

DIRECTORATE OF STATE INSTITUTE OF HEALTH & FAMILY WELFARE, ODISHA



Nayapalli, Bhubaneswar - 751 012

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Tender Reference No: SIHFW-OE-MISC-0003-2026/ 2354 Dated: 18/08/26

NOTICE INVITING TENDER (NIT)

Tender Call Notice for Empanelment of Agencies & Rate Contract for Supply of Sundry Printing Materials and Binding Services.

The Directorate of State Institute of Health and Family Welfare (SIH&FW), Odisha invites sealed tenders under a **Two-Bid System (Technical Bid and Financial Bid)** from reputed manufacturers, authorized dealers, and experienced service providers/suppliers for the empanelment of agencies and execution of an annual Rate Contract for the supply of **Sundry Printing Materials** and providing **Binding Services** to the Offset Printing Press (OPP), SIH&FW, Odisha. The empanelment and rates shall be fixed as per the specified prices, terms, and conditions incorporated in this tender document and subsequent agreement for the contract period.

SECTION I: DETAILED TENDER CALL NOTICE (DTCN)

1. Tender Overview

1.1 Estimated Annual Value (Sundry Items): ₹6,19,194/- (*Rupees Six Lakh Nineteen Thousand One Hundred Ninety-Four only*).

1.2 Estimated Annual Value (Binding Services): ₹11,00,000/- (*Rupees Eleven Lakh only*).

1.3 Total Estimated Value: ₹17,19,194/- (*Rupees Seventeen Lakh Nineteen Thousand One Hundred Ninety-Four only*).

1.4 Contract Period: 1 (One) Year from the date of final empanelment/signing of the Rate Contract (extendable up to a total of 3 years based on performance).

1.5 Tender Document Cost: ₹1,000/- (*Rupees One Thousand only*). Non-refundable.

1.6 Earnest Money Deposit (EMD): ₹85,000/- (*Rupees Eighty-Five Thousand only*).

2. Important Dates & Schedule

Activity	Date & Time
Date of Publication of Tender Notice	22/06/2026
Document Download Start Date	22/06/2026 at 10:00 AM
Last Date & Time for Submission of Bids	13/07/2026 up to 5:00 PM
Date of Opening of Technical Bids	Will be notified later on the official website

SECTION II: INSTRUCTIONS TO BIDDERS (ITB)

2.1 Eligibility Criteria

Bidders must fulfil the following minimal conditions to qualify technically (evaluated as on 01.04.2026):

2.1.1 Must be a registered entity (Proprietorship / Partnership / Company / Agency) with a valid GSTIN and PAN card.

2.1.2 Minimum two (2) years of experience in supplying offset printing consumables/materials as well as providing book/register binding services to Government Departments / PSUs / Autonomous Bodies.

2.1.3 The Agency's average annual financial turnover should be more than **₹10 Lakhs** during the last three financial years (2022-23, 2023-24, and 2024-25) as per **Annexure-VI** or in conformity with the requirement in the Annexure-VI

2.1.4 Must possess income tax returns (ITR) and audited/certified mandatory account details for the last three financial years.

2.1.5 The bidder must have their registered office / branch office / printing press in **Bhubaneswar or Cuttack** with valid proof (e.g., rental agreement, latest electricity/telephone bill, GST registration, or property tax receipt).

2.1.6 Must not have been blacklisted or debarred by the Government of Odisha or any other State/Central Government institution/PSU. A self-declaration must be submitted as per **Annexure-VII**.

2.2 Bid Submission Procedure

2.2.1 Bids shall be prepared under a **Two-Bid System** (Technical Bid & Financial Bid). All documents furnished must be duly signed and stamped by the proprietor or authorized representative.

2.2.2 Cover 1 (Technical Bid): The technical bid form prescribed at **Annexure-I** complete in all respects, including proof of submission of **Tender Document Cost** and **EMD**, must be sealed in an envelope superscribed: **“Technical Bid for empanelment under ‘Annual Rate Contract’ for various printing work, including designing, formatting, and printing with material for the period 2026-27.”**

2.2.3 Cover 2 (Financial Bid): The financial bid form prescribed at Annexure-II must be filled and sealed in a separate envelope superscribed: **“Financial Bid for empanelment under Annual Rate Contract including various materials, services etc. for the period 2026-27.”**

2.2.4 Outer Cover (Third Envelope): Both sealed envelopes (Cover 1 and Cover 2) must be enclosed together in a third large sealed envelope addressed to:

**The Director, State Institute of Health and Family Welfare, Odisha,
Unit-VIII, Nayapalli, Bhubaneswar, Odisha - 751012**

2.2.5: The outer sealed cover must be sent **exclusively via Speed Post**. Tenders received through any other mode (hand delivery, courier, email, etc.) shall be **summarily rejected**.

