

Tender Call Notice

for

**Printing & Supply of Poly- Pouch Packaging
Materials (Food Grade)
for rural products produced by the
Women SHGs of
Mission Shakti**



SIRD Campus, Unit – 8, Bhubaneswar, Pin - 751012
Phone No. [0674] 2565871, Fax- 2565872, www.ormas.org

**TENDER CALL NOTICE FOR PRINTING AND SUPPLY OF PLASTIC-POLY PACK MATERIALS
(FOOD GRADE) TO ORMAS**

**(Tender Document)
BIDDER DATA SHEET**

Sl. No.	Particular	Details
1.	Name of the ORMAS	Chief Executive Officer, ORMAS, Panchayati Raj & Drinking Water Department, Government of Odisha
2.	Method of Evaluation	Least Cost Based Selection (LCBS)
3.	Joint Venture/Consortium	Not Allowed
4.	Date of Issue of Tender	17.10.2019
5.	Date of Pre-bid Meeting	24.10.2019 at 4:00 PM
6.	Last Date and Time for submission of Tender	06.11.2019 at 5.00 PM
7.	Two Bid System	
a.	Date & Time for Opening of the Technical Bid	07.11.2019 at 11.00 AM
b.	Date & Time for Opening of the Financial Bid	08.11.2019 at 11.00 AM
8.	Bid Processing Fee (Non-Refundable)	1,000/-INR + GST-12 % = Rs. 1,120/- in shape of Banker's Cheque / Demand Draft in favour of "ORMAS" drawn in any scheduled commercial bank payable at Bhubaneswar
10.	Earnest Money Deposit (EMD) (Refundable)	25,000/ - INR in shape of Banker's Cheque / Demand Draft in favour of "ORMAS" drawn in any scheduled commercial bank payable at Bhubaneswar
11.	Address for Submission of Proposal	The CEO, ORMAS, SIRD Campus, Unit-8, Bhubaneswar, PIN-751012, Odisha Mode of Submission: Speed Post / Registered Post / Courier to ORMAS office only to the address as specified above during the office hour only. Submission of bid through other mode and late bid will be out rightly rejected.
12.	Place of Opening of the Tender:	Conference Hall of ORMAS, SIRD Campus, Unit-8, Bhubaneswar
13.	Supply of Materials	Within 15 (fifteen) days of placement of orders

For details, please visit: www.ormas.org/

A. Introduction

Mission Shakti creates the primary beneficiaries: SHGs, which create a bridge with the community, participating in micro economic activities and consumers. On the other hand ORMAS creates models of marketing linkages that plays a major role in reorganizing markets (Rural & Ethnic Products) and increasing the efficiency of a rural product generation system. Because of these market linkages, rural producers used to reap the benefits and get a remunerative price for their products. Nonetheless, it creates new stakeholders for the industry sector.

B. Objective:

The ORMAS invites tender on behalf of the Directorate of Mission Shakti from poly printing firms / Packaging Development Institute / Agency to design, print & supply poly packaging material (Food Grade Poly Pouch) for package of food & nonfood grade consumer products produced by the SHGs/PGs facilitated by Mission Shakti.

C. Availability of Tender Document:

The Tenders Inviting Notice along with other relevant documents will be uploaded on the website of ORMAS (www.ormas.org). The interested parties can download the documents from the website of ORMAS.

D. Description of works on Printing and Supply of Poly-Pouch Packaging Materials (food grade) produced by Women SHGs/PGs facilitated by Mission Shakti.

The design of the poly pouch will be provided by ORMAS in consultation with Directorate of Mission Shakti.

The details technical specification is given below: -

Sl	Category	Type of Packaging	Unit	Size (in MM)	Structure (In Micron/ Thickness)	Minimum expected quantity (in Kg)
1	Uniform Packaging	Poly Pouch	250 Gm	270 x 240	Pet 12 Mic + Natural Poly 40 Micron	200 kg
2		Poly Pouch	500 Gm	360 x 245	Pet 12 Mic + Natural Poly 40 Micron	250 kg
3		Poly Pouch	1 Kg	425 x 295	Pet 12 Mic + Natural Poly 50 Micron	250 kg

E. Specification of the poly-plastic materials (for manual and automatic sealing)

1. Laminated pouch with center sealing.
2. Specification of lamination film pouches as described above in description of work.
3. The poly pouch has to be made from virgin PE plastic granules and the manufacturer should be able to give food grade certificate for the laminate film.
4. The lamination should be done with solvent less adhesives confirming to food grade.
5. Poly film thickness variation should be within $\pm 5\%$ used in the lamination film.

