

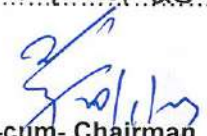
**DISTRICT PROJECT OFFICE  
SAMAGRA SIKSHYA, MAYURBHANJ**

**TENDER CALL NOTICE**

No: 276..... Dated: 20/01/2023

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

Sealed Quotations under two bid systems are invited from registered Offset Printers/firms having valid PAN, GST regd. no. for Printing, Packing and Supply of LAKHYA & TARGET POSTER FOR CLASS I – III & BALVATIKA OF MAYURBHANJ DISTRICT FOR THE YEAR 2022-23 . The tender papers/bid documents containing detailed specification with terms and conditions in 2 part bidding ie, Technical Bid & Financial Bid & the tender paper can be downloaded in the website at [www.osepa.odisha.gov.in](http://www.osepa.odisha.gov.in) and [www.mayurbhanj.nic.in](http://www.mayurbhanj.nic.in) . Cost Tender processing fees Rs.1000.00 (Rupees One Thousand) Only (Non-Refundable). The last date for submission of sealed tender is on 09.02.23.....and the tender of tech bid will be opened on 10.02.23 at 11 AM.

  
Collector-cum- Chairman  
SS, Mayurbhanj



# **Standard Bidding Document**

**FOR**

**BID DOCUMENTS FOR PRINTING OF (LAKHYA & TARGET)  
POSTER FOR CLASS I – III & BALVATIKA OF MAYURBHANJ  
DISTRICT FOR THE YEAR 2022-23**

Notice Inviting Tender No. 276 / Dated 20.01.23

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

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**IMPORTANT INFORMATION TO THE BIDDER.**

S. No.	Particular	Details
1.	Tender Inviting Authority (TIA)	District Project Coordinator, Samagra Shiksha, Mayurbhanj
2.	Availability of the Bid document	<a href="http://www.mayurbhanj.nic.in">www.mayurbhanj.nic.in</a> . <a href="http://www.osepa.odisha.gov.in">www.osepa.odisha.gov.in</a>
3.	Date of Issue of the Bid	20.01.2023
4.	Last date and time of receipt of the Bid only through speed post/ registered post.	9 <sup>th</sup> February 2023 up to 4.00 PM
5.	Date & time for opening of Technical BID.	10 <sup>th</sup> February 2023 at 11 AM
6.	Date of opening of Financial BID	Date will be declared on the date of opening of the technical bid.
7.	Bid Processing Fee (Non-Refundable)	Rs.1000/- (Rupees One Thousand Only) in shape of <b>DD/ Banker's Cheque</b> drawn in any nationalized / scheduled bank favouring District Project Coordinator, Samagra Shiksha payable at Mayurbhanj which will be annexed with the Technical Bid.
8.	Earnest Money Deposit (EMD) *(Refundable without interest)	Rs.20,000/- of the bid value i.e. in shape of Banker Cheque / Demand Draft / Bank Guarantee
9.	Address & mode of submission of proposal	O/o the <b>District Project Coordinator, Samagra Shiksha, Mayurbhanj</b> <b>At – Murgabadi, Baripada</b> <b>Po – Bhanjapur</b> <b>Dist: Mayurbhanj, PIN-757002</b> <b>Mode of Submission: Speed Post / Registered Post</b> 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:	Office chamber of Collector & D.M, Mayurbhanj
11.	Point of Delivery & Completion of supply	At the 26 Block BEO Office within 20 days from the date of issue of work order
12.	Submission of Performance Security & Signing of agreement.	Within 03 days of issue of work order



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

The District Project Co-ordinator, Samagra Shiksha, Mayurbhanj invites bids from the reputed & credible printers / 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 Mayurbhanj 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, Mayurbhanj through Registered Post or Speed Post only** during office hour on or before **9<sup>th</sup> February 2023 by 4.P.M.** 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 in the chamber of Collector and DM Mayurbhanj on dated **10<sup>th</sup> February 2023 at 11 A.M.**The bidders or thier authorised representatives will remain present in tender opening meeting positively,otherwise no claim will be accepted.
3. **Earnest Money Deposit (EMD):** The bidder has to submit EMD valued Rs.20, 000.00. The EMD (refundable - without interest), may be submitted in shape of Demand Draft / Banker's cheque / Bank Guarantee (**Format A**) from any Nationalized or scheduled bank drawn in favour of "District Project Coordinator, SSA, Mayurbhanj" payable at Baripada, failing which the tender shall be rejected summarily. In case of bank guarantee, it should be valid up to at least 90 days beyond the date of opening of financial bid. 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 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. Exemption towards EMD and Bid Security shall not be considered.**

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 Mayurbhanj 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, Samagra Shiksha, Mayurbhanj payable at Mayurbhanj 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 Mayurbhanj 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 with the undersigned within **03** days after finalization of the Tender prior to issue of supply order by DPO, Samagra Shiksha, Mayurbhanj.
9. **Paper Quality: 300 GSM Glossy Art Paper.** Bidder will give Sample 10 sets A2 Paper (300 GSM) tested by TBPM/EPM and details about the Mill in sample paper with the seal and signature.
10. **Size of Paper:** A-2 size Glossy Art paper
11. **Quality of Printing:** Font size as per the sample with single side printing (Sample to be obtained from District Project Office, Mayurbhanj). 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.
12. **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, Mayurbhanj and the terms and conditions of tender for printing and supply of **Lakhya & Target poster for the year 2022-23 for Mayurbhanj 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**

*P. Singh*

COVERING LETTER

(ON BIDDER/S'S LETTER HEAD)

To:

[Location, Date]

The District Project Co-ordinator  
Samagra Shiksha, Mayurbhanj.

**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



**Bidder/s's Organisation (General Details)**

SI No.	Description	Full Details
1	<b>Name of the Bidder/s</b>	
2	<b>Address for Communication</b> Tel : Fax: Email id :	
3	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder/s:</b> Mobile No. : Email id :	
4	<b>Registration / Incorporation Details</b> Registration No: Date & Year. :	
5	<b>Local office in Odisha</b> <b>If Yes, Please furnish contact details</b>	Yes / No
6	Bid processing fee Details Amount :Rs.1000/-	
7	EMD details Amount :Rs.20000/-	
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



## Check list of documents &amp; 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	Valid PAN		
3	Valid GST Registration Certificate		
4	Production 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	DD/Banker's cheque amounting to Rs.1000/- as bid processing fee		
7	EMD amounting to Rs.20,000/- in shape of Demand Draft / Banker's cheque		
8	Duly filled in, signed & sealed Tech-1, Tech-2,Tech-3 & Tech-4 formats.		
9	Sample papers 10 sets duly tested, signed & sealed mentioning the GSM as well as name of the manufacturer		
10	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  
Samagra Shiksha, Mayurbhanj

**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,  
Samagra Shiksha, Mayurbhanj

**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)

Particulars	Rate per Poster ( in Rs.)
Poster A2 300 GSM Glossy Art Paper	

The rate is inclusive of cost of paper, printing, Packeting as per indent, transportation & delivery of the complete material at block point. Only GST as applicable shall be claimed extra.

Place:

BIDDER'S OFFICIAL SIGNATORY

Date:

Name &amp; Designation with Rubber Stamp/

Official Seal of the Firm.



Bank Guarantee Format for Furnishing EMD

To,  
The District project Co ordinator,SSA, Mayurbhanj

**WHEREAS** \_\_\_\_\_ (Name and address of the tenderer) (hereinafter called "the Tenderer") has submitted their offer dated \_\_\_\_\_ for **Printing & supply of Lakhya & Target poster of Class-I to III & Balvatika** against the purchaser's Notice inviting tender No \_\_\_\_\_ dated \_\_\_\_\_

KNOW ALL MEAN by these presents that We..... of..... having our registered office at.....(hereinafter called the "Bank") are bound unto the District Project Co-ordinator Samagra Shiksha \_\_\_\_\_ (hereinafter called "purchaser") in the sum of **Rs. \_\_\_\_\_/-** for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this..... day of.....2023

**THE CONDITIONS OF THIS OBLIGATION ARE:**

1. If the Tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this Tender.
2. If the tenderer having been notified of the acceptance of its tender by the Purchaser during the period of its validity :-
  - a) If the tenderer fails to furnish the performance security for the due performance of the contract
  - b) Fails or refuses to accept / execute the Contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser have to substantiate its demand, provided that, in it's demand the purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to \_\_\_\_\_ and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

Our \_\_\_\_\_\*branch at \_\_\_\_\_ (name and address of the \_\_\_\_\_\*branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this bank guarantee only and only if you serve upon us at our \_\_\_\_\_\*branch. A written claim or demand and received by us at our \_\_\_\_\_\* branch on or before dated \_\_\_\_\_ otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

(Signature of the authorized officer of the Bank)

(Name & designation of the officer)

Seal, name, date & address of the bank and address of the branch

\*Preferably at district head quarter.