2.2.6 The final deadline for receipt of the complete technical and financial packet via Speed Post is **13/07/2026 by 05:00 PM**.

2.2.7 All corrigenda, amendments, time extensions, or clarifications shall be posted on the official Government website or office notice board. No separate individual communication will be issued.

2.3 Contents of Technical Bids (Part/Cover-I)

Bidders must include self-attested, stamped, and scanned copies of the following documents in Cover-I:

2.3.1 Demand Draft of ₹1,000/- towards non-refundable Tender Document Cost drawn in favour of "Director, SIH&FW, Odisha" payable at Bhubaneswar.

2.3.2 Demand Draft of ₹85,000/- towards EMD drawn in favour of "Director, SIH&FW, Odisha" payable at Bhubaneswar (or valid exemption certificate like MSME/NSIC).

2.3.3 Certificate of Registration/Incorporation of the agency.

2.3.4 Copy of PAN Card and valid GST Registration Certificate.

2.3.5 Turnover Certificate duly certified/audited by a Chartered Accountant (C.A. Firm) along with Balance Sheets/P&L accounts for FY 2022-23, 2023-24, and 2024-25.

2.3.6 Proof of local office/press infrastructure in Bhubaneswar/Cuttack (Rental agreement/Utility bill).

2.3.7 Bank details for NEFT/RTGS payments along with a **cancelled cheque** as per **Annexure-V**.

2.3.8 Proof of Experience: Copies of minimum two (2) distinct work orders from Central/State Govt. Departments/PSUs during FY 2023-24 and 2024-25.

2.3.9 Duly filled, signed, and stamped **Non-Disclosure Agreement (Annexure-IV)**.

2.3.10 Signed and stamped copy of the entire NIT/Tender document (as acceptance of terms) along with a **blank copy of the Financial Bid (Annexure-II)** with rates hidden.

2.3.11 Self-declaration affidavit confirming the agency is not blacklisted.

2.4 Contents of Financial Bid (Part/Cover-II)

2.4.1 Must contain price details filled explicitly as per the format in **Annexure-II**.

2.4.2 Prices offered for each item/service must be realistic, inclusive of required materials, manpower, packing, loading/unloading at both ends, and transportation to the SIH&FW Office/Press premises.

2.5 Bid Opening and Evaluation

2.5.1 The Technical Bid Committee/Purchase Committee will open Cover-I and verify the presence of Tender Cost, EMD, and mandatory compliances. Bids failing to meet

eligibility parameters or missing essential documents will be rejected, and their financial bids will remain unopened.

2.5.2 Cover-II (Financial Bids) of only the technically qualified bidders will be opened.

2.6 Clarification and Price Correction

2.6.1 During evaluation, the competent authority may seek written clarifications from bidders.

2.6.2 If there is a discrepancy between words and figures, the amount written in **words shall prevail**.

2.6.3 Evaluation will be done on an **item-by-item basis (individual line item L1)** inclusive of all costs and duties, as specified in the Schedule of Work.

2.6.4 The competent authority reserves the right to ask other technically qualified bidders to match the lowest discovered L1 unit rate for any item to ensure a robust, fair, and reliable empanelment of multiple vendors under the Rate Contract.

2.7 Earnest Money Deposit (EMD) Terms

2.7.1 EMD of unsuccessful bidders will be refunded without interest within 30 days of the final contract finalization.

2.7.2 EMD of successful bidders will be released upon submission of the **5% Performance Security**.

2.7.3 EMD will be forfeited if:

- a) A bidder withdraws/modifies their bid during the 90-day validity period.
- b) The successful bidder fails to sign the agreement as **per Annexure-III** or furnish Performance Security.
- c) The successful bidder backs out after accepting a counter-offer.

2.8 Validity of Bids and Contract

2.8.1 Bids shall remain valid for **90 days** from the technical bid opening date.

2.8.2 The initial Rate Contract will be valid for **one (1) year**. It may be extended further at the sole discretion of the competent authority, subject to satisfactory performance, up to a maximum total period of **three (3) years** (1 initial year + 2 extension years).

2.8.3 Poor performance or delay in supply may result in instant termination, forfeiture of Performance Security, and administrative action for blacklisting.

2.9 Right to Accept/Reject

The Director, SIH&FW, Odisha reserves the right to accept or reject any or all bids, or annul the entire process at any time before contract award without assigning any reason or incurring any liability to the affected bidders.