F. Bid Price

1. The Quotation shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re-writing.
2. All duties, taxes and other levies payable by the Agency under the quotation shall be included in the total price. The price shall be inclusive of transportation and delivery cost. Delivery shall be made at the Directorate of Mission Shakti, Mission Shakti Bhawan, Pokhariput, Bhubaneswar – 751030 within 30 days from the date of receipt of the order.
3. The rates quoted by the Agency shall be fixed for the duration of the contract and shall not be subjected to adjustment on any account.
4. The Prices should be quoted in Indian Rupees only.

G. Bid Validity: Bid validity period is 90 days from the bid due date i.e. last date of submission of tender.

H. Pre Bid Meeting:

A Pre-Bid meeting will be organized by ORMAS & Mission Shakti to address the queries relating to the overall selection process and scope of the work. The **Pre-Bid meeting will be held on Dt. 24.10.2019 at 04:00 P.M.** at ORMAS Conference Hall, SIRD Campus, Unit-8, Bhubaneswar. The ORMAS will address the queries submitted by the bidders. Representatives (Maximum 2 members from each bidder) with due authorization letter are allowed to attend the meeting.

I. Submission of Tender:

Bidder must submit their proposals through **Registered Post / Speed Post / Courier** only to the specified address on or before 06.11.2019 at 5 PM. The ORMAS will not be responsible for postal delay / any consequence in receiving of the proposal. Any Proposal received after the deadline will be out rightly rejected.

The procedure for submission of the proposal is described below:

- i) **Technical Proposal:** The envelope containing technical proposal shall be sealed and superscripted as **"Technical Proposal – Selection of Firms/Agency for Designing, Printing and Supply of Poly-Pouch Packaging Materials (food grade) produced by Women SHGs/PGs facilitated by Mission Shakti"** and furnished inside one envelope. The technical proposal form should be submitted in the **Format – A**.
- ii) **Financial Proposal:** The envelope containing financial proposal shall be sealed and superscripted as **"Financial Proposal – Selection of Firms/Agency for Designing, Printing and Supply of Poly-Pouch Packaging Materials (Food Grade) produced by Women SHGs/PGs facilitated by Mission Shakti"**. The duly filled-in financial proposal submission forms should contain the detailed price offer for the proposed assignment and have to be furnished as per the prescribed format.
- iii) **Tender:** The **"Technical Proposal"** and **"Financial Proposal"** must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the Tender Document. The first envelope must be marked as **"TECHNICAL PROPOSAL (NAME OF THE ASSIGNMENT)"**. **The second envelope must be marked as "FINANCIAL PROPOSAL (NAME OF THE ASSIGNMENT)"** All two above envelopes have to be sealed and placed inside a main envelope with proper labeling of following information in bold:

NAME OF THE ASSIGNMENT: Selection of Firms/Agency for Designing, Printing and Supply of Poly-Pouch Packaging Materials (food grade) produced by Women SHGs/PGs facilitated by Mission Shakti

REF NUMBER AND DATE:

DEADLINE FOR SUBMISSION OF BID:

NAME AND ADDRESS OF THE BIDDER:

The tender shall be submitted to:

The CEO, ORMAS, SIRD Campus, Unit-8, Bhubaneswar, PIN-751012, Odisha

J. Evaluation of Tender

The technical proposal will be evaluated first. The proposal of the bidders qualified in the technical evaluation will be considered for financial evaluation.

A. The ORMAS will evaluate and compare the quotations determined to be substantially responsive i.e. which

1. are properly signed; and
2. Confirm to the terms and conditions, and specifications.
3. Filled in Indian Currency
4. Quoted in Unit

- B. The price evaluation shall be made putting together the entire item. The lowest price will be determined summing all the items.

K. Eligibility Criteria:

List of the documents to be attached along with the tender in the **Technical Proposal envelope as mentioned below-**

1. An earnest money of Rs. 25,000/- (Twenty Thousand only) in shape of demand draft/pay order in favour of ORMAS payable at Bhubaneswar.
2. **The bid processing fee** (Non Refundable) amounting to **1,000/-INR + GST-12 % = Rs. 1,120/-** in shape of Banker's Cheque / Demand Draft in favour of "ORMAS"
3. The agency must be registered firm / Company/ Partnership/ Sole Proprietorship. Registration Certificate (RoC) of firm/ agency to be attached.
4. Copy of Goods and Services Tax Identification Number (GSTIN) & PAN.
5. Similar nature of work experience with Govt. or other reputed organizations. Copy of work orders/ experience and completion certificate to be attached.
6. Average Annual Financial Turnover during the last three years, ending 31st March 2019, must be Rs. 10.00 crore (Ten crore). Audited financial statement for last three years duly certified by the Chartered Accountant to be attached.
7. Proposal received without bid processing fee will be rejected.
8. Submission of documents as per checklist (Annexure - I).
9. Submission of Declaration (Annexure - II).

L. Other Terms & Conditions

- i. The contract is for one year.
- ii. Initial procurement on behalf of Women SHGs / PGs will be done by ORMAS centrally. Cost for the same will be paid by ORMAS against the indent placed to the selected bidder.
- iii. Further, requirement will be placed by the district units of ORMAS/ DPC-Mission Shakti/ or directly from Women SHGs / PGs / PC as per the rate approved and terms & conditions mentioned in the contract. The cost for the same will be borne by the district units of ORMAS / DPC-Mission Shakti / SHGs / PGs / PCs directly.
- iv. In case of further requirement by the district units of ORMAS / DPC-Mission Shakti / or directly from Women SHGs / PGs / PC, no extra & cylinder cost will be charged.
- v. Joint CEO (Marketing), ORMAS & Market Linkage Specialist, Mission Shakti will act as Nodal Officer for monitoring & supervision of the entire activity and supply chain.
- vi. Bidder has to ensure all poly pouch has to be uniformly designed. It shall be printed & supplied as per the specification mentioned in the Tender paper.
- vii. Bidder should ensure & certify that all supplied poly pouches are food grade & bio degradable. Based on such certificate, claims of the bidders will be settled.
- viii. Exemption of EMD cost is not applicable.
- ix. The E.M.D. amount of the unsuccessful Agency will be refunded within a month of finalization of the award of contract to the successful bidder without any interest.
- x. The EMD of the selected Bidder (i.e., the Agency) will be returned after furnishing the Performance Security.
- xi.** Upon selection, the Agency shall furnish to the ORMAS, a performance security of the amount mentioned below, on or before execution of the Contract to secure the due performance of the obligations of the Agency under the Contract. The Performance

Security will be in the form of an unconditional, irrevocable and on-demand bank guarantee issued in favour of the ORMAS in the format appended to the Contract for a period of one and a half years. **The Performance Security shall be for an amount equal to 10% (ten percent) of the total value of the Contract. Exemption of Performance Security is not applicable.**

