

BID DOCUMENT

FOR THE WORK PRINTING OF LEAFLET

Under

**MISSION SHAKTI
DSWO, KALAHANDI**

BID SUBMISSION CHECK LIST

Annexure – I

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID			
1	Covering letter		
2	GST / GSTIN Certificate		
3	PAN Card		
4	Tender paper cost of Rs. 1000/- in shape of DD in favour of DSWO, Kalahandi		
5	EMD of Rs 6,000/- in Shape of DD pledged to DSWO, Kalahandi		
FINANCIAL BID			
1	Price bid		

DEFINITION

1. Printing of Leaflet on Mission Shakti.
2. Scope of work:-
 - a) Printing of Leaflet on Mission Shakti and Shakti Loan.
 - b) Printing of Letter of Honorable Chief Minister to SHGs and BLFs.

3. TERMS AND CONDITIONS/ INSTRUCTION TO BIDDERS

- a) The bidders can purchase bid documents on payment of Rs.1,000/- in shape of Demand Draft in favour of "DSWO, Kalahandi" payable at Bhawanipatna.
- b) The bidders shall deposit E.M.D of Rs.6,000/- (Rupees Six thousand) in shape of Bank Demand Draft in favour of "DSWO, Kalahandi". The E.M.D. of the successful bidder will be retained with DSWO, Kalahandi till satisfactory completion of work and refunded after payment of final bill. Bid without EMD will be rejected.
- c) The bidders must be a Goods & Services Tax (GST) and PAN card holder. The bidder fails to submit GST & PAN card will summarily be rejected.
- d) All bidders shall quote their rate including GST & Delivery at the ICDS project head-quarter (CDPO office) for providing services within 4 days.
- e) The bidder shall quote their price for all works separately both in words & figures. If any discrepancy found in between the rate quoted in figures & words, the rate quoted in words will be treated as correct.
- f) The bidders shall quote their rate in the prescribed format.
- g) The assessment of quality of printing material by the tender committee. The final payment will be made on the basis of the quantity and quality of leaflet supplied as per specification.
- h) The Bidder shall be responsible for providing proper/ satisfactory supplying the leaflet. The authority will not be held responsible for any breakage, damage due to fire, theft & natural calamity and by other means.
- i) No part of the contract shall be sub-let without the prior written permission of DSWO.
- j) The authority is not bound to accept the lowest tender and reserves the right to inspect / verify the quality of Leaflet materials as per specification. Further the undersigned reserves the right to reject any or all tenders without assigning any reasons thereof. If needed and tender committee/ authority desires a table negotiation may also be done.
- k) **The bids shall be received by District Social Welfare Officer, Kalahandi by registered post/ speed post or Tender box in DSWO Office on or before 12th January-2019 up to 5.00 PM. The bids received after the due date & time shall not be entertained. The closed envelope containing the bid must be super scribed "TENDER FOR PRINTING OF LEAFLET of MISSION SHAKTI".**
- l) **The bidder or the representative of the bidder shall attend the opening event of the tender with all original documents /papers for verification. The tender will be opened in the office of the DSWO, Kalahandi on dated 12th January-2019 at 6.00 PM.**
 - i. The bidders shall submit self attested photocopies of the required documents duly filled in.
 - ii. Tender paper can be obtained from DSWO, Kalahandi on payment of Rs.1,000/- in shape of Demand Draft (DD). It can also be downloaded from the district website i.e. www.Kalahandi.nic.in and can be submitted with paper cost of Rs.1,000/- in shape of DD, EMD of Rs.6,000 /- (Rupees SIX thousand) only in shape of Bank Demand Draft (DD) in favour of DSWO, Kalahandi. The cost of bid documents is non-refundable.
 - iii. Copy of the GST registration certificate and copy PAN card.

ACCEPTED THE ABOVE TERMS AND CONDITIONS FROM PRE PAGES.

Signature of bidder

SPECIFICATION FOR WORKS FOR PRINTING OF LEAFLET under MISSION SHAKTI, DSWO, KALAHANDI

1.PRINTING OF LEAFLET ON MISSION SHAKTI & MISSION SHAKTI LOAN			
Sl.No	Name of the Item	Specification	Quantity
1	Leaflet on Mission Shakti Program (attached)	Size:- A5 Paper:- 220 GSM GLOSS PAPER Printing:- Multicolour and Both Side Printing	3,10,000 no.s (Per GP 1000 Copies for 310 GPs)

2.PRINTING OF LETTER OF HONORABLE CHIEF MINISTER TO SELF HELF GROUP & BLFs.			
Sl.No	Name of the Item	Specification	Quantity
1	Letter of Honourable Chief Minister (attached)	Size:- 22 cm x 28 cm Paper:- 3000 GSM GLOSS PAPER Printing:- Multicolour	20,500 no.s

Signature of Bidder

FINANCIAL BID

Name of the Work: Printing Of Leaflet Under Mission Shakti, DSWO, Kalahandi

1.PRINTING OF LEAFLET ON MISSION SHAKTI & MISSION SHAKTI LOAN					
Sl.No	Name of the Item	Specification	Per Leaflet Unit Cost	Quantity	Total Amount rate quoted (Rs)
1	Leaflet on Mission Shakti Program	Size:- A5 Paper:- 220 GSM GLOSS PAPER Printing:- Multicolour and Both Side Printing		3,10,000 no.s (Per GP 1000 Copies for 310 GPs)	
2.PRINTING OF LETTER OF HONORABLE CHIEF MINISTER TO SELF HELF GROUP & BLFs.					
2	Letter of Honourable Chief Minister	Size:- 22 cm x 28 cm Paper:- 3000 GSM GLOSS PAPER Printing:- Multicolour		20,500 no.s	

Signature of Bidder

SAMPLE COPY OF COVERING LETTER (In Bidders Letter Head)

To: **The District Social Welfare Officer,
Kalahandi
Odisha-766001**

Sub: Submission of Bids For The Work Printing Of Leaflet Under MISSION SHAKTI.

Sir

I, would like to submit my offer for the above said work in conformity with the detail tender call notice for favour of your consideration and acceptance.

Enclosure:-1. DTCN(Terms & Condition booklet duly signed)
2. Financial Bid
3. EMD
4. GST Certificate/PAN Card
5. DD for Rs_____ towards Tender Paper cost
6. Work experience Certificate
7. Any other documents

Yours sincerely

(Bidder)