SECTION III: GENERAL CONDITIONS OF CONTRACT (GCC)

3.1 Scope of Work & Performance

The selected empanelled suppliers/service providers shall supply sundry items and execute register binding jobs at the finalized approved rates as per technical specifications. The annual requirements listed are purely tentative. Items will be ordered on a **piece-meal supply order basis** depending on active printing loads at the Offset Printing Press (OPP).

3.2 Performance Security

Within **seven (7) days** of receiving the Letter of Intent (LoI), successful L1/empanelled bidders must furnish a Performance Security equal to **5% of the estimated contract value** of their awarded line items in the form of a Bank Guarantee drawn in favour of "Director, State Institute of Health and Family Welfare, Odisha" payable at Bhubaneswar, valid for 14 months.

3.3 Delivery Schedule & Liquidated Damages (LD)

3.3.1 Delivery of sundry materials and collection/return of register binding works must be executed within **seven (7) days** from the issuance of each piece-meal work order.

3.3.2 Failure to deliver within the timeframe will attract an LD deduction of **0.5% per week** of delay on the specific ordered value, up to a maximum cap of **10%**. Continuous delay may result in order cancellation.

3.4 Payment Terms

3.4.1 100% payment will be processed on a bill-by-bill basis after full delivery, quality inspection, and verification/stock entry certificate issued by the Press Superintendent, OPP/competent authority of DSIH&FW, Odisha.

3.4.2 Payments will be disbursed exclusively via **online transfer (NEFT/RTGS)** to the verified bank account. No advance payments will be entertained.

3.4.3 Statutory deductions such as TDS (Income Tax) and TDS (GST) will be deducted at source from bills as per applicable laws.

SECTION IV:

BID EVALUATION METHODOLOGY

4.1 The financial evaluation is explicitly based on **individual line-item L1 discovery**, not on the cumulative bundle cost.

4.2 Bidders must quote competitive base unit rates exclusive of GST in the financial matrix.

4.3 The vendor quoting the lowest base rate per individual item will be declared the L1 vendor for that item. To achieve a comprehensive rate contract panel, other qualified vendors may be requested to match this L1 rate.



SECTION V:
TECHNICAL SPECIFICATIONS & SCHEDULE OF REQUIREMENTS

PART A: List of Sundry Items

Sl. No.	Particulars / Item Name	Approved Technical Specification / Packaging Unit	Tentative Requirement
1	Speed set Ink (Four colour)	Rate for 4 kg set (Yellow, Magenta, Cyan, Black - 1kg each) (United/Coates/Micro)	20 kg (5 sets)
2	Quick set Ink (Four colour)	Rate for 4 kg set (Yellow, Magenta, Cyan, Black - 1kg each) (United/Coates/Micro)	20 kg (5 sets)
3	Black Ink (Offset)	Per Bucket (20 kg) (Coates/Micro)	1 Bucket
4	Ultra fount	A jar of 5 lits. (Rate per litre)	20 lit.
5	Viscovita sponge	Per dozen	1 dozen
6	Tack Reducer	Per kg	5 kg
7	Blanket saver	Per litre	1 litre
8	Econo wash	Per litre	20 lits.
9	Plate cleaner (G.P)	Per litre	5 lits.
10	Viostar Delete	1 bottle (100 gm)	5 bottles
11	Unifin (Gum)	A jar of 5 litre (Rate per litre)	5 litre
12	Plastic thread bundle for binding	Per kg	5 kg
13	Under Blanket	Per Piece (Size: 780 mm × 940 mm × 1.5 mm)	2 pc.
14	HMT Machine Blanket	Per Piece (Size: 840 mm × 940 mm × 1.9 mm)	1 pc.
15	Blanket Reviver	Per litre	5 lits.
16	Glaze Clean Aqua	Per tube (250 gm)	5 tube
17	Deep Clean Shampoo	Per litre	5 litre
18	Phosphoric Acid	Per litre	1 litre
19	Blanket for new colour M/C	Per piece (Size: 688 mm × 770 mm with fixing of clamp)	1 piece
20	W.D 40	Per Bottle of 400 M.L	2 Bottle