- xii. The contract will be awarded to the Agency whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- xiii. The authority is not bound to accept the lowest quotation and reserve the right to reject any or all quotations and tenders without assigning any reasons thereof.
- xiv. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- xv. Payment shall be made immediately as far as possible after delivery of the goods and inspection of the item as per specification.
- xvi. Rate quoted shall be indicated both in words as well as in figures. Where there is difference between the amounts quoted in words and figures, amount quoted in words shall prevail.
- xvii. **The rate offered by the agency shall be inclusive of GST & Other Taxes.**
- xviii. **The Agency shall quote their price for all the items without leaving blank. If found so, the bid will be treated as non-responsive and rejected without assigning any reason.**
- xix. The Agency has to quote the rate as per the given format.
- xx. The expected minimum quantity indicated at “c” will be procured. In case more quantity is required, it shall be procured on prorata basis as per the pouch cost indicated in the financial proposal.
- xxi. No part of the contract will be sub-let. The agency shall be responsible for damages and breakages till the materials are delivered and accepted at the Directorate of Mission Shakti. If the agency wants to insure the materials then it will be his responsibility and all insurance charges will be borne by him.
- xxii. The Agency or the representative of the Agency shall attend the tender opening meeting as scheduled with all original documents /papers for verification, if required.
- xxiii. Non-submission of any document required indicated in the ToR will render the Bid to be rejected.
- xxiv. The vendor must have solvent-less lamination machine for printing and supply of multi-layered packaging materials.
- xxv. The vendor must mention the following information on the poly pouches – ‘Packaging Material Manufactured by (Name & Address) under Pollution Control Registration No. _____’.
- xxvi. The disclaimer stating ‘This pouch is above 50 micron & integral part of food manufacturing process. Handover this empty clean pouch for recycle.’ must be printed on the pouch.
- xxvii. The cylinder is the property of the Directorate of Mission Shakti. The vendor shall handover the cylinder to the ORMAS after printing of poly pouches.
- xxviii. The tender cost will be valid for one year from the date of award of tender. As and when required by the Directorate of Mission Shakti, reprint of packaging materials will be undertaken by the vendor on prorata basis of pouch cost.

M. Payment:

Price as finalized will be paid after successful delivery of consignment at the Directorate of Mission Shakti along with tax invoice favouring CEO, ORMAS duly signed by the party against printed money receipt.

N. Anti-corruption Measure:

- a. Any effort by Agency(s) to influence the ORMAS in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended Agency has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the ORMAS shall blacklist the Agency either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

O. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of civil court of Bhubaneswar only.

P. Penalty:

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the Agency liable for liquidated damages and thereafter the ORMAS holds the option for cancellation of the contract for pending activities and completes the same from any other agency. The ORMAS shall fix suitable penalty in full or part from the performance security.

Q. Arbitration:

In the event of any question, dispute or difference arising under these conditions contained in the Work Order in connection with this contract, the same shall be referred to the CEO, ORMAS, Bhubaneswar whose decision will be treated as final and binding on both the parties.

R. ORMAS's right to accept any proposal, and to reject any or all proposal/s

The ORMAS reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the Agency. Misrepresentation/improper response/ by the Agency may lead to the disqualification of the bid. If such disqualification/rejection occurs after the Proposals have been opened and the agency quoting lowest price gets disqualified/rejected, then the ORMAS reserves the right to consider the next Agency, or take any other measure as may be deemed fit in the sole discretion of the ORMAS, including annulment of the selection Process.

S. Miscellaneous

Changes if any in the tender document, deadline, expected quantity of procurement, modifications based on pre-bid meeting shall be web-hoisted in the website of the ORMAS i.e. www.ormas.org for communication to the intended bidders. It will be presumed that it is communicated to the willing poly printing firms / Packaging Development Institute / Agency.

Checklist of Documents submitted for Technical Bid
(Attach photocopy)

Sl. No.	Documents	Remark
1	Bid Processing Fee of Rs.1,120/- deposited	Yes/No
2	EMD of Rs.25,000/- deposited	Yes/No
3	Registration Certificate of the service provider	Yes/No
4	EPF registration	Yes/No
5	ESI Registration	Yes/No
6	Pollution Control Registration Number	Yes/No
7	Registration / License Labour Department Government of Odisha	Yes/No
8	PAN Card	Yes/No
9	Experience in last 3 years ending 31 st march 2019 for 3 completed assignments	Yes/No
10	Average Annual Financial Turnover during the last three years, ending 31st March 2019, must be Rs. 10 crore or above.	Yes/No
11	Declaration (Annexure - II)	Yes/No
12	Willing to carry out the assignment as per the scope of work of the RFP	Yes/No
13	Accept all the terms and conditions as specified in the RFP	Yes/No
14	Tender Documents duly signed in each page	Yes/No
15	Remark	Yes/No

Place:

Date:

Signature of bidder with seal

DECLARATION

I / We hereby declare that no criminal case is pending against me / us / Organization / Agency / Firm in any Police Station / any Court. All the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am / we are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to be cancelled. I am / we are willing to abide by the terms and conditions laid down by ORMAS, Bhubaneswar. In case of any lapse on my / our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, penalty may be imposed which will be deducted from my bills / realized out of the performance security as deemed proper by the competent authority.

