

TENDER

FOR

PRINTING OF TBSDAS BOOKS OF RECORD AT SHG LEVEL

AT

DISTRICT MISSION MANGEMENT UNIT

ODISHA LIVELIHOODS MISSION,

DRDA, KANDHAMAL-762001

(Limited Tenders Under NRLM)



ଜିଲ୍ଲା ଗ୍ରାମ୍ୟ ଉନ୍ନୟନ ସଂସ୍ଥା, କନ୍ଧମାଳ

ପଞ୍ଚାୟତିରାଜ ବିଭାଗ,
ଓଡ଼ିଶା ସରକାର

DISTRICT RURAL DEVELOPMENT AGENCY, KANDHAMAL
PANCHAYATIRAJ DEPARTMENT,
GOVERNMENT OF ODISHA

THROUGH FAX/E-Mail/POST

DRDA, KANDHAMAL
Phulbani-762001

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Letter No. 117 Date. 12/10/20 /2020

INVITATION OF TENDERS FOR PRINTING OF TBSDAS BOOKS OF RECORD AT SHG LEVEL FOR DMMU, OLM, KANDHAMAL

- 1) Odisha Livelihood Mission (OLM), has received funds from Ministry of Rural Development, Govt. of India for implementation the National Rural Livelihood Mission activities in the State of Odisha and intends to apply part of the proceeds toward payments under the contract for Printing of Standard TBSDAS books of record at SHG level.
- 2) The Odisha Livelihood Mission, Kandhamal now invites sealed quotation from eligible bidders for printing and supply of Standard TBSDAS Books of Record at SHG level in Kandhamal district as mentioned in the consignee list.
- 3) The Bidder must submit thier most competitive price for Printing 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
	Pg no. of given file	Page no. in the printed register	Paper quality / Paper color	(front/back)	Register Pages after printing				
Standard	Cover Front/ Back	In single Color	350 gsm board.			2000 sets	Within 12 days of receipt of Purchase Order	OLM office DRD A KAN DHA MAL	Good quality printing as per the sample format available in OLM, DMMU, DRDA, KANDHAMAL
		Inner Pages	65 gsm paper with A3 sheet						
	1.	Content page	White color paper	Single side	1				
	2.				2 Blank				
	3.	Sl. No.1 of content(SHG Cut-Off Sheet)	2 page (Yellow color)	Single side	3-4				

TBSDAS Books of Record at SHG Level	4	Sl.No.2 of content(Member Level Cut-off	4 page (yellow color)	Single side	5-8			
	5.	Sl. No. 3 of content (Members Monthly receipt and payment)	48 page (white color)	Single side	9-56			
	6.	Sl. No.4 of content (Monthly Transaction Sheet)	48 page (white color)	Single side	57-104			
	7.	Sl. No.5 of content (MCP-BL-Trg-Utilization sheet)	48 different pages (pink color)	Single side	105-152			
				Total Pages	152			
Note: One PDF file is being provided with all the pages. Please confirm before taking up the assignment.								

4. Bid Price

- The bid shall be quoted for all the items as mentioned in the format of quotation 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.
- All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
- GST in connection with the sale shall be shown separately.
- 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.
- The Prices should be quoted in Indian Rupees only.

5. Each bidder shall submit only one quotation.

6. Bid Security

A sum of Rs 10000/- will be deposited by the intending bidders in shape of Demand Draft in favour of "ODISHA LIVELIHOODS MISSION, KANDHAMAL payable at SBI, Phulbani Main Branch". 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.

7. Validity of Quotation

Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.

8. Evaluation of Quotation

The Purchaser will evaluate and compare the quotation determined to be substantially responsive i.e. which

- are properly signed ; and
- confirm to the terms and conditions, and specifications.

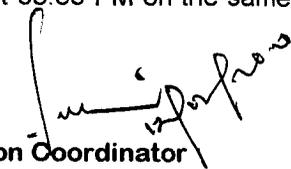
9. Each bidder shall submit only one quotation. The quotation must be accompanied by paper samples of required GSM as mentioned in specifications. Any quotation not accompanied by paper samples of required GSM shall be rejected.

10. Award of contract

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation 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 each register to the DMMU, OLM, DRDA, Kandhamal 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.**

10.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotation at any time prior to the award of contract.

- 10.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
11. Payment shall be made after delivery of the goods through e-Transfer (pfms) after submission of the bills, vouchers & bank A/C xerox copy.
12. 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.
13. Any legal dispute arising out of this is subject to Kandhamal district jurisdiction only.
14. The Agency/Bidder shall not be black listed by any Govt. Organization. If found later on, the action deemed to fit will be initiated against the agency/bidder as per the law.
15. In case of breach of any terms and conditions as mentioned above, the purchaser will have in 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.
16. Notwithstanding the above, the DMMU, OLM, DRDA, Kandhamal reserves the right to accept or reject any quotation and to cancel the bidding process and reject all bids at any time prior to the issue of contract letter. The bidders may be present in person or through one of their representative(s) during the opening of quotation as per the date and time fixed by the DMMU, OLM, Kandhamal.
17. The bidders can be downloaded the quotation form from www.kandhamal.nic.in.
18. Interested bidders may submit their sealed quotation in the prescribed format with all the documents mentioning "Quotation for printing & supply of TBSDAS Books of Record at SHG Level" on a cover envelop to the DMMU, OLM, DRDA, Kandhamal PIN-762001 by Registered Post only latest by 01.00 PM of 25.02.2020. Quotation received late will not be taken into consideration. Bidders/representative of bidders may present during the opening of tender at 03.30 PM on the same day at PD, DRDA Chamber, Kandhamal.


P.D. DRDA-cum-Dist. Mission Coordinator
OLM, Kandhamal

Memo No 120 Dt. 12/02/2020

Copy to Notice Board of DRDA, Kandhamal for information and wide publication.

Copy to all members of OLM Procurement Committee i.e Addl.PD (Finance), APD(Finance), DPM OLM, APD(Livelihoods), G.M. DIC Kandhamal, DIO.NIC,Kandhamal for information and necessary action.

Copy to District Informatics Officer, N.I.C, Kandhamal for information and web hosting of the advertisement.


P.D. DRDA-cum-Dist. Mission Coordinator
OLM, Kandhamal

EVALUATION FORM

1	Name of the Bidder	
2	Full address of the bidder Telephone no. Fax no. E-mail address :	
3	Press Registration Certificate, past performance Certificate along with production Certificate should be attached. (Copy to be attached)	
4	Paper Sample	
5	Updated GST Clearance Certificate (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 *

Sl. No.	Description Goods	Specifications					Unit	Quoted Unit Rate in Rs. (per set)	Total Amount	
		Pg no. of given file	Page no. in the printed register	Paper quality / Paper color	(front/back)	Register Pages after printing			In Figures	In Words
1	Standard TBSDAS Books of Record at SHG Level	Cover Front / Back	In single - Color	350 gsm board				2000 Sets		
			Inner Pages	65 gsm paper with A3 sheet						
		1.	Content page	White color paper	Single side	1				
		2.				2 Blank				
		3.	Sl. No.1 of content(SHG Cut-Off Sheet)	2 page (Yellow color)	Single side	3-4				
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			Total Pages	152						

Gross Total Cost: Rs.

Total bid price (including Taxes and Other) 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 7 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
 Name of the Firm/Agencies
 Address
 Date:
 Place:
 Seal :