Sl. No.	Particulars / Item Name	Approved Technical Specification / Packaging Unit	Tentative Requirement
21	Thinner	Per Bottle of 1 litre	5 lit.
22	HMT Washing Blade	Per piece	1 piece
23	Metkleen	1 Bottle of 1 litre	5 lit.
24	Akron Gold	Fountain solution concentrated (Per jar of 5 litre)	5 lit.
25	Mobil	Per litre	1 barrel
26	Transformer Oil	Per litre	2 litre
27	Grease (Liquid grease)	Per litre	2 litre
28	Damper Hose size 190 mm	Per metre	10 metre
29	Cutting machine Knife	Size: 52" × 5" × 10 mm (Sealed)	1 no.
30	Plastic mister for 42" cutting m/c	Per piece rate	5 pc.
31	CTP Plate making for HMT M/c	Size: 930 mm × 770 mm (1 Colour Set). i) Short Run (Per set) ii) Long Run (Per set)	50 nos. 50 nos.
32	CTP Plate making for New M/c	Per 4 colour set (Size: 605 mm × 750 mm)	100 pieces
33	Gum for perfect Binding	Per kg	1 kg
34	Fevicol	Per kg	1 kg
35	Knife sharpening size 42" M/c	Per piece	1 pc.
36	Old cloth	Per piece	100 pieces
37	Old chem.	Per piece	2 piece
38	Anty setoff powder	Per kg	5 kg
39	Alcozap	Per litre	20 lit.

PART B: Register Binding Services

Sl. No.	Type of Service / Specification	Technical Specification Criteria	Tentative Requirement
1	Register Binding (Type I)	Double Crown (D/C) size, up to 200 pages, having 70 GSM Maplitho paper with board binding & marble pasting (Per Register).	5,500 Registers
2	Register Binding (Type II)	Demy Half (D/D) size, up to 200 pages, having 80 GSM Maplitho paper with marble pasting and board binding (Per Register).	200 Registers

SECTION VI: STANDARD BID FORMS & ANNEXURES

ANNEXURE I:



TECHNICAL BID APPLICATION FORM

(To be submitted on the official letterhead of the bidding organization)

To,

**The Director,
State Institute of Health and Family Welfare, Odisha
Unit-VIII, Nayapalli, Bhubaneswar - 751012**

Sub:

Submission of Technical Bid for Empanelment of Agencies & Rate-Contract for Supply of Sundry Printing Materials and Binding Services (Tender Ref No: _____).

Sir,

Having examined the complete tender document including all sections, terms, and conditions, I/We, the undersigned, hereby express our interest and submit our Technical Bid profile as per the requirements of the Directorate:

Sl. No.	Particulars	Profile Entry Details (To be filled by Bidder)
1	Name of the Bidding Firm/Agency	
2	Constitution Status (Proprietorship / Partnership / Company)	
3	Registered Office & Printing Press Address (Bhubaneswar/Cuttack)	
4	Name & Designation of Authorized Signatory	
5	Contact Details	Phone: Email:
6	PAN Card Number (Attach Copy)	
7	GSTIN Registration Number (Attach Copy)	
8	Tender Document Cost Details	DD No: Date: Bank:
9	Earnest Money Deposit (EMD) Details	DD No: Date: Bank:
10	MSME / OSME Registration Number (If claiming)	Udyam No:

Sl. No.	Particulars	Profile Entry Details (To be filled by Bidder)
	<i>exemption)</i>	

I/We certify that all information submitted herewith is true to the best of my/our knowledge. I/We understand that any concealment of facts will lead to immediate disqualification.

Date: _____

Signature & Seal of Authorized Signatory

Place: _____

**ANNEXURE II:
MODEL FINANCIAL BID FORMAT**



(Bidders must fill rates for target items in this format and submit in Cover-II. Strictly leave blank in the technical bid packet.)

Sl. No.	Item Description	Packing Unit	Basic Quoted Rate Per Unit (Excl. GST) (INR)	Applicable GST (%)	Total Unit Price (Incl. GST) (INR)
1	Speed set Ink (Four colour)	Per 4 kg set			
2	Quick set Ink (Four colour)	Per 4 kg set			
3	Black Ink (Offset)	Per Bucket (20 kg)			
4	Ultra fount	Per Litre			
5	Viscovita sponge	Per Dozen			
...	(Insert line items 6 to 38 as per Section V)				
39	Alcozap	Per Litre			
40	Register Binding (Type I - D/C Size)	Per Register			
41	Register Binding (Type II - D/D Size)	Per Register			

Note: Line-item L1 evaluation shall be determined based on the **Basic Quoted Rate Per Unit (Excl. GST)**.

