

## COLLECTORATE, JAJPUR

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(Social Welfare Section)

### NOTICE INVITING TENDER.

No. 1839 Date. 11.09.18.

### ( TENDER CALL NOTICE FOR PRINTING AND SUPPLY OF MAMATA REGISTER)

Sealed tenders are invited from the intending DIC Registered printing press for printing and supply of MAMATA Register to different ICDS Projects of Jajpur Dist.

The tender paper containing detailed terms and conditions, EMD other statutory requirement and Sample Copy of MAMATA Register Annexure A,B,C,D & E can be downloaded from the district website <http://www.jajpur.nic.in> The tender paper cost of Rs. 5000/- ( Rupees Five thousands ) only is non-refundable. Tender paper complete in all respect along with all required documents should reach in sealed cover addressed to the DSWO, Jajpur on or before Dt 27.09.2018 upto **5.00 PM.** by Registered / Speed post only. The undersigned is not responsible for any postal delay. The tender shall be opened on ~~11.00 AM~~ Dt 28.09.18 by the **ADM, Jajpur** in presence of the member of tender committee and tenderers or their authorized representatives. The tender received beyond the scheduled date and time shall not be taken in to consideration.

The Collector, Jajpur reserves the right to reject any or all the tenders without assigning any reason there of and shall bear no liability what so ever consequent upon such decision.

*Adesh*  
11/09/18  
District Social Welfare Officer  
Jajpur

Memo No. 1840 / Date. 11.09.18.

Copy forwarded to the D.I.O, NIC Jajpur for information with a request to get the Tender Call Notice and Tender document hoisted immediately in the official Website of NIC , Jajpur for wide publicity.

*Adesh*  
11/09/18  
District Social Welfare Officer  
Jajpur

Memo No. 1841 / Date. 11.09.18.

Copy forwarded to the Project Director, DRDA, Jajpur / Sub-Collector, Jajpur / CDMO, Jajpur / All BDOs / All CDPOs of Jajpur Dist. / All Collector of the State of Odisha for information and necessary action with a request to display the tender notice in the Notice Board of their respective offices.

*Adesh*  
11/09/18  
District Social Welfare Officer  
Jajpur

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**Terms and Conditions of Tender Call Notice for Printing and Supply of MAMATA Register to different ICDS Projects of Jajpur District**

1. Sealed tenders are invited from the intending Registered Printing Press for printing and supply of MAMATA Register to different ICDS Projects of Jajpur District.
2. The tender paper containing details terms and conditions, EMD , statutory requirement and Sample Copy of MAMATA Registers, can be downloaded from the district website <http://www.jajpur.nic.in> .The tender cost of Rs. 5,000/- ( Rupees five thousands ) only is non -refundable.
3. Tender paper complete in all respect along with all required documents should reach in sealed cover addressed to the DSWO, Jajpur on or before 27.09.18 upto 5 PM by registered / Speed post only superscribing on the envelop as .Cover may contained Tender for "MAMATA Register" with detail address and phone number.
4. The Tender will be open by the Collector/ADM,Jajpur in presence of the members of tender committee and tenderers or their authorized representatives. The tender received beyond the scheduled date and time in account of postal detail shall not be taken in to considerations.
5. The details terms and conditions associated with the assignments of Tender is mentioned at Annexure-A.
6. The tender will be in two parts i.e. Technical Bid ( Part )-I and Financial Bid-Part-II .The bidders should submit their Technical bid and Financial bid