

ODISHA STATE BOARD OF PHARMACY
(GOVT. OF ODISHA)
P.O. : MANCHESWAR RAILWAY COLONY, BHUBANESWAR – 751 017.
E.mail : osbp1986@gmail.com, ☎ 0674 - 2300456

Letter No. :4604/OSBP

Date : 09.12.2022

SCOPE OF WORK :

OSBP, Odisha, Bhubaneswar invites sealed quotation for composing, proof reading & printing of Certificates, Mark-sheets & Migration Certificates for Diploma in Pharmacy course in OSBP, Odisha.

Critical Information

Bidder are advised to study the quotation document carefully before submitting their techno- commercial proposals in response to the quotation notice.

Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

1. Critical Information regarding the Bidding.

S. N	Information	Details
1.	Quotation Number and Date	No. 4604, dtd. 09.12.2022
2.	Quotation Document Fee (non- refundable)	INR 5,000 (Rupees Five Thousand only) Payable along with the bid document submission in shape of Bank Draft (Only) in favour of “ Member Secretary, Odisha State Board of Pharmacy ” payable at Bhubaneswar. NOT APPLICABLE TO MSE / MSME.
3.	EMD (refundable)	INR(50,000 (Rupees Fifty thousands only) Payable along with the bid document submission in shape of Bank Draft or Bank Guarantee (valid of 180 days) in favour of “ Member Secretary, Odisha State Board of Pharmacy ” payable at Bhubaneswar.
4.	Availability of Bid Document in the website	12.12.2022
5.	Last date and time for submission of Bid	19.12.2022, 05:00 PM
6.	Opening of Pre-Qualification-cum-Technical Bids	20.12.2022, 03:00 PM
7.	Addressee and Address at which proposal in response to quotation notice is to be submitted:	Odisha State Board of Pharmacy, Directorate of Drugs Control Building, New Nandankanan Road, Near Sainik School, Po: Mancheswar Railway Colony, Bhubaneswar, Odisha – 751 017.
8.	Opening of Price Bid	Will be intimated later

TERMS AND CONDITIONS:

1. Submission of Quotation:

The bid document will be available on the website <http://www.dmetodisha.gov.in> on 12.12.2022. The prospective bidder may download the complete sets of the quotation documents directly from the official website available at <http://www.dmetodisha.gov.in> and submit the same to Odisha State Board of Pharmacy, Bhubaneswar along with the cost of the quotation paper of Rs. 5000.00 (Rupees Five Thousand) only in the shape of Demand Draft (Non refundable) drawn from any Nationalized bank in favour of “**Member Secretary, Odisha State Board of Pharmacy**” payable at **Bhubaneswar**. The cost of the quotation paper & EMD should be submitted separately in two separate Demand Drafts. In case of any quotation amendment and clarification if any, responsibility lies with the bidder to collect the update information from the website or the office notice board submitting the quotation document.

2. Instruction to the bidder :

The bidder shall furnish a document fee **of Rs. 5000.00 (Rupees Five Thousand)** only in the shape of bank draft in favour of “**Member Secretary, Odisha State Board of Pharmacy**” payable at **Bhubaneswar**. The above quotation security will be forfeited if a bidder.

i.withdraws its quotation during the period of validity of quotation or
(ii) fails to perform the contractual obligations as per the purchase order. The EMD of the non responsive/unsuccessful bidder will be returned after finalization of the quotation.

3. Each bidder shall submit only one quotation. The Joint venture or consortium or subcontracting is not allowed for the scope of work mentioned in the quotation. Alternative offer without separate quotation security will be rejected.

- There are two parts of the quotation namely, Technical bid and Price bid. The bidder is required to fill out all the parts of quotation documents and place them in separate sealed envelopes which should be super scribed as (a) Technical Bid- QUOTATION NO. 4604 Dated 09-12-2022& (b) "Price Bid-QUOTATION NO. 4604 Dated 09-12-2022
- These envelopes should be placed in another sealed envelope and addressed to **Odisha State Board of Pharmacy, Directorate of Drugs Control Building, New Nandankanan Road, Near Sainik School, Po : Mancheswar Railway Colony, Bhubaneswar, Odisha – 751 017**. The envelope must show the name of the bidder, address and should be super scribed as “**Printing of Certificate, Mark-sheet & Migration Certificate** ” for Diploma in Pharmacy courses in OSBP, Odisha.

The Interested bidder may submit their sealed quotation super-scribing “**Quotation for Printing of Certificates, Migration Certificates & Mark-sheets**” to the undersigned through speed post / Registered Post / courier only which should reach on or before **5.00 P.M** of **19.12.2022** positively. The undersigned reserves the right to reject any or all the quotations without assigning any reason thereof.

- Quotation No.4604 Dated 09-12-2022, on the top of the envelope. In addition, outer envelope should indicate the opening date.

- A non-refundable demand draft of Rs. 5000/- (Rupees Five Thousand) only favour of **Member Secretary, Odisha State Board of Pharmacy** payable at **Bhubaneswar** is to be submitted along with the Technical bid towards the cost of the quotation document. Besides, the EMD must be enclosed along with the Technical Bid document. Technical bid document not accompanying the requisite quotation document fee and EMD shall be considered as non-compliant, summarily rejected and will not be considered for further evaluation.
- The sealed quotations will be opened at OSBP, Odisha Bhubaneswar as per the schedule mentioned above in presence of the bidders or their authorized representatives (Annexure – VI) as may desire to be present.
- Technically qualified bidders will be considered as successful bidders for price bid opening.
- Bids shall be fully in accordance with the requirements of the general terms and conditions and the specifications attached hereto. Incomplete, illegible, unsealed and without signature tenders will be rejected.
- All offers should be made in English and clearly type written.
- The bidder must submit all documents as asked in Annexure section.
- The bidders should furnish the following information and documents with the **Technical Bid and Price Bid**.

Technical Bid:

- a. Copy of the Registration certificate of the firm with organization profile;
- b. Bidder should give an undertaking that they are not under a declaration of ineligibility for corrupt and fraudulent practices issued by Govt. of India or any state Government or any PSU;
- c. Self declaration that the bidder hasn't been black listed by any Govt. /PSU agencies;
- d. Authorized signatory for the bid from the bidder;
- e. Signed copy of the quotation document as an acceptance to the terms and conditions of the quotation;
- f. Service Tax Registration Certificate and PAN No. allotted by Income Tax Department with up-to-date IT and GST Registration with up-to-date clearance;
- g. Similar past project experience and proofs;
- h. Quotation document fee as a non-refundable;
- i. EMD as mentioned in critical information.

Price Bid:

- a. The quotation shall be submitted in the schedule of requirement as per **Annexure – I & II** and all other documents as per the terms & conditions of the quotation.
- b. The quotation shall be for the full quantities of all items as described in schedule of requirement and technical specification as specified in **Annexure-I**. The format of price bid is specified in **Annexure-II**, which should be used at the time of submission of quotation.

- c. The quotation price shall include the data entry, proof reading, printing, transportation and delivery at the office of the Odisha State Board of Pharmacy, Bhubaneswar including other ancillary cost involved during course of printing, O.S.B.P. will provide only soft copy of sample certificate and particulars.
- d. Sales Tax//GST and any other local taxes should be clearly mentioned separately in terms of percentage and amount in the price bid.

The bidder shall submit the Price Bid submission letter, as given in the Annexure – II ;

- e. The rates quoted by the bidder, shall be inclusive of all Taxes as applicable in Odisha, as given in the AnnexureII;
- f. Price bid should be unconditional and it should be as per the specified format.

Bid Security (EMD):

- g. EMD of Rs. 50,000/- (Rupees Fifty Thousands only) shall be furnished along with the bid as bid security.
- d. The bid security shall be only in the form of Bank Guarantee or Demand Draft drawn in favour of **Member Secretary, Odisha State Board of Pharmacy** payable at **Bhubaneswar** drawn in any Scheduled Bank.
- The demand draft or Bank Guarantee shall be submitted along with Technical bid. Bids submitted without bid security shall be rejected.
 - The bid security shall be forfeited if a bidder withdraws its bid during the period of bid validity.
 - In case of a successful bidder the bid security may be forfeited if the bidder fails to accept the Work Order or fails to furnish performance security after accepting the Work/ Purchase Order. This shall form a part of the quotation.
 - Submitted quotations with overwritten or erased or illegible rate or rates not shown in figures and words in English will be liable for rejection. In case of discrepancy between words and figures noted against the item of the tender and between unit rates and the total amount, the decision of the competent authority accepting the tender will be final and binding on the bidders. Corrections in the tender, if unavoidable, should be made by rewriting with date and initial of the bidder after scoring out of the wrong entries.
 - Request from the bidders in respect of additions, alterations, modifications, corrections etc. of either terms or conditions or rates after opening of the tender may not be considered.
 - Clarifications & Amendment

