

Minutes of Pre-bid Meeting of the Tender published for selection of agency for Printing and Supply of Mother and Child Protection (MCP) Cards, for State Health Society, Bihar (SHSB)

1. With reference to the Notice Inviting Tender (NIT) Reference No.: - **02/SHSB/IEC(Printing and supply of MCP Cards)/2020-21** for selection of agency for printing and supply of Mother and Child Protection (MCP) Cards, for State Health Society, Bihar (SHSB), published in leading newspapers bearing PR.00624 (Ni.Ni.) 2020-21 and uploaded on the website "<http://www.eproc.bihar.gov.in/BELTRON>" and "statehealthsocietybihar.org", the Pre-Bid meeting was held on **08/05/2020** at **11.00AM** in the Conference Hall of the 'State Health Society, Bihar (SHSB), Pariwar Kalyan Bhawan, Sheikhpura, Patna'.

2. The following members were present in the Pre-bid Meeting:

(i) Dr. Tapeswar Prasad, Director-in-Chief (Nursing), Health Services, Bihar	Chairman
(ii) Shri Khalid Arshad, Administrative Officer, State Health Society, Bihar	Member
(iii) Shri Yogendra Prasad, Additional Director (Finance), State Health Society, Bihar	Member
(iv) Dr. N. K Sinha, AD (Immunization) cum SIO, State Health Society, Bihar	Member
(v) Dr. Rajender Chaudhary, Representative SPO(MH), State Health Society, Bihar	Member
(vi) Shri Ashish Kumar, Representative of SRU, Patna	Member

3. The following bidders participated or sent their queries with respect to the Pre-bid meeting:

1. M/s Patna Offset Press, Patna (Bihar)	2. M/s Vatayan, Patna (Bihar)
3. M/s Manipal Technologies Ltd., Chennai	4. M/s Mittal Enterprises, Delhi
5. M/s Ashoka Paper Products, New Delhi	

4. The following queries were raised during the Pre-bid meeting and submitted via e-mail on ieccell2015@gmail.com :-

Sl. No	NIT Reference	As Published in NIT	Query/Request of interested Agencies	Clarifications/ Amendments Recommended by Technical Committee
I	Page No.5, Para 2.7, Section-II	The prices quoted shall be firm and inclusive of all the factors which includes but not limited to the cost of paper of the required Grams per square meter(GSM), charges for translation (if any applicable), lamination (if any applicable) , color printing, binding, packaging and transportation to the office of the SHSB and District Health Societies (DHS)/Medical Colleges & Hospital/any other places upto District Headquarters(HQ) of any one or all the 38 districts in the state of Bihar, all applicable taxes and duties, excluding Goods & Services Tax(GST). This shall be quoted in the online mode only. GST if applicable, will be paid by State Health Society (SHSB) or the authorities decided by SHSB, as per the prevailing rates/rules. (Refer: Appendix H: Instruction for Financial Bid)	The agency/bidder represented that as the price will differ for each additional activity, so requested to confirm that whether translation & lamination is applicable for the said product. Or shall they go ahead as per the scope/specification provided in the tender, which is not mentioning about any lamination/ translation.	Since the quality of required paper is synthetic, so there may not be any requirement of lamination. Soft copy of MCP card will be provided by the SHSB, so Translation may also not be required, however it is kept in the instructions in the tender document to avoid any uncertainty for small work. Therefore, the agency/bidders are advised to print and supply the MCP card as per specification and terms and condition mentioned in the tender document.
II	Page No.5, Para 2.7, Section-II	The prices quoted shall be firm and inclusive of all the factors which includes but not limited to the cost of paper of the required Grams per square meter(GSM), charges for translation (if any applicable), lamination (if any applicable), color printing, binding, packaging and transportation to the office of the SHSB and District Health Societies (DHS)/Medical Colleges & Hospital/any other places upto District Headquarters(HQ) of any one or all the 38 districts in the state of Bihar, all applicable taxes and duties, excluding Goods & Services Tax(GST). This shall be quoted in the online mode only. GST if applicable, will be paid by State Health Society (SHSB) or	The agency/bidder requested for the following; a) Please share the quantity per location per order b) Freight cost will vary for 1 location or if it is to be deliver to 38 location, so please confirm the number of locations to be delivered.	a) The demand from the districts is variable; therefore, the agency/ bidder has to supply the MCP card as per terms and conditions mentioned in the tender document. b) Delivery is required at all 38 locations.

