



Standard Bidding Document

FOR

**Printing & Supply of PROGRESS REPORT
CARD 2023-24**

Notice Inviting Tender No.111(B)/Dated 18.01.2024

**OFFICE OF THE DISTRICT PROJECT CO-
ORDINATOR
SAMAGRA SHIKSHA, BARGARH**

DISTRICT PROJECT OFFICE, SAMAGRA SHIKSHA, BARGARH

No. 111(B) / /2024

Dated 18.01.2024_

NOTICE INVITING TENDER (NIT)

Sealed tenders are invited from the reputed & credible printers / firms / agencies for printing & supply of Progress Report Card” 2024 in two bid systems (Technical & Financial Bid) as detailed below.

Name of the Tender	Bid processing fees	Amount of EMD	Last Date & time of receipt of Bid	Date & time of opening of Technical /Financial Bid
Printing & Supply of Progress Report Card	Rs.1000/-	Rs.10000/-	Dt.05.02.24 & 5.30 PM	Dt.06.02.24 & 11.00 PM

The detailed BID document is available in the website www.bargarh.nic.in & www.osepa.odisha.gov.in. Interested and eligible agency / firm may download BID DOCUMENT from the above website and apply accordingly. Corrigendum / addendum, if required, will be uploaded in the above web site. Hence potential bidders are requested to be in continuous touch with the above web site.

The Tender Inviting Authority (TIA) reserves the right to accept / reject any full or part / all BID/ cancel the entire selection process at any stage without assigning any reason thereof.

**District Project Coordinator
SS, Bargarh**

DISTRICT PROJECT OFFICE, SS,BARGARH
TENDER FOR PRINTING & SUPPLY OF REPORT CARD FROM CLASS-I
- VIII
DETAIL INFORMATION, TERMS & CONDITIONS

1. ELIGIBILITY TO APPLY:

Experienced offset printers registered with DIC and having valid Udyog Aadhaar Registration Certificate with Production Certificate issued by DIC, IT return of last 3 Financial year (2020-21 , 2021-22 and 2022-23), valid PAN, valid Goods & Services Tax (GST) registration certificate, valid return file copy of GST for the month of Nov'23 for printing & supply of Report Card. Intending bidders have to quote their offers in enclosed prescribed formats.

2. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested printers are advised to submit two separate sealed envelopes super scribing "Technical Bid for PRINTING & SUPPLY OF REPORT CARD " & "Financial Bid for PRINTING & SUPPLY OF REPORT CARD". Both sealed envelopes should be kept in another sealed envelope super scribing "Tender for PRINTING & SUPPLY OF REPORT CARD OF BARGARH DISTRICT 2024". The tender should be addressed to District Project Coordinator, SSA, Bargarh At/Po-Bargarh Pin-768028".

3. QUANTITY:

<u>Report Card</u>				
Class	I & II	III , IV & V	VI, VII & VIII	TOTAL
No. of Report card	32357	52859	53643	138589

The quantity may increase or decrease as per actual requirement.

4. SIZE & SPECIFICATION:

Printing of Child Report card

Size : A4 (Center Sticking)
Paper(Quality): : 170 GSM Glossy Art Paper
Printing : Multy Colour, both side printing
No. of Pages :8 pages per Card

Specimen of above may be inspected during office hours.

5. After use, if any doubt on quality of GSM, printed sample may be sent to concerned mill for confirmation of its quality if required by certifying authority.

6. Printing must be in Offset process using eco-friendly ink (I.S.O, I.S.I) standard as directed by Hon'ble High Court, Odisha.

