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**TENDER**

**FOR**

**PRINTING OF TBSDAS BOOKS OF RECORD AT SHG LEVEL**

**AT**

**DISTRICT MISSION MANAGEMENT UNIT  
ODISHA LIVELIHOODs MISSION (OLM), DMMU  
DRDA, MAYURBHANJ – 757002**



ଜିଲ୍ଲା ଗ୍ରାମ୍ୟ ଉନ୍ନୟନ ସଂସ୍ଥା, ମୟୂରଭଞ୍ଜ  
(ଓଡ଼ିଶା ଜୀବିକା ମିଶନ)



DISTRICT RURAL DEVELOPMENT AGENCY, MAYURBHANJ  
(Odisha Livelihoods Mission, DMMU, Mayurbhanj)

Baripada, 757002, E-mail - olmmayurbhanj@gmail.com, Tel-06792-260318, Fax- 260487

No. 1125

Date 28/01/2020

**Tender Call Notice**

Sealed tenders are invited in prescribed format from the registered Suppliers / Dealers / Agencies / Firms for printing and supply of Standard Transaction Based SHGs Digital Accounting System (TBSDAS) Books of Record at SHG Level in different Block Mission Management Unit (BMMU) of Mayurbhanj district under OLM. The completed tender paper in all respect should reach the undersigned on or before **19<sup>th</sup> February, 2020 by 3.00PM** through Registered / Speed Post or courier. The details of the terms & conditions can be downloaded from the district website [www.mayurbhanj.nic.in](http://www.mayurbhanj.nic.in).

- You are invited to submit your most competitive price for printing and supply of Standard TBSDAS Books of Record at SHG level as per the specification mentioned below :

Brief Description of the Items	Specification (Paper Quality, Color & Pages)					Quantity	Delivery Period	Place of Delivery	Remarks
	Page no. of given file	Page no. in the printed books of record (Register)	Paper quality/ Paper color	(Front /Back)	Register Pages after printing				
Standard TBSDAS Books of Record at SHG Level	Cover Front /Back	In Single Color	350 GSM board			9751 sets	Within 12 days of receipt of Purchase Order	OLM office at BMMU, Bangripasi, Joshipur, Karanjia, Kusumi, Morada, Thakurmunda, Tiring & Khunta	Good quality printing as per the sample format available in OLM, DMMU, Mayurbhanj
		Inner Pages	65 GSM paper with A3 sheet						
	1.	Sl. No. 1 of content (SHG Cut-Off sheet)	2 pages (Yellow color)	Single side	1-2				
	2.	Sl. No. 2 of content (Member Level Cut-off)	4 pages (Yellow color)	Single side	3-6				
	3.	Sl. No. 3 of content (Members Monthly Receipt and Payment Sheet)	48 pages (White color)	Single side	7-54				
	4.	Sl. No. 4 of content (Monthly Transaction Sheet)	48 pages (White color)	Single side	55-102				
5.	Sl. No. 5 of content (MCP-BL-Trg-Utilisation Sheet)	48 different pages (Pink color)	Single side	103-150					
<b>Total Pages</b>					<b>150</b>				

Note : One PDF file is being provided with all the pages. Please confirm before taking up the assignment



**2. Bid Price:**

- a) The bid shall be quoted for all the items as mentioned in the format of tenders otherwise the bid will be rejected. The format of price bid specified in Annexure-I & II shall be used. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) All duties, taxes and other levies payable by the bidder under the contract shall be included in the total price.
- c) GST in connection with the sale shall be shown separately.
- d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e) The Prices should be quoted in Indian Rupees only.

**3. Bid Security:**

A sum of Rs 40,000/- will be deposited by the intending bidders in shape of Demand Draft in favour of "Odisha Livelihoods Mission (NRLM), Mayurbhanj" payable at "Baripada". Any bid submitted without bid security will be rejected. The above bid security will be forfeited if a bidder (i) withdraws its bid during the period of bid validity or (ii) fails to perform the contractual obligations as per the purchase order. The EMD of the unsuccessful bidder will be returned after finalization of the tender process.

**4. Bid Validity:**

Tender shall remain valid for a period not less than 90 days after the deadline date specified for submission.

**5. Evaluation:**

The purchaser will evaluate and compare the bids determined to be substantially responsive i.e. which (a) are properly signed; and (b) confirm to the terms and conditions, and specifications.