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		the authorities decided by SHSB, as per the prevailing rates/rules. (Refer: Appendix H: Instruction for Financial Bid)		
III	Page No. 15, Para-2.2, Section-IV	Paper Quality (Cover + Inner): 150 Grams per square meter (GSM) micron synthetic paper, non-tearable, smudge proof paper (synthetic) which is suitable for writing using any type of pen.	The agency requested for the following: a) Sharing the sample of the paper or share the detailed specification for the paper. b) Instead of '150 Grams Per Square Meter (GSM) Micron Synthetic Paper', it should be '150 Micron Synthetic Paper'.	a) Specification of Paper is already mentioned in the tender document. b) Specification is provided by Government of India. Hence, no change is recommended.
IV	Page No. 15, Para-2.1 & 2.3, Section-IV	2.1 Number of pages: 40 pages (20 spread) including cover and back page for Hindi cards 2.3 Size: (a) Width: 4.5 inches and (b) Height: 12 inches	The agency/bidder requested to confirm the following: a) Whether provided size is open size or closed size? b) Also confirm, whether 20 sheets are required in the size of 4.5 inch x 12 inch. c) 40 pages (20 sheets)	a) Provided size is closed/finished size. b) Yes, 20 sheets are required in the size of 4.5 inch x 12 inch. c) Yes, 40 pages (20 spread) or 40 pages (20 sheets) both are same.
V	Page No. 15, Para-2.4, Section-IV	Colours: Four Colour Printing	The agency/bidder requested to confirm the following: A. Whether any Variable Data printing need to be done on cover page or inner page? If yes, a. On how many page/sheets required the variable data printing? b. Whether Variable data printing required in B/w or in color? c. In which format, data will be shared? d. What are the QC parameters? e. Whether any sequential pattern need to be maintained while packing? B. Whether all 40 page/20 sheet are containing the 4 color printing? C. Whether any special color or lamination is required?	A.a. All the page/sheets required the variable data printing. b. Variable data printing is required in color. c. Data will be shared in PDF/CDR format. d. For QC Parameters, please refer Clause 2, Section-IV. e. There is no specific requirement in packing, however agency may adopt the process for their tracking mechanism. B. Yes, all 40 page/20 sheet are containing the 4 color printing. C. There is no any special color or lamination is required.

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			D. Please share the sample book (both hardcopy & softcopy)	D. Soft copy is uploaded in the website along with the proceeding of pre-bid meeting.
VI	Page No. 15, Para-2.6, Section-IV	Packaging: (e.g. the cards should be packed in cartons duly labelled)	The agency/bidder requested to confirm that what is the quantity of cards per box or bidder can consider the standard packing type?	The agency/bidder can consider the standard packing type and need to ensure to fulfil the condition as mentioned in Page no. 16, Para 12 and 13 under Section-IV of the tender document.
VII	Page No. 15, Para-3, Section-IV	A sample of the MCP card, shall be shown at the time of the Pre-Bid meeting, as per the dates and timelines mentioned in Clause 4 of the Notice Inviting Tender (NIT).	The agency/bidder represented that because of COVID 19 lockdown they were not able to attend the Pre-bid meeting to see the sample, so requested to share the soft copy of the sample.	Soft copy of MCP Card is uploaded in the website along with the proceeding of pre-bid meeting.
VIII	Page No. 15, Para-4, Section-IV	The order quantity for printing and supply of Mother and Child Protection (MCP) cards shall be upto 35 lakhs. However, the said quantity is provisional and can be increased or decreased at the sole discretion of the SHSB.	The agency/bidder requested to confirm that what is the provisional and can be increased or decreased by way of percentage, so bidder can make scope in their costing.	Demand from the Districts is variable. Therefore, Tender terms and condition shall prevail.

