



TERMS, CONDITIONS & SPECIFICATION FOR



Printing and Supply of "Patient Card for PHCs & SCs" of Balangir District under NCD Programme for the Year 2023-24

Name of the District / Health Institution: **CDM & PHO, BALANGIR**
(HEALTH & F.W. DEPTT., GOVT. OF ODISHA)

SECTION-I DATE & TIME OF TENDER SUBMISSION & FINALISATION

RFP No. 393

Date: 06/03/2024

Sealed tenders are invited from registered Firms/Agencies/Private Organizations/Suppliers for **Printing and Supply of "Patient Card for PHCs & SCs"** of Balangir District under NCD Programme for the year 2023-24.

1	Period Availability of RFP Document	From: <u>Dt. 07/03/2024</u> to <u>Dt. 16/03/2024</u> (Downloadable from website: www.balangir.nic.in) <i>In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the above mentioned website before last date of submission of tender document and the tender inviting authority shall have no responsibility for any delay / omission on part of the bidder.</i>
2	Last date for submission of Tender & address	Date: - <u>16/03/2024</u> , Time: 5.00 PM Address: CDM & PHO, At/ Po/ Dist.: - Balangir, Pin-767001 (Through Speed Post / Registered post / Courier only)
3	Date, time and place of opening of Tender (Technical & Financial Bid)	Technical Bid (cover-A) Opening: Date: <u>18/03/2024</u> , Time-4.00 PM. Financial Bid (cover-B) Opening: Same Day <i>Place of Tender Opening: O/O CDM & PHO, Balangir (Bidders / authorised representative may remain present at the time of opening of tender)</i>


03/2024

SALE OF TENDER / BID DOCUMENT

The Bidders have to download the Tender Documents directly from the Website available at www.balangir.nic.in. The Tender cost fee of Rs.1000/-(One Thousand) Non-refundable by way of separate Demand Draft drawn in favour of “ZSS MISCELLANEOUS BALANGIR” payable at Balangir should be enclosed along-with the Technical Bid (Cover-A). The Bidders should specifically super scribe, “**Printing and Supply of “Patient Card for PHCs & SCs” of Balangir District under NCD Programme for the year 2023-24**” on the top left corner of the outer envelope containing Technical Bid (Cover-A) and Price Bid (Cover-B) separately. The Technical Bid (Cover-A) & Financial Bid (Cover-B) should be enclosed by an outer Cover. The Tender cost fee and the EMD amount should be submitted separately in shape of demand drafts in the technical bid. In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the website or Central Store, District Head Quarter Hospital, Balangir before last date of submission of tender document and the CDM & PHO, Balangir shall have no responsibility for any delay / omission on part of the bidder.

Tender Paper Cost:

Rs.1000
(Non-refundable)

***** The tender paper will be rejected if the bidder changes any clause or Annexure of the bid document downloaded from the website *****



SECTION-II

IMPORTANT INSTRUCTIONS TO BE NOTED CAREFULLY BY THE TENDERERS

1.	Mode of Procurement	Through Limited Tender Enquiry
2.	Purchaser	CDM & PHO, BALANGIR
3.	Consignee	NCD Cell, Public Health Wing under CDM & PHO, Balangir.
4.	Delivery Period	Within 30 days from issue of Purchase Order.
5.	Mode of Delivery	By Air / Road / Rail
6.	EMD	Rs.5,000/- (Rupees Five Thousand) only per tender. The Earnest Money Deposit should be in the shape of demand Draft/Banker's Cheque only in favour of "ZSS MISCELLANEOUS BALANGIR" drawn in any Nationalized / Scheduled Bank payable at BALANGIR. EMD exemption is not permitted except to local SSI units registered in Odisha only. The certificate of EMD exemption to be produced.



SECTION-III

TERMS AND CONDITIONS FOR PRINTING & SUPPLY OF PATIENT CARD FOR PHCs AND SCs OF BALANGIR DISTRICT UNDER NCD PROGRAMME FOR 2023-24

Sealed Tenders are invited from registered firms/ agencies having adequate experience in all types of printing i.e. poster, leaflet, flex, erection of hoardings & branding works. The firm/ agency should have valid Registration No, PAN No, GST registration no etc. as detailed mentioned in technical bid of Tender Form (part-1). Photo copy (self-attested) of all documents should be submitted along with bid documents.

1. Bid documents should reach in prescribed format to the office of “**Chief District Medical & Public Health Officer, Balangir, At /Po. Balangir, Dist-Balangir, PIN-767001**” only through Speed Post/Regd. Post/Courier on or before dt. 16/03/2024 till 5.00 P.M. The envelope must be super scribed by “**Tender documents for printing & supply of “PATIENT CARD” & Tender Reference No-_____**”. The tender shall be opened on dt. _____ at _____ AM/PM at O/O- CDM&PHO, Balangir in the presence of bidders or their authorized representative who may wish to be present.
2. Interested bidders can obtain detailed terms and conditions from the website for taking up this assignment. Bidders can download the tender documents from district website **www.balangir.nic.in**.
3. Bid will be submitted in two parts i.e. **Technical Bid (Cover – A)** and **Financial Bid (Cover – B)**. The bidders should give their technical and financial proposal separately in two envelopes and both should be put into third outer cover which should be super scribed as “**Tender documents for printing & supply of “PATIENT CARD” & Tender Reference No-_____**”.
4. The bidders qualified in technical bid only will be entitled to participate in financial bid.
5. Each page must be signed by the bidder with seal.
6. Bidders are liable to be black listed with forfeiture of EMD deposit if he/she fails to comply or makes deviation in quality of materials supplied, if so, observed by the competent authority.
7. Bids received with change in the formats published will be liable to be rejected. **If any bidder changes the format of either Technical Bid (Cover – A) or Financial Bid (Cover – B) then his bid will be out rightly rejected without any question.**
8. **Bidders have to quote single rate for a single item in financial bid. If any bid found with multiple rates for single item, then it will be out rightly rejected without any further arguments.**


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9. The bidders should have experience in printing work. Bidders will have to produce supporting for experience along with the Technical Bid.
10. Bidders will have to submit GST return of last quarter of F.Y 2023-24. (i.e. October'2023 to December'2023).
11. Bidder will have to submit Demand Draft of **Rs. 1,000/- (Rupees One thousand only)** in shape of DD/Banker's Cheque as tender paper cost (Non-refundable) in favour of **ZSS Miscellaneous Balangir** along with bid document.
12. Bid documents must be accompanied with EMD of **Rs.5,000/- (Rupees Five Thousand only)** in shape of DD/Banker's Cheque drawn on any Nationalized Bank in favour of **ZSS Miscellaneous Balangir** payable at **Balangir**. Bid documents without EMD will be summarily rejected. EMD of unsuccessful bidders will be returned without interest on finalization of tender. EMD of successful bidder will be retained as security Deposit & will be refunded without interest only after completion of 1 year from the date of finalization of tender. EMD submitted is liable to be forfeited if bidder violates or fails to comply with the terms and conditions of the tender.
13. Payment will be released to the agency through e-transfer / PFMS after successful completion of the work and submission of work completion certificate duly certified by the authority concerned along with photographs if required.
14. All documents submitted must be signed by the authorized signatory of the organization.
15. The supplier should not be blacklisted by any Govt. Agencies during the last 3 financial year. Affidavit in Non judicial Stamp paper with appropriate value (Rs.20/-) duly certified by Notary shall be produced along with the bid document.
16. Bidder will quote prices inclusive of all taxes & charges. The CDM & PHO, Balangir will have no liability regarding transportation, loading, unloading of materials and all the material ordered shall be delivered at the designated place in good condition and fixing the material at institution level as per order. The defective or damaged printed materials if any have to be replaced by the bidder.
17. If there is any contradiction between price quoted in figure and word, then price quoted in word shall prevail over price quoted in figure.
18. Conditional bids are liable to be rejected. Bids not as per required specifications will not be considered.
19. The CDM & PHO, Balangir will not pay any advance payment to the bidders. Bidders will have to carry out the entire job on its own and the amount will be paid only after satisfactory completion of the job and submission of bill in that regard.



20. Under no circumstance shall the bidders appoint any sub-contractor or sublease the contract. If it is found that the bidder has violated these conditions, the contract will be terminated forthwith without any notice and security deposited by the organization shall be forfeited.
21. The rate approved will be valid for one year from the date of finalization of tender. The successful bidder is required to provide materials as per requirements placed by any of the wings of CDM & PHO, Balangir during the valid period of tender.
22. During opening of tender only bidder himself or his authorized representative is allowed to remain present.
23. All information, documents and data coming in the possession of the bidder as a result of execution of the job, shall at all-time remain the property of the CDM & PHO, Balangir. The bidders 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. Bidders shall also ensure complete confidentiality of the information and data provided to it in the course of carrying out the job.
24. CDM & PHO, Balangir reserves the right to accept or reject all or any of the bid documents without assigning any reasons thereof.
25. All legal disputes are subject to the jurisdiction of Balangir Court only.



**Chief District Medical & Public Health Officer
Balangir**

**Format for Affidavit certifying that Entity / Promoter(s) /Director(s)/Partners of Entity are not blacklisted
(On a Stamp Paper of relevant value)
Affidavit**

I, M/s.(the name of the agency with address of the registered office) hereby certifies and confirm that we or any of our promoter(s) / Director(s) are not barred by Department of Health & FW, Govt. of Odisha / or any other entity of GoO or blacklisted by any State Government or Central Government / Department / Organization in India from participating in Tenders as on the (Date of Signing of this proposal).

We further confirm that we are aware that, our proposal for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period.

Dated this Day of, 2024

Authorized Signatory/Signature [In full and initials]:

Name and Title of Signatory:

(Organization Seal)



SECTION-IV
Technical Eligibility Criteria

SL No	Particulars	Page No	Remarks
1	Tender Paper Cost @Rs.1,000/-		
2	EMD @ Rs.5,000/-		
3	Valid PAN No.		
4	Valid GST Registration No.		
5	Firm/Organization Registration		
6	GST Return of last quarter of F.Y 2023-24 (October'2023 to December'2023)		
7	Experience in printing work		
8	Affidavit duly certified by Notary regarding Non black listing of the Agency/Firm.		
9	Original Tender Document (each page must be signed and numbered by the agency with seal)		

(Signature and seal of the authorized signatory)



SECTION-V
Technical Specification

Sl.No.	Name of the Item	Product Specification
1	Patient Card	Unit:- Booklet Size: 8.5 x 5.5 Inches size card. Cover pages - both front and back side multi color printing 2.20 GSM art paper Inner 12 nos pages - Single color printing in 70 GSM paper with complete binding.


01/2/2020

SECTION-VI

FINANCIAL BID

(to be furnished in Cover B-Finance Bid)

Sl. No.	Name of the Item	Rate Quoted in Rupees per Booklet (In Rs.)
1	Patient Card	

Signature of Bidder

(With Seal)

