&PHO, Malkangiri.

Section - II
TERMS AND CONDITIONS

Terms & Conditions		Documents to be Submitted
1	The organization should be a bonafide registered body	Photo copy of the Registration certificate
2	The organization must have GST registration certificate (with mention of GSTIN) and PAN	Photocopy of GST registration certificate (with mention of GSTIN) and PAN
3	Annual turnover of the bidder must be \geq 20 Lakhs in each year of last three preceding financial years.	Audited Balance Sheet & P&L account of last three preceding financial years.
4	The organization will have to submit an Affidavit (<i>On original Stamp Paper of relevant value</i>) with the following clauses:- <ol style="list-style-type: none"> 1. Our organization has not been blacklisted by any Government Organization. 2. Our organization does not have any legal suit / criminal case pending against it for violation of PF /ESI/MW Act or any other law. 3. The undersigned will have no liability regarding transportation, loading and unloading of material and all the material ordered shall be delivered at the designated place in good condition. The defective or damaged printed material if any will be replaced by the Organization. 4. Our organization agrees to abide by all terms & conditions of tender. 5. We quote our unit price(s) which is exclusive of GST. 	Affidavit
5	Tender must be accompanied by EMD (if the bidder is other than local MSME) as mentioned in Para 07 of Section-I by way of Demand Draft (Must be submitted), drawn on any Nationalized / Scheduled Bank in favour of “ZSS MISCELLANEOUS, Malkangiri”.	Demand Draft
6	The tenderer should furnish the copies of the work order executed in similar type of works during the last three years.	Photocopies of work orders executed.
7	The head of the organization (bidder) should submit an authorization and specimen signature of their authorized signatory if any.	Authorization regarding specimen signature of authorized signatory.
8	The successful bidder (if other than Local MSE) will have to deposit Performance Security @ 10% of the work order value by way of demand draft drawn on any Nationalized / Scheduled Bank payable at Malkangiri in favour of ZSS, MISCELLANEOUS/ Bank Guarantee from any Nationalized / Scheduled Bank at Malkangiri. The successful bidder (if Local MSE) will have to deposit 25% of the stipulated Performance Security (i.e. 25% of 10% of the work order value) by way of demand draft drawn on any Nationalized	To be submitted at the time of Acceptance of the work order

9	/ Scheduled Bank payable at Malkangiri in favour of “ZSS Miscellaneous, Malkangiri” The performance security shall be returned on successful completion of the assignment without interest. The performance security may be forfeited towards compensation for any loss resulting from the successful bidder’s failure to fulfill the obligations under the scope of work and terms & conditions of the Purchase Order.	
10	Conditional Tenders (like alternative price offers etc.) are liable to be rejected. In the event of acceptance, CDM&PHOs decision will be final. The tender, which is not as per our required specifications will not be considered.	
11	The Office will not make any advance payment to the organization. The organization will have to carry out the entire job on its own. 100% payment shall be made after delivery of the full quantity. The payments will be paid only after satisfactory completion of the job, submission of bill in that regard & the quality test report from the testing laboratory.	
12	All information, documents and data coming in the possession of the organization as a result of execution of the job shall at all time remain the property of the CDM&PHO, Malkangiri. The organization shall not make or allow any of his employee or agents etc. to make an unauthorized copy, use, access or other utilization of this material commercially or otherwise, directly or indirectly except as agreed to by the Office. The organization shall also ensure complete confidentiality of the information and data provided to it in the course of carrying out the job.	
13	Bidder must have sound knowledge of latest intellectual and property right. The authority who assigns the work is in no way responsible for any deviation made by the printer in this regard.	
14	The cost towards the testing of paper (as mentioned in clause 19) will be borne by the successful bidder.	
15	The Office reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever	
16	Under no circumstance shall the organization appoint any sub-contractor or sublease the contract. If it is found that the organization has violated these conditions, the contract will be terminated forthwith without any notice and security deposited by the organization shall be forfeited.	
17	Rates quoted against this tender notice shall remain valid up to 12 months after award of contract. No request for increase in rates, if any, will be allowed or entertained during this period.	
18	Printing should be as per Specification.	Bidders shall have to quote the prices of the items by taking into account the place of delivery
20	Jurisdiction: All legal disputes are subject to the jurisdiction of Malkangiri courts only.	

FORMATS - Part 1

FORM – T1

(To be submitted in Technical Bid Envelop)

(The documents has to be arranged serially as per the order mentioned below)

1	Name of the Organization	
2	Address of the organization	
3	Name of authorized signatory (in capital letters)	
4	Authorization and specimen signature of the authorized signatory	
5	Telephone number of authorized signatory / Organization	
6	Registration no (Attach photocopy of registration certificate of the Firm / Registration certificate issued from DIC in case of DIC registered firm)	
7a	GST registration acknowledgement (Photocopy of GST registration)	
7b	GSTIN (GST identification number)	
8	PAN (Photocopy of PAN)	
9	Annual turnover certificate duly signed by Chattered Accountant submitted for last 3 years (Turnover must be \geq 20 Lakhs in each year of last three preceding years)	
10	Draft number & date of tender document Cost (Non-Refundable) of Rs.1,000/-	
11	Draft number(s) and date of the EMD (s) [Pl. refer to the Clause 07 of Section – I related to submission of EMD]	
12	Affidavit of declaration (<i>On Original Stamp Paper</i>) as per Clause 4 of the terms & condition	
13	Whether all documents submitted signed by the authorized signatory of the organization (Yes/ No)	

DECLARATION

I / we hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of my /our knowledge. I / we understand that in case of any deviation/forged information in the above statement at any stage, our Firm/Agency will be blacklisted and will not have any dealing with your organization in future.

(Signature and seal of the authorized signatory)

Place
Date

Seal

TENDER FORM Part -2

FORM - P

I. PRICE

(To be submitted in Financial Bid envelop)

Sl. No	Name of the Item	* QUOTED RATE (Rs.) (PER UNIT) (Exclusive of GST)	% of GST applicable on & above the price mentioned in column 'c'
a	b	c	d
1	T-Shirt (Round Neck)	(Rate to be quoted per piece)	
2	T-Shirt (Polo Neck)	(Rate to be quoted per piece)	
3	CAP-Peak Cap	(Rate to be quoted per piece)	
4	Calendar	(Rate to be quoted per piece)	
5	RBSK Folder	(Rate to be quoted per piece)	
6	SNCU Folder	(Rate to be quoted per piece)	

***Note: Only one price has to be quoted against each item. Alternative pricing against one item is not allowed. The prices should be quoted by taking into account the place of delivery as mentioned.**

(Rates per Unit quoted should be **inclusive of all** transportation to the consignee place & **exclusive of GST** if any as applicable (The % of GST if any **must be** mentioned in the separate column mentioned above).

Evaluation shall be made on the Price per Unit (Exclusive of GST). In case of different % of GST for the relevant item (s) quoted by bidders, the correct % of GST shall be applicable.

(Signature of the authorized signatory)

Place:

Date:

Seal