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IX	Page No. 15, Para-7, Section-IV	The order(s) for printing from SHSB, can be either one time printing of the whole lot, or printing in batches per month, quarters, half yearly and any other period so defined and communicated by the SHSB to the service provider. Once, decided by SHSB, the service provider will be required to strictly adhere to the order quantities and timelines so communicated. Any deviation from which, will lead to penalties being levied on the service provider, as mentioned in this tender document and therefore in the contract document signed with the SHSB.	<p>a) The agency/bidder requested to share the order pattern (one-time printing of the whole lot, or printing in batches per month, quarters, half yearly and any other period), as each will impact the cost. Also please share the quantity for the each of the order pattern.</p> <p>b) What will be the period of this project?</p>	<p>a) The Para-7 under Section-IV may be read as “The order(s) for printing from SHSB will be on half yearly basis and the service provider will be required to strictly adhere to the ordered quantities and timelines communicated. Any deviation from this, will lead to penalties being levied on the service provider, as mentioned in this tender document and thereafter in the contract document signed with the SHSB.”</p> <p>b) Regarding, Period of project, please refer to Para-4 of Section-VI in the tender document.</p>
X	Page No. 17, Para-14, Section-IV	The cost for test of quality of sample of the MCP cards, as per the purchase orders (POs), shall be borne by the service provider, and the SHSB shall be deducting the equivalent amount from the Invoices raised by the service provider. Appropriate penalties, as mentioned in sub-clause 6.2, clause 6, Section VI– Terms and Conditions, shall be applicable on the service provider, as per quality of the MCP card, rated by the Quality Testing Agency.	The agency/bidder requested to confirm that what is the testing charges?	Testing charge will be on actual basis, charged by the listed testing agencies mentioned in Clause 5.7 under Section-VI
XI	Page No. 19, Para-2. (IV), Section-V	The bidder should have the experience of printing and supply of different types of materials to the Government (Central or State) Sector/ Semi-Government/ Public Sector Unit (PSU) for worth Rs. 50 lakh against minimum three work orders in each of the last 3 financial years i.e. FY 2016-17, FY 2017-18 & FY 2018-19. <i>(The assignment of Govt. Depts. / Semi Govt. Depts./ private organization, should be specifically brought out.)</i>	The agency/bidder requested to confirm that Whether it should be of similar material or even paper /sticker/PVC printing will do?	As per eligibility criteria laid down in the tender document.

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XII	Page No. 19, Para-2. (XI), Section-V	The bidder should have a branch office in Patna.	<p>The agency/bidder requested to remove this eligibility criteria, as it will make limited participation & loss of getting best value for the product/project.</p> <p>One of the agency/bidders stated that, even though they have a branch office in Patna, but they believe that such a condition is unfavourable for other Non-Bihar Companies and hence should be revoked. Further he stated that, in the age of GST implementation and increased digitization such a clause off-set the interests of printers and suppliers from other states and is not favourable for a healthy competition. Therefore, they requested to revoke the said clause, and make this Tender equal and fair for all.</p>	The agency/bidder's request is accepted, and this clause may be treated as deleted from the tender.
XIII	Page No. 15 & 16, Para-4, 7 & 9, Section-IV	<p>4. The order quantity for printing and supply of Mother and Child Protection (MCP) cards shall be upto 35 lakhs. However, the said quantity is provisional and can be increased or decreased at the sole discretion of the SHSB.</p> <p>7. The order(s) for printing from SHSB, can be either one-time printing of the whole lot, or printing in batches per month, quarters, half yearly and any other period so defined and communicated by the SHSB to the service provider. Once, decided by SHSB, the service provider will be required to strictly adhere to the order quantities and timelines so communicated. Any deviation from which, will lead to penalties being levied on the service provider, as mentioned in this tender document and therefore in the contract document signed with the SHSB.</p> <p>9. The service provider will be given a total time of maximum 45 days, per order for printing and supply of</p>	The agency/bidder represented that in light of the Scope of Work, Clauses 4, 7 & 9, the quantity can vary from a single supply of the entire lot or supply in batches. However, the delivery time period appears to be the same for all i.e. 45 days. The agency stated that, it is difficult to supply the entire lot in 45 days particularly because the paper mentioned in the specifications is majorly imported – and given the current situation, the delivery time of the same is difficult to ascertain. It almost takes 30 days to import such a lot as per our estimates. Therefore, the agency requested to either increase the scheduled time for delivery with the current specifications to 120 days, or to change the paper to 150 GSM Art Card which is used by other states. Even with Art Card we expect the delivery time to be at least 90 days, rather than the current 45 days.	Para 9 under Section-IV may be read as “The service provider will be given a total time of maximum 60 days for executing the supply against the first Purchase Order and for subsequent order 45 days per order for printing and supply of the MCP cards as per the quantities specified in the purchase orders (POs) raised by the SHSB from time to time. Agency will be required to share the sample to SHSB, of the printed MCP card for approval. In case, of any issue(s) in the sample provided by the service provider, the modified or corrected sample will be required to be

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		<p>the MCP cards as per the quantities specified in the purchase orders (POs) raised by the SHSB from time to time. Agency will be required to share the sample to SHSB, of the printed MCP card for approval. In case, of any issue(s) in the sample provided by the service provider, the modified or corrected sample will be required to be submitted back to SHSB for final approval. Once approved by SHSB, the service provider shall print the order quantities and dispatch to the SHSB and the District Health Societies (DHS)/Medical Colleges & Hospital, any other places upto District Headquarters(HQ) of any one or all the 38 districts in the state of Bihar, as mentioned in the purchase orders(POs) by SHSB.</p>		<p>submitted back to SHSB for final approval. Once approved by SHSB, the service provider shall print the order quantities and dispatch to the SHSB and the District Health Societies (DHS)/Medical Colleges & Hospital, any other places upto District Headquarters(HQ) of any one or all the 38 districts in the state of Bihar, as mentioned in the purchase orders(POs) by SHSB.”</p>
XIV	Page No.4, Para 17, Section-I	<p>All Tenders must be accompanied by EMD as mentioned. No bidder is exempted from submitting of EMD as mentioned in the tender document. Tenders without EMD shall be summarily rejected.</p>	<p>The agency/bidder represented that under the current government, there has been a special focus on the development and needs of the MSMEs. Further he stated that, in these times of economic slowdown, the requirements of the MSMEs shall be considered and there should be some exemption in EMD for the MSMEs as per the Central Govt. norms - if not fully, a partial exemption will go a long way in supporting the MSMEs in these times.</p>	<p>EMD is applicable as per Bihar Finance Rule (BFR).</p>
XV	Page No.3, Para 15, Section-I	<p>The hard(Physical) copy of the Earnest Money Deposit (EMD) along with sample of printed MCP card (as per the prescribed specification in the tender document) and paper of 150 GSM Micron Synthetic Paper without printed, should be mandatorily sent to, The Executive Director(ED), State Health Society, Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna-800014 by Registered Post/Speed Post or by hand. It must reach the above said address on or before the closing date & time indicated in</p>	<p>The agency/bidder represented that due to the nationwide lockdown it is extremely difficult to ensure timely delivery of the hard copy of EMD. Further, since not all factories are currently open it is difficult to make a printed sample in such circumstances. Therefore, they requested to accept</p> <p>a) The EMDs online as Bank Transfer and,</p> <p>b) only after the opening of the Technical Bids, ask the qualified bidders for submission of samples.</p>	<p>a) Submission of EMD amount through online is not acceptable as per Bihar Finance Rule (BFR). b) In view of nationwide lockdown and request made by the agency/bidders, the technical committee has decided to extend the bid submission date and accordingly schedule of events is revised as per Point no.5, and the</p>

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		<p>Clause 4 above, failing which the tenders will be treated as late tender and would be summarily rejected.</p>	<p>This will provide some relief and give them the necessary time as well.</p>	<p>agency/bidders may attach the scanned copy of Demand Draft or Bank Guarantee for EMD along with the technical bid as per scheduled defined in the tender document for bid submission. However, the hard (physical) copy of the Earnest Money Deposit (EMD) along with sample of printed MCP card (as per the prescribed specification in the tender document) must be submitted before the time and date of opening of technical bid. If lockdown continues further, then only the date of opening of technical bid will be revised for submission of hard copy of EMD and sample of MCP card.</p>
XVI	<p>Page No. 18 & 19, Para-2. (II) & (IV), Section-V</p>	<p>(II) The bidder must have minimum average turnover of Rs. 3.00 Crores during the last three financial years (FY 2016-17, FY 2017-18 & FY 2018-19) in printing work, as evidenced by the audited accounts of the bidder certified by Chartered Accountant.</p> <p>1. The bidder should have the experience of printing and supply of different types of materials to the Government (Central or State) Sector/ Semi-Government/ Public Sector Unit (PSU) for worth Rs. 50 lakh against minimum three work orders in each of the last 3 financial years i.e. FY 2016-17, FY 2017-18 & FY 2018-19. <i>(The assignment of Govt. Depts. / Semi</i></p>	<p>The agency/bidder represented that as per the Eligibility Criteria Clause 2 (II & IV), the minimum turnover required is Rs. 3 Crores and the 3 POs of Rs. 50 lakhs each are required in each of the last three financial years (total of 9 Pos) – In order to judge the capability of a company, a Turnover as a whole is a better indicator, and hence we believe the same shall be raised to at least Rs. 7-8 Crores. Further, the number of Pos per year should be reduced to 1 or 2, to make it more feasible and also to generate a healthy competition.</p>	<p><i>The agency/bidder request is not acceptable.</i></p>

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		<i>Govt. Depts./ private organization, should be specifically brought out.)</i>		
XVII	Page No. 3, Para 6, Section-I	The tender shall be accompanied by Earnest Money Deposit (EMD) of Rs. 20,00,000/- (Twenty Lakh Rupees only) in the shape of Demand Draft from any Schedule Bank in favour of State Health Society, Bihar payable at Patna.	The agency/bidder requested that EMD allowed to be submitted in the shape of Bank Guarantee.	<p>"The tender shall be accompanied by Earnest Money Deposit (EMD) of Rs. 20,00,000/- (Twenty Lakh Rupees only) in the shape of Demand Draft or Bank Guarantee from any Schedule Bank in favour of State Health Society, Bihar payable at Patna."</p> <p>*The agency/bidders are advised to submit the Bank Guarantee for EMD as per enclosed Format.</p>
XVIII	Page No. 19, Para-2. (V), Section-V	The bidder should be ISO certified.	The agency/bidder represented that ISO certificate is pending for renewal and currently not available.	The agency/bidder has to fulfil the eligibility criteria as laid down in the tender document.
XIX	Page no.23, Para-5, Section-VI	Payment Clause	The agency requested to allow running payment.	The agency/bidder are requested to refer the Page no.-23, Clause 5.5 and 5.7 of the tender documents which clarify the payment process.
XX	Page No.9, Point no. 5 in Para 9.8, Section-II	Self-attested copy of establishment of the entity under Companies Act 1956/2013 or Partnerships Act or Shops and Establishment Act.	The agency represented that according to section 9.8 clause 5, it is mentioned that the firm need to be enlisted under Companies Act 1956/2013 or Partnership Act 1932 or Establishment Act but it is not necessary for printing press to be enlisted under such acts as well as if a firm is enlisted under S.S.I or M.S.M.E then there is no such necessity for the firm to be enlisted under the acts mentioned above neither is it mentioned under C.V.C	1. The Point no. 5 in Para 9.8 under Section-II may be read as "Self-attested copy of establishment of the entity under Companies Act, 1956/2013, or Partnership act 1932, or a Proprietorship firm."

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			<p>guidelines, so agency recommend to add S.S.I and M.S.M.E enlisted companies under the eligibility.</p>	<p>2. The requirement of mandatory documents under S.No.(I) of Para 2 may be read as “</p> <p>(a) For Company - Copy of the Certificate of Incorporation issued by the Registrar of Companies (RoC) under companies act 1956/2013</p> <p>(b) For Partnership Firm- Registration Certificate issued by registrar of firm under partnership act 1932</p> <p>(c) For Proprietorship firm- Copy of Income Tax Return evidenced in the name of Proprietor for assessment year 2019-20 or certificate from a Chartered Accountant under his/her seal, registration number and Unique Document Identification Number (UDIN) or MSME/NSIC/SSI/ Shop & Establishment Certificate in favour of firm evidencing the name of the Proprietor or Copy of GST Registration Certificate ”</p> <p><i>(The amendment as above is recommended)</i></p>

5. Change in Schedule of Events: -

Sl. No.	NIT Reference	As Published in NIT	Previous Timeline	New Timeline
i.	Page No. 2 Clause 4.1, Section-I: Notice Inviting Tender	Last Date & time of downloading the RFP	Till 22/05/2020 (Friday) up to 05:00 PM, on the e-Procurement Portal (https:// www.eproc.bihar.gov.in / BELTRON)	Till 08/06/2020 (Monday) up to 05:00 PM, on the e-Procurement Portal (https:// www.eproc.bihar.gov.in / BELTRON)
ii.	Page No. 2 Clause 4.2, Section-I: Notice Inviting Tender	Last date & time for submission (upload) of online bidding document.	23/05/2020 (Saturday) till 05:00 PM, on the e-Procurement Portal (https:// www.eproc.bihar.gov.in / BELTRON)	09/06/2020 (Tuesday) till 05:00 PM, on the e-Procurement Portal (https:// www.eproc.bihar.gov.in / BELTRON)
iii.	Page No. 2 Clause 4.3, Section-I: Notice Inviting Tender	Last date & time for submission of EMD in Hard (Physical) Copies (Offline Mode)	26/05/2020 (Tuesday) by 01:00 PM, To, “The Executive Director, State Health Society, Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna-800014”	12/06/2020 (Friday) by 01:00 PM, To, “The Executive Director, State Health Society, Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna-800014”
iv.	Page No. 2 Clause 4.4, Section-I: Notice Inviting Tender	Time, Date of opening of Technical Bid	26/05/2020 (Tuesday) at 03:00 PM on the e-Procurement Portal (https://www.eproc.bihar.gov.in / BELTRON)	12/06/2020 (Friday) at 03:00 PM on the e-Procurement Portal (https://www.eproc.bihar.gov.in / BELTRON)
v.	Page No. 2 Clause 4.5, Section-I: Notice Inviting Tender	Time, Date of opening of Financial Bid	To be announced later on the e-Procurement Portal (https://www.eproc.bihar.gov.in/BELTRON)	To be announced later on the e-Procurement Portal (https://www.eproc.bihar.gov.in/BELTRON)