



**DISTRICT RURAL DEVELOPMENT AGENCY:
BARGARH**

**TENDER DOCUMENT FOR
PRINTING OF SHG BOOKS OF RECORDS**

Last date of submission of tender : 23.02.2019 by 02:00 PM
Opening of Tender : 23.02.2019 at 05:00 PM

**TENDER CONDITIONS
(GENERAL AND SEPCIAL)**

Checklist of Documents

Sl. No.	Particulars of Item	Page No. (Yes/No)
1	Copy of PAN and GST Registration Certificate	
2	Copy of Audited Financial Statement for last 3-years (2015-16, 2016-17 and 2017-18) clearly indicating the turn over.	
3	Copy of upto date GST Return filled	
4	Copy of I.T. Return filled during last 3-Financial Year (2015-16, 2016-17 and 2017-18)	
5	Experience in similar nature of work (Proof of experience during last 3-financial year shall be enclosed)	
6	Original Money receipt/ Demand Draft as proof of cost of Tender paper.	
7	EMD for Rs.35,000/- in shape of DD/STDR.	
8	Undertaking for not debarred/ blacklisted.	
9	Certificate from Chartered Accountant to the effect that the Average turnover of the Firm is Rs.40.00 Lakhs or more during last 3-Financial Year (2015-16, 2016-17 and 2017-18).	
10	Authorization certificate for authorized representative.	


Project Director
DRDA, Bargarh

Signature and seal of the bidder

***Format of Price Bid**

SI · N o ·	Description of Goods	Sp eci fi ca ti on s	Unit	Qty. in Sets	Quoted Price per Sets including transportation & all taxes	Total Price Including transportation & all taxes
	<ul style="list-style-type: none">• SHG Minutes Book- 1 no.• SHG Monthly Report Register- 1no.• SHG Cash Book- 1no.• Individual Passbook for SHG member- 15nos.		Sets	1241 Sets		

Signature of the Bidder

Name of the Firm/Agencies

Address

Date

Place

Seal

- The Odisha Livelihoods Mission, DRDA, Bargarh will not be bound to accept the lowest Quotation. The decision of the competent authority shall be final in this regard.


Project Director
Project Director, OLM, DMC, OLM
DRDA, Bargarh

Signature and seal of the bidder

Details of Terms & Conditions

TENDER NOTICE NO. 27 /2018-19.

1. Odisha Livelihoods Mission, DRDA, Bargarh invites sealed tenders in prescribed format from intending, registered GST-Compliant Printing Firms/Agencies/Suppliers for printing & supply of "SHG Books of Records".

2. Details of Requirement-

Item	Brief Description of the Items (One Set Contains)	Specification for Printing	Delivery Destination	Quantity Required
SHG Set of Books	<ul style="list-style-type: none">• SHG Minutes Book- 1no.• .SHG Monthly Report Register-1 no.• .SHG Cash Book- 1 no,• .Individual Passbook for SHG member- 15 nos.	Annexure-II	Annexure-IV	1241 Sets

3. Bid Price:

- (a) The Transportation charges to be included in the Bid Price.
(b) All duties, Taxes and other levies payable by the dealer under the contract shall be included in the total price.
(c) The rates quoted by the bidder shall be fixed for a period of 01-year and no request for enhancement of Prices of Articles shall be entertained.
(d) The price should be quoted in Indian rupees only.
(e) The bidder shall have similar nature of work experience (Testimonials to that effect shall be enclosed with the Bid document).

4. Eligibility Criteria:

4.1 The bidder shall furnish the following self attested documents to establish the bidder's eligibility:-

- (a) Copy of PAN & GST-Registration Certificate.
(b) Copy of last 3- Financial Years audited statement.
(c) Copy of up to date GST-return filled.
(d) Bid Security of Rs.35,000/-in shape of DD/STDR.
(e) Copy of last 3-Years IT return.
(f) Undertaking that firm is not debarred/blacklisted by Govt.

4.2 The agency should have minimum 03-years of experience in the same field.

4.3 Average annual turnover during the last 3-Financial year, i.e. till 31st March-2018, should be at least Rupees Forty Lakhs or more (Audited Financial statement of last 03-Financial years i.e. till 31st Mar-2018 to be enclosed).

5. Tender Paper can be obtained from the office of DRDA, Bargarh OLM Cell on payment of Rs 6000/- including GST in the shape of Demand Draft in favour of Project Director, DRDA, Bargarh payable at Bargarh, on any working day from dt-14/02/2019 to 23/02/2019 up to 02:00PM. Cost of Tender paper is non-refundable.
6. Tender documents can be submitted through Registered/Speed Post only, along with the specimen sets (as specified in Annexure-II) within dt-23/02/2019 up to 02:00P.M. during working days and tender will be opened at 05:00 PM of the same day in office chamber of the Project Director, DRDA, Bargarh in presence of the bidder (s) and/ their authorized person.

7. The bidders have to deposit E.M.D amount Rs 35,000/- towards security deposit in the shape of DD/TDR/STDR of any scheduled bank (valid minimum for 3 year from the date of receipt) duly pledged in favour of Project Director, DRDA Bargarh and should be willing to supply the articles as required. Bid without EMD shall be rejected outrightly.
8. The EMD shall be refunded to the successful bidder after supply of the required quantity as required and to the unsuccessful bidder after completion of tender process.
9. Tender shall be valid for a period of 01-year.
10. The tender should be submitted after due compliance with guidelines given in the tender document in Annexure-II- Specification for Printing & supply of Materials and Annexure-IV- Delivery destination,. Tender submitted in incomplete form shall be rejected outrightly.
11. The undersigned reserves the rights to reject any or all the bidding documents without assigning any reason thereof.
12. The 1st Lowest Bidder cannot claim to supply the articles, unless required specification & quality is maintained. The lowest bundled price quoted by the firm shall be considered as L1.
13. Specifications of articles as appended in Annexure-II shall not be deviated and price quoted for specification other than prescribed in Annexure-II shall not be considered.

Tender Document to be send to the following Address:

Project Director, DRDA, Bargarh

At- Subash Nagar,Bargarh

Pin- 768028, Odisha.

Ph.No. (06646) 234045.


Project Director
DRDA, Bargarh
Project Director-cum-DMC,OLM
DRDA,Bargarh

Signature and seal of the bidder

Important Note for Printing of Full Scope Size different Registers of SHG

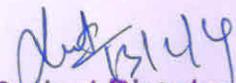
A. SHG Minute Book (ସ୍ୱୟଂ ସହାୟକ ଦଳର ନିୟମିତ ବୈଠକ ବିବରଣୀ)
This register contains many duplicate pages. Follow soft copy and below given description to ascertain no. of duplicate pages before starting print process. 15 nos. of different kind of pages are in this register, which are as follows-

Size: Full Scope

PDF File Name: Register_2.PDF

Pg no. of given file	Page no. in the printed register	Paper quality / Paper color	(front/back)	Register Pages after printing
Cover Front / Back	In Multi - Color	Printed on 90 gsm art paper and pasted on hard board during binding.		
	Inner Pages	60-80 gsm paper		
1.	Content page	White color paper	Single side	1
2.				2 Blank
3.	Sl. No.1 of content	1 page (white color)	Right side page	3
4.	Sl.No.2 of content	1 page (white color)	Continuous to previous page (left page)	4
5.	Sl. No. 3 of content	1 page (white color)	Right side page	5
6.	Sl. No.4 of content	1 page (white color)	Continuous to previous page (left page)	6
7.	Sl. No.5 of content	4 different pages (white color)	Continuous printing	7-10
8.	Sl.No.6 of content	1 page+ 1 duplicate (white color)	Continuous printing	11-12
9.	Sl.No.7 of content	1 page + 5 duplicate (white color)	Continuous printing	13-18
10.	Sl. No.8 of content	2 different pages + 119 duplicate (of these 2 pages i.e. total 240 pages will be printed) (Off-white green paper)	Continuous printing	19-258 (240 page on green paper)
11.	Sl. No. 9 of content	1 page + 29 duplicate (Pink Paper)	Continuous printing	259-288 (30 pages on pink paper)
12.	Sl.No. 10 of content	1 page + 29 duplicate (Yellow Paper)	Continuous printing	289-318 (30 pages on yellow paper)
13.	Sl.No. 11 of content	1 page + 3 duplicate (White color paper)	Continuous printing	319-322 (4 pages on white paper)
			Total Pages	322

Note: One PDF file is being provided for full scope size register with all the pages. Please confirm before taking up the assignment.


Project Director
DRDA, Bargarh

B. SHG Monthly Report Register

(ସ୍ୱୟଂ ସହାୟକ ଦଳର ମାସିକ ରେକର୍ଡ ବିବରଣୀ)

This register contains many duplicate pages. Follow soft copy and below given description to ascertain no. of duplicate pages before starting print process.

Size: Full Scope

PDF File Name: Register_1.PDF

Pg no. of given file	Page no. in the printed register	Paper quality / Paper color	Register Pages after printing
Cover Front / Back	In Multi - Color	Printed on 90 gsm art paper and pasted on hard board during binding.	
	Inner Pages	60-80 gsm paper	
1.	Title page	(White Paper)	Page-1
2.	Page 2-3 are part of one format	(page2-3) + 1 Duplicate of these pages (White color paper)	Page- 2-5
3.	Page 4-5 are part of one format	White Paper	Page 6-7 (After this leave blank to start another color paper)
4.			(8-9 Blank)
5.	Page 6-7 are part of one format	+29 Duplicate (Light Green Paper)	Page 10-69 (After this leave blank to start another color paper)
6.			(70-71 Blank)
7.	Page 8-9 are part of one format	+3 Duplicate (Yellow Paper)	Page 72-79
8.			Page 80 blank
		Total Pages	80

Note: One PDF file is being provided for full scope size register with all the pages. Please confirm before taking up the assignment.


Project Director
DRDA, Bargarh

C. SHG Cash Book Register

(ସ୍ୱୟଂ ସହାୟକ ଦଳର କ୍ୟାସ୍ ବୁକ୍)

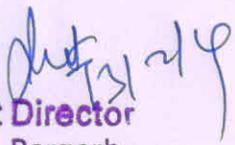
This register contains many duplicate pages. Follow soft copy and below given description to ascertain no. of duplicate pages before starting print process.

Size: Full Scape

PDF File Name: Register_3(Cash book).PDF

Pg no. of given file	Page no. in the printed register	Paper quality / Paper color	Register Pages after printing
Cover Front / Back	In Multi - Color	Printed on 90 gsm art paper and pasted on hard board during binding.	
	Inner Pages	60-80 gsm paper	
1.	Title page	(White Paper)	Page-1
2.	Page 2-3 are part of one format	(page2-3) + 119 Duplicate of these pages (White color paper)	Page- 2-241
3.			Page 242 Blank
		Total Pages	242

Note: One PDF file is being provided for full scape size register with all the pages. Please confirm before taking up the assignment.


Project Director
DRDA, Barnarh

D. SHG Member's Pass Book

(ସ୍ଵୟଂ ସହାୟକ ଦଳର ସଭ୍ୟଙ୍କ ପାଇଁ ବହି)

This Pass Book contains many duplicate pages. Follow soft copy to ascertain no. of duplicate pages before starting print process.

Size: 1/8 Demy

PDF File Name: SHG_Passbook1.PDF

Pg no. of given file	Page no. in the printed register	Paper quality / Paper color	Remarks
	Size: 1/8 Demy		
Cover Front / Back	In Multi - Color	Printed on 300 gsm art paper	
	Inner Pages (24 nos.)	90 gsm maplitho paper	

Note: One PDF file is being provided for full scape size register with all the pages. Please confirm before taking up the assignment.


Project Director
DRDA, Bargarh

Financial Bid

Rate Quoted by the Bidder for each Individual Item

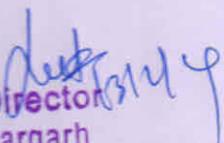
Name of the Item	Specification as specified in (Annexure-II)	Rate Quoted by the Bidder in Rupees per piece including of taxes & levies as applicable and transportation to destination.
A. SHG Minute Book		
B. SHG Monthly Report Register		
C. SHG Cash Book Register		
D. SHG Member's Pass Book		


Project Director
DRDA, Bargarh
Project Director-cum-DMC, OLM
DRDA, Bargarh

Signature and seal of the bidder

Annexure-IV

Block wise estimated sets of books of records for SHGs				
Sl.No.	District Name	Delivery Destination	No.of SHGs under G.P.L.F	Total Sets of Books Estimated for Printing
01.	Bargarh	Bheden Block	350	350
		Padampur Block	443	443
		Paikmal Block	448	448
Total=				1,241


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