7. Printing must be as per sample books / DTP and without any mistake and execution should be neat and legible.

8. PLACE OF DELIVERY:



The delivery is to be made at 12 nos. of Block Resource Centers (BRC building) of the district. **(Distance in km to different BRCs from District Headquarters:-** Ambabhona-45km, Attabira-20km, Bargarh-2km, Bheden-25 km, Bhatli-20 km, Barpali-20km, Bijepur-25km, Gaisilet-80km, Jharbandh-130 km, Paikmal-110 km, Padampur-80km and Sohela-25km)

9. PACKAGING:

Cl- I to II – one set, Cl- III to V – another set and Cl- VI to VIII is another set. Packaging will be set wise and Block wise. Set wise and Block-wise indent will be provided at the time of issue of supply order.

10. VALIDITY OF BID:

The minimum bid validity period is 90 days from the date of opening of the bid. Accordingly the bidder shall submit the Bid.

11. PRICE

(i) **Printing of Report Card** -The rate per thousand report card, [(inclusive of cost of papers meant for printing including spoilage, printing costs including plate making cost, packaging charges, folding; And including all incidental charges, all Charges, levies, taxes, GST and transportation costs to the delivery places **should be quoted in enclosed prescribed FINANCIAL BID format.**

(ii) Rate will be quoted clearly and definitely in words and figures.

The rate quoted should be free from any correction and errors. In case there is any difference between rates in figure and words, the lower quoted rate shall be taken into consideration.

(iii) The rate quoted by the bidders shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

12. EMD and Processing Costs: - Bid must be accompanied with a **total Rs.11,000/-** (Rupees eleven thousand) only {i.e. **EMD Rs.10,000/-** (Interest free refundable amount) and **Processing Costs of Rs.1000/-** (non-refundable)} in shape of DD/Bankers Cheque payable at SBI Bargarh on or after the date of publication in favour of District Project Coordinator, SSA, Bargarh will be accepted. The EMD shall be forfeited in the event of withdrawal of the tender once submitted or in the case of successful bidder who fails to execute necessary agreement within the specified period / expression of inability to supply. Besides, EMD of unsuccessful bidders will be refunded soon after finalization of the tender.

Deposit of EMD and Processing Cost is must for all bidders including the registered SSI units. No exemption certificate will be entertained.

13. No preference will be given to any bidder or class of bidders either for the EMD/security deposit or for other terms and conditions. This will

apply to PSUs, Co-Operative Societies and such other categories in the state who will be treated in the same footing as other bidders.

14. DOCUMENT:

The interested Bidders are to enclose self attested photocopies of the following valid documents in the Technical Bid envelope,

- a) Valid Udyog Aadhaar Registration Certificate with Production Certificate issued by DIC.
- b) Valid IT return of last 3 Financial year (2020-21 , 2021-22 and 2022-23),
- c) Valid PAN
- d) Valid Goods & Services Tax (GST) regular registration certificate under ODISHA GST Act.
- e) Valid return file copy of GST for the month of Nov'2023
- f) Sample size papers mentioning the GSM, brand and name of the company duly signed & sealed.
- g) EMD and processing fees as mentioned in para-12 in shape of Demand draft/Bankers Cheque.
- h) Tender Document duly signed and sealed by the authorized person of the bidder in each page as a token of acceptance of all terms and conditions of the Bid.
- i) Declaration as per format.-C.
- j) Application -Technical Bid(Format-A), Application -Financial Bid(Format-B).

Tender without above documents, liable for rejection. The same may be verified with the original at the time of opening of tender / as and when required. Therefore the bidders are requested to come with the original documents.

15. Samples:

Paper sample duly signed and stamped must be attached with the tender application. Bidder must be give the Mill & brand name of paper and detail about Mill on sample paper.

16. Award of Contract:

a. The purchaser shall award the contract to the bidder whose bid has been determined.

(i) To be substantially responsive to the tender document.

(ii) To offer the lowest evaluated cost. The decision of the District Purchase Committee will be final and no complaints whatsoever in this count will be entertained.

iii) **L-1 bidder is to be selected on total cost of required total Report Cards.**

b. The successful bidder is to execute an agreement in a non-judicial stamp paper.

17. PERFORMANCE SECURITY.

Total performance security @ 5% of total contract value only is required to be deposited at the time of execution of agreement before issue of work order in shape of Demand Draft drawn in favour of District Project Coordinator, SSA, Bargarh payable at SBI, Bargarh for a period of **30 days** after expiry of bid validity period; failing which the EMD amount will be forfeited. The security deposit is refundable but shall be forfeited in case any terms and conditions of contract are infringed or the bidder fails to make complete supply satisfactory or complete the work in time. The security money is non interest bearing. The decision of Purchase Committee is final in this regard.

18. DELIVERY PERIOD AND LIQUIDITY DAMAGE.

The selected bidder will deliver the printed materials within **20 days** on execution of agreement at Block Resource Centers (BRC Building) of the District. If the delivery is delayed for any reason for which the TIA is not responsible, penalty @ 0.5 % per week or part thereof on the total cost maximum up to 10% of the contract value will be imposed on the firm under orders of appropriate Authority. The TIA reserves the right to forfeit the Performance Security & debar the bidder from participating in any other bid of his/her office. In such cases the TIA may write Govt. for blacklisting the. The decision of Purchase Committee is final in this regard.

19. INSPECTION: The purchaser or his authorized representative may inspect the said printing works before despatch and the supplier shall afford all facilities for such inspection.

20. The supplier should supply the printed Report Card as per **selected brand / paper qualities, required specifications and size**. No deviation shall be entertained.

If any deviation is found, then the supply order will be cancelled, EMD & performance security and Contract Cost both will be forfeited and also the supplied printed materials will be refunded to the supplier at his own cost. The party will be subject to legal proceeding.

21. PAYMENT:

(i) Total payment will be made after fulfilling the condition at (ii), (iii) and after obtaining verification report of paper quality / brand of supplied Report Card, by this office from TBPM, BBSR in conformity with the quality of papers mentioned at Para no. -4 / as decided by OSEPA (Orissa School Education Programme Authority) or District Purchase Committee.

(ii) On receipt of printed materials in good conditions at delivery point subject to fulfilling the terms and conditions.

(iii) On receipt of 1st challan from supplier duly countersigned by BEO and 2nd challan from BEO with stock entry certificate.

22. If the Post Delivery Inspection of the quality of paper / brand, GSM testing report shows negative results, then penalty will be imposed proportionately on the total cost after deduction of tolerance limit

prescribed by Govt., if any or penalty as suggested by the purchase committee / OSEPA will be imposed.

23. If the quality of printing is found to be dissatisfactory, penalty as suggested by the purchase committee will be imposed.

24. Conditional/incomplete bids are liable to rejection.

25. The tender paper received without fulfilling the terms and conditions are liable to rejections.

26. Negotiation may be made with L-1 party if necessary.

27. Amendments to BID terms, conditions and issue of Corrigendum/addendum:

(i) Five days prior to the deadline for submission of Bids, SSA, Bargarh may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by amendment.

(ii) The amendment in shape of corrigendum/addendum will be notified on the website www.bargarh.nic.in & www.osepa.odisha.gov.in . The prospective bidders are requested to take cognizance of such notification/s while submitting their tender proposal.

(iii) In order to allow prospective Bidders reasonable time in which to take the amendment into account in preparing their bid, SS, Bargarh may, at its discretion, extend the deadline for the submission of bids

28. Bidders who have defaulter in the past or black listed by OSEPA / SSA, shall not be allowed to participate in the tender.

29. The sealed tender paper / bid must be received by the District Project Office, SS, Bargarh on or before **dt.05.02.2024** by **5.30 PM** through registered post, speed Post or courier only. **No postal delay will be entertained or** Any delay in receipt beyond the said date and time the respective bid will not be taken into consideration in any circumstances. The sealed tenders will be opened **on dt.06.02.2024** at **11.00 AM.** in the office chamber of the Collector, Bargarh in presence of the bidders or their authorized representatives.

31. No advance payment will be made to the successful bidder.

32. All disputes relating to the contract is subject to the pecuniary jurisdiction of the Court at Bargarh.

33. The Chairman, SSA-cum-Collector, Bargarh reserves the right to accept or reject any or part of the bid and to cancel the bidding process at any time without assigning any reason thereof and no intimation will be made to the bidder in the matter. He also reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.


District Project Coordinator,
SS, Bargarh

Format-B

APPLICATION – FINANCIAL BID

FOR PRINTING & SUPPLY OF REPORT CARDS FOR BARGARH DISTRICT 2023-24.

1. Name of Bidder: _____
2. Rate / Price

(Amount in Rs.)

Report Card	Required Quantity in nos.	Mill / Industry Name. (Which Paper is to be used for printing)	Brand name of Paper against Column-3	Rate per Report Card inclusive all	Total Amount for 138589 in Rupees inclusive all (In figure)	Total Amount for 138589 in Rupees inclusive all (In words)
1	2	3	4	5	7	8
Class- I to VIII	138589					

Maximum Govt. rate per Card is Rs.4.88 inclusive all.

- a) Certify that the documents and informations furnished above are correct and no part of it is false or fabricated.
- b) We agree to supply the above printing materials in accordance with the technical specification and as per the terms and conditions specified.

Place:

BIDDER'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp/
Official Seal of the Firm.

FORMAT-C

Declaration

1. I, _____ Son/ Daughter/ Wife of
Shri _____
Proprietor / Director/ Authorized Signatory of the bidder, mentioned
above, am competent to sign this declaration and execute this tender
document;
2. I have carefully read and understood all the terms and conditions of the
tender and undertake to abide by them.
3. The information / documents furnished along with the above application
are true and authentic to the best of my knowledge and belief. I /We,
am / are well aware of the fact that furnishing of any false information /
fabricated document would lead to rejection of my tender at any stage
besides liabilities towards prosecution under appropriate law.
4. I also certify that our firm has never been black listed by Central / State
Government / PSUs / Boards / Corporations / autonomous body under
administrative control of Central or State Govt. or any other agency.
5. This is also certified that neither myself nor my organization will be
indulged in any corrupt practices so far as this bidding is concerned.
6. That my firm is obliged to pay all the dues of the workers as per law and
pay all legal charges / contributions to statutory Authorities in India.
7. That my firm have been following and maintaining the labour laws
prevailed in India.

Place:

BIDDER'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp/
Official Seal of the Firm



Format-A

APPLICATION- TECHNICAL BID

**FOR PRINTING & SUPPLY OF REPORT CARDS FOR BARGARH
DISTRICT 2023-24.**

1. Name of Bidder _____.
2. Details of Earnest Money Deposit: DD No. _____
date _____ of Rs. _____ drawn on Bank
_____.

3. Name of Proprietor/ Partner / Director:

4. Full Address of Registered Office:

Telephone No. : _____ Fax No.: _____

E-Mail Address : _____

5. Full Address of Operating / Branch Office:

Telephone No. : _____ Fax No.: _____

E-Mail Address : _____

6. Name & Telephone No. of Authorized Officer /

Person to liaise with Field Office (s): _____

7. Checklist of following self attested document / papers are submitted.

Document/papers	Submitted (Yes/No)	Page No.
Valid Udyog Aadhaar Registration Certificate with Production Certificate issued by DIC		
Valid IT returns for the financial year 2020-21, 2021-22 and 2022-23.		
valid PAN		
Regular GST Registration Certificate under ODISHA GST Act		

Valid return file copy of GST for the month of Nov'24		
EMD Rs.10000.00		
Processing Cost of tender paper Rs.1000.00		
Tender Document duly signed and sealed by the authorized person of the bidder in each page.		
Declaration as per format- C		
Sample(s)		
Application -Technical Bid (Format-A), Application Financial Bid (Format-B)		

Place:

BIDDER'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp/

Official Seal of the Firm.



