



BiD Document

FOR

**Printing & Supply of Holistic Progress Card for
Class-I to VIII, 2023-24**

Notice Inviting Tender No. 520 Date 13.02.2024

**OFFICE OF THE DISTRICT PROJECT CO-ORDINATOR
SAMAGRA SHIKSHA, KEONJHAR**



DISTRICT PROJECT OFFICE, SAMAGRA SHIKSHA, KEONJHAR



PWD road, New Market, in front of Govt. Press,
Keonjhar-758001

Ph. No-06766-254103, Fax-256420

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Letter No. 520 /

Date. 13/02/2024

NOTICE INVITING TENDER (NIT)

Sealed tenders are invited from the reputed & credible printers / firms / agencies for printing & supply of "Holistic Progress Card" for 2023-24 for Class-I to VIII Students in **two bid systems (Technical & Financial Bid)** as detailed below.

Name of the Tender	Bid processing fees	Amount of EMD	Last Date & time of receipt of Bid	Date & time of opening of Technical Bid
Printing & Supply of Holistic Progress Card for 2023-24	Rs.2000/- (Two thousand) only	Rs.50,000/- (Fifty thousand) only	22.02.2024 by 5.30 PM	23.02.2024 at 03.30 PM

The detailed BID document is available in the website www.kendujhar.nic.in, www.osepa.odisha.gov.in. Interested and eligible agency/ firm may download BID DOCUMENT from the above website and apply accordingly. Corrigendum / addendum, if required, will be uploaded in the above web site. Hence potential bidders are requested to be in continuous touch with the above website.

The Tender Inviting Authority (TIA) reserves the right to accept / reject any, full or part / all BID/ cancel the entire selection process at any stage without assigning any reason thereof.

By the order of Collector - cum – Chairman

-Sd-

**District Project Co-ordinator,
Samagra Shiksha, Keonjhar**

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IMPORTANT INFORMATION TO THE BIDDER.

S. No.	Particular	Details
1.	Tender Inviting Authority (TIA)	The DPC Samagra Shiksha, Keonjhar
2.	Availability of the Bid document	www.kendujhar.nic.in / www.osepa.odisha.gov.in
3.	Date of Issue of the Bid	08.02.2024
4.	Last date and time of receipt of the Bid only through speed post / registered post	22/02/2024 by 5.30 PM
5.	Date & time for opening of Technical BID.	23/02/2024 at 03.30 PM
6.	Date of opening of Financial BID	Will be declared on the same date of opening of the technical bid after assessing correct nos. of participating bidders.
7.	Bid Processing Fee (Non-Refundable)	Rs.2000/- (Rupees Two Thousand Only) in shape of DD/Banker's Cheque drawn in any nationalized/scheduled bank favouring District Project Coordinator, SSA, Keonjhar , payable at Keonjhar which will be annexed with the Technical Bid.
8.	Earnest Money Deposit (EMD) *(Refundable as per terms without interest)	Rs.50,000((Rupees Fifty Thousand Only) in shape of Banker Cheque / Demand Draft favouring District Project Coordinator, SSA, Keonjhar , payable at Keonjhar which will be annexed with the Technical Bid.
9.	Address & mode of submission of proposal	O/o the District Project Co ordinator, Samagra Sikshya, Keonjhar Near PWD office, In front of Govt. Press, Post/ Dist-Keonjhar-758001. Mode of Submission: Speed Post / Registered Post only to the address as specified above during the office hour only). Submission of proposal through other mode and late bid will be rejected.
10.	Place of Opening of Proposal:	Conference Hall , O/o the District Project Co ordinator, Samagra Sikshya, Keonjhar Near PWD office, In front of Govt. Press, Post/ Dist-Keonjhar-758001.
11.	Point of Delivery & Completion of supply	At the Block points within 12 days from the date of issue of work orders
12.	Submission of Performance security.	EMD of successful bidder will be treated as Performance Security for Tender

BID DOCUMENT FOR
“PRINTING & SUPPLY HOLISTIC PROGRESS CARD FOR -2023-24

The District Project Co-ordinator, Samagra Shiksha, Keonjhar invites bids from the reputed & credible printers / firms/ agencies for printing & supply of “Holistic Progress Card” for 2023-24. The detailed terms & conditions of the above bid are as under;

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. Eligibility Criteria :

The Printers /firms /agencies must have:

- (a) Valid Udyog Aadhar Registration for printing works.
- (b) Office as well as printing setup in the State of Odisha
- (c) Valid PAN
- (d) Valid GST Registration Certificate.
- (e) Not black listed by any Govt agency

2. Application Procedure:

- (a) The Bid has been invited under two bid system i.e. **Technical Bid and Financial Bid**. The interested bidders are advised to submit two separate sealed envelopes super scribed as “Technical Bid for Printing & supply of Holistic Progress Card & Financial Bid for printing & Supply of Holistic Progress Card”. Both sealed envelopes should be kept in another sealed envelope super scribed as “Tender for printing & Supply of Holistic Progress Card”.
- (b) **Technical Bid & Financial Bid**-The Bidder has to fill up the Technical bid Form (**Tech-1, Tech-2, Tech-3, Tech-04**) & submit it with a separate envelope with all self-attested documents / papers as mentioned in para-2 (f). Similarly, the Financial Bid form has to be filled up as per prescribed form (**Fin-1 & Fin-2**) and to be submitted in a separate sealed envelope. The bidder is to quote **per card rate** in the prescribed format (FIN-2). The per card rate shall include cost of paper, printing, scanning & planning, platemaking, DTP, designing, all pre-press expenses, composing, editing, binding, Class-wise / Block wise packing, all other charges, levies, duties, GST, transportation cost & delivery of the complete material at block point. **The maximum Rate per Holistic Progress Card including all above charges should not exceed Rs.4.88 Paisa.**
- (c) The tender should be addressed to the O/o- The District Project Co-ordinator, **Samagra Sikshya, Keonjhar**, Near PWD road, In front of Govt. Press, Post-/Dist.- Keonjhar-758001.
- (d) The Bid document is available in website www.kendujhar.nic.in and www.osepa.odisha.gov.in and the cost of the tender paper (Bid processing fee) is to be enclosed in shape of crossed Demand Draft / banker’s Cheque in favour of “District Project Coordinator, SSA Keonjhar” payable at Keonjhar along with the **Technical BID**.
- (e) **Earnest Money Deposit (EMD)**: The bidder has to submit EMD i.e Rs. 50,000/-. The EMD (refundable - without interest), may be submitted in shape of **Demand Draft / Banker’s cheque** from any Nationalized or scheduled bank drawn in favour of “District Project Coordinator, SSA Keonjhar” payable at Keonjhar, failing which the tender shall be rejected summarily .In case of the EMD of the unsuccessful bidders, it shall be returned within 30 days from the date of Tender finalisation. The EMD of successful bidder will be retained as Performance Security .The EMD shall be forfeited in the event of withdrawal of the tender once submitted OR in case of a successful bidder who (i) fails to execute the agreement within specified period or (ii) express its inability to supply the finished material within the stipulated period. **Exemption** towards EMD and Bid Security shall **not be considered at any case**.

- (f) The interested Bidders are to enclose self-attested photocopies of the following valid documents /papers **in the Technical Bid envelope**. The proposal submitted without the following documents/papers shall not be considered.
- 1) Valid Udyog Aadhar Registration for printing works.
 - 2) Proof of Office as well as printing setup in the State of Odisha
 - 3) Valid PAN
 - 4) Valid GST Registration Certificate along with latest GST return certificate.
 - 5) Copy of ITR acknowledgement for the last 03 Financial years i.e.2021,2021-22 & 2022-23 **(A.Y.2021-22,2022-23 & 2023-24)**
 - 6) DD/ Bankers Cheque amounting to Rs.2000/- as bid processing fee **(Non Refundable)**
 - 7) EMD amounting Rs 50,000/-in shape of Demand Draft / Bankers Cheque **(No Exemption to be claimed)**
 - 8) Duly filled in, signed & sealed Tech-1, Tech-2 &Tech-3.
 - 9) Sample papers duly **signed & sealed mentioning the GSM** as well as **name of the manufacturer**.
 - 10) **Affidavit** by Notary that **the Firm/Agency is not Black-listed** or defaulted for similar type of printing order.(Ref:- Tech-4 formats)
3. The Bidder who meets the requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be considered & opened.

4. Submission & opening of Tender:

- (a) The interested Bidders may submit the tender document complete in all respects along with EMD, bid processing fee and other requisite documents on or before **22/02/2024 by 5.30 PM** (in all working days) addressed to the DPC, SS , Keonjhar **only by registered Post / Speed Post Only**. The Authority is not responsible for any postal delay. No other mode of submission of bid shall be entertained.
- (b) **Late Bidders:** Any bid received by the authority after the prescribed time and dateline for submission of bids will not be considered and opened. Thus the same is deemed to be rejected.
- (c) The Technical bids shall be opened on the scheduled date and time at Conference Hall, DPO,SS, Keonjhar/ Collectorate in the presence of the bidder / their authorized representatives, if any, who wish to be present on the spot at that time.
- (d) The Financial Bid of only those successful bidders will be opened on the same day whose Technical bids are found correct/ in order. In case of any controversy in finalization of Technical Bids the opening date of Financial Bid will be intimated latter on.

5. Specifications :

- i. Quality of Paper - 170 GSM (Glossy Art Paper)
- ii. Size - A4size Card **08 pages each(for Class-I& II, III-V and VI-VIII, as per OSEPA Sample)**
- iii. Binding - Stitched/Stapled.
- iv. Process of printing - Offset or higher
- v. Ink - eco-friendly ink of ISO/ISI standard

6. Evaluation of BID:

- (a) The Purchase Committee of the District Project Office, SS, Keonjhar will evaluate the entire Technical & Financial BID. The Bidder who meets the requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be opened.
- (b) The technically qualified bidder quoting lowest price -L-I in the financial bid may be considered for award of contract. However, the decision of the committee for selection of L-I will be final and acceptable in all respect.

7. Acceptance or Rejection of the Bids:

- (a) The undersigned reserves the right to accept / reject any / all bids / cancel the entire selection process at any stage without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/ damage suffered by the bidder/s on account of such rejections.
- (b) Any bid with incomplete information is liable for rejection.

8. Award of Contract :

The contract will be awarded to the Bidder substantially responsive to the Bid document & offered lowest evaluated cost.

9. Signing of Contract :

- (a) The successful bidder whose bid has been accepted will sign an agreement with the undersigned within 3 days of issue of the work order.
- (b) Failure by the tenderer to comply with the requirement of above mentioned clause, the offer shall be rejected and the tenderer shall have no claim further.

10. Performance Security Deposit:

No additional performance Security will be imposed on selected Bidder as the EMD of Rs. 50,000 will be retained by this office till finalization of total process.

11. Post Delivery Inspection (PDI):

The TIA may do the PDI of the quality of paper as well as printing quality. However, the Quality Testing Report submitted by Text Book Production & Marketing (TBP&M) , Odisha Bhubaneswar will be the main criteria for final disbursement of bill amount.

12. Requirement & Delivery Schedule :

The selected firm shall supply the Holistic Progress Cards at Block point as per indent within 12 days from the date of issue of the work order. **Approximately** 2,20,000 Cards are required to be printed for the purpose. The above requirement may increase or decrease as per need. The total cost will be decided on the basis of actual nos. cards (A4 size of 8 pages each) printed & supplied.

NB: The District shall calculate Class-wise Block -wise requirement of Holistic Progress Cards and indicate the same and denomination of number of Card to be contained in a packet as well as detailed information to be printed on the packet/ cover, if any , shall also be provided by the District for information of the bidder during order

13. Payment terms:

- (i) **On completion of delivery at Block point:** 80% cost of the supplied quantity shall be paid after fixing limit from OSEPA & within 30 days after receipt of the required reports / Papers/ documents as under:
 - a. Challans towards satisfactory completion of supply of quantity to concerned block point as per supply order.
 - b. Receipt of “receive & stock entry certificate” from concerned BEO.
 - c. On fulfillment of conditions of the agreement.
 - d. Four self-inking carbon copies of the GSTIN invoice as well as bank details for payment purpose.
- (ii) **On Final Acceptance :** Rest 20% cost of the total supplied quantity shall be paid after deduction of penalty, if any, within 30 days of :
 - a. Receipt & outcome of Paper Quality Testing Report from TBPM.
 - b. After deduction of IT & GST TDS and amount of penalty, if imposed.
- (iii) No advance payment shall be made, or no payment shall be entertained on negotiation through Bank.
- (iv) Deduction of GST & IT TDS shall be made at the appropriate rate as per prevailing law.

14. Penalty :

- (a) If the work is delayed for any reason for which the TIA is not responsible, penalty @ 0.5 % per week or part thereof on the total cost maximum up to 10% of the contract value will be imposed on the firm under orders of appropriate Authority. The TIA reserves the right to forfeit the Performance Security & debar the bidder from participating in any other bid of his/her office. In such cases the TIA may write Govt. for blacklisting the firm.
- (b) If the Report on the quality of paper (GSM) testing report shows negative results, then penalty will be imposed proportionately on the total cost after deduction of tolerance limit prescribed by Govt., if any.
- (c) If the quality of printing is found to be dissatisfactory, penalty as suggested by the purchase committee will be imposed.

15. Amendments to BID terms ,conditions and issue of Corrigendum/addendum:

- (a) Three (03) days before the last date of submission of Bids, the TIA may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder/s, modify the Bidding Documents by amendment /corrigendum.
- (b) The amendment in shape of corrigendum/addendum will be notified on the websites www.kendujhar.nic.in. www.osepa.odisha.gov.in and the prospective bidder/s are requested to take cognizance of such notification/s while submitting their tender proposal.
- (c) In order to allow prospective Bidder/s reasonable time in which to take the amendment into account in preparing their bid, the TIA may, at its discretion, extend the deadline for the submission of bids.

- 16.** Only one tender should be submitted by one party. Submission of more than one tender will lead to rejection of all proposal of the bidder.

17. The bidder/s may use separate piece of paper, where the space provided in the formats in this tender document for submission of information, is not sufficient. The information in the separate sheet of paper shall be in prescribed format and its page should be serially numbered and duly authenticated.
18. All the information uploaded & submitted or supplied in the formats of this tender document shall be presumed to be true to the best of the knowledge of the bidder/s.
19. No document as required and mentioned in the Bid shall be submitted in the Technical bid / Financial bid documents unless otherwise specifically mentioned therein. All required documents shall be uploaded with serial number and page mark.
20. The TIA reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.
21. The bid validity period is 90 days from the date of opening of the Financial bid. Accordingly the bidder shall submit the Bid.
22. The TIA reserves the right to reject any or all the bids without assigning any reason thereof. The TIA also reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.
23. **Resolution of Disputes:**
 - (a) Any dispute between the Tender Inviting Authority and the successful bidder/s should be addressed to the other party only in writing in their respective letter heads signed only by the designated signatories as in contract agreement. Both the parties shall make every effort to resolve the same amicably by mutual consultations.
 - (b) If both the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, the same will be referred to by either party for conciliation to the conciliation panel. For that purpose, both the parties, shall nominate each one member, and both the nominated members shall form the Conciliation panel. In case the panel members report failure of conciliation, the matter shall be referred to arbitration, by the Arbitrator, to be nominated by the Collector cum Chairman SS Keonjhar. The Collector cum Chairman SS shall nominate an Arbitrator, whenever required or when a request is made by the successful bidder/s, after the failure of conciliation, to nominate an Arbitrator. The arbitration proceeding shall be as per the provisions of the Arbitration and Conciliation Act 1996 of India.
24. **Applicable Law and Jurisdiction of Courts:**
 - (a) The Contract shall be governed by and interpreted in accordance with the existing law of India in force.
 - (b) All disputes relating to the contract is subject to the pecuniary jurisdiction of the Court at Keonjhar District.

COVERING LETTER

(ON BIDDER/S'S LETTER HEAD)

*[Location,
Date]*

To
The District Project Co-ordinator,
SS, Keonjhar

Subject : Printing & supply of Holistic Progress Card for 2023-24 of Class-I to VIII.

Madam/Sir,

I/We, the undersigned, request you to participate in the selection process towards Printing & supply of Holistic Progress Card for 2023-24 of Class-I to VIII in accordance with your Tender Call Notice No _____ dated _____. I/We are hereby submitting our proposal, which includes Technical Bid and Financial Bid separately.

I/We, hereby declare that all the information and statements made in this Technical BID are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our Bid. Our Bid will be valid for acceptance up to **90 Days** from the date of opening of the financial BID and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

I/We, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the BID document. In case any provision of this BID document are found violated, then TIA shall without prejudice to any other right or remedy be at liberty to reject our Bid including legal action as per law.

I/We remain,

Yours faithfully,

Place:

BIDDER/S'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp

Bidder/s's Organisation (General Details)

Sl No.	Description	Full Details
1	Name of the Bidder/s	
2	Address for Communication Tel : Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder/s: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha If Yes, Please furnish contact details	Yes / No
6	Bid processing fee Details Amount :Rs.2000/-	
7	EMD details Amount :Rs.50,000/-	
8	GSTIN	
9	PAN	
10	Confirm to carry out assignments as per the scope of work of the Bid Document	YES
11	Confirm to accept all the terms and conditions as specified in the Bid Document	YES

Place:

BIDDER/S'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp

Check list of documents & Items to be enclosed with Technical Bid

Sl. No	Nature and Type of Document/Items	Whether enclosed (with page reference)	
		Yes / No	Page no.
1	Valid Udyog Aadhar Registration for printing works.		
2	Proof of Office as well as printing setup in the State of Odisha		
3	valid PAN		
4	valid GST Registration Certificate		
5	Filed Income Tax Return for the Financial Year 2020-21,2021-22, 2022-23.i.e Assessment Year 2021-22,2022-23,2023-24.		
6	DD/Banker's cheque amounting to Rs.2000/- as bid processing fee		
7	EMD in shape of Demand Draft / Bankers cheque /Amount :Rs.50,000/-		
8	Duly filled in, signed & sealed Tech-1,Tech-2,Tech-3 & Tech-4 formats.		
9	Sample papers duly signed & sealed mentioning the GSM as well as name of the manufacturer.		
10	Duly filled in FIN-1 & FIN-2 Form		

Place:
Date
Stamp/

BIDDER/S'S OFFICIAL SIGNATORY
Name & Designation with Rubber
Official Seal of the Firm.

(Affidavit through Notary)

[Location, Date]

To:
The District Project Co-ordinator
SS, Keonjhar

Undertaking / Declaration

I, _____ Son / Daughter / Wife of Shri

Proprietor /
Director/ Authorized Signatory of the bidder, mentioned above, am competent to sign

this declaration and execute this bid document;

1. I/we have carefully read and understood all the terms and conditions of the BID document and undertake to abide by them.
2. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I /We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my BID at any stage besides liabilities towards prosecution under appropriate law.
3. I/we also certify that our firm has not been blacklisted / debarred / banned by any State Govt. / UT / Central Govt. /Govt. organization / Govt. Institution / PSU / Govt. run autonomous body, Society / OSEPA and or convicted by any court of law due to (a) Service or quality supplied (b) submission of fake or forged documents (c) submission of incorrect information/ suppression of vital information and facts / misrepresentation of quality certificates (d) non-performance or non-supply (e) any other reasons.
4. This is also certified that neither my-self nor my organization will be indulged in any corrupt practices so far as this bidding is concerned.

Authorized Signatory [*In full and initials*]

Name and Designation of Signatory with Date and Seal:

Address of the Bidder

COVERING LETTER

(In Bidder's Letter Head)

[Location, Date]

To

**The District Project Co-ordinator,
SS , Cuttack**

Subject: Printing & supply of Holistic Progress Card for 2023-24 of Class-I to VIII. –
FINANCIAL PROPOSAL

Madam/Sir

I, the undersigned, offer to print & supply of Holistic Progress Card 2023-24 of Class-I to VIII in accordance with your Tender Call Notice No. _____, Dated: _____. Our attached Financial Proposal is for the sum of Rs. _____ (_____ **[Insert amount(s) in words and figures*]**).

The quoted rate is inclusive of cost of paper, printing, scanning & planning, DTP, designing, all pre-press expenses, composing, editing, binding, Subject-wise /Class-wise / School- wise / CRC- wise / Block- wise packing, all other charges/levies/duties, transportation cost & delivery of the complete material at block point. I do hereby undertake that, in the event of acceptance of our bid, the supply shall be made in respect to the terms and conditions as stipulated in the BID document.

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 of <90> days from the date of opening of the Financial bid.. I have carefully read and understood the terms and conditions of the Bid document and do hereby undertake to provide the article accordingly.

I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

Authorized Signatory [In full and initials]

Name and Designation of Signatory with Date and Seal:

Address of the Bidder :

N.B. Amount must match with the **Grand Total Amount** indicated in FIN-2.

(In Bidder's Letter Head)

Rate per Card(in Rs./ Paisa) (8 pages of A4 size- stiched/stapped)	<u>Approximate</u> Total cards to be printed & supplied	Total (in Rs.)
1	2	1X2
<u>Rs.</u>	<u>2,20,000</u>	<u>Rs.</u>

The per page rate is inclusive of cost of paper, printing, scanning & planning, DTP, designing, all pre-press expenses, composing, editing, binding, Class-wise Block- wise packing, all other charges, levies, duties, GST , printing damage cost, transportation cost & delivery of the complete material at block point.

NB: The rate per page may be quoted up to two decimal points.

Place:

BIDDER'S OFFICIAL SIGNATORY

Date:

**Name & Designation with Rubber Stamp/
Official Seal of the Firm.**