



OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER

KEONJHAR, ODISHA- 758001

Tender Call Notice for Empanelment of the Vendor for Printing of leaf-let, Flex-Banner, Booklet & Poster etc.

TENDER NOTIFICATION NO: 4867

Date: - 15.09.23

Sealed bids are hereby invited from the eligible vendors for the printing of Leaf-let, Flex-Banner, Booklet & Poster etc for a year at Keonjhar, Odisha as per requirement by the undersigned in the state of Odisha.

DESCRIPTION OF WORK	LOCATION	DURATION OF THE CONTRACT
Incorporation of Vendor for printing of leaf-let, Flex-Banner, Booklet & Poster etc.	Keonjhar, Odisha	1 Year

The bid documents shall be available on official website Keonjhar.nic.in from date 15-09-2023 to **26-09-2023**. The bid in the prescribed format complete in all respect should reach the office of the undersigned on or before 5:00 pm on dt- **26-09-2023** by speed post / registered post/ courier and shall be opened on **27-09-2023** at **4.00 P.M** in the presence of the bidder or their authorized representatives. The undersigned reserve the right to accept or reject any or all bid(s) without assigning any reason thereof.


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The critical dates are as follows:

A	Availability of Bid Document	05:00 pm hours on dt. 15-09-2023 to 05:00 pm hours on dt. 26-09-2023
B	Last Date of Receipt of tender in the Portal	17:00 hours on dt. 26-09-2023
C	Date / Time of Opening of Bid	16:00 hours on dt. 27-09-2023

The communication address is as under: -

The

CDAO-CUM-PD, ATMA OFFICE

AT/Po- Madhapur,

Near Joda-Barbil Bus stand

Keonjhar

Odisha -75800

Other details for the quotation are as follows: -

1. **Description of the work:** Printing of leaf-let, booklet, Flex-Banner & Poster etc as per the requirement of the undersigned at CDAO-CUM-PD, ATMA – Odisha Millet Mission in the Keonjhar of Odisha under DMF.
2. **Time for completion of work:** The vendor is emplaned for one year from the date of issueof the selection order for the supply printing of Leaf-let, booklet, Flex-Banner & Poster etc throughout the year.
3. **Locations:** The vendor needs to supply these materials.at The CDAO-Cum-PD,ATMA office, Madhapur,Near Joda-Barbil Bus Stand , Keonjhar, Odisha-758001
4. **Quantity:** As per the requirement of the Department the purchase order of printing of Leaf-let, booklet, Flex-Banner & Poster etc will be issued for the selected vendor.
5. **Validity of bid:** The bid shall be valid for a period of 90 days from the date of opening of the tender.
6. **The Price Quoted:** The vendor will be incorporated for a year, and the price quoted by a vendor will be the same for a whole year. There will be no price escalation for the same product in the middle of the year. If there is any change in the technical specification provided in the tender, then the price of the product will vary as per the change.
7. **Taxes:** GST will be paid as per actual against the supply of the goods, it **should not be included in the quoted rate**. Also, you will be required to comply with the provisions of the GST Law. The bidder shall quote his price which should include all Taxes, duties, and all other levies applicable i.e., Sales Tax, Income Tax, Custom duty, Contract Tax, Entry Tax, etc. **excluding GST** which will be paid over the billed amount.
8. **Termination of Distributor:** The undersigned reserves the right to terminate the vendor either in part or in full due to reasons for a delay in completion, bad workmanship, or any other abnormalities noticed during the supply and service of printing materials by giving a notice in writing to the vendor.
9. **Payment Terms:** There will be no advance payment made against any order once goods are received after that payment will be processed. All the warranty claims will be applicabeto the purchase of materials.
10. **Disqualification:** The vendor who has participated before in any same or similar type of tender issued by any organization. But they are not able to complete the assigned task/work due to any reasons on grounds of that those vendors will be disqualified from the tenderprocess.

11. General Terms and Conditions

- a. Any tender received after the due date and time will be rejected. The tender paper will be received through Registered post / Courier / Speed post only addressing to The CDAO-Cum-PD, ATMA office, Madhapur, Near Joda-Barbil Bus Stand , Keonjhar, Odisha-758001".
- b. The last date for applying for the tender is 26/09/2023 by 05:00 PM.
- c. Two stage bidding system will be done (Technical Bid & Price bid)
- d. The bidders have to submit their tenders in separate covered envelop for Technical Bid & Price Bid by super scribing Cover A: Technical bid & Cover B (Price Bid) and both the sealed cover should be put into a third outer cover which should be super scribed as "**TENDER FOR PRINTING OF LEAF-LET, BOOKLET, FLEX-BANNER & POSTER**". The Price bid of only those bidders will be opened who will qualify in the technical bid.
- e. Bidders have to submit the authorization dealer certificate/import license/manufacture license as eligible.
- f. Photocopy of GSTIN with PAN.
- g. Income tax Return for the last three years (2020-21, 2021-22, 2022-23).
- h. Self-Undertaking that the firm is not blacklisted by any government institution/authority as per Annexure – D on judicial stamp paper.
- i. The supply should be made within the period prescribed in the purchase order.
- j. Quantity mentioned in Annexure – A may be increased or decreased as per requirement for the same and a fresh purchase order will be reissued for the same quantity.
- k. The details of specifications and requirements of printing materials may be seen in Annexure – A of the tender.
- l. All the items will be delivered to the office of the undersigned.
- m. The undersigned shall have the right to reject all or any of the purchase orders and tender without assigning any reason thereof.
- n. The undersigned has specific printing materials requirements and is seeking a vendor who can provide these materials at the most favorable price compared to market rates. The complete list of required materials will be shared prior to placing an order. If the vendor is unable to provide any of the materials, the undersigned reserves the right to source them from other vendors.


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ANNEXURE - A

NAME & SPECIFICATION FOR PRINTING OF LEAF-LET, BOOKLET, FLEX-BANNER & POSTER			
Sl. No.	Items	Specifications	Quantity (Nos.)
1	Leaf-let	Size-A4, Multicolor, Both sides, 90 GSM Paper, glossy art	22000
2	Poster	Size-56 cm x44 cm, Multicolor, 90 GSM Art Paper	7700
3	Flex Banner	Size-4' x 3', Multicolor, Black media	550
4	Booklet	Size:1/4 Cover Page: 130 GSM art paper 2pages Inner Page : 90GSM art paper 94 pages multi-color Binding: Middle stitching	200


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ANNEXURE – B

TECHNICAL BID

Sl. No.	Particulars	
1	Name of the Bidder	
2	Organizational Status (Individual / Firm / Company)	
3	Address of the Bidder	
4	Contact Person Name	
5	Contact No. & E-mail.	
6	Registration Certificate of the firms (DIC/MSME/Any other certificate)	
7	GSTIN No (Photocopy)	
8	PAN (Photocopy)	
9	Income tax Return Statement for the last 3 years (2020-21, 2021-22, 2022-23)	
10	Signed Tender Copy	
11	Affidavit on Stamp Paper (Annexure – D)	
12	Price Bid (Annexure – C)	
13	Annual Turnover Certificate Last Three Years	

DECLARATION

I _____ of _____ do hereby declare that the information given above is to the best of my knowledge & belief.

SIGNATURE OF THE BIDDER WITH SEAL


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ANNEXURE – C

(TO BE PRINTED ON LETTERHEAD)

FINANCIAL / PRICE BID

Note:

NAME & SPECIFICATION OF LEAF-LET, BOOKLET, FLEX-BANNER & POSTER					
Sl. No.	Items	Specifications	Quantity (Nos.)	Unit Cost	Total Cost
1	Leaf-let	Size-A4, Multicolor, Both sides, 90 GSM Paper, glossy art	22000		
2	Poster	Size-56 cm x44 cm, Multicolor, 90 GSM Art Paper	7700		
3	Flex Banner	Size-4' x 3', Multicolor, Black media	550		
4	Booklet	Size: 1/4 Cover Page: 130 GSM art paper 2 pages Inner Page : 90GSM art paper 94 pages multi-colour Binding: Middle stitching	200		

- The rate quoted should be inclusive of all taxes excluding GST, duties, freight, etc. & any other statutory dues as applicable.
- GST will be raised separately at the rate that prevails at the time of submission of the bill.
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SIGNATURE OF THE BIDDER WITH SEAL


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ANNEXURE - D

AFFIDAVIT

It is hereby certified that, I/We _____ representing _____ (Name of the Organization) are declaring.

- a) That the organization i.e. _____ (Name of the Organization) is not blacklisted by any ministries/Departments of Central or State Govt., any international agencies, funding agencies, etc. as on the date of declaration.
- b) That the organization doesn't have any legal suit/criminal case pending against it for violation of the PF/ESI/MW Act or any other law.
- c) That the office will have no liability regarding transportation, loading, and unloading of material and all the material ordered shall be delivered at the designated place in good condition. The defective or damaged printed material if any will be replaced by the organization.
- d) That the organization agrees to abide by all terms & conditions of the tender vide tender reference no _____ dt. _____.

Place:

Date:

(Signature of the Deponent)

Name: _____


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