

TENDER CALL NOTICE

FOR SELECTION OF PRINTING PRESS/FIRMS FOR PRINTING OF LEAFLETS & BOOKLETS

Notice no- 5475 /dt-29.12.2023

Short Sealed Tenders are invited from registered printing press/Firms based in Odisha for PRINTING OF LEAFLETS & BOOKLETS for Documentation of achievements of various initiatives at Gram Panchayat and Block Level by in Odia Lanaguage for the year 2023-24 for generating awareness among citizens & for strengthening mechanism of good goverence. Intending bidders may download the Bid documents from the district web site. The bid documents containing eligibility criteria and details terms and conditions of the tender can be download from the website www.jharsuguda.nic.in

The sealed tenders should reach the office of the Block development Officer, Jharsuguda on or before 8.1.2024 up to 5.00PM by Regd. Post/Speed post/courier only and the same will be opened on dt 09.01.2024 at 3.00PM in Confernece hall of Block Development Officer, Jharsuguda.

The details of the bidding process are as follows

SI No	Bidding schedule	Date and time
1	Date of issue	30.12.2023
2	Last date of Submission of Bid	08.01.2024 up to 5PM
3	Opening of Technical Bid	09.01.2024 at 3.00PM
4	Opening of Financial bid	09.01.2024 at 4.00PM

Bidders are required to submit the technical and financial bid separately. The bids in sealed cover containing "Technical Bid and sealed Cover-II containing "Financial Bid" Should be placed in third sealed cover super-scribed "TENDER CALL NOTICE FOR SELECTION OF PRINTING PRESS/FIRMS FOR PRINTING OF LEAFLETS & BOOKLETS" The Tenders must reach the undersigned on or before 8.1.2024 by 5.00PM through Speed post/ Regd/ Courior only in the address of **BDO, Jharsuguda, at-Badheimunda, Jharsuguda, Po/Dost-Jharsuguda**

The Last date and time for submission of tender document is 08.01.2024 by 5.0PM. The authority shall not be held responsible for postal delay ,if any, in case of non-receipt of the same in time.



1.The Authority reserves ever right to reject any or all the Tender without assigning any reason thereof.

2.Clarification on specific request, if felt necessary by the tender inviting authority, shall be responded through email and general clarification, affecting all the bidder shall be published in the official website of the tender inviting authority www.jharsuguda.nic.in However, it shall be the duty of the prospective bidder to ensure that the clarification sought for has been properly received in time by tender inviting authority.


Block Development Officer
Jharsuguda
29.12.23

Memo No.5476

Dated: 29.12.2023

Copy to the office Notice Board of Panchayat Samiti Office, Jharsuguda/ Collector, Jharsuguda/CDO-Cum-EO,ZP,Jharsuguda/Sub-collector Jharsuguda /Tahasildar, Jharsuguda /CDM &PHO,Jharsuguda/ Jharsuguda Municipality/Belpahar Municipality/ Executive Engineer, RW Division, Jharsuguda/ Executive Engineer, R&B Division, Jharsuguda/Executive Engineer,RWSS Jharsuguda/ Executive Engineer, MI Division, Jharsuguda/ Executive Engineer, PH Division, Jharsuguda/ Block Development Officers of Kirmira/Kolabira/Laikera/Lakhanpur for kind information and wide publicity.


Block Development Officer
Jharsuguda
29.12.23

Memo No.5478

Dated: 29.12.2023

Copy to the D.I.O., NIC, Jharsuguda for information and necessary action. They are requested to upload the enclosed tender call notice in the district website www.jharsuguda.nic.in from 30.12.2023 at 11.00AM to 08.01.2024 up to 5.00PM for wide publicity.


Block Development Officer
Jharsuguda
29.12.23

GENERAL TERMS & CONDITIONS

1. SOURCE OF FUNDS:

The Block development Officer, Jharsuguda is the funding agency for printing of pictorial leaflets and colored Booklets in Odia Language

2. DISCLAIMERS:

This Documents 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 documents 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 condition so prescribed without any reason thereof.

4. COST OF BIDDING:

The Bidder is expected to examine the Bidding Documents, Including all Instruction, Forms Terms and Specification. 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 will be rejected out rightly.**

6. **Tender Paper Cost(Non- refundable):** Along with their technical bids Bidders are required to submit a **Tender Paper Cost Rs.6,000/-** in the form of Demand Draft of BDO, Jharsuguda payable at any scheduled commercial Bank at Jharsuguda photo/Fax copies of the demand will not be accepted.

7. EARNEST MONEY DEPOSIT(EMD)

Along with their technical bids, the bidders are required to submit an EMD of **Rs.13000/-** (Rupees Thirteen Thousands) Only in the form of Demand Draft of Block Development Officer, Jharsuguda, Payable at any Scheduled Commercial Bank, Jharsuguda. 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 only after Successful completion of work.

8. BIDDER ELIGIBILITY:

The Intending bidder should qualify all the condition in the pre-qualification criteria as per annexure-I

9. VALIDITY:

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

10. PAYING OFFICER:

Payment will be released by Block Development Officer Jharsuguda after successfully completion of the work.

11. EVALUATION OF SAMPLES:

Bidder must 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.

12. QUALITY OF WORK MANSHIP:

If any work is found unsatisfactory by Owner/Any authorized Representative of the Owner of the work, the bidder shall have to replace the same without any extra financial cost.

13. ACCIDENT:

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

14.INSURANCE:

The bidder shall arrange adequate Transit-cum-storage-cum-erection insurance policy and shall submit the copy of the same to the Owner on demand.

15.COMPLETION PERIOD:

This office reserves the right to increase or decrease the actual quantity of requirement of Jharsuguda Block. However, the approved rate will remain same, incase the quantity increased or decrease after finalization of the tender. The bidder shall have to complete the work as communicated by District Administration and owner reserves the right to re-shcedule the completion period, if required.

16.Force Majeure:

On the happening of any event beyond the control of both the parties and which makes the contract impracticable to perform it relives both the parties from the performance under the contact.

SPECIAL TERMS AND CONDITIONS

1. The pre-qualification condition 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 pre-Qualification 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 pre-qualification 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 closed with the bid documents.
6. The Bidder should have to print the leaflets & booklets as per the content, picture & design provided by the administration without any addition or deletion. The work includes typing (DTP) of the content designing, layout, Printing & Photography of the projects. High resolution photographs of the projects required for printing of the IEC materials shall be done by the Bidder.
7. The Bidder/Firm has to type data in Odia provided by the administration.
8. The rate quoted in financial bid should be inclusive of all charges such as GST, other Taxes, Transportation, loading & unloading, transit insurance, delivery & photography. The price/rate should be valid for 18 days from the date of opening of the bid.
9. The bidder must supply the products at delivery point as communicated by concerned authority.
10. The agency will supply all the items within 07 days (Seven) days 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. Draft copy each shall be submitted for proof reading before final printing of the booklets 7 leaflets.
12. The Bid shall be opened by the Bid Committee under the Chairmanship of BDO, Jharsuguda and evaluated by authorized official of Tender Committee Members.

13. The Bids not accompanied with EMD of Rs.13000/- (Rupees Thirteen Thousands) Only in shape of Demand Draft drawn in favour of BDO, Jharsuguda will be rejected.
14. 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 BDO Jharsuguda) for payment after completion of supply of items.
15. The rates should be quoted in figure and words. In case of mismatch between the two, the rates quoted in words will be considered.
16. The bidder should have proper licence in handling the items, if required, the same is to be submitted on demand and otherwise it will be liable for any damage on any account.
17. All disputes shall be under the jurisdiction of the district Civil Court of Jharsuguda, of Jharsuguda District.
18. The Competent Authority reserves the right to reject or accept any bid without assigning any reason thereof. The decision of the Competent Authority shall be final and binding in this regard.

Signature & seal of the Bidder

Annexure-I**PRE-QUALIFICATION CRITERIA**

SI No	Criteria	Documentary Evidence	Submission of documents(Yes /No)
1	Address of the 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/MSME/RoC	
4	Turnover	The Bidder should have Average annual Turnover of Rs.INR 60,00,000/-(rupees Sixty Lakh)only during last three Financial years(is. 2020-21,2021-22 & 2022-23).Proff to be submitted by the bidder in form of audited balance Sheet, Income & expenditure statements and profit & Loss Accounts from a Chartered Accountant)	
5	IT Return	Bidder must submit IT Return for last three Financial Years(.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.13000/- in shape of Demand Draft/NAC/FD/TD/KVP drawn in favour of Block Development Officer,Jharsuguda. The FD/TD should be pledged in favour of Block Development Officer, Jharsuguda	
8	Tender Paper Cost	Tender Paper Cost of Rs.6000/- in shape of Demand Draft drawn in favour of Block Development Officer, Jharsuguda	
9	Undertaking	"Applicant should not be blacklisted by any Govt entity or by any other organization, not have any legal proceeding within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to Debarment proceeding". The bidder should furnish an undertaking to this effect through an affidavit in non-judicial stamp paper of Rs.100.00 and duly notarized 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.	

Specification of Printing of Booklets and Leaflets

SI NO	NAME OF THE ITMES	SPECIFICATION
1	Leaflets	Pictorial leaflet Containing 16 coloured pages ,170 GSM,A4 Size,Mat Finish in odia
2	Booklets	Coloured Booklet Containing 80-100 pages(Cover page-300GSM,Inner Page-130 GSM) in Odia Language

Financial Bid of Printing of Booklets and Leaflets

SI No	Name of the items	specification	Quantity(In Nos)	Rate per Piece including GST(In Rs) max Price Rs.30/Per leaflet and Rs.200/- per Booklet	Total price including GST(In Rs)
1	leaflet	Pictorial leaflet Containing 16 coloured pages ,170 GSM,A4 Siize,Mat Finish in odia	42046		
2	Booklets	Coloured Booklet Containing 80-100 pages(Cover page- 300GSM,Inner Page- 130 GSM) in Odia Language	250		
		Total			

In words(.....)

Seal and Signature of the Bidder

Name of the Press/firm

E-Mail.Id

Mobile No: