

Tender Call Notice

**FOR PRINTING OF LEAFLETS AND BOOKLETS IN ODIA
LANGUAGE**

Organized by

District Administration, Kalahandi



OFFICE OF THE ZILLA PARISHAD, KALAHANDI

Notice No: 6437

Date: 26/12/2023

TENDER CALL NOTICE

Sealed Tender are invited in double cover system (technical & financial bid) by "Zilla Parishad, Kalahandi" from intended reputed firms for **PRINTING OF LEAFLETS AND BOOKLETS** holding GST Certificate for the following works. The bidders in the sealed Cover-I containing "**Technical Bid**" and sealed cover-II containing "**Financial Bid**" should be placed in the third sealed cover super-scribed "**Tender call notice**". The Tender must be submitted with all requisite documents in conformity with Terms & Conditions provided in the Tender duly self-attested in all the pages, failing which, Tender is liable for rejection.

Sl. No.	Name of the Work	EMD in	Cost of Tender Paper	Time of Completion
1	2	3	4	5
1	Printing of Leaflets and Booklets	Rs 2,00,000/-	Rs 10,000/-	15 days

The bid documents consisting of detailed specification of Printing of Leaflets and Booklets and a set of terms and conditions and other necessary documents can be downloaded from the District Website i.e., www.kalahandi.nic.in. The tender must be accompanied with demand draft of Rs. 10,000.00 (Rupees Ten thousand) only drawn in favour of "**CDO-cum-EO, Zilla Parishad, Kalahandi**" payable at **any scheduled commercial, Bhawanipatna** towards cost of tender Paper as mentioned in Column-4 above.

Bid must be accompanied with EMD of Rs,2,00,000.00 (Rupees two lakh) only as mentioned at column-3 above in shape of Demand Draft pledged in favour of "**CDO-cum-EO, Zilla Parishad, Kalahandi**" payable at **any scheduled commercial, Bhawanipatna**. The bid without EMD shall not be considered for acceptance and is liable for rejection.

The bid documents can be downloaded from the District Website i.e. www.kalahandi.nic.in with effect from **26.12.2023** and will be received up to **02.01.2024** till **4.00 PM** through speed post or Registered post or in tender box kept at Zilla Parishad, Kalahandi, Kalahandi. The bids will be opened on **03.01.2024** at **04.00 PM** in the Conference Hall, ZP, Kalahandi by the District Level Committee in presence of the bidders or their authorized representatives.

The bid documents received after scheduled date and time shall not be considered. The tender inviting Authority will not be responsible for late receipt of tender due to postal delay or any other reasons.

The bids incomplete in any shape shall not be considered for acceptance and liable for rejection.

The Authority reserves the right to accept or reject any or all bids without assigning any reason thereof.


CDO-Cum-EO

Zilla Parishad, Kalahandi

Memo No. 6438 / Date. 26/12/23

Copy to the notice board of the Collectorate /ZP, Kalahandi/Sub-Collector, Bhawanipatna and Dharamgarh /District Culture Office/DI&PRO, Kalahandi for information and necessary action.

Copy to DIO, NIC, Bhawanipatna for uploading the tender paper in the District Website for wide publicity.


CDO-Cum-EO

Zilla Parishad, Kalahandi

GENERAL TERMS & CONDITIONS

1. SOURCE OF FUNDS:

The CDO-cum-EO, Kalahandi is the funding Agency for Printing of pictorial leaflets and colored Booklets in Odia language

2. DISCLAIMER:

This Document includes statements, which reflect various assumptions, which may or may not be correct. Each Bidder should conduct its own estimation and analysis and should check the accuracy, reliability and completeness of the information in this Document and obtain independent advice from appropriate sources in their own interest.

3. The authority reserves the rights to cancel the engagement order on violation of any terms and conditions so prescribed without any reason thereof.

4. COST OF BIDDING:

The Bidder is expected to examine the Bidding Documents, including all Instructions, Forms, Terms and Specifications. Failure to furnish all information required in the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect will / may result in the rejection of the Bid.

5. BID PRICE:

Prices quoted by the Bidder shall be "**Firm**" and not subject to any price adjustment during the performance of the Contract. **A Bid submitted with variable Price or an adjustable price clause shall be treated as non-responsive and rejected out rightly.**

6. **Tender Paper Cost (Non-Refundable):** Along with their technical bids, the Bidders are required to submit of **Rs.10,000/-** (Rupees Ten Thousand) only in the form of Demand Draft in favour of "CDO-cum-EO, Zilla Parishad, Kalahandi", and payable at any scheduled commercial Bank at Kalahandi. Photo/Fax copies of the demand draft will not be accepted.

7. EARNEST MONEY DEPOSIT (EMD):

Along with their technical bids, the Bidders are required to submit an **EMD of Rs.2,00,000/-** (Rupees Two Lakh) only in the form of Demand Draft in favour of "CDO-cum-EO, Zilla Parishad, Kalahandi", and payable at any scheduled commercial Bank at Kalahandi. Photo/Fax copies of the demand draft will not be accepted. The earnest money of unsuccessful bidders will be returned to them without any interest within thirty (30) days after awarding the contract and on receipt of written request from the Bidders. The earnest money of successful bidder will be returned after submission of Performance Security.

8. PERFORMANCE SECURITY (PS):

The successful bidder of the contract will have to deposit a Performance Security (PS) of 2% (**Two Percent**) of the total contract value in the form of Bank Guarantee (BG) drawn in favour of "CDO-cum-EO, Kalahandi",

payable at Kalahandi within 7 days from the date of receiving the order. **Performance security should remain valid for a period of sixty days beyond the date of completion of all contract obligations of the supplier.** If the successful bidder fails to submit the Performance Security within the period of 7 days, EMD will be forfeited and the order will be rejected. Order will be taken to award the contract to the 2nd lowest bidder as per price quoted by L1 bidder. Performance Security will be forfeited in the event of breach of contract obligations by the Supplier.

9. BIDDER'S ELIGIBILITY:

The intending bidder should qualify all the conditions in the Technical Bid as per Annexure-I.

10. VALIDITY:

The offer shall be valid for a period not less than **180 days** from the date of bid opening (Technical).

11. PAYING OFFICER:

Payment will be released by CDO-cum-EO, Zilla Parishad, Kalahandi after successfully completion of the work.

12. EVALUATION OF SAMPLES: Bidder must have submit samples with Tender Documents as per specification given. The price bid of such bidder(s) shall be opened whose sample will be accepted after evaluation.

13. QUALITY OF WORKMANSHIP:

If any work is found unsatisfactory by "CDO-Cum-EO, ZP, Kalahandi" of the work, the bidder shall have to replace the same without any extra financial cost.

14. ACCIDENT:

The bidder shall be responsible for any accident during supply of the products for which he/she has to arrange workmen's compensation insurance. This policy shall also cover the bidder against the claims for injury, disability, diseases or death of his or his sub-contractor's employee's covered under the workmen's compensation act, 1948.

15. INSURANCE:

The bidder shall arrange adequate Transit-cum-storage-cum-erection insurance policy and shall submit the copy of the same to the CDO-Cum-EO, ZP, Kalahandi on demand.

16. COMPLETION PERIOD:

This office reserves the right to increase or decrease the actual quantity of requirement of Kalahandi District. However, the approved rate will remain same, in case, the quantity increased or decreased after finalization of the tender. The bidder shall have to complete the work as communicated by CDO-Cum-EO and reserves the right to re-schedule the completion period, if required.


CDO - Cum - E.O.
Zilla Parishad, Kalahandi

SPECIAL TERMS AND CONDITIONS

1. The technical bid conditions which should be submitted in the format specified in **Annexure-I** along with documentary evidence.
2. The bidder who does not meet all the terms and conditions under the technical bid will not be entertained for further rounds of selection and their bids will stand disqualified.
3. The bidder should be a registered firm having valid registration certificate and complete address of the office.
4. The bidder must have an annual turnover as mentioned in the technical bid table supported by relevant documents or audited balance sheet.
5. The bidder should be registered with GST Authorities and any other Central / State authorities as prescribed by law. Copy of the GST Registration and Copy of the PAN should be enclosed with the bid documents.
6. The bidder should have to print the leaflets and booklets as per the content, Picture and design provided by the administration without any addition or deletion. The works include typing (DTP) of the content, designing, layout, printing of photography of projects. High resolution photograph of the project required for printing of the IEC material shall be given to the bidder.
7. The bidders /firm have to type data in odia provided by the administration.
8. The rates quoted in financial Bid should be inclusive of all charges such as GST, other taxes, Transportation, loading & unloading, transit insurance, delivery. The price/rate should be valid for 180 days from the date of opening of the bid.
9. The bidder must supply the products at delivery point as communicated by concerned authorizes.
10. The agency will supply all the items within 15 **days (Fifteen)** after the issue of award letter. In case of any further delay, otherwise not mutually agreed upon, shall attract a penalty of 0.5% per month of the value of the delivery delayed up to a maximum period of 4 months after which the order will stand automatically cancelled.
11. The Bid shall be opened by the Tender Committee under the

Chairmanship of CDO-Cum-EO, Zilla Parishad, Kalahandi at the Office of CDO-cum-EO, Zilla Parishad, Kalahandi and evaluated by Tender Committee members, Kalahandi.

12. The bids not accompanied with **EMD of Rs.2,00,000/- (Rupees Two Lakh only)** in shape of Demand Draft drawn in favour of CDO-cum-EO, Zilla Parishad, Kalahandi will be rejected.
13. No advance payment will be made. **The payment will be made after successful completion of the work.** The Agency is required to submit a triplicate Bill, Completion certificate along with receipted challan duly signed and sealed from the concerned authority (as directed by CDO-cum-EO, Zilla Parishad, Kalahandi) for payment after completion of supply of items.
14. The rates should be quoted in figures and words. In case of mismatch between two, the rates quoted in lowest will be considered.
15. All disputes shall be under the jurisdiction of the District Civil court located at Bhawanipatna in the District of Kalahandi.
16. The Competent Authority reserves the right to reject or accept any bid without assigning any reason thereto. The decision of the Competent Authority shall be final and binding on the Bidders.

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Seal & Signature of the bidder

TECHNICAL BID

Sl. No	Criteria	Documentary Evidence	Submission of Document (Yes/No)
1	Address of Office	Address Proof for Office	
2	Tax Registration and Clearance	Odisha GST registration Certificate copy (Odisha GSTIN) Copy of PAN	
3	Registration certificate	DIC Registration certificate	
4	Bidder Turnover	The Bidder should have Average Annual turnover of INR 2.00 Crore (Rupees Two Crore) only during last three Financial years (i.e., 2020-21 ,2021-22 & 2022-23). Proof to be submitted by the Bidder in form of Audited balance Sheet, Income & expenditure statement and Profit & Loss Account from a Chartered Accountant).	
5	IT return	Bidder must submit IT Return for last three financial years (i.e., 2020-21 ,2021-22 & 2022-23).	
6	Sample Evaluation	Bidder must have to submit samples with Tender Documents as per specification given. The price bid of such bidder(s) shall be opened whose sample will be accepted after evaluation.	
7	EMD	EMD of Rs. 2,00,000/- (Rupees Two Lakh only) in shape of Demand Draft drawn in favour of CDO-cum-EO, Zilla Parishad, Kalahandi	
8	Tender Paper Cost	Tender Paper Cost of Rs. 10,000/- (Rupees Ten Thousand only) in shape of Demand Draft drawn in favour of CDO-cum-EO, Zilla Parishad, Kalahandi	
9	Undertaking	"Applicant should not be blacklisted by any Govt. entity or by any other organization, not have any legal proceedings within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to Debarment proceedings". The bidder should furnish an undertaking to this effect through an affidavit in non-judicial stamp paper of Rs.100.00 and duly notarised along with acceptance of the tender terms and conditions.	
10	Experience	Bidder should have similar experience of printing and supplying of such item in any Govt undertaking, Institution , PSUs etc. (Work Order/Contract Copy to be enclosed)	


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Specification of Printing of Booklets and Leaflets

SL. NO.	NAME OF THE ITEMS	SPECIFICATION	Qty (Approx.)
1.	Leaflet	Pictorial Leaflet Containing 4 coloured pages, 170 GSM, A4 Size, Mat Finish in Odia	8,00,000
2.	Booklets	Coloured Booklet Containing 80-100 pages (Cover page-300 GSM, Inner Page-130 GSM) in Odia Language	3,900

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Financial Format of Printing of Booklets and Leaflets

SL. NO.	NAME OF THE ITEMS	SPECIFICATI ON	Quanti ty (In No)	Maximum Price per unit including GST & transportation & Other Charges	Rate Quoted per unit included Transportation, GST & Other Charges (In Rs)	Total price including GST (In Rs.)
1.	Leaflet	Pictorial Leaflet Containing 4 coloured pages, 170 GSM, A4 Size, Mat Finish in Odia	8,00,000 Nos (Approx.)	30 Per leaflet		
2	Booklets	Coloured Booklet Containing 80-100 pages (Cover page-300 GSM, Inner Page-130 GSM) in Odia Language	3900 Nos (Approx.)	200 per Booklet		

In Word (.....) only


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Seal and Signature of the Bidder