



OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE: KEONJHAR
(DISTRICT SOCIAL WELFARE SECTION)

ନୂଆ ଆରୁଣିମା ସହାୟକ ପୁସ୍ତିକା ଛାପା ବିଜ୍ଞାପନ

**TENDER/QUOTATION CALL NOTICE FOR PRINTING OF NUA ARUNIMA HAND
BOOK**

No. 503 /SW/ Date. 25.2. /2020

The Collector, Keonjhar invites sealed bid from the reputed registered Printing Press/firms for printing & supply of multi colour Calendar on Nua Arunima Hand Book on for use at 3257 AWCs level of Keonjhar district. The specification of such Hand Book & quantity thereof to be printed & supplied is mentioned in the tender documents.

The tender/quotation paper for the above purposes containing the detailed terms and conditions, EMD, and statutory requirement can be downloaded in the Website i.e. www.kendujhar.nic.in. The submission of tender paper along with documents should reach in sealed cover to the District Social Welfare Officer, Keonjhar on or before 19.3.2020 by 03.00 P.M. by speed post/Regd. Post with the subscription of item to be supplied on the head of envelope. No tender documents will be received by hand in the office of the DSWO, Keonjhar. The same will be opened on 19.3.2020 at 04.00 p.m. in Mini Conference Hall of Collector, Keonjhar.


Collector, Keonjhar,
KEONJHAR.

Memo No. 504 /Date. 25.2. /2020

Copy to the District Informatics Officer, NIC, Keonjhar to up load the above tender documents in the District website at once.


Collector, Keonjhar,
KEONJHAR.

Memo No. 505 /Date. 25.2. /2020

Copy to All Dist. Level Officers of the district for information and necessary action. They are requested to make wide publicity at their level for filing of tender.

Copy to the all Sub-Collectors/ Block Development Officers / Child Development Officers of the district for information & necessary action. They are requested to make wide publicity at their level for filing of tender.


Collector, Keonjhar,
KEONJHAR.

COST OF TENDER DOCUMENT: Rs.1000.00

DETAILED
BID DOCUMENTS

FOR

PRINTING OF NUA ARUNIMA HAND BOOK

DISTRICT SOCIAL WELFARE OFFICE

KEONJHAR

TEL.06766-25557

E-mail: dswokeonjhar@nic.in

Tender Paper Sale from 25.2.20 to 19.3.20
Last Date for Submission: 19.3.20 up to 3.00 pm
Opening of Tender Paper on 19.3.20 at 4.00 pm

at Mini Conference Hall, Collectorate, Keonjhar

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01. INFORMATION & CREDENTIALS OF THE BIDDERS

Name & Address of the Firm/Bidder/Offset Printer	Details of Tender application Costs (Rs.1000.00)/ DD No. & Date:	Last date for Submission	Date of submission
		<u>19.3.20</u> up to <u>3</u> P.M.	

GST REGISTRATION NUMBER/ CLEARANCE CERTIFICATE (UP TO DATE).	EMD/ (FD)/ DETAILS	AFFIDAVIT (NO CRIMINAL RECORD/BLACK LIST)	SIMILAR TYPE SAMPLE BOOKS/REGISTERS/BROCHERS WITH COVER PAPER	PREVIOUS SIMILAR TYPE OF WORKS (ORDER & VALUE)

Seal and Signature of the Bidder

02 INSTRUCTIONS, TERMS & CONDITIONS OF PRINTING & SUPPLY.

01. Tenderer/Offset Printers must have printing registration certificate issued by the appropriate authority, i.e. from DIC/MSME.
02. The Tenderer/Offset Printers must have executed similar type of work/works worth Rs.10 Lakh or more in a single order/in a year.
03. The Tenderer/Offset Printers registered with state govt/central govt. /rate contract with Govt. for printing of text book/ or any printing works will be given preference.
04. Last 2 year's transactions/turnover should be more than 25 Lakh per year.
05. Last 2 year's B/S, P/L A/c & Bank Statement must be submitted along with Tender Application.
06. Printing as per the technical specifications & no deviation is allowed with reference to Size, quality of the papers.
07. The Bid documents must be send through registered post/speed post on or before Dated. 19.3.20 up to 3 P.M which will be opened on dated. 19.3.20 at 4 P.M.
08. Date of delivery : 30 days from the date of issue of order.
09. Place of Delivery : Block Points/14 ICDS Offices
10. Payment : will be released on successful delivery & submission of invoices.
11. The quotation is required to submit the samples of the similar type of books/jobs/printed materials/supplied earlier. The quality of samples will be of paramount consideration for deciding the quotations. The quotations received without samples will be liable for rejection. The Decision of District Tender committee will be final.
12. The quantity of Hand Books etc., as mentioned in the technical bid may change and indent will be given as per actual requirements.
13. Transporting Costs will not be allowed, the cost quoted in the financial bid is inclusive of all taxes/duties/transporting.
14. The tender/quotation must be submitted as per our prescribed format, with seal & signature of the applying firm/bidder.
15. The authority reserves the right to reject or accept any or all quotation without assigning any reason thereof what so ever and no information will be given to the bidders. In this regard no disputes will be entertained.
16. The detailed tender papers along with detailed terms and conditions etc., can be downloaded from the website i.e. www.kendujhar.nic.in. The cost of Tender paper is **Rs.1000/-** (one thousand) only, which is non-refundable & should be in shape of Bank Draft drawn in any Nationalized Bank Payable at Keonjhar drawn in favour of District Social Welfare Officer, Keonjhar.
17. The Tenderer/bidder is to be enclosed of **Rs. 20,000/- (twenty thousand) only** as EMD in shape of Term Deposit/Fixed Deposit duly issued by any Nationalised Bank duly pledged in favour of the D.S.W.O., Keonjhar along with the tender documents which is refundable. No exemption of EMD is allowed for this tender.

18. The EMD/TDR of un-successful bidder/tenderer will be returned after finalization of the tender.
19. The tender has to enclose the following documents at the time of submission of tender paper in the sealed cover. Without these documents tender shall not be considered.
- i. **Original Bank Draft Rs. 1000/- (one thousand) only & Pledged Term deposit/Fixed Deposit of Rs. 20, 000/- (twenty thousand) as EMD.**
 - ii. **Attested copy of GST Registration Number/ GST Clearance certificate for the year 2018-19 issued in the year 2019-20 in form No. 612 from the competent authority & GST clearance for the year 2019-20.**
 - iii. **Attested copy of PAN Card.**
 - iv. **Attested copy of latest Income Tax clearance certificate.**
 - v. **Attested copies of Printers Registration certificate if any.**
 - vi. **Attested copies of last 2 years Balance sheet, Profit & Loss Account & Turnover / clientele list.**
 - vii. **Tenderer/Bidder has to submit an affidavit to the effect that the firm has not been involved in any criminal case and blacklisted by any organisation.**
20. The tendere/bidder who will qualify for Printing of item(s) should execute an Agreement with the DSWO, Keonjhar on behalf of the Collector, Keonjhar for printing and supply of the same at ICDS Projects of the district.
21. After acceptance of the tender if tenderer/bidder refuses to print the selected items, EMD & performance security deposited by the tendere/bidder shall be forfeited.
22. Selected bidder/tenderer finalised by the Committee for printing of the item(s) should be produce a sample of such set (as dummy/proof copies for sample checks) for approval by the Tender Committee and clearance for final printing as per items mentioned in **Technical Bid/indent** of this tender documents and (sample placed at the time of opening of tender) .
23. The Tenderer/bidder shall start bulk production of printing of items after approval of the dummy sets by the tender committee. Members of tender committee will do further batch-wise quality check or any officer duly authorised by the Collector, Keonjhar to ascertain the quality with reference to the approved dummy sets. If any, inferior quality of printing materials will found during the time of production or at the time of delivery at ICDS level or AWC level same will not be accepted and action as deemed proper will be taken by the Collector, Keonjhar as per law. So, Tendere/bidder should ensure that printing material products received by the CDPOs are the same quality as per the approved dummy sets.
24. In case, the selected tenderer/bidder has refuses for printing and supply of selected items E.M.D. deposited by the tenderer/bidder will be forfeited.
25. Successful bidder/tenderer shall deposit **Rs. 20,000/- (twenty thousand) only** / 5% of the value contract in shape of FD/TDR from a nationalised commercial bank and to be pledged in favour of the DSWO, Keonjhar. Performance security will be refunded after completion of the delivery of the items successfully in due time at ICDS level.

26. The lowest price will not be only criteria for selection of the items, suitable technical specification and past year experience and delivery of printing materials having good reputation in previous years shall also be taken into consideration by the committee. Selection made by the tender committee for printing and delivery of items will be final binding to the offset printers/Tenderers/bidders.
27. The Collector, Keonjhar has also reserves the right to reject any or all tenders without assigning any reason thereof & decision taken by the Collector, Keonjhar shall be binding to all firm/tenderers/bidders and final.


COLLECTOR, KEONJHAR
COLLECTOR,
KEONJHAR.

Seal & Signature of the

Bidder/Offset Printer/Tenderer with date.

**INDENT/SCHEDULE OF REQUIREMENT/
SPECIFICATIONS OF TECHNICAL DETAILS**

Sl. No.	Name of the Items to be printed	Specification of the items to be printed	Quantity to be printed and supplied
1	2	3	4
2	Nua Arunima Hand Book (including Design & Taxes)	Size:21X28 cm Pages: Text: 116 (112 pages black and white & Photo: 4 pages Cover: 4) Paper: Text: 80 Gsm Maplitho Cover: 220 Gsm art paper Printing: Text : Single colour Photo & Cover: Multi Colour Lamination : Mat Finish of Front Cover Binding: Gum Binding	3257 nos.

- The bidders should submit bids in two envelopes, one containing technical bid consisting of all technical details and other containing the financial bid indicating the unit cost. The envelopes should superscribed accordingly.


 COLLECTOR, KEONJHAR
COLLECTOR,
KEONJHAR.

FINANCIAL BID

(To be filled properly and legibly without any correction/overwriting and must be a printed/typed)

Sl. No.	Name of the Items to be printed	Specification of the items to be printed	Rate quoted per Hand Book (INR) inclusive of all taxes/duties/transporting etc.
1	2	3	4
2	Nua Arunima Hand Book (including Design & Taxes)	Size:21X28 cm Pages: Text: 116 (112 pages black and white & Photo: 4 pages Cover: 4) Paper: Text: 80 Gsm Maplitho Cover: 220 Gsm art paper Printing: Text : Single colour Photo & Cover: Multi Colour Lamination : Mat Finish of Front Cover Binding: Gum Binding	Rs./- (Rupees.....)

N.B: 1. The budget for printing of Hand Book @ Rs.100/- per book inclusive all charges.

Date:

Seal & Signature of the Tenderer/Bidder/Offset Printer