



FOOD SUPPLIES & CONSUMER WELFARE DEPARTMENT
GOVERNMENT OF ODISHA

Request for Proposal

For

Printing, Lamination and Transportation

Of

Ration Cards to All RCMS Centres

At

Block/ULB level Under PDS

[RFP No: 03-FSCW/2018 Date 01-08-2018]

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List of Abbreviations

AAY : Antyodaya Anna Yojana
BMC : Bhubaneswar Municipal Corporation
DB: Database
DPL : Draft Priority List
FS&CW department: Food Supplies and Consumer Welfare department
FPS: Fair Price Shop
FPL : Final Priority List
Gol : Government of India
GoO: Government of Odisha
GP : Gram Panchayat
MC : Municipal Corporation
MIS : Management Information System
MPL : Municipality
NFSA : National Food Security Act
NIC : National Informatics Centre
OSCSC: Odisha State Civil Supplies Corporation Limited
PMU : Project Management Unit
RC: Ration Card
RCMS: Ration Card Management System
SDC: State Data Centre
SLA: Service Level Agreement
STQC: Standardization Testing and Quality Certification
TPDS : Targeted Public Distribution System
UIDAI: Unique Identification Authority of India
ULB: Urban Local Body

Factsheet:

Clause Reference	Topic
Scope of Work	To provide services for printing, lamination and transportation of bar-coded & watermarked ration cards to all the districts of Odisha.
Project Period	This project shall be operational for 02 years initially and may be extended to another one year depending upon the performance of the vendor.
Method of Selection	Least Cost Basis (LCB) method shall be used to select the vendor. The Bidder has to submit the bid in two separate sealed envelopes marked Technical & Financial bid.

Clause Reference	Topic
	<p>All the bids will be evaluated on the basis of pre- qualification criteria. Technical evaluation of only those bidders who satisfy all the pre-qualification criteria shall be done. Price bid of only those bidders who qualify in Technical Bid with a score of 80% shall be opened. Technically qualified bidder, who quotes the least price, will be selected for the assignment.</p> <p>Consortium and sub-contracting is not allowed in this bid.</p>
Language of Bid	The entire bid document should be submitted in English language.
Currency of Bid	The bid price should be quoted in Indian Rupees. The offered price should be inclusive of tax. The financial bid should indicate offered price and tax component separately.
Tender Document Fee	Along with the proposal, the bidder need to deposit Rs 10,000/- (Rupees Ten thousand only) in shape of a Demand Draft to be drawn from any Scheduled Bank/Nationalised bank in favour of “Odisha State Civil Supplies Corporation Ltd. (OSCSC)” payable at Bhubaneswar. This fee is non-refundable in nature.
Earnest Money Deposit(EMD)	The pre-qualification bid should accompany Earnest Money Deposit of amount Rs 2,00,000/- (Rupees Two Lakh only) in the shape of Demand Draft drawn from any Scheduled Bank/Nationalised Bank in favour of Odisha State Civil Supplies Corporation Ltd. (OSCSC) payable at Bhubaneswar. The EMD should be valid for 90 days from the date of submission of bid.
Validity of Bid	180 Days from the bid submission date.
Bid document submission	One Copy of the (i) pre-qualification bid including Tender fees, DD towards EMD and (ii) technical bid must be submitted. Only one copy of the financial bid required for submission. The tender paper, technical bid, should be kept in a sealed envelope with superscription as “Technical Bid”. The financial bid should be kept in a separate sealed with superscription as “Financial Bid”. Both the envelope envelopes should be kept in a separate envelope with superscription as “Bid for Printing, Lamination and Transportation of Ration Cards to all RCMS Centres under NFSA in PDS system”. Soft copy of all the proposals should be submitted in one non-editable CD.

Clause Reference	Topic
Address for Bid Submission and for all other purposes with respect to this RFP	Managing Director Odisha State Civil Supplies Corporation Limited C/2 Nayapalli, Pin-751012 Bhubaneswar, INDIA EPBX-(0674)2395391/2394956 Fax - (0674) 2395291/2390199 Email ID: mdoscsc@gmail.com

2. Timeline for Bid Cycle Management

Sl	Events	Date & Time
1.	Release of RFP document	RFP- 03/FSCCW/2018 Dt. 01.08.2018
	Pre-Bid Conference	Dt 08-08-2018 at 1500 Hours
2.	Last date and time for Submission of Bid	Dt 23-08-2018 at 1700 Hours
3.	Opening of Pre-qualification –Cum- Technical Bid	Dt 24-08-2018 at 1530 Hours Conference Hall of OSCSC Ltd.
4.	Technical Bids Presentation by the Bidders	Dt 28-08-2018 at 1530 Hours Conference Hall of OSCSC Ltd.
5.	Opening of Financial Bids	Dt. 31-08-2018 at 1530 Hours Conference Hall of OSCSC Ltd.

N:B- Any Change in the above scheduled date of Opening of the respective Bid Documents shall be intimated to the bidders through their registered mail ID.

3. Purpose of the Request for Proposal

The purpose of this request for proposal is to invite suitable bidder(s) to provide services at the State level for printing, lamination of bar-coded & watermarked ration cards and deliver the same at the district level. The bidder has to set up central printing unit(s) at the State level with requisite numbers of high quality printers, lamination machines and computer with internet connectivity. Since the nature of this assignment demands regular services; these printing units should be set up in such a way that, it remains functional throughout the year and provide uninterrupted services for the supply of the ration cards to all the RCMS centres as per requirement.

4. Background of the Project

Odisha has achieved a milestone by introducing the structural reforms in its Public Distribution System (PDS) through the implementation of the National Food Security Act, 2013 (NFSA) in the State. As on April 2016, 33,49,995 individuals under Antyodaya Anna Yojana (AAY) and 2,83,47,765 individuals under Priority household (PHH) category have been identified & covered under NFSA against the State ceiling of 326.41 Lakh population to be covered under the Act.

Besides, this transformation has been possible due to the adoption of e-governance based strategies in general and maximum use of ICT tools in particular to boost performance of the key components like Supply Chain Management System (SCMS), Ration Card Management System (RCMS), and Fair Price Shop (FPS) Automation, and so on. With respect to the RCMS Centres functioning at the block/ULB level, two major activities undertaken at these centres are (i) modifications as per corrections and incorporation of new data in the existing ration cards and (ii) generation of new ration cards for new eligible beneficiaries. In either of the cases, the concerned RCMS centre has to digitise the requisite information as per the requirement following the due process as prescribed in the RCMS user manual.

5. Scope of Work & Project Requirement

FS & CW Department, GoO/OSCSC Ltd is seeking the services of an experienced firm to print and laminate multi-colour/full bleed ration cards and deliver them in the concerned RCMS centers at Block/ULB level. PDF images for ration cards to be printed would be generated and made available. The specific requirements are as under:

- I. Set up of a centralized facility, preferably at Bhubaneswar, for colour printing, lamination and packaging of ration cards.
- II. Engage adequate manpower to facilitate printing, lamination and smooth delivery of Ration Cards to RCMS centres at Block/ULB Level.
- III. Access and download district-wise PDF images of colour and bar-coded ration cards generated by other parties. The web-portal from which the images can be downloaded shall be intimated to the successful vendor.
- IV. Print ration cards using stationery items of good quality. Paper for printing of cards should be 170 GSM of reputed brand. Other specification of ration cards specified in the RFP should be strictly adhered to.
- V. Laminate the printed ration cards by using 120 micron lamination sheet of reputed brand.
- VI. Package the printed ration cards on quarterly basis by Ration Card Management Centre (RCMS)-wise (Block/ULB-wise) in the ascending serial number of ration cards. The packets of all RCMS should be put into a bigger packet for a district.
- VII. Dispatch the packets to the concerned districts and deliver them to the Civil Supplies Officer or any officer authorised by him at the RCMS Centres against acknowledgement by 3rd week of the month succeeding the quarter.

- VIII. Maintain accounts of ration cards printed and delivered by RCMS and districts for every quarter.
- IX. Additional Work – Any additional work that could not reasonably be foreseen as part of this RFP may be separately negotiated. FS & CW Department/OSCSC Ltd reserves the right to amend any quantities or procedure for printing, and reserves the right to award the contract to multiple suppliers.

The FSCW Department have issued several guidelines for the specifications related to printing, lamination and packaging of the ration cards while implementing the NFSA in the State. The bidder(s) must learn about the existing norms, and revised guidelines as may be issued from time to time, for undertaking the work in timely manner.

The district-wise distribution of RCMS centre is given at **Annexure-2** for reference.

5.1. Specification of Ration Card

SI No.	Specification of ration card	Requirement
01	Length of ration card	6 Inch
02	Breadth of ration card	4 Inch
03	Paper	170 GSM
04	Type of paper	Glossy Art Paper
05	Size of Paper for printing 9 Cards in one sheet	12 Inches * 18 Inches
06	Colour for PHH Card	Sea Green (The Bar Code portion should be having white background with barcode in Black)
07	Colour for AAY Card	White
08	Type of Lamination Sheet	120 micron
09	Jacket Size for Lamination	6.2 Inches * 4.2 Inches

Pre-requisites for Printing:-

- Both the AAY and PHH Ration Cards have to carry the logo of the State Government in watermark in the centre of the body of the card.
- It is recommended to print the watermark on both sides of the ration card as per sample given at **Annexure-1**.
- One sheet of paper size (12 Inches * 18 Inches) would be used to generate 9 printed ration cards.
- The ration cards are to be printed in such a way that it reflects all the information clearly and without any smudge or blurry characters.
- In case of any faulty printing, the vendor has to print the card again without any extra cost.
- The product has to be as per the specifications given, and instructions issued by the Government from time to time. Any deviation of the specifications shall invite penalty

as per the decision of the FSCW Dept/OSCSC Limited which is binding for the vendor.

- g. If the successful bidder fails to supply within the stipulated period i.e. 30 days from the date of receipt of final PDF of ration cards from the concerned authority, liquidated damage (LD) @ 0.5% of the tender value, per week of delay shall be deducted from the final payment. Maximum delay time acceptable is 4 weeks. Hence, the maximum LD shall be up to 2% of the purchase order. If the bidder still fails to supply within the maximum delay time, his order would stand cancelled automatically without serving any official notice. This provision is not applicable in case of natural calamities, disasters and conditions that are beyond human control.
- h. The above mentioned specifications are subject to change as per requirement and in such a case the vendor has to deliver the ration cards as per changed specification.

5.2. Minimum Infrastructure

The vendor has to make an endeavour to make necessary arrangement to procure latest hardware equipments (computer, lamination machine, printing, etc) and software in adequate quantities for timely printing and lamination of ration cards as per the specifications mentioned above as well as specifications to be given by FS&CW Dept/OSCSC Ltd from time to time. It is the sole responsibility of the vendor to deliver the quality product (i.e. ration cards) in time.

5.3. Multipurpose Colour Printer

Specification	Minimum requirement
Capacity	Up to 15 sheets @ A3 PPM (Color Printer)
Supported Functions	600 dpi or above
USB Port	2 USB 2.0 port

5.4. Electricity availability and Back-up

The bidder(s) needs to ensure the facilities for continuous supply of electricity for the printing and lamination unit(s). The bidder(s) should therefore have provision for back-up electricity facilities in order to reduce/eliminate disruptions in the printing and lamination processes.

5.5. Logistics for Ration Card Packaging

The stacking and bundling of the ration cards shall be done serially and RCMS Centre-wise and the packing as per the guidelines provided, and modification done, if any, by the Government from time to time.

5.6. Logistics for Transportation of Ration Cards to Districts

Adequate arrangement should be made by the bidder for transportation and delivery of the ration card packets to the Civil Supplies Officer or any other official authorised by him at the district level in a timely manner.

The FSCW Dept/OSCSC Ltd will have no liability regarding transportation, loading and unloading of material. All the material shall be delivered at the designated place in good condition. The defective or damaged printed material if any will be replaced by the firm without any extra cost.

5.7. Printing of New/Modified ration cards

New/modified Ration Cards would be printed every month based on the changes made in RCMS Centres in the previous month. Print all the ration cards for which PDF images have been generated and made available for printing.

6. Instructions to the Bidder

6.1. General Instructions

While every effort has been made to provide comprehensive and accurate background information, requirements and specifications, Bidders must form their own conclusions about the solution needed to meet the requirements. Bidders and recipients of this RFP may consult their own legal advisers in relation to this RFP.

All information supplied by the bidders may be treated as contractually binding on the bidders, on successful award of the assignment by the FSCW Department /OSCSC Limited on the basis of this RFP.

No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the FSCW Department /OSCSC Limited. Any notification of preferred bidder status by the FSCW Department /OSCSC Limited shall not give rise to any enforceable rights to the Bidder. The FSCW Department /OSCSC Limited may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of the FSCW Department /OSCSC Limited.

6.2. Completeness of Response to the Bid

6.2.1. Understanding the Instructions

- Bidders are advised to read all the instructions, forms, terms, requirements and other information in the RFP document carefully. Submission of the bid shall be deemed to have

been done after careful study and examination of the RFP document with full understanding of its implications.

Failure to comply with the requirements of this paragraph may render the proposal non-compliant and the proposal may be rejected.

6.2.2. Bidders must

- a. Include all documentation as specified in this RFP.
- b. Follow the format of this RFP and respond to each element in the order as set out in this RFP.
- c. Comply with all the requirements as set out in this RFP and vide any corrigendum. Bidder shall all time refer to the website for any changes as will be published through corrigendum notice.

6.2.3. Right to Terminate the Process

- a. FSCW Dept /OSCSC Limited may terminate the RFP process at any time and without assigning any reason. FSCW Dept /OSCSC Limited makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b. This RFP does not constitute an offer by FSCW Dept /OSCSC Limited.
The bidder's participation in this process may result FSCW Dept /OSCSC Limited selecting the bidder to engage towards execution of the contract.

6.2.4. RFP Document Fees

RFP document can be downloaded from the website www.foododisha.in www.oscsc.in & www.odisha.gov.in. The bidders are required to submit non-refundable tender document Fee of Rs.10,000/- (Rupees Ten Thousand Only) by Demand Draft in favour of "Odisha State Civil Supplies Corporation Ltd. (OSCSC) " and payable at Bhubaneswar from any of the scheduled bank/Nationalised Bank along with the Proposal. Proposals received without or with inadequate RFP Document fees shall be rejected.

6.2.5. Earnest Money Deposit (EMD)

Bidders shall submit, along with their Bids, EMD of Rs 2,00,000/- (Rupees Two Lakh only) in the form of a Demand Draft issued by any scheduled bank/Nationalised bank in favour of "Odisha State Civil Supplies Corporation Ltd." (OSCSC), payable at Bhubaneswar". The EMD should be valid for 90 days from the due date of the RFP.

- a. EMD of all unsuccessful bidders would be returned/refunded by FS&CW Department/OSCSC Ltd within 1 month of declaration of the successful bidder..
- b. The EMD of the successful bidder would be returned upon submission of Performance security.

- c. The EMD amount is interest free and will be returned/refundable to the unsuccessful bidders without any accrued interest on it.
- d. The bid / proposal submitted without EMD, mentioned above, will be summarily rejected. EMD is essential for pre-bid qualification.
- e. The EMD may be forfeited:
 - If a bidder withdraws its bid during the period of bid validity.
 - In case of a successful bidder, if the bidder fails to sign the contract in accordance with this RFP.

6.2.6. Submission of Proposals

The bidders should submit their responses as per the format given in this RFP in the following manner

- a. Response to Pre-Qualification Criterion : (1 Original copy + 1 non editable CD) Tender fee and EMD & the Technical Proposal : - (1 Original copy + 1 non editable CD) in first envelope
- b. Commercial Proposal - (1 Original copy) in second envelope.

The Technical Proposal should broadly include:-

- a. An outline of the approach which the firm intends to adopt, including a detailed service(s) description.
- b. Time required for setting the printing unit for printing and lamination of bar coded ration cards and allied activities under this project from the date of issue of work order to the party.
- c. A detailed statement of the way in which the work would be undertaken showing, inter alia, the scheduling of the personnel services during the period of contract;
- d. An indication of the type of staff to be deployed and their academic backgrounds and practical experience in printing lamination and digitisation related projects.
- e. A statement of suitability indicating experiences in similar projects including the year in which it was undertaken and details of the clients served.
 - Please Note that any financial information contained in the technical proposal will invalidate the proposal.
 - The proposal should be as per the format mentioned in this RFP.
 - the following points should be kept in mind while preparing the proposal :-
 - i. The offer should remain valid for acceptance for 180 days from the date of closing
 - ii. The proposals shall address all the requirement of this tender.

- f. The response to Pre-Qualification –cum-Technical Proposal and Commercial Proposal should be covered in separate sealed envelopes super-scribing "Pre-Qualification Proposal-cum-Technical Proposal" and "Commercial Proposal" respectively. Each copy of each bid should also be marked as "Original" as the case may be.
- g. Please note that prices should not be indicated either in the Pre-Qualification Proposal or in the Technical Proposal but should only be indicated in the Commercial Proposal.
- h. These three envelopes containing copies of Pre-qualification –cum- Technical Proposal and Commercial Proposal should be put in another single sealed envelope clearly marked "Response to RFP No- 03-FSCW/2018 dt.01-08-2018 for “printing ,lamination, transportation of ration cards to all RCMS Centers at block/ULB Level under PDS” and the wordings "DO NOT OPEN BEFORE < Date and Time >"
- i. The outer envelope should also indicate clearly the name, address, telephone number, E-mail ID and fax number of the bidder to enable the Bid to be returned unopened in case it is declared "Late".
- j. All the pages of the proposal must be sequentially numbered and must contain the list of contents with page numbers. The proposals should be submitted in form of **“Spirally binded”** only. Any deficiency in the documentation may result in the rejection of the Bid.
- k. The original proposal/bid shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be initialled by the person (or persons) who sign(s) the proposals.
- l. All pages of the bid including the duplicate copies, shall be duly signed and stamped by the authorized person or persons who sign the bid.
- m. Bidder must ensure that the information furnished by him in respective CDs is identical to that submitted by him in the original paper bid document. In case of any discrepancy observed by FS&CW Department/OSCSC Ltd in the contents of the CDs and original paper bid documents, the information furnished on original paper bid document will prevail over the soft copy.

6.3. Authentication of Bids

The proposal should include the **power-of-attorney** in the name of the signatory of the proposal.

6.4. Preparation and Submission of Proposal

6.4.1. Proposal Preparation Costs

- a) A bidder can submit only one proposal at a time.

- b) Bidder submitting more than one proposal shall be rejected.
- c) The bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by FS&CW department /OSCSC Ltd to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process.
- d) The FS&CW Department /OSCSC Ltd will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

6.4.2. Language

The proposal should be written in English language. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be done with due attestation by the Bidder. For purposes of interpretation of the proposal, the English translation shall govern.

6.4.3. Venue & Deadline for Submission of Proposals

- Proposals, in its complete form in all respects as specified in the RFP, must be submitted at the address specified below.
- All submissions must be through registered post/speed post/ courier at OSCSC Ltd only. No hand receipt of the bid shall be entertained at OSCSC Ltd.
- FS&CW Department/OSCSC Ltd would not be responsible for delays caused by the registered post/speed-post/ courier agency.

Correspondence	To Whom
Addressing To	Managing Director Odisha State Civil Supplies Corporation C/2 Nayapalli Bhubaneswar - 751012
Telephone	(0674) 2395391/2394956
Fax No	(0674) 2395291/2390199
Last Date & Time of submission	Dt 23-08-2018 Time 1700 Hours

6.4.4. Late Bids

- a. Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.

- b. The bids submitted by telex/telegram/fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- c. FS&CW Department /OSCSC Ltd shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- d. FS&CW Department /OSCSC Ltd. reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities & urgent commitments.

6.4.5. Evaluation Process

- a. FS&CW Department /OSCSC Ltd will constitute a Proposal Evaluation Committee to evaluate the responses of the bidders.
- b. The Proposal Evaluation Committee constituted by the FS&CW Department /OSCSC Ltd will evaluate the responses to the RFP and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection.
- c. The decision of the Proposal Evaluation Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- d. The Proposal Evaluation Committee may ask for meetings with the Bidders to seek clarifications on their proposals
- e. The Proposal Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations.
- f. Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.

6.4.6. Tender Opening

The proposals submitted up to **1700 Hours on Dt 23-08-2018** will be opened at **1530 Hours on Dt 24-08-2018** by the Managing Director, OSCSC Limited or any other officer authorized by FSCW Dept / OSCSC Limited, in the presence of such Bidders or their duly authorized representatives.

The representatives of the bidders are advised to carry identity card or a letter from their authority of the firm to identify their bonafides for attending the opening of the proposal.

6.4.7. Tender Validity

The offer submitted by the Bidders should be valid for minimum period of **180** days from the last date of submission of bid.

6.4.8. Tender Evaluation

- a. Initial Bid scrutiny will be held and incongruousness as given below will be treated as non-responsive, if proposals are :-
 - i. not submitted in as specified in the RFP document.
 - ii. received without the Letter of Authorization (Power of Attorney).
 - iii. found with suppression of details.
 - iv. submitted without the documents requested in the checklist.
 - v. having incomplete information, subjective, conditional offers and partial offers submitted.
 - vi. having non-compliance of any of the clauses stipulated in the RFP.
 - vii. having lesser validity period.
- b. All responsive Bids will be considered for further processing as per the steps given below.
 - i. First the Pre-qualification Proposal will be evaluated and only those bidders who qualify the requirements will be eligible for next set of evaluations. Technical Proposal and Commercial Proposal of Bidders who do not meet the Pre-Qualification criteria will be returned without opening.
 - ii. The technical score of all the bidders would be calculated as per the criteria mentioned below. All the bidders who achieve at least 80 % in the technical evaluation would be eligible for Financial Bid opening.
 - iii. Lowest bid among financial bid will be awarded the contract.
 - iv. Proposals of bidders would be evaluated as per Technical Evaluation Criteria and financial evaluation criteria.
 - v. Agencies / firms should clearly indicate, giving explicit supporting documentary evidence, with respect to the above, in absence of which their proposals will be rejected summarily at the qualification stage.
 - vi. The submission of tender fees & EMD is mandatory for all bidders & is applicable for units covered under MSMEs.

7. Evaluation of Bid

7.1. Pre- Qualification Bid Evaluation

The evaluation committee will carry out a detailed evaluation of only those bids which satisfy the pre-qualification criteria as given below. The bidder is required to fill the necessary information in the prescribed table format below with signature and submit the same for evaluation.

SL. No.	Basic Requirements	Specific Requirements	Documents/Information to be provided in the submitted proposal	Page No. Reference of the Bid Supporting Documents
01	Legal Entity	The Company should be incorporated under Indian Companies Act 1956 or any other legal entity registered in India.	-Certificate of incorporation/Registration Certificate -PAN Card Copy -IT Returns for the last 3 consecutive financial year FY-2015-16, 2016-17 & 2017-18. -GST Registration Certificate	
02	Annual Turnover	The Company must have an average annual turnover of Rs.1.00 crore in last 3 years. Chartered Accountant Certificate on Average Annual Turnover shall be submitted of last 3 financial years FY-2015-16, 2016-17 & 2017-18.	Audited balance of last 3 financial years FY-2015-16, 2016-17 & 2017-18. IT returns for the last three consecutive financial year covering FY- 2015-16, 2016-17 & 2017-18.	
03	Geographical Presence	The bidder must have its office located in Odisha & should submit the document in proof for a minimum period of one year.	Address Proof Copy should be submitted.	
04	Performance: Technical Capability (The bidder must have successfully completed assignment.)	The bidder should have successfully provided services for printing, lamination and supply of such bar coded cards in similar kind of projects awarded by any State/ the Central Government with a	Work Order + Work Completion Certificates from the clients The bidder has to submit the Work order with the work completion certificate mentioning clearly the number of bar coded	

SL. No.	Basic Requirements	Specific Requirements	Documents/Information to be provided in the submitted proposal	Page No. Reference of the Bid Supporting Documents
		minimum quantity of 2.00 Lakhs in the last three years ending with 31.03.2018.	cards printed.	
05	Fees	The bidder must have submitted Rs. 10,000/- (Rupees Ten Thousand Only) towards the cost of the Tender Document. The Bidder must have furnished the EMD of Rs 2, 00,000/- (Rupees Two Lakh only).	DD from any Scheduled bank/Nationalised Bank & payable at Bhubaneswar.	
06	Blacklisting	The Company should not have been blacklisted by the Government or Government Entity in the last 3 years ending with 31 st March 2018 & till the date of submission of the Bid.	The organization will have to submit a self declaration in the Company Letter Pad with following clauses:- 1. It has not been blacklisted by any Government Organization 2. The organization does not have any legal suit / criminal case pending against it for violation of EPF /ESI/ Minimum Wages Act or any other law.	
07	ISO 9001:2008	Bidder should possess minimum ISO 9001:2008 certification.	Copy of certificate with validity to be submitted.	
08	Power of Attorney		The bidder should submit the power of attorney for signing & submission of Bid.	

7.2. Technical Evaluation

The proposals submitted by the bidders will be evaluated on three broad parameters as described in the table below. The bidder must get at least **80% of the maximum possible score** in the technical section in order to qualify for opening of the commercial/financial evaluation.

SI No.	Criteria	Description	Marks
1	Relevant Experience	The bidder must provide details of past projects of similar nature being undertaken over last three years. Different weights will be assigned as per number/ scale/status of project of similar nature as indicated in this RFP.	70
2	Proposed Methodology and Infrastructure Availability	The bidder must have sufficient experience in printing, lamination and timely supply of such bar coded cards. The bidder should also have requisite infrastructure (computers, printers and lamination facilities, and back up electricity provisions).	30
Total			100

Criteria-based details of the technical bid are provided below.

SI. No.	Criteria	Sub-Criteria	Basis of Evaluation	Max Marks	Supporting document
01	Relevant Experience in Similar Completed Projects	Number and size of completed project Relevant Experience in Similar Projects: The work order should have been issued or in force in last 3 years, as on 31st March 2018. Worth of completed & ongoing projects- 30 Marks It is the responsibility	1 project worth more than Rs 20 Lakh & less than equal to Rs 30 Lakh = 5 Marks 1 project worth more than Rs 30 Lakhs & less than equal to Rs 40 Lakh = 15 Marks 1 project worth more than Rs 40 Lakh & less than equal to Rs 50 Lakh = 25 Marks 1 project worth more	30	Work Order + Work Completion Certificates from the clients (The bidder should submit a statement clearly mentioning the project value & the page number

Sl. No.	Criteria	Sub-Criteria	Basis of Evaluation	Max Marks	Supporting document
		of the bidder to submit the work order & work completion certificate mentioning clearly the quantity & value of the project.	than Rs 50 Lakh and above= 30 Marks Cap of max 30 marks		reference in which the supporting document is attached for verification.)
02	Relevant Experience in Similar On-going Projects	Ongoing Projects Experience in handling similar types of projects in Printing, Lamination and timely supply of such bar coded cards.	1 project worth more than Rs 20 Lakh & less than equal to Rs 30 Lakh = 5 Marks 1 project worth more than Rs 30 Lakh & less than equal to Rs 40 Lakh = 10 Marks 1 project worth more than Rs 40 Lakh & less than equal to Rs 50 Lakh = 15 Marks 1 project worth more than Rs 50 Lakh and above 20 Marks Cap of max 20Marks	20	Work Order + Work Continuity Certificates from the clients
03	Number of Bar coded cards Printed & handed over	Number of Bar coded cards Printed & handed over in the last three financial years ending with 31.03.2018. It is the responsibility of the bidder to submit the work order & work completion certificate mentioning clearly the quantity & value	More than 2Lakhs up to 5Lakhs- 10 Marks More than 5Lakhs up to 10 Lakhs- 15 Marks More Than 10 Lakhs- 20 Marks	20	work order & work completion certificate (the Bidder should submit the statement with detail page number reference, which substantiate the proof for the number of

Sl. No.	Criteria	Sub-Criteria	Basis of Evaluation	Max Marks	Supporting document
		of the similar kind of projects awarded by any State/ the Central Government.			cards printed for verification)
04	Average Annual Turnover	Average Annual Turnover shall be submitted of last 3 financial years FY- 2015-16, 2016-17 & 2017-18.	More than 1Cr Up-to 2Cr- 2.5 Marks More than 2Cr up-to 3Cr- 5 Marks More than 3Cr- 10 Marks	10	Chartered Accountant Certificate on Average Annual Turnover.
05	Infrastructure Availability	Requisite Infrastructure (Computers, Printers and lamination facilities and back up electricity provisions) Adequate space for storage, management, packaging of ration card. Transportation Planning	Availability of adequate space and infrastructure, logistics planning-5Marks Ration cards Transportation Planning-5 Marks	10	Proof of availability in Bhubaneswar location (subject to verification by the technical committee.) Sample copy of paper, Lamination sheet related material to be submitted by the bidder, with seal & signature.
06	Proposed Methodology	Approach and methodology for resource engagement/ project team, and logistics arrangement for timely delivery of the ration cards.	Qualitative Assessment based on- -Team structure for project Mgt = 5 Marks - Contingency plan for procurement of pouches and printing papers, etc = 5 marks.	10	Presentation by Bidder (one hard copy/ DVD Of presentation to be submitted By bidder)
	Total Marks			100	

7.3. Financial Evaluation

All bid prices should be inclusive of all hardware, software, transport and delivery cost, human resources for the project, taxes and levies. The bidder should give a reasonable bid. The commercial bids submitted by the bidder shall be evaluated basing on following criteria.

- a. Only fixed price financial bids indicating total price for all the deliverables and services specified in the RFP will be considered.
- b. The bid price should include all taxes and levies and should be expressed in Indian rupees.
- c. The bid price should include cost of infrastructure, hardware & software, **Logistics & transportation (delivery at RCMS centres at Block/ULB level)** and human resources to be engaged for the project.
- d. Any conditional bid will not be accepted.
- e. Lowest bid among financial bid will win the bid.
- f. In case of discrepancies between unit price & total price, the total price will be calculated on the basis of unit price.
- g. In case of a tie, the bidder with higher technical score will be awarded the contract.
- h. The bidder needs to reflect the Cost and Tax figure separately in the commercial bid. In case of differential tax structure, the cost figure exclusive of Tax shall be taken into account for evaluation of the lowest bid.

7.4. Award of Contract

7.4.1. Right to Accept Any Proposal and To Reject Any or All Proposals

The FSCW Dept/OSCSC Limited reserves the right to accept or reject any proposal and to annul the tendering process and reject all the proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder of the reasons and grounds for such action by the FSCW Dept/OSCSC Limited.

7.4.2. Notification of Award

- a. FSCW Dept/OSCSC Limited will notify the successful bidder within 180 days of receiving proposal in writing or by fax or email. In case the tendering process is not completed within the stipulated period; the FSCW Dept/OSCSC Limited may request the bidder to extend the validity period of the bid beyond 180 days.
- b. The notification of award will constitute the formation of the contract. Upon successful furnishing of performance security by the bidder; FSCW Dept/OSCSC Limited will notify each unsuccessful bidder and return their EMD.

7.4.3. Contract Finalization and Award

- a. FSCW Dept/OSCSC Limited shall reserve the right to negotiate with the bidder(s) whose proposal has been most responsive. On this basis the draft contract agreement would be finalized for award & signing.
- b. FSCW Dept/OSCSC Limited may also decrease or increase the quantum of work as given in the Scope of Work in this RFP. Accordingly total contract value is subject to change on the basis of the rates defined in the commercial proposal.

7.4.4. Performance Security

The selected bidder would be required to provide a Performance Security in shape of Performance Bank Guarantee (PBG) drawn from any scheduled bank, **within 15 days** from the notification of award. The performance security shall be for a value equivalent to 10% of the total work order. The performance security should be **valid for a period of 60 days** beyond the period of contractual obligations. The selected bidder shall be responsible for extending the validity date of the performance security as and when it is due on account of non-completion of the project. In case the selected bidder fails to submit the performance security within the stipulated time, the FSCW Dept/OSCSC Ltd at its discretion may cancel the order placed on the selected bidder without giving any notice. The FSCW Dept/OSCSC Ltd shall invoke the performance security in case the selected vendor fails to discharge its contractual obligations during the period or FSCW Dept/OSCSC Limited incurs any loss due to vendor's negligence in carrying out the project as per the agreed terms and conditions.

MSME units those shall apply for the bid and if awarded for the bid after due selection, have to deposit the performance security within the time schedule.

7.4.5. Signing of Contract

After FSCW Dept/OSCSC Ltd notifies the successful bidder that, its proposal has been accepted, OSCSC Ltd and the successful bidder shall enter into a contract. The contract shall incorporate all the clauses of the proposal and amendments, if any, in any clauses of the proposal issued vide the pre-bid clarifications or separate notifications.

7.4.6. Failure to Agree with the Terms and Conditions of the RFP

Failure of the successful Bidder to agree with the Terms and Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event FSCW Dept/OSCSC Ltd may award the contract to the next best value bidder to award in L1 rate or call for new bids.

7.4.7. Dispute Resolution Mechanism

The Bidder and OSCSC Ltd shall endeavour their best to amicably settle all disputes arising out of or in connection with the Contract in the following manner:-

- a) The Party raising a dispute shall address to the other Party a notice requesting an amicable settlement of the dispute within **seven (7) days** of receipt of the notice.
- b) The matter will be referred for negotiation between OSCSC Ltd and the Authorized Official of the Bidder. The matter shall then be resolved between them and the agreed course of action documented within a further period of **15 days**.
- c) In case it is not resolved between OSCSC Ltd and the bidder, it will be referred to the Principal Secretary, FS & CW Department for negotiation and his decision will be final and binding for both the parties.
- d) In case any dispute between the Parties does not settle by negotiation in the manner as mentioned above, the same may be resolved exclusively by arbitration and such dispute may be submitted by either party for arbitration within **20 days** of the failure of negotiations. Arbitration shall be held in Bhubaneswar and conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof. Each Party to the dispute shall appoint one arbitrator each and the two arbitrators shall jointly appoint the third or the presiding arbitrator.
- e) The "Arbitration Notice" should accurately set out the disputes between the parties, the intention of the aggrieved party to refer such disputes to arbitration as provided herein, the name of the person it seeks to appoint as an arbitrator with a request to the other party to appoint its arbitrator within **45 days** from receipt of the notice. All notices by one party to the other in connection with the arbitration shall be in writing and be made as provided in this tender document.
- f) Each Party shall bear the cost of preparing and presenting its case, and the cost of arbitration, including fees and expenses of the arbitrators, shall be shared equally by the Parties unless the award otherwise provides. The Bidder shall not be entitled to suspend the Service/s or the completion of the job, pending resolution of any dispute between the Parties and shall continue to render the Service/s in accordance with the provisions of the Contract/Agreement notwithstanding the existence of any dispute between the Parties or the subsistence of any arbitration or other proceedings.

7.5. Notices

Notice or other communications given or required to be given under the contract shall be in writing and shall either be faxed/e-mailed/hand-delivery with acknowledgement thereof, or transmitted by pre-paid registered post or courier.

7.6. Force Majeure

Force Majeure is herein defined as any cause, which is beyond the control of the selected bidder or OSCSC Limited as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as:-

- (a) Natural phenomenon, including but not limited to floods, droughts, earthquakes and epidemics.
- (b) Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargos.
- (c) Terrorist attack, public unrest in work area provided either party shall within two weeks from occurrence of such a cause, notifies the other in writing of such causes. The bidder or OSCSC Ltd shall not be liable for delay in performing his/her obligations resulting from any force majeure cause as referred to and/or defined above. Any delay beyond 30 days shall lead to termination of contract by parties and all obligations expressed quantitatively shall be calculated as on date of termination. Notwithstanding this, provisions relating to indemnity, confidentiality survive termination of the contract.

7.7. Exit Plan

The selected Bidder will provide systematic exit plan and conduct proper knowledge transfer process to handover the project & all its deliverables to the party as appointed by the FSCW Dept/OSCSC Ltd before the project's closure.

7.8. Fraud, Misconduct and Corrupt Practices

- (a) The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the FSCW dept/OSCSC Ltd shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, misbehaviour to any of the officials of the FSCW dept/OSCSC Ltd, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. Formation of cartel will be treated as fraudulent practice. In such an event, OSCSC Ltd shall, without prejudice to its any other rights or remedies, forfeit and appropriate the bid security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the

Authority, in regard to the RFP, including consideration and evaluation of such Bidder's Proposal.

(b) Without prejudice to the rights of OSCSC Ltd under Clause above and the rights and remedies which OSCSC Ltd may have under the LOI or the Agreement, if a bidder is found by OSCSC Ltd to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the selection process, or after the issue of the Work Order or the execution of the agreement, such Bidder shall be ineligible to participate in any tender or RFP issued by FSCW Dept/OSCSC Ltd, or any Department of State Govt. for a period of 2 (two) years from the date of such Bid.

(c) For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:-

- a. "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the selection process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of OSCSC who is or has been associated in any manner, directly or indirectly with the Selection Process.
- b. "fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- c. "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;
- d. "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by OSCSC with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- e. "restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

8. Payment Schedule

The vendor shall raise the bill/invoice in triplicate and submit the same to the concerned authority in the first week of the succeeding month of every quarter. Payment will be made on conclusion of every quarter on the basis of numbers of ration cards printed, laminated and delivery of cards at the district level and on the production of acknowledgement of delivery of cards from the district authorities.

8.1. Terms & Conditions for Payment

- (a) The invoice shall be considered for sanction of payment.
- (b) In case of reduced services/quantum of work, the invoice shall be raised based on actual.
- (c) The Tax shall be paid on actual prevailing rate at the time of release of payment (On actual bill amount only) as per the prevailing rate under Income Tax Act.
- (d) Supporting document to substantiate the expenditure incurred shall be submitted along with the invoice copy.
- (e) The proof copy towards tax deposit along with the copy of periodic filling statement of the taxes as raised in the invoice shall be submitted by the vendor.
- (f) TDS shall be applicable at the prevailing rate as per the Income Tax Act at time of release of actual payment.
- (g) It is the look out of the vendor to finish the job at the earliest without any extra cost.
- (h) It is required to ensure that all deliverables are of specified quality and have undergone sufficient internal verification process before handed over to the district. Any risks, dependencies, limitations, additions, deletions etc. shall be flagged at least two weeks in advance to the Managing Director, OSCSC Limited to ensure necessary action.
- (i) A sample copy of ration card so printed to be submitted with the invoice.

9.General Terms and Conditions

9.1. Implementation

- a) The vendor may be required to perform beyond office hours and also during holidays as per requirement of the project.
- b) The bidder shall nominate a coordinator who shall be responsible for immediate interaction with the FSCW Dept/OSCSC Ltd so that optimal services are availed without any disruption. No extra cost will be paid for the co-ordinator engaged by the vendor.
- c) It will be the responsibility of the vendor to pay to the person deployed for this project. The entire financial liability shall be that of the vendor and the FSCW Dept/OSCSC Ltd will in no way be liable.

- d) The persons deployed by the vendor for this project should have good police records and no criminal case should be pending against them.
- e) The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the FSCW Dept/OSCSC Ltd. The vendor shall be responsible for any act of indiscipline on the part of the persons deployed.

9.2. Legal

- a) The persons deployed for this project by the vendor shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties and breach of this condition shall make the vendor as well as the person deployed liable for penal action under the applicable laws besides action for breach of contract.
- b) 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 FSCW Dept/OSCSC Ltd. 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 FSCW Dept/OSCSC Ltd.
- c) The vendor shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the FSCW Dept/OSCSC Ltd to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to the FSCW Dept/OSCSC Ltd.
- d) The vendor shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the FSCW Dept/OSCSC Ltd or any other authority under Law.
- e) In case, the vendor fails to comply with any liability under appropriate law and as a result thereof, the FSCW Dept/OSCSC Ltd is put to any loss / obligation, monetary or otherwise, the FSCW Dept/OSCSC Ltd will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the vendor, to the extent of the loss or obligation in monetary terms.
- f) The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract. The FSCW Dept/OSCSC Ltd will have no liability towards non-payment of remuneration to the persons employed by the vendor and the outstanding statutory dues of the vendor to statutory authorities.

9.3. Financial

- a) The Earnest Money Deposit in respect of the agencies which do not qualify in the Technical Bid (First Stage) / Financial Bid (Second competitive stage) shall be returned to them without any interest. In case of successful tenderer, if the agency fails to deploy the required infrastructure and manpower to manage against the initial requirement to provide ration cards within **15 days** from date of placing the work order; the EMD shall stand forfeited without giving any further notice.
- b) In case of breach of any terms and conditions, the Performance Security Deposit of the vendor shall be liable to be forfeited besides annulment of the agreement.
- c) The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
- d) In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the Principal Secretary, FS&CW Dept for his decision and the same shall be binding on all parties.
- e) All disputes shall be under the jurisdiction of the court at the place where the headquarters of OSCSC Ltd is located, i.e. Bhubaneswar.
- f) The successful bidder will enter into an agreement with FSCW Dept/OSCSC Limited for setting the printing unit with requisite infrastructure and manpower for timely printing, lamination and supply of the ration cards on the above terms and conditions.
- g) Conditional Tenders like alternative price offers etc. are liable to be rejected. The tender, which is not as per required specifications shall not be considered. Part tender of specified quantity of printing items will be summarily rejected.

10. Checklists and Templates

10.1. Bidder's Profile

Particulars	Details	Page number(in case of doc attachment)
Name of the firm Telephone number Fax number Email Registered office address Correspondence address (if different from the above address)		
Details of the Contact Person (name, designation, address) Telephone number		

Particulars	Details	Page number(in case of doc attachment)
Fax number e-mail		
Is the firm registered under Indian Companies Act 1956?		
Year and Place of the establishment of the Company		
GST :-		
PAN :-		
Bidder should possess minimum ISO 9001:2008 certification.		

10.2. Checklist for Pre-qualification Bid

- (a) Certificate of Incorporation / Registration
- (b) Certificate for possessing minimum ISO 9001:2008 certification along with the copy of same having validity on the date of submission.
- (c) Registration Certificate
- (d) Chartered Accountant Certificate on Average Annual Turnover.
- (e) Project Citation Format
- (f) Affidavit of declaration stating that the bidder has not abandoned work and is not blacklisted by any State government or Government of India.
- (g) Payment for RFP Document in shape of Demand Draft for Rs. 10,000/- (Rupees Ten Thousand Only),
- (h) Payment for EMD in shape of Demand Draft for Rs 2, 00,000/- (Rupees Two Lakh only).
- (i) Bidder should possess minimum ISO 9001:2008 certification.

10.3. Template for Submission

10.3.1. Checklist for Technical Bid

Activity	Sub-section
Covering Letter for Technical Proposal	Letter of Proposal
Relevant Experience	Relevant Experience/Work Orders for Ongoing projects Relevant Experience/Work Order completion certificates

Activity	Sub-section
	Relevant Supporting Documents for geographical presence
Proposed Methodology and Infrastructure	<p>Approach and methodology for resource engagement/ project team, and logistics arrangement for timely delivery of the ration cards.</p> <p>Adequate space for, lamination, packaging and storage management of ration cards.</p> <p>requisite infrastructure (computers printers and lamination facilities, and back up electricity provisions)</p>
Any other	Any other supporting documents

10.3.2. Letter of Proposal

<Location, Date>

To

The Managing Director
Odisha State Civil Supplies Corporation Limited
Head Office, C/2 Nayapalli
Bhubaneswar - 751012

EPBX - (0674) 2395391/2394956

Fax - (0674) 2395291/2390199

Subject: Submission of the Technical bid for *<Name of the assignment>*

Dear Sir/Madam,

We, the undersigned, offer to provide solutions to the OSCSC on <Name of the engagement> with your Request for Proposal dated <insert date> and our Proposal. We are hereby submitting our Proposal, which includes this Technical bid and the Financial Bid sealed in a separate envelope.

We hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the Implementation services related to the assignment not later than the date indicated in Fact Sheet.

We agree to abide by all the terms and conditions of the RFP document. We would hold the terms of our bid valid for 180 days as stipulated in the RFP document.

We hereby declare that we are not insolvent, in receivership, bankrupt or being wound up, our affairs are not being administered by a court or a judicial officer, our business activities have not been suspended and we are not the subject of legal proceedings for any of the foregoing.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm/Company:

Address:

Location:..... Date.....

Particulars of the Bidder

Sl. No.	Information Sought	Details to be Furnished
1	Name ,address of the bidding Company Incorporation status of the firm (public limited / private limited, etc.)	
2	Year of establishment	
3	Date of registration	
4	ROC Reference No.	
5	Details of company registration	
6	Details of registration with appropriate authorities for GST	
7	Name, Address, e-mail ID, Phone nos. and Mobile Number of Contact Person	

10.3.3. Project Citation Format

Relevant project experience of last 3 years ending 31 March 2016	
General Information	
Name of the project	
Client for which the project was executed Name and contact details of the client	
Project Details	
Description of the project	
Scope of services	
Service levels being offered/ Quality of service (QOS)	
Technologies used	
Outcomes of the project	
Other Details	
Total cost of the project	
Total cost of the services provided by the respondent.	
Duration of the project (no. of months, start date, completion date, current status)	
Other Relevant Information	
Letter from the client to indicate the successful Completion /Continuation of the projects. Copy of work order	

10.3.4. Template for declaration on Number of bar coded cards Printed :

Please provide a separate table for Relevant Experience in printing bar coded cards in similar kind of projects awarded by any State Govt. / Central Govt. The bidder shall mandatorily submit the required information in the prescribed table format for both Completed projects & On-going projects):

Sl. No.	Name of Project & Task Assigned	Value of Work Order	Number of Bar coded cards Printed & Handed Over	Cost Value of Work Completed till date	Time committed for the project	Page No. reference of the Work Order & Work Completion Certificate attached in the Bid
1						
2						
3						

Seal & Signature:
Business Address

10.3.5. Affidavit for Availability of Infrastructure

The vendor has to give an affidavit mentioning the following details.

SI No	Types of Computer	No. of Printer as per the Specification of RFP	No of Lamination Machines available	Availability of Back up for uninterrupted power supply	Remarks (If Any)

10.3.6. Format for Commercial Bid

The following tables should be used to quote the financial bid and should be inclusive of all cost i.e. manpower, infrastructure, transportation and other charges if any etc. The least unit cost quoted by the bidder shall be treated as L1.

Serial No	Item Name	Rate per unit of ration card excluding tax (in INR)	GST(@__%) in INR	Total Cost (in INR)
01	Printing, Lamination & Packaging of Ration Cards as per the specification of RFP.			
02	Transportation of Ration Card			
Total Estimated Cost (In INR)				
Total Estimated cost in word : Rupees__				

10.3.7. Commercial proposal Covering letter

<Location, Date>

To
The Managing Director
Odisha State Civil Supplies Corporation Limited
Head Office, C/2 Nayapalli
Bhubaneswar - 751012

EPBX - (0674) 2395391/2394956

Fax - (0674) 2395291/2390199

Subject: Submission of the Financial bid for <Provide Name of the RFP with No.>

Dear Sir/Madam,

We, the undersigned, offer to provide the Implementation services for <Title of Implementation Services> in accordance with your Request for Proposal dated <Date> and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of <Amount in words and figures>. This amount is inclusive of the local taxes. The rate is quoted in the following Commercial Bid format-10.3.6.

Serial No	Item Name	Rate per unit of ration card excluding tax (in INR)	GST(@ __ %) in INR	Total Cost (in INR)
01	Printing, Lamination & Packaging of Ration Cards as per the specification of RFP.			
02	Transportation of Ration Card			
Total Estimated Cost (In INR)				
Total Estimated cost in word : Rupees__				

1. Price and Validity

- All the prices mentioned in our Tender are in accordance with the terms as specified in the RFP documents. All the prices and other terms and conditions of this Bid are valid for a period of 180 calendar days from the date of opening of the Bid.
- We hereby confirm that our prices include all taxes. However, all the taxes are quoted separately under relevant sections.
- We understand that the actual payment would be made as per the existing indirect tax rates during the time of payment.

2. Deviations

We declare that all the services shall be performed strictly in accordance with the tender documents except for the variations and deviations, all of which have been detailed out

exhaustively in the following statement, irrespective of whatever has been stated to the contrary anywhere else in our bid.

Further we agree that additional conditions, if any, found in the Tender documents, other than those stated in deviation schedule, shall not be given effect to.

3. Tender Pricing

We further confirm that the prices stated in our bid are in accordance with your Instruction to Bidders included in Tender documents.

4. Qualifying Data

We confirm having submitted the information as required by you in your Instruction to Bidders. In case you require any other information/documentary proof in this regard before evaluation of our Tender, we agree to furnish the same in time to your satisfaction.

5. Bid Price

We declare that our Bid Price is for the entire scope of the work as specified in the RFP. These prices are indicated Commercial Bid attached with our Tender as part of the Tender.

6. Performance Security

We hereby declare that in case the contract is awarded to us, we shall submit the Performance security in the recommended format in the RFP.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., [Date].

We understand you are not bound to accept any Proposal you receive.

We hereby declare that our Tender is made in good faith, without collusion or fraud and the information contained in the Tender is true and correct to the best of our knowledge and belief.

We understand that our Tender is binding on us and that you are not bound to accept a Tender you receive.

Thanking you,

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

10.3.8. Form for Undertaking on Total Responsibility

Date:

To:

Managing Director

Odisha State Civil Supplies Corporation Ltd. (OSCSC)

Head Office, C/2 Nayapalli, Bhubaneswar - 751012

EPBX - (0674) 2395391/2394956

Fax - (0674) 2395291/2390199

Dear Sir,

Sub: Self-certificate regarding Total Responsibility

This is to certify that we undertake total responsibility for the successful and defect free operation of the proposed project as per the specifications in this RFP.

Thanking you,

Yours faithfully

(Signature of the Authorized signatory of the Bidding Organization)

Name:

Designation:

Date:

Time:

Seal:

Business Address:

**10.3.9. Form for declaration of not being blacklisted
(Self Declaration in Official Letter Pad)**

To,
The Managing Director

Odisha State Civil Supplies Corporation Limited
Head Office, C/2 Nayapalli
Bhubaneswar - 751012
EPBX - (0674) 2395391/2394956
Fax - (0674) 2395291/2390199

Ref: RFP Notification No. 03-FSCW/2018 Date 01-08-2018

Subject: Declaration for not being blacklisted in response to the RFP for Selection of
Selected Bidder for RCMS operation.

Dear Sir,

We confirm that our company, _____, is not blacklisted in any manner whatsoever
by any of the State/UT and/or central government in India on any ground including but not
limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable
practice or restrictive practice. Place:

Date:

Bidder's Company Seal:

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation:

Note: The Bidder shall necessarily provide a copy of 'Power of Attorney' authorizing the
signatory for signing the Bid on behalf of the Bidder in its Pre-Qualification Bid.

10.3.10. Performance Security

<Name>
<Designation>
<Address>
<Phone Nos.>
<Fax Nos.>
<Email id>

Whereas, <name of the supplier and address> (hereinafter called “the bidder”) has undertaken, in pursuance of contract no. <Insert Contract No.> dated. <Date> to provide Implementation services for <name of the assignment> to OSCSC Ltd (hereinafter called “the beneficiary”)

And whereas it has been stipulated by in the said contract that the bidder shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, **<Name of Bank>** a banking company incorporated and having its head /registered office at <Address of Registered Office> and having one of its office at <Address of Local Office> have agreed to give the supplier such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of **Rs.<Insert Value> (Rupees <Insert Value in Words> only)** and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of **Rs. <Insert Value> (Rupees <Insert Value in Words> only)** as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until <Insert Date>)

Notwithstanding anything contained herein:


I. Our liability under this bank guarantee shall not exceed **Rs. <Insert Value> (Rupees <Insert Value in Words> only).**

II. This bank guarantee shall be valid up to <Insert Expiry Date>)

III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before <Insert Expiry Date>) failing which our liability under the guarantee will automatically cease.

Annexure-1

Sample AAY and PHH Ration Card

Government Of Odisha/ଓଡିଶା ସରକାର		ଖାଦ୍ୟ ଯୋଗାଣ ଓ ଖାଉଟି କଲ୍ୟାଣ ବିଭାଗ	
Ration Card/ରେସନ କାର୍ଡ			
Ration Card No/ ରେସନ କାର୍ଡ ନଂ : 19131467897			
Ration Card Type/ ରେସନ କାର୍ଡର ପ୍ରକାର : ଅନ୍ୟୋନ୍ୟ ପରିବାର/AAY			
Head of Household/ପରିବାରର ମୁଖ୍ୟ : ଶ୍ରୀ			
ମୁଖ୍ୟଙ୍କ ଲିଙ୍ଗ	ତାଙ୍କ ସ୍ବାମୀ/ସ୍ତ୍ରୀ କ ନାମ	ତାଙ୍କ ପିତାଙ୍କ ନାମ	
ପୁରୁଷ	ଶ୍ରୀ	ଶ୍ରୀ	
Mobile No/ମୋବାଇଲ୍ ନଂ : 7686868686			
NPR Family ID :			
Present Address/ ବର୍ତ୍ତମାନର ଠିକଣା			
House No. : kjkljklj		WARD NO. 14	
Village/Locality : kjkljklj		ULB : BHUBANESWAR MC	
District : KHORDHA			
FPS Code and Name /ପୁରୁଷ ମୁଖ୍ୟ ଦୋକାନର କୋଡ୍ ଓ ନାମ :			
Wheat & Rice : 1913P168-ABHAYA KUMAR ACHARYA			
Ration Per Month : ୩୫ କେଜି ଚାଉଳ (ପରିବାର ପିଛା)			
Sk Oil : 1913P007-SMT KHALI SAHOO-Ward41			
SK Oil Per Month : 1 Ltr.			
Old Ration Card No : 878979			
		Total Family Members/ପରିବାରର ସଦସ୍ୟ ସଂଖ୍ୟା : 1	
Date of issue of card 26/10/2015			
		ADM, KHORDHA Issuing Authority	
ଏହି ରେସନ କାର୍ଡଟି ସ୍ବପୁର ପରିବାରର ସଦସ୍ୟଙ୍କ ଛଡା ଅନ୍ୟ କାହାକୁ ଦିଆଯିବ ନାହିଁ, ଉପକ୍ରମ ଓ ବ୍ୟବହାର କରିବା ଅତ୍ୟାବଶ୍ୟକୀୟ ନୁହେଁ ଆଇନ୍ ଅନୁଯାୟୀ ଦଣ୍ଡନୀୟ ଅଟେ ।			

ଓଡିଶା ସରକାର/Government Of Odisha		ଖାଦ୍ୟ ଯୋଗାଣ ଓ ଖାଉଟି କଲ୍ୟାଣ ବିଭାଗ	
Ration Card/ରେସନ କାର୍ଡ			
Family Details / ପରିବାର ସଦସ୍ୟଙ୍କ ବିବରଣୀ		Ration Card No/ ରେସନ କାର୍ଡ ନଂ : 19131467897	
କ୍ର ନଂ ନାମ	ଲିଙ୍ଗ	ବୟସ ମୁଖ୍ୟଙ୍କ ସହ ସମ୍ପର୍କ	ଆଧାର ସଂଖ୍ୟା EPIC ସଂଖ୍ୟା
1 ଶ୍ରୀ	ପୁରୁଷ	51 Head	
		PDS Helpline : 1967	
		Consumer Helpline Line : 1800 - 3456724	
		Consumer Advice Center : 1800-3456760	
		www.foododisha.in	
ଏହି ରେସନ କାର୍ଡଟି ସ୍ବପୁର ପରିବାରର ସଦସ୍ୟଙ୍କ ଛଡା ଅନ୍ୟ କାହାକୁ ଦିଆଯିବ ନାହିଁ, ଉପକ୍ରମ ଓ ବ୍ୟବହାର କରିବା ଅତ୍ୟାବଶ୍ୟକୀୟ ନୁହେଁ ଆଇନ୍ ଅନୁଯାୟୀ ଦଣ୍ଡନୀୟ ଅଟେ ।			

Annexure- 2- Unit Wise Distribution Location

Unit No.	District	Block	ULB(MC +MPL)	Total
Unit 1	Sonepur	6	1	7
	Mayurbhanj	26	1	27
	Boudh	3	0	3
	TOTAL	35	2	37
Unit 2	Bolangir	14	2	16
	Jajpur	10	2	12
	Gajapati	7	1	8
	TOTAL	31	5	36
Unit 3	Jharsuguda	5	3	8
	Balasore	12	3	15
	Rayagada	11	1	12
	TOTAL	28	7	35
Unit 4	Sambalpur	9	2	11
	Bhadrak	7	2	9
	Kalahandi	13	1	14
	TOTAL	29	5	34
Unit 5	Bargarh	12	1	13
	Jagatsinghpur	8	2	10
	Nawrangpur	10	1	11
	TOTAL	30	4	34
Unit 6	Deogarh	3	1	4
	Nayagarh	8	0	8
	Ganjam	22	6	28
	TOTAL	33	7	40
Unit 7	Angul	8	2	10
	Cuttack	14	3	17
	Nuapada	5	1	6
	TOTAL	27	6	33
Unit 8	Dhenkanal	8	1	9
	Khurdha	10	5	15
	Koraput	14	3	17
	TOTAL	32	9	41
Unit 9	Sundergarh	17	5	22
	Kendrapada	9	2	11
	Kandhamal	12	1	13
	TOTAL	38	8	46
Unit 10	Keonjhar	13	4	17
	Puri	11	1	12
	Malkangiri	7	2	9
	TOTAL	31	7	38
	GRAND TOTAL			374

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