Signature & Seal of the Bidder:

Date: _____

ANNEXURE III:



MODEL AGREEMENT FRAMEWORK

(To be executed on a ₹100/- Non-Judicial Stamp Paper by the successful L1 bidder upon final empanelment)

This Agreement is entered into on this ____ day of _____ 2026 between the **Director, State Institute of Health and Family Welfare, Odisha** (hereinafter called "the Purchaser") of the First Part, and M/s _____ having its registered office at _____ (hereinafter called "the Supplier") of the Second Part.

1. This Agreement, along with the Detailed Tender Call Notice (DTCN) Ref No: _____, the General Conditions of Contract, the technical specifications, and the Supplier's financial bid submission shall constitute the core components of the Annual Rate Contract.
2. The Supplier agrees to supply the approved items and execute services detailed in the attached schedule at the fixed accepted rates on an as-needed, piece-meal basis for exactly one year from the date of execution.
3. Rates quoted by the empanelled agencies shall remain fixed and firm for the entire duration of the Rate Contract. No escalation of rates will be entertained. All payments for materials ordered and successfully verified by the Press Superintendent will be processed out of available balances under the Society Funds.
4. Items/services will be procured on a piece-meal basis as and when required by the Press Superintendent, OPP / Director SIH&FW, Odisha against formal printing orders. Delivery must be finalized within seven (7) days of order issue, failing which Liquidated Damages at 0.5% per week up to a maximum of 10% shall apply.

(Below is attached the scheduled price list of approved items as per Section V)

For and on behalf of the Supplier:
Odisha:

For and on behalf of Director, SIH&FW,

Signature: _____

Signature: _____

Name: _____

Name: _____

Seal:

Seal:

ANNEXURE IV:
NON-DISCLOSURE AGREEMENT
(To be executed on Bidder's Letterhead)

We, _____, hereby declare that in the premier capacity of empanelled printer/supplier for the Offset Printing Press, SIH&FW, Odisha, we shall maintain strict confidentiality regarding all institutional data, printing layouts, soft copies, data registers, manuscripts, or official records shared with us for execution of works. No data, design, or layout shall be shared, copied, or moved out of our premises or handed over to any unauthorized third party. Any breach shall invite immediate contract cancellation, performance forfeiture, and prosecution under information security laws.

Signature & Seal of the Bidder: _____



**ANNEXURE V:
BANK DETAILS MANDATE FOR RTGS/NEFT**

Mandate Element	Bidder Profile Entry Details
Name of the Beneficiary Firm / Agency	
Bank Name	
Branch Address & Code	
Account Type (Current / Cash Credit)	
Account Number	
IFSC Code (11 Digits)	
MICR Code	

(Attach a copy of a cancelled bank cheque here)

Signature & Seal of the Bidder:



ANNEXURE VI:

FINANCIAL TURNOVER & EXPERIENCE CERTIFICATE

(To be filled and certified by a registered Chartered Accountant)

This is to certify that the books of accounts and audited financial statements of M/s _____ having their registered office at _____ show that their annual turnover during the preceding three financial years stands as under:

Financial Year	Annual Turnover (INR)	Net Worth (INR)	ITR Filed Status (Yes / No)
2022-23	₹	₹	
2023-24	₹	₹	
2024-25	₹	₹	
Average	₹		

It is further certified that the firm possesses more than **two (2) years of experience** in supplying printing consumables/executing binding works to state/central public bodies as on 01.04.2026.

For and on behalf of C.A. Firm:

Name of the Auditor: _____

Membership Number: _____

UDIN: _____

Date: _____

Signature & Seal of CA

ANNEXURE VII:

AFFIDAVIT FOR GENUINENESS OF DOCUMENTS & NON-BLACKLISTING

(To be submitted on the Bidder's Official Letterhead)

I, Sri/Smt. _____, Aged about _____ years, S/o / W/o
_____, residing _____ at
_____, do hereby submit that:

1. I am the Proprietor / Managing Partner / Authorized Director of M/s _____ and I am fully competent to depose and execute this affidavit on behalf of the bidding firm.
2. All documents, certificates, turnover statements, and credentials uploaded/submitted physically along with this Technical Bid (Cover-I) are authentic, genuine, and true copies of original records.
3. Our firm has **not been blacklisted, debarred, or suspended** by the Government of Odisha, any other State/Central Government Department, Autonomous bodies, or Public Sector Undertakings (PSUs) as on the date of this tender submission.
4. If any suppression, falsification, or misrepresentation of information is detected at any stage of the bidding process or during the operational phase of the contract, the Directorate of SIH&FW, Odisha shall have the absolute right to reject our bid, cancel the contract, forfeit the EMD/Performance Security, and initiate criminal prosecution against us without any liability or compensation.
- 5.

Seal & Signature of the Bidder

Date:

