

**OFFICE OF THE DISTRICT PROJECT COORDINATOR,
SAMAGRA SHIKSHA, BALANGIR**

dpcbolangirssa.osepa@nic.in

Ph No. 06652-251010

No. 160 / 02 / PDG / 2023 Dated 19/1/2023

NOTICE INVITING TENDER (NIT)

Sealed tenders are invited from the reputed & credible printers / printing firms having office as well as Printing set up in the State of Odisha for printing & supply of "Question cum Answer Sheets, Answer Key & Oral questions" for SA-II 2022-23 for Class-I to VIII Students & Lakshya and Target posters for FLN grades for Class-I to III & Balvatika of Balangir district 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 Question cum Answer Sheet for SA-II 2022-23 for Class-I to VIII Students	Rs.1000/-	60000/-	08.02.2023 upto 05.00 PM (in all working days, office hour only)	09.02.2023 at 4.30 PM
Printing & Supply of Lakshya and Target posters for FLN grades	Rs.1000/-	10000/-		

The detailed BID document is available in the website www.balangir.nic.in & www.osepa.odisha.gov.in Interested and eligible printers / firm may download BID DOCUMENT from the above website and apply accordingly. Corrigendum / addendum, if required, will be uploaded in the above website. 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.


Collector-cum-Chairman
Samagra Shiksha, Balangir



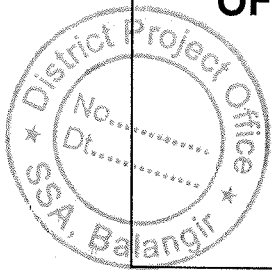
Standard Bidding Document

FOR

**Printing & Supply of Question cum Answer
Sheets, Answer Keys, Oral Questions for
Summative Assessment -II (SA-II) 2022-23 for
Class-I to VIII**

Notice Inviting Tender No. 160/ 02 / PDG /2023 Dated 19.01.2023

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



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IMPORTANT INFORMATION TO THE BIDDER.

S. No.	Particular	Details
1.	Tender Inviting Authority (TIA)	O/o the DPC SS, Balangir.
2.	Availability of the Bid document	www.balangir.nic.in & www.osepa.odisha.gov.in
3.	Date of Issue of the Bid	19.01.2023
4	Last date and time of receipt of the Bid only through speed post / registered post / courier.	08.02.2023 up to 05.00 PM (in all working days ,office hour only)
5	Date & time for opening of Technical BID & Financial Bid.	09.02.2023 up to 04.30 PM
6	Date of opening of Financial BID	Will be declared on the date of opening of the technical bid after assessing nos. of participating bidders.
7	Bid Processing Fee (Non-Refundable)	Rs. 1000/- (Rupees One Thousand Only) for printing of Questions in shape of DD /Banker's Cheque drawn in any nationalized/scheduled bank favouring District Project Coordinator, SS, Balangir, payable at Balangir which will be annexed with the Technical Bid.
8	Earnest Money Deposit (EMD) *(Refundable without interest)	Rs.60000/- (Rupees Sixty Thousand Only) for printing of Questions in shape of DD /Banker's Cheque drawn in any nationalized/scheduled bank favouring District Project coordinator, SS, Balangir, payable at Balangir which will be annexed with the Technical Bid.
9	Address & mode of submission of proposal	O/o the District Project Co-ordinator, SS , Balangir, Rajendra College square, Balangir Mode of Submission: Speed Post / Registered Post / Courier 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:	O/o the District Project Co-ordinator, SS , Balangir, Rajendra College square, Balangir
11	Point of Delivery & Completion of supply	At the block point within 20 days from the date of work order
12	Submission of Performance security & Signing of agreement.	within 03 days of issue of work order

*5% of the Estimated cost (Performance Security)

*2% of the Estimated cost.

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BID DOCUMENT
FOR
PRINTING & SUPPLY OF QUESTION CUM ANSWER SHEET FOR SA-II 2022-23

The District Project Co-ordinator, Samagra Shiksha, Balangir invites bids from the reputed & credible printers / printing firms having office as well as Printing set up in the State of Odisha for printing & supply of "Question cum Answer Sheets, Answer Key & Oral questions" for SA-II 2022-23. 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 must have:

- (a) Valid Aadhar Udyog Registration for printing works.
- (b) Production Certificate of DIC
- (c) Office as well as printing setup in the State of Odisha
- (d) Valid PAN
- (e) Valid GST Registration Certificate.
- (f) IT returns of last 03 years
- (g) GST clearance – 3B copy of last 03 months
- (h) Audited Balance sheet of last 03 years
- (i) Work Order copy of any Govt. sector

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 "Technical Bid for Printing & Supply of Question cum Answer Sheets & "Financial Bid for Printing & Supply of Question cum Answer Sheets"". Both sealed envelopes should be kept in another sealed envelope super scribed "Tender for printing & Supply of Question cum Answer sheets" for SA-II- 2022-23.

(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 separate sealed envelope. The bidder is to quote **per sheet rate** separately for **both side & Single side** in the prescribed format (FIN-2). The per page rate shall include 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. **Only GST as applicable shall be claimed extra. Accordingly, the bidder has to calculate the per page rate after taking into account all of the above factors.**

- (c) The tender should be addressed to O/o the District Project Coordinator, SS Balangir".

- (d) The Bid document shall be available in website www.balangir.nic.in & www.osepa.odisha.gov.in and the cost of the tender paper is to be enclosed amounting to Rs. 1000/- (Rupees One Thousand Only) in shape of crossed **Demand Draft / Banker's Cheque** drawn in any nationalized/scheduled bank in favour of District Project Coordinator, SS, Balangir, payable at Balangir along with the **Technical BID**.
- (e) **Earnest Money Deposit (EMD)**: The bidder is to submit EMD amounting to Rs. **60000/- (Rupees Sixty Thousand Only)**. 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, SS, Balangir, payable at Balangir, failing which the tender shall be rejected summarily. The instrument in original should be necessarily accompanied with the Technical Bid. The EMD of the un-successful bidders shall be refunded within 30 days after award of contract. 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 & (ii) not submitted performance security and/or express its inability to supply the finished material within the stipulated period. The EMD of successful bidder shall be refunded after receipt of Performance security.
- (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.
- Valid Aadhar Udyog Registration for printing works.
 - Production Certificate of DIC
 - Proof of Office as well as printing setup in the State of Odisha
 - Valid PAN
 - Valid GST Registration Certificate.
 - IT returns of last 03 years
 - GST clearance – 3B copy of last 03 months
 - Audited Balance sheet of last 03 years
 - Work Order copy of any Govt. sector
 - DD/Bankers Cheque amounting to Rs.1000/- as bid processing fee
 - EMD in shape of Demand Draft / Bankers Cheque
 - Duly filled in, signed & sealed Tech-1, Tech-2, Tech-3 & Tech-4 formats.
 - Sample papers duly signed & sealed mentioning the GSM as well as name of the manufacturer.
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:**
- 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 **08.02.2023 up to 05 pm** (in all working days) addressed to the District Project Co-ordinator SS, Balangir Rajendra College square, Balangir only by **registered Post / Speed Post / Courier**. 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 & Financial Bids shall be opened on the scheduled date and time at **09.02.2023 at 04.30 pm** at Collect orate Conference Hall, Balangir in the presence of the representatives of the bidders, if any, who wish to be present on the spot at that time.
- (d) The Financial Bid of only those bidders will be opened whose Technical bids are found in order. The opening of Financial BID will be declared on the date of opening of the technical bid after assessing nos. of participating bidders.

5. Specifications :

- (a) Quality of Paper - 70 GSM (Cream Wove)
- (b) Size - A-4
- (c) Colour - Single colour
- (d) Binding - Side stapled.
- (e) Process of printing - Offset or higher
- (f) Ink - Eco-friendly ink of ISO/ISI standard

6. Evaluation of BID:

- (a) The Purchase Committee of the District Project Office will evaluate the 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 in the Financial bid shall be considered for award of contract.

7. Acceptance or Rejection of the Bids:

- (a) The TIA 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/s substantially responsive to the Bid document & offered lowest evaluated cost.

9. Signing of Contract :

- (a) The successful bidder/s whose bid has been accepted will sign an agreement with the TIA within **03** 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:

The selected bidder shall have to submit Performance Security Deposit of **05%** of contract value in shape of bank draft drawn on any Nationalized / Scheduled Bank in favour of the District Project coordinator, SS, Balangir, payable at Balangir only within **03** days from issue of the work order.

11. Post Delivery Inspection (PDI):

The TIA shall do the PDI of the quality of paper as well as printing through O/o Text Book Production & Marketing (TBP&M), Odisha Bhubaneswar

12. Requirement & Delivery Schedule :

The selected firm shall supply the Question cum answer sheets, answer key & oral questions at Block point with Subject-wise /Class-wise / School wise / CRC- wise/ Block wise packets within **20** days from the date of issue of the work order. Approximately **10276991** number of pages 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. of pages printed & supplied.

NB: The District shall calculate Subject-wise /Class-wise / School- wise / CRC- wise / Block-wise requirement of Question cum Answer Sheets, Answer Key & Oral questions and indicate the same in the bid document for information of the bidder/s. The denomination of number of Question cum Answer sheets, Answer Key & Oral questions 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.

13. Payment terms:

- (i) **On completion of delivery at Block point & SA-II examination:** 80% cost of the supplied quantity shall be paid 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 Post Delivery Inspection (PDI) Report.
 - b. On fulfillment of conditions of the agreement
 - c. Four self-inking carbon copies of the GSTIN invoice as well as bank details for payment purpose.
- (iii) No advance payment shall be made, or no payment shall be entertained on negotiation through Bank.
- (iv) Deduction of tax at source shall be made at the appropriate rate as per prevailing law.

Handwritten signature

14. Penalty :

- (a) If the work is delayed for more than 03 days 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 Post Delivery Inspection of 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.
1. The script of question paper may be in Oriya or English or Hindi or Urdu as per requirement.
 2. During printing the bidder has to maintain the secrecy and confidentiality of question papers and leakage of Question paper will be at the risk of the Printer. If any issue in leakage of question action will be taken against the firm and penalty will be imposed on the firm under orders of appropriate Authority
 3. The committee members are authorized to inspect Office as well as printing setup of the Bidder.
 4. Paper must be chosen from the mentioned Mills/Industry like **H.P.C.L/TNPL/J.K/BILT/DELTA/ANDHRAPAPER/EMAMI/SATIA**. Only prescribed paper is allowed in tenders/quotations. Other paper will not be allowed for the purpose. L-1 to be taken from above prescribed Mills.
 5. Exemption of tender paper cost and EMD will not be allowed to SSI/ MSEs Units registered with DIC& NSIC firm as per letter no.8018 dtd 03.09.2012 of SPD, OPEPA, Bhubaneswar.

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

- (a) Seven (07) 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.balangir.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.
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, Balangir. The Collector cum Chairman, SS, Balangir 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 Balangir.

COVERING LETTER

(ON BIDDER/S'S LETTER HEAD)

[Location, Date]

To:

**The District Project Co-ordinator
SS_____**

Subject : Printing & supply of Question cum Answer sheets, answer Key & Oral Questions for SA-II 2022-23 of Class-I to VIII.

Madam/Sir,

I/We, the undersigned, request you to participate in the selection process towards Printing & supply of Question cum Answer sheets, answer Key & Oral Questions for SA-II 2022-23 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:

Date:

BIDDER/S'S OFFICIAL SIGNATORY
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.1000/-	
7	EMD details Amount :Rs.60000/-	
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:

Date:

BIDDER/S'S OFFICIAL SIGNATORY
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 Aadhar Udyog Registration for printing works.		
2	Production Certificate of DIC		
3	Proof of Office as well as printing setup in the State of Odisha		
4	valid PAN		
5	valid GST Registration Certificate		
6	Filed Income Tax Return for the Financial Year 2019-20, 2020-21,2021-22 i.e. Assessment Year 2020-21,2021-22,2022-23.		
7	GST Clearance – 3B copy of last 03 monthths		
8	Audited Balance-sheet of last 03 years		
9	Work Order Copy of any Govt. sector in similar work		
10	No. of Machines deployed for the purpose		
11	Paper choosen from Mill		
12	DD/Banker's cheque amounting to Rs.1000/- as bid processing fee		
13	EMD amounting to Rs.60000/- in shape of Demand Draft / Banker's cheque		
14	Duly filled in, signed & sealed Tech-1,Tech-2,Tech-3 & Tech-4 formats.		
15	Sample papers duly signed & sealed mentioning the GSM as well as name of the manufacturer.		
16	Duly filled in FIN-1 & FIN-2 Form		

Place:
Date:

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

(In Bidder's letter Head)

[Location,
Date]

To:

The District Project Co-ordinator
SS _____

Undertaking / Declaration

1. 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;
2. I/we have carefully read and understood all the terms and conditions of the BID document and undertake to abide by them.
3. 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.
4. 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.
5. 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 _____

Subject: Printing & supply of Question cum Answer sheets, answer Key & Oral Questions for SA-II 2022-23 of Class-I to VIII. – FINANCIAL PROPOSAL

Madam/Sir

I, the undersigned, offer to print & supply of Question cum Answer sheets, answer Key & Oral Questions for SA-II 2022-23 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 :

- Amount must match with the one indicated in FIN-2.

(In Bidder's Letter Head)

Printing	Rate per sheet (in Rs.)	Approximate Total Number of pages to be printed & supplied	Total (in Rs.)
1	2	3	2X3
Both Side		4877172	
Single Side		522647	

The per page 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. **Only GST as applicable shall be claimed extra.**

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

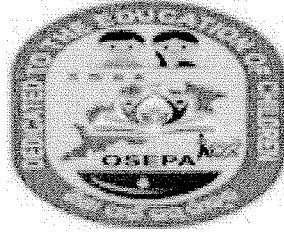
Place:

Date:

BIDDER'S OFFICIAL SIGNATORY

Name & Designation with Rubber Stamp/

Official Seal of the Firm.



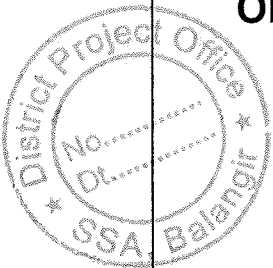
Standard Bidding Document

FOR

**Printing & Supply of BID DOCUMENTS FOR
PRINTING OF LAKHYA & TARGET POSTER FOR CLASS
I – III & BALVATIKA OF BALANGIR DISTRICT FOR THE
YEAR 2022-23**

Notice Inviting Tender No.160/ 02 / PDG /2023 Dated 19.01.2023

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



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IMPORTANT INFORMATION TO THE BIDDER.

S. No.	Particular	Details
1.	Tender Inviting Authority (TIA)	O/o the DPC SS, Balangir.
2.	Availability of the Bid document	www.balangir.nic.in & www.osepa.odisha.gov.in
3.	Date of Issue of the Bid	19.01.2023
4	Last date and time of receipt of the Bid only through speed post / registered post / courier.	08.02.2023 up to 05.00 PM (in all working days ,office hour only)
5	Date & time for opening of Technical BID & Financial Bid.	09.02.2023 up to 04.30 PM
6	Date of opening of Financial BID	Will be declared on the date of opening of the technical bid after assessing nos. of participating bidders.
7	Bid Processing Fee (Non-Refundable)	Rs. 1000/- (Rupees One Thousand Only) for Printing of Lakshya & Target in shape of DD /Banker's Cheque drawn in any nationalized/scheduled bank favouring District Project Coordinator, SS, Balangir, payable at Balangir which will be annexed with the Technical Bid.
8	Earnest Money Deposit (EMD) *(Refundable without interest)	Rs.10000/- (Rupees Ten Thousand Only) for Printing of Lakshya & Target in shape of DD /Banker's Cheque drawn in any nationalized/scheduled bank favouring District Project coordinator, SS, Balangir, payable at Balangir which will be annexed with the Technical Bid.
9	Address & mode of submission of proposal	O/o the District Project Co-ordinator, SS , Balangir, Rajendra College square, Balangir Mode of Submission: Speed Post / Registered Post / Courier 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:	O/o the District Project Co-ordinator, SS , Balangir, Rajendra College square, Balangir
11	Point of Delivery & Completion of supply	At the block point within 20 days from the date of work order
12	Submission of Performance security & Signing of agreement.	within 03 days of issue of work order

*5% of the Estimated cost (Performance Security)

*2% of the Estimated cost.

BID DOCUMENT
FOR
PRINTING & SUPPLY OF LAKHYA & TARGET POSTER FOR CLASS I – III & BALVATIKA OF
BALANGIR DISTRICT FOR THE YEAR 2022-23

The District Project Co-ordinator, Samagra Shiksha, Balangir invites bids from the reputed & credible printers / printing firms having office as well as Printing set up in the State of Odisha for printing & supply of Lakhya & Target poster for the year 2022-23 for Balangir district".The detailed terms & conditions of the above bid are as under;

SPECIFICATION, TERMS AND CONDITIONS

The Tender paper should be submitted following the terms and conditions specified here under.

1. **Place, date and timing of receiving Tender:** The sealed Tender paper should reach the **District Project Office, Samagra Shiksha, Balangir through Registered Post or Speed Post or Courier only** during office hour on or before 08/02/2023 up to 05.00 pm. The authority will not be held responsible for any postal delay.
2. **Place, date and time of opening of Tender:** The tender will be opened at District Project Office, Samagra Shiksha, Balangir, on dtd 09/02/2023 up to 04.30 pm at Collect orate Conference Hall, Balangir.The bidders or thier authorised representatives will remain present in tender opening meeting positively,otherwise no claim will be accepted.
3. **EMD: 10000/-** (Rupees Ten Thousand only) is to be deposited along with the tender in shape of bank draft in favour of District Project Coordinator, Samagra Shiksha, Balangir in any nationalized bank payable at Balangir (refundable). An amount of **Rs. 1000/-** (Rupees One thousand only) is to be deposited towards cost of tender paper in shape of bank draft in favour of District Project Coordinator, Samagra Shiksha, Balangir payable at Balangir (Non-refundable). Exemption of tender paper cost and EMD will not be allowed to SSI/ MSEs units registered with DIC& NSIC firm as per letter no.8018 dtd 03.09.2012 of SPD, OPEPA, Bhubaneswar.
4. Technical bid and financial Bid will be submitted separately in two separate envelopes. The envelope containing the Tender Paper should be superscripted as **"Quotation for printing and supply of Lakhya & Target poster for the year 2022-23 for Balangir district"**
5. **SECURITY Deposit:** The successful firm is required to deposit 5 % of the contract value as security Deposit (Refundable without interest) in shape of bank draft drawn in favour of District Project Coordinator, SamagraShiksha, Balangir payable at Balangir at the time of execution of agreement before issue of work order. The security Deposit shall be forfeited in case of any terms and conditions of the contract are infringed or the bidder fails to make complete supply satisfactorily or if work is not completed in time.

6. **Delivery of Printed materials:** Delivery will be made at Block Education Offices of Balangir District within **20 days** from the date of issue of work order failing which the security deposit will be forfeited.
7. **Rate of Printing:** The printing cost should be inclusive of cost of paper, printing, scanning & planning, DTP, designing, all pre-press expenses, composing, editing, binding, packing, all other charges/levies/duties, transportation cost & delivery of the complete material at block point. Rates should be quoted per poster in the prescribed format in **Financial Bid-2**.
8. **Signing of Agreement:** The successful bidder will sign an agreement in non-judicial stamped paper worth Rs. 11/- with the undersigned within **03** days of issue of the work order.
9. The successful bidder/s whose bid has been accepted will sign an agreement with the TIA within **03** days of issue of the work order.
10. **Paper Quality: 300 GSM Glossy Art Paper.** Bidder will give the details about the Mill in sample paper with the seal and signature.
11. **Size of Paper:** A-2 size Glossy Art paper
12. **Quality of Printing:** Font size as per the sample with single side printing (Sample to be obtained from District Project Office, Balangir). The text will be of Multi-colour. The printing must be in offset process using eco-friendly ink (ISO, ISI) standard as directed by the Hon'ble High Court, Odisha. 2% spoilage in paper is allowed.
13. **Packaging :** Lakhya & Target poster shall be packaged by the firm in sealed covers / packets as per the indent by this office i.e., class wise, block wise packets and lastly the packets of each block be packed in gunny bags for safety purpose prior to delivery at block point. The bidder will be responsible for proper counting and packaging of exact number of poster as per the indent. The block wise indent will be provided at the time of issue of supply order to the successful and selected bidder.

The undersigned reserves the right to amend or cancel all or any quotation without assigning any reason thereof.



UNDERTAKING.

I do hereby undertake that I will abide by all the terms and conditions laid down in the Tender Call Notice No.....date..... of DPC, SS, Balangir and the terms and conditions of tender for printing and supply of **Lakhya & Target poster for the year 2022-23 for Balangir district** and will be responsible for any lapses to any terms and conditions and will be liable for action under appropriate law. Our firm is not black listed by any Govt. Organization.

Seal & Signature of the Tenderer

COVERING LETTER

(ON BIDDER/S'S LETTER HEAD)

[Location, Date]

To:

**The District Project Co-ordinator
SS_____**

Subject : Printing & supply of 2022-23 Lakhya & Target poster of Class-I to III & Balvatika.

Madam/Sir,

I/We, the undersigned, request you to participate in the selection process towards Printing & supply of Lakhya & Target poster of Class-I to III & Balvatika 2022-23 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

4/11

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.1000/-	
7	EMD details Amount :Rs.10000/-	
8	GSTIN	
9	PAN	
10	Confirm to carry out assignments as per the Bid Document	YES
11	Confirm to accept all the terms and conditions as specified in the Bid Document	YES

Place:

Date:

BIDDER/S'S OFFICIAL SIGNATORY

Name & Designation with Rubber Stamp



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Bid Document for Printing & Supply of Lakhya & Target Posters-2022-23 of Balangir District

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 Aadhar Udyog Registration for printing works.		
2	Production Certificate of DIC		
3	valid PAN		
4	valid GST Registration Certificate		
5	Filed Income Tax Return for the Financial Year 2019-20, 2020-21,2021-22 i.e. Assessment Year 2020-21,2021-22,2022-23.		
6	No. of Machines deployed for the purpose		
7	DD/Banker's cheque amounting to Rs.1000/- as bid processing fee		
8	EMD amounting to Rs.10000/- in shape of Demand Draft / Banker's cheque		
9	Duly filled in, signed & sealed Tech-1,Tech-2,Tech-3 & Tech-4 formats.		
10	Sample papers duly signed & sealed mentioning the GSM		
11	Duly filled in FIN-1 & FIN-2 Form		

Place:

Date:

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

(In Bidder's letter Head)

[Location,
Date]

To:

The District Project Co-ordinator
SS_____

Undertaking / Declaration

1. 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;
2. I/we have carefully read and understood all the terms and conditions of the BID document and undertake to abide by them.
3. 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.
4. 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.
5. 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_____

**Subject: Printing & supply of Lakhya & Target poster of Class-I to III & Balvatika –
FINANCIAL PROPOSAL**

Madam/Sir

I, the undersigned, offer to print & supply of Lakhya & Target poster of Class-I to III & Balvatika 2022-23 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 :

- Amount must match with the one indicated in FIN-2.

(In Bidder's Letter Head)

Specification	Rate per Poster (in Rs.)
In words	
In Figure	

The per page rate is inclusive of cost of paper, printing, scanning & planning, DTP, designing, all pre-press expenses, composing, editing, binding, Block- wise packing, all other charges/levies/duties, transportation cost & delivery of the complete material at block point. **Only GST as applicable shall be claimed extra.**

Place:

BIDDER'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp/

Official Seal of the Firm.