Signature of the Agency with seal

Place:

Date:

TECHNICAL PROPOSAL SUBMISSION FORMS

COVERING LETTER
(ON BIDDERS LETTER HEAD)

[Location, Date]

To:

**The CEO, ORMAS,
SIRD Campus, Unit-8, Bhubaneswar,
PIN-751012, Odisha.**

Sub: Selection of Agency for Designing, Printing & Supply of Poly-Pouch Packaging Materials (Food Grades)

Dear Sir,

I, the undersigned, offer to participate in the selection process for _____ in accordance with your Request for Proposal No.: _____, dated _____. We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I hereby declare that all the information and statements made in this Technical Proposal and Financial Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours faithfully,

Signature of bidder with seal

Place:

Date:

TECH -1
Technical Proposal
Bidder's Organisation (General Details)

SI No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel : Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year.:	
5	Pollution Control Registration Number	
6	Furnish contact details of Local office in Bhubaneswar	
7	Bid Processing Fee Details Amount : BC/DD No. : Date: Name of the Bank:	
8	EMD Details Amount : BC/DD No.: Date: Name of the Bank:	
9	PAN Number	
10	Goods and Services Tax Identification Number (GSTIN)	
11	EPF registration	
12	ESI Registration	
13	Registration / License Labour Department, Government of Odisha	
14	Total number of pages in the tender document.	

Place:

Date:

Signature of bidder with seal

TECH -2
Bidder Organisation (Turnover Details)

Financial Information in INR			
Details	FY 2016-17	FY 2017-18	FY 2018-19
Turnover (in lakh)			
<p><i>Supporting Documents:</i></p> <p>Audited certified financial statements for the last three FYs (2016-17, 2017-18 and 2018-19) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i></p>			

Signature and Seal of the Company Auditor with Date in original

Signature of bidder with seal

Place:

Date:

[NB: No Scanned Signature will be entertained]

TECH - 3
(BIDDER'S PAST EXPERIENCE DETAILS)

Table -1 (List of 3 completed assignments only of similar nature during last 3 years, ending March 2019)

Sl. no.	Period	Name of the Assignment with details there of	Name of the ORMAS	*Contract Value (in INR) and Duration in Month	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

Note: Bidders are requested to furnish the list of the assignments undertaken during the last 3 Financial Years (2016-17, 2017-18, 2018-19) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous ORMASs need to be furnished along with the above information. Bidders are requested to attach at least 5 best photographs of their creative from each assignment.

Signature of bidder with seal

Place:

Date:

Format - B

Financial Proposal

To
The Chief Executive Officer,
ORMAS, Bhubaneswar

Sir,

I / We do hereby submit item wise price bid below: -

S l .	Cate g o r y	Type o f P a c k a g i n g	Unit	Size (in MM)	Structure (In Micron/ Thickness)	Expect ed qu ant i t y (in Kg)	Cylinder Cost			Pouch Cost			
							Cylinder Cost, (In Rs.)	GST Amount (for Cylinder) (In Rs.)	Cylinder Cost, includin g GST (In Rs.)	Rate per Kg, (In Rs.)	GST Amou nt per Kg	Rate per Kg includin g GST (In Rs.)	Total Quote d Rate [Includ ing GST] I
A	B	C	D	E	F	G	H	I	J	K	L	M	J+M
1	Unifor m P a c k a g i n g	Poly Pouch	250 Gm	270 x 240	Pet 12 Mic + Natural Poly 40 Micron	200 kg							
2		Poly Pouch	500 Gm	360 x 245	Pet 12 Mic + Natural Poly 40 Micron	250 kg							
3		Poly Pouch	1 Kg	425 x 295	Pet 12 Mic + Natural Poly 50 Micron	250 kg							
Grand Total→													

I / We agree to supply the above quantity of goods in accordance with the technical specifications for a total contract price of Rs..... (amount in figures) [Rs. (amount in words)] Including GST within the period specified in the Invitation for Tender i.e. within 15 (fifteen) days on placement of orders. In case of more quantity, the same shall be supplied on prorata basis as per the pouch cost. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Place:

Date:

Signature of bidder with seal