



(E-Mail ID-ori-bangul@nic.in)

OFFICE OF THE PANCHAYAT SAMITI, PALLAHARA

TENDERCALL NOTICE

FOR SELECTION OF PRINTING PRESS/FIRMS FOR PRINTING OF LEAFLETS & BOOKLETS

Notice No- 18 /Dated - 03.01.2024

Short Sealed Tenders are invited from registered Printing Press/Firms for **PRINTING OF LEAFLETS & BOOKLETS** for Documentation of achievements of various initiatives at Gram Panchayat and Block Level in Odia Language for generating awareness among citizens & for strengthening mechanism of good governance. Intending bidders may download the Bid documents from the district web site. The bid documents containing eligibility criteria and details terms and conditions of the tender can be download from the website www.angul.nic.in. The sealed tenders should reach the office of the Block Development Officer, Pallahara on or before 11.01.2024 up to 1.00PM by Regd.Post /Speed post/courier/Drop in tender box kept in Section officer room of the Block only and the same will be opened on dt 11.01.2024 at 4.00PM in office Chamber of Block Development Officer, Pallahara.

The details of the bidding process are as follows

SI No	Bidding schedule	Date and time
1.	Date of issue	05.01.2024 10.00 AM to 10.01.2024 UP TO 5.00PM
2	Last date of Submission of Bid	11.01.2024 UP TO 1.00P.M
3	Opening of Technical Bid	11.01.2024 AT 4.00PM
4	Opening of Financial bid	11.01.2024 AT 5.00P.M

Bidders are required to submit the technical and financial bid separately. The bids in sealed cover containing "Technical Bid and sealed Cover-II containing "Financial Bid"Should be placed in third sealed cover super-scribed "**TENDER CALL NOTICE FOR SELECTION OF PRINTING PRESS/FIRMS FOR PRINTING OF LEAFLETS & BOOKLETS**" The Tenders must reach the undersigned on or before 11.01.2024 by 1.00PM through Regd. Post /Speed post/Courier/Drop in tender box kept in Section officer room of the Block only in the address of PANCHAYAT SAMITI OFFICE,PALLAHARA,,AT/P.O-PALLAHARA,DIST-ANGUL,PIN-759119.

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The authority shall not be held responsible for postal delay if any, in case of non-receipt of the same in time. The Authority reserves every right to reject an or all the Tender without assigning any reason thereof.

Clarification on specific request, if felt necessary by the tender inviting authority, shall be responded through email and general clarification, affecting all the bidder shall be published in the official website of the tender inviting authority www.angul.nic.in. However, it shall be the duty of the prospective bidder to ensure that the clarification sought for has been properly received in time by tender inviting authority.

Memo No. 19(2) Dated: 03.01.2024

Copy Submitted to Sub-collector Pallahara/Tahasildar, Pallahara with a request to exhibit it in their notice board for wide publications.


03.01.24
**Block Development Officer
Pallahara.**

Memo No 20 (9) Dt. 03.01.2024

Copy forwarded to all Block Development Officers under Angul District/D.I.P.R.O, Angul/SDIPRO, Pallahara for information and necessary action with a request to exhibit it in their notice board for wide publications.


03.01.24
**Block Development Officer
Pallahara.**

Memo No. 21 Dt. 03.01.2024

Copy forwarded to DIO, NIC, Angul for information with the request to upload this notice in District Web Portal and also web-hoist the detail Tender Call Notice in District Website from 05.01.2024 to 10.01.2024 (Up to 5.00 P.M).


03.01.24
**Block Development Officer
Pallahara.**

Memo No. 22 (2) Dt. 03.01.2024

P.A to Collector, Angul /CDO-Cum-Executive Officer, Zilla Parishad Angul for information and necessary action.


03.01.24
**Block Development Officer
Pallahara.**

GENERAL TERMS & CONDITIONS

1. **SOURCE OF FUNDS:** The Block development Officer, Pallahara is the funding agency for printing of pictorial leaflets and coloured Booklets in Odia Language.

2. **DISCLAIMERS:**

This Documents includes statements, which reflect various assumptions, which may or may not be correct. Each Bidder should conduct its own estimation and analysis and should check the accuracy, reliability and completeness of the information in this documents and obtain independent advice from appropriate sources in their own interest.

3. The authority reserves the rights to cancel the engagement order on violation of any terms and condition so prescribed without any reason thereof.

4. **COST OF BIDDING:** The Bidder is expected to examine the Bidding Documents, Including all Instruction, Forms Terms and Specification. Failure to furnish all information required in the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect will/may result in the rejection of the Bid.

5. **BID PRICE:** Prices quoted by the Bidder shall be "FIRM" and not subject to any price adjustment during the performance of the Contract. A Bid Submitted with variable price or an adjustable price clause shall be treated as non-responsive and will be rejected out rightly.

6. **Tender Paper Cost(Non- refundable):** Along with their technical bids Bidders are required to submit a Tender Paper Cost Rs.6,000/-in the form of Demand Draft payable in favour of BDO, Pallahara payable at any scheduled commercial Bank at Pallahara.

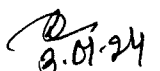
7. **EARNEST MONEY DEPOSIT(EMD) along With their technical bids.** The bidders are required to submit an EMD of Rs.13000/- (Rupees Thirteen Thousands)only in the form of Demand Draft in favour of Block Development Officer, Pallahara Payable at any Scheduled Commercial Bank, Pallahara. The earnest Money of unsuccessful bidders will be returned to them without any interest within thirty (30) days after awarding the Contract and on receipt of written request from the Bidders. The earnest money of the successful tenderer will be returned only after Successful completion of work.

8. **BIDDER ELIGIBILITY:** The Intending bidder should qualify all the condition in the pre-qualification criteria as per annexure-I

9. **VALIDITY:** The Offer shall be valid for a period not less than 180 days from the date of bid opening(technical) .

10. **PAYING OFFICER:** Payment will be released by Block Development Officer, Pallahara after successfully completion of the work.

11. **EVALUATION OF SAMPLES:** Bidder must submit samples with tender Documents as per specification given. The price bid of such bidder(S) shall be opened whose sample will be accepted after evaluation.


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12. **QUALITY OF WORK MANSHIP:** If any work is found unsatisfactory by Owner/Any authorized Representative of the Owner of the work, the bidder shall have to replace the same without any extra financial cost.

13. **ACCIDENT:** The bidder shall be responsible for any accident during supply of the product for which he/she has to arrange workmen's compensation insurance. This Policy shall also cover the bidder against the claims for injury, disability, disease or death of his/her sub-contractors employee's covered under the workmen's compensation act 1948.

14. **INSURANCE:** The bidder shall arrange adequate Transit-cum-storage-Cum-erection insurance policy and shall submit the copy of the same to the Owner on demand.

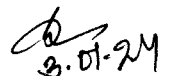
15. **COMPLETION PERIOD:** This office reserves the right to increase or decrease the actual quantity of requirement of Pallahara Block. However, the approved rate will remain same, in case the quantity increased or decrease after finalization of the tender. The bidder shall have to complete the work as communicated by District Administration and owner reserves the right to re-schedule the completion period, if required.

16. **Force Majeure:** On the happening of any event beyond the control of both the parties and which makes the contract impracticable to perform it relives both the parties from the performance under the contract


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SPECIAL TERMS AND CONDITIONS

1. The pre-qualification condition which should be submitted in the format specified in Annexure-I along with documentary evidence.
2. The bidder who does not meet all the terms and conditions under the pre-Qualification will not be entertained for further rounds of selection and their bids will stand disqualified.
3. The bidder should be a registered firm having valid registration certificate and complete address of the office.
4. The bidder must have an annual turnover as mentioned in the pre-qualification table supported by relevant documents or audited balance sheet.
5. The bidder should be registered with GST Authorities and any other Central/State authorities as prescribed by law. Copy of the GST Registration and Copy of the PAN should be closed with the bid documents.
6. The Bidder should have to print the leaflets & booklets as per the content, picture & design provided by the administration without any addition or deletion. The work includes typing (DTP) of the content, designing, layout, printing & photography of the projects. High resolution photographs of the projects required for printing of the IEC materials shall be done by the Bidder.
7. The Bidder/Firm has to type data in Odia to be provided by the administration.
8. The rate quoted in financial bid should be inclusive of all charges such as GST, other taxes, transportation, loading & unloading, transit insurance, delivery & photography. The price/rate should be valid for 180 days from the date of opening of the bid.
9. The bidder must supply the products at delivery point as communicated by concerned authority.
10. The agency will supply all the items within 07 days (Seven) days after the issue of award letter. In case of any further delay, otherwise not mutually agreed upon, shall attract a penalty of 0.5% per month of the value of the delivery delayed up to a maximum period of 4 months after which the order will stand automatically cancelled.
11. Draft copy each shall be submitted for proof reading before final printing of the booklets & leaflets.
12. The Bid shall be opened by the Bid Committee under the Chairmanship of Block Development Officer, Pallahara and evaluated by authorized official of Tender Committee Members.
13. The Bids not accompanied with EMD of Rs. 13000/- (Rupees Thirteen Thousands) Only in shape of Demand Draft drawn in favour of Block Development Officer, Pallahara will be rejected.
14. No advance payment will be made. The Payment will be made after successful completion of the work. The agency is required to submit a triplicate Bill, Completion Certificate along with receipted challan duly signed and sealed from the Concerned authority (as directed by BDO, Pallahara) for payment after completion of supply of items.


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15. The rates should be quoted in figure and words. In case of mismatch between the two, the rates quoted in words will be considered.

16. The bidder should have proper licence in handling the items, if required, the same is to be submitted on demand and otherwise it will be liable for any damage on any account.

17. All dispute shall be under the jurisdiction of the District Civil Court of Angul, of Angul District.

18. The Competent Authority reserves the right to reject or accept any bid without assigning any reason thereof. The decision of the Competent Authority shall be final and binding in this regards.

Signature & seal of the Bidder.

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Annexure-I

PRE-QUALIFICATION CRITERIA

Sl No	Criteria	Documentary Evidence	Submission of documents (Yes /No)
1	Address of the Office	Address Proof for Office	
2	Tax Registration and Clearance	Odisha GST registration certificate copy (Odisha GSTIN)/PAN CARD	
3	Registration certificate	DIC Registration certificate/MSME/RoC	
4	Turnover	The Bidder should have Average annual Turnover of Rs.INR 60,00,000/-(Rupees Sixty Lakh)only during last three Financial years(is. 2020-21,2021-22 & 2022-23). Proof to be submitted by the bidder in form of audited balance Sheet, Income & expenditure statements and profit & Loss Accounts from a Chartered Accountant)	
5	IT Return	Bidder must submit IT Return for last three Financial Years(. 2020-21,2021-22 & 2022-23)	
6	Sample Evaluation	Bidder must have to submit samples with Tender Documents as per specification given. The price bid of such bidder(s) shall be opened whose sample will be accepted after evaluation.	
7	EMD	EMD of Rs.13000/- in shape of Demand Draft/NACIFDITDIKVP drawn in favour of Block Development Officer, Pallahara. The FD/TD should be pledged in favour of B	
8	Tender Paper Cost	Tender Paper Cost of Rs.6000/- in shape of Demand Draft drawn in favour of Block Development Officer, Pallahara	
9	Undertaking	"Applicant should not be blacklisted by any Govt entity or by any other organization, not have any legal proceeding within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to Debarment proceeding". The bidder should furnish an undertaking to this effect through an affidavit in non-judicial stamp paper of Rs.100.00 and duly notarized along with acceptance of the tender terms and conditions.	
10	Experience	Bidder. should have similar experience of printing and supplying of such item in any Govt undertaking, Institution ,PSUs etc.(Work Order/Contract copy to be enclosed).	

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Specification of Printing of Booklets and Leaflets

SI NO	NAME OF THE ITMES	SPECIFICATION
1	Leaflets	Pictorial leaflet Containing 4 coloured pages ,170 GSM,A4 Size, Mat Finish in Odia
2	Booklets	Coloured Booklet Containing 80-100 pages(Cover page-300GSM,Inner Page-130 GSM) in Odia Language

Financial Bid of Printing of Booklets and Leaflets

SI No	Name of the items	Specification	Quantity(In Nos.)	Rate per Piece including GST(In Rs)	Total price including GST(In Rs)
1	Leaflet	Pictorial leaflet Containing 16 coloured pages ,170 GSM,A4 Size,Mat Finish in odia	78000		
2	Coloured Booklet	Coloured Booklet Containing 80-100 pages(Cover page-300GSM,Inner Page-130 GSM) in Odia Language	300		

Signature & seal of the Bidder


08.01.24