- a. At any time till 4 days before the deadline for submission of bids OSBP Bhubaneswar may, for any reason, whether on its own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding document by amendment.
- b. All amendments made in the document would be published in the web site.
- c. Bidders are also advised to visit the aforementioned website on a regular basis for updates. OSBP Bhubaneswar also reserves the right to amend the dates mentioned in cover page for the bid process.

4. Sample of paper duly stamped and signed by the bidder shall be submitted alongwith quotation. The thickness of same paper (GSM) should be accompanied by an EPM/appropriate body of state Govt. testing report. The testing report of the printed certificate will be taken in to account for the paper thickness (GSM).

5. The quotation shall remain valid for a period **three years** from the date of opening of the quotation or before finalization of the next year quotation whichever is earlier. The documents of quotation are not transferable.

6.
 - a) Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation and to cancel the quotation process and reject all quotations at any time prior to the issue of Purchase Order.
 - b) **O.S.B.P.** reserves the right of placement of printing order in phase wise.

7. The selected firm shall deposit 10 nos. of printed certificate for necessary testing by EPM. The testing charges will be borne by the firm, which will be deducted from the payment due of the firm.

8. Before printing, the firm should submit proof copy for necessary verification. The cost for wrong printing will not be borne by O.S.B.P.

9. The process of submitting the proof copy for finalisation should be completed within one week of receiving the work order.

10. The delivery should be completed within 15 days from the date of receipt of the final proof for printing.

11. Any delay by the supplier in the proof finalization and thereby delivery of the items shall render the supplier liable to be charged with 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.

12. The payment will be made after delivery of printed materials along with the soft copy in a rewritable good quality C.D 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 within the specified time period as decided by O.S.B.P. The reprint charges will not be borne by O.S.B.P.

13. The quotations are liable to be rejected if any of the above conditions is not complied with.

14. All matter relating to printing and supply of certificates will be treated as confidential and no document will be disclosed or handed over to any person other than authorized officers of O.S.B.P.

15. Documents to be submitted:

- a. Quotation paper cost.
- b. Required quotation security (EMD) / Self attested copy of valid registration certificate from appropriate Govt. authority or as the case may be.
- c. Price sheet as per prescribed format.
- d. Self attested copy of uptodate GST registration certificate & PAN card.
- e. Self attested copy of last three Assessment years (2018-19, 2019-20 & 2020-21) income tax return.
- f. Signed & stamped sample paper.
- g. Copy of the order executed during the last three years as past performance as per the format specified in **Annexure-III**.
- h. Undertaking that the firm has not been blacklisted by any Govt. / semi Govt. organization/Institution as per Annexure - IV.

16. EMD :

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 be debarred from participating in Quotation/Tender process of O.S.B.P. for three years.

17. Issue of Printing Order.

The Printing Order will be given to the selected bidder(s) whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price for the item. The terms of the accepted offer shall be incorporated in the printing order. The lowest responsive price shall be taken into consideration.

18. Though the quantity to be procured is approximately twelve thousands (Mark Sheet-4000 Nos., Certificate – 4000 Nos. & Migration Certificates – 4000 Nos.) but printing order will be given in phase wise as per requirement.

19. The quotation documents should be numbered and arranged as per the checklist specified at **Annexure-V**.

20. If the firm fails to execute the order, the EMD as the case may be will be forfeited and the firm will be blacklisted.

21. Any legal dispute arising out of this process will be subjected to Bhubaneswar jurisdiction only.

22. Bidders are required to be present in person or through one of their representatives during the opening of quotation at 3 PM on **20.12.2022**.

**Member Secretary,
O.S.B.P., Bhubaneswar.**

ODISHA STATE BOARD OF PHARMACY

(GOVT. OF ODISHA)

P.O. : MANCHESWAR RAILWAY COLONY, BHUBANESWAR – 751 017.

E.mail : osbp1986@gmail.com, ☎ 0674 - 2300456

Letter No. :/OSBP

Date :

.....

Annexure-I

Technical specification & requirements of Printing Certificates, Mark sheets & Migration Certificates (Language : English)

Sl. No.	Particulars	Qty/ Annum (approx)	Brief Specifications.
01	Certificate	4000 (Approx)	Multi-coloured Size: A4 GSM -200
02	Mark sheet	4000 (Approx)	Multi-coloured Size: A4 GSM - 150
03	Migration Certificate	4000 (Approx)	Black & White Size: A5 GSM - 150

SECURITY FEATURES :

(CERTIFICATES / MARKSHEETS / MIGRATION CERTIFICATES)

1. Tear & water resistant paper with QR Code.
2. Border – Secured border with spelling mistake, blind embossing, ghost image, micro line & gold foil.
3. Logo of OSBP as watermark.
4. Copy/void features, invisible logo, invisible photo & fluorescent heading.
5. In case the original certificate is lost, the copy of the certificate should be printed with the print of “**duplicate copy**” on the top-up of the certificate.
6. There should be provision for automatic printing of “photo copy”, when somebody takes a xerox of the original mark sheets & certificates.

**Member Secretary,
O.S.B.P.,Bhubaneswar.**

Annexure-II
Format of Price Bid

- 1. Sl.No.**
- 2. Name of the Items Qty.**
- 3. Unit Price (Rs.)**
- 4. Total Price (Rs.)**
- 5. Taxes if any :**
6. Gross Total (Rs.)
In words: (Excluding taxes)

Date: Signature of the Bidder

Place: Name & Business Address:

Annexure-III

Format for submission of past performance

Sl.No.	Year Date	Order	No. Order value	Name of the Organization.
01	2018-19			
02	2019-20			
03	2020-21			
	Total			

Date:
Place:

Name and Address of the Firm. Signature of the
bidder

ANNEXURE – IV

(To be submitted in *Technical Quotation*) UNDERTAKING / DECLARATION FORM

I/Wehaving
my/our.....office
at.....do declare that I / We have carefully read all the
terms & conditions of quotation of the , Odisha for the printing of Certificate & Mark
List. The approved rate will remain valid for a period of one year from the date of approval. I
will maintain confidentiality & abide by the **terms & conditions** set forth in the Quotation
.No documents or information shall be supplied or handed over to any person other than
authorised officers of O.S.B.P.

**Further, 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 for supply of Not of Standard Quality items / non-supply.** I/We agree
that the authority of O.S.B.P. 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 as well as not
performing the work as per Quotation terms & conditions of quotation.

I/We.....do hereby
declare that I / we will supply
the.....as per the terms, conditions &
specifications of the quotation document.

Date : Signature of the Bidder with Seal

Name & Address of the Firm:

Annexure – V

CHECK LIST

<u>Name of Document Submitted</u>	<u>(Yes / No)</u>	<u>Page No</u>
1. Earnest Money Deposit (EMD) :		
2. Quotation Cost :		
3. Self attested Copy of CPO, NSIC certificate or Certificate issued by any competent authority:		
4. Self Attested copy of up-to-date GST Clearance Certificate :		
5. Self attested copy of last 3 year Income Tax return :		
6. Price sheet as per price format :		
7. Sealed & Signed Sample Paper :		
8. Proof copy of past performance if any :		
9. Undertaking as per Annexure - IV :		
10. Photo copy of PAN:		

Seal with signature of the Bidder.

Annexure – VI
Representative Authorization Letter

Date : Ref/Quotation: _

To

Member Secretary,
Odisha State Board of Pharmacy,
Bhubaneswar-751017, Odisha

Ms. /Mr. _____ is hereby authorised to sign relevant documents on behalf of the company in dealing with invitation reference No. _____, date : _____. S/He is also authorised to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application.

Thanking you,

Authorised Signatory

Representative Signature

Signature attested

Company Seal