**6. Award of contract:**

The purchaser will award the contract to the bidder whose bid has been determined to be substantially responsive and who has offered the lowest evaluated tender price. The quantities to be procured may increase or decrease looking to the availability of Fund and Demand from the BMMUs. The successful bidder will have to submit one sample copy of Standard TBSDAS Books of Record at SHG Level to the DMMU, OLM, DRDA, Mayurbhanj before supply of the items **and the contract period of the successful bidder is for 1 year with the same price and all the terms and conditions as intact as remain.**

- a) Notwithstanding the above, the purchaser reserves the right to accept or reject any bids and to cancel the bidding process and reject all bids at any time prior to the award of contract.
  - b) The bidder whose bid is accepted will be notified of the award of contract by the purchaser prior to expiration of the bid validity period. The terms of the accepted offer shall be incorporated in the purchase order.
- 7. Payment shall be made through e-Transfer (PFMS) after submission of the bills, bank A/C Xerox copy, any other supporting document in bill related, etc. and delivery of the goods at block (BMMUs) point.
  - 8. Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.
  - 9. Any legal dispute arising out of this is subject to MAYURBHANJ district jurisdiction only.
  - 10. In case of breach of any terms and conditions as mentioned above, the purchaser will have the right to cancel the order/contract without assigning any reason thereof and nothing will be payable by the purchaser in that event and the security deposit shall also be forfeited.


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11. The bidders may be present in person or through one of their representative(s) during the opening of bids as per the date and time fixed by the DMMU, OLM, Mayurbhanj.
12. The bidders can collect documents available at DMMU, OLM, Mayurbhanj on all working days (10 AM to 5.30 PM) or can be downloaded from [www.mayurbhanj.nic.in](http://www.mayurbhanj.nic.in) for use.
13. Interested bidders may submit their sealed bid in the prescribed format with all the documents mentioning **"Tender for printing & supply of TBSDAS Books of Record at SHG Level"** on a cover envelop. The Bids should reach at Office of the Project Director, DRDA, Mayurbhanj, At-Murgabadi, P.O.- Bhanjpur, VIA – Baripada, Dist. –Mayurbahnj, PIN-757002 by 3.00PM on 19<sup>th</sup> February, 2020 through Registered / Speed Post or courier only. Tenders received late will not be taken in to consideration. Bidders / representative of bidders may present during the opening of tender at 3.30 PM on the same day at DRDA Conference Hall, Mayurbhanj.

  
Project Director-cum-DMC  
OLM, DMMU, Mayurbhanj

Memo Mo. 1126 Dated 28/01/2020

Copy to Notice Board of Collectorate, Mayurbhanj / DRDA, Mayurbhanj / BDO, Baripada block for wide publication & display.

  
Project Director-cum-DMC  
OLM, DMMU, Mayurbhanj



## Evaluation Form

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"Annexure -I"

1.	Name of the Supplier	
2.	Full address of Bidder's Contact No. Fax No. E-mail address:	
3.	Paper Sample submitted (Yes / No)	
4.	GST Number (Copy to be attached)	
5.	PAN Number (Copy to be attached)	

I do hereby certify that the above mentioned particulars are true and correct.

**Full Signature of the Bidder:**

**Date:**

**Seal**

**DECLARATION BY THE BIDDER:**

It is hereby declared that I the undersigned, have read and examined all the terms and conditions etc. of the tender document for which I have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me and I will abide by the conditions of the terms and conditions. This is also certified that our principal manufacturing firm has no objection in signing the purchase contract if the opportunity for the supply of the items against this tender is given to me/us.

Signature:

Date:

Name

Address

Designation:

On behalf of:



# FORMAT OF TENDER

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"Annexure-II"

Description of the Items	Specifications					Unit	Quoted Unit Rate in Rs. (Per Set)	Total Amount (Rs.)
	Page no. of given file	Page no. in the printed books of record (Register)	Paper quality/ Paper color	(Front /Back)	Register Pages after printing			
Standard TBSDAS Books of Record at SHG Level	Cover Front /Back	In Single Color	350 GSM board			9751 Sets		
		Inner Pages	65 GSM paper with A3 sheet					
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	<b>Total Pages</b>							
						<b>9751</b>		

**Gross Total Cost: Rs. ....**

Total bid price (including Taxes and other dues) in Rs. \_\_\_\_\_ (in numbers) \_\_\_\_\_  
 \_\_\_\_\_ (In Words)

**Note :**

- (a) In case of discrepancy between unit price and total price, unit price shall prevail. We agree to supply the above goods in accordance with the technical specifications for total contract price of Rs. \_\_\_\_\_ (amount in figures) Rupees \_\_\_\_\_ (amount in words) within a period of 12 days from the receipt of purchase order.
- (b) We agree to other terms and conditions of the tender and also confirm we will provide the materials as per the standard specified in the document.

Signature of the Bidder:

Seal:

Name :

Address:

Date:

Place:



**Printing and supply of register (Transaction Based SHG Digital Accounting System)  
to BMMUs**

Status report up to December, 2019

Sl. No.	Name of the Block	Total GramPanchayats	GramPanchayats (SHGs entry has Started)	Total SHGs	Books of record at SHG level
1	BANGRIPOSI	19	19	1315	1315
2	JOSHIPUR	20	20	1593	1593
3	KARANJIA	15	15	1091	1091
4	KHUNTA	14	14	1046	1046
5	KUSUMI	14	14	1149	1149
6	MORADA	20	20	1600	1600
7	THAKURMUNDA	18	18	1222	1222
8	TIRING	10	10	735	735
	<b>Total</b>	<b>404</b>	<b>404</b>	<b>9751</b>	<b>9751</b>

*[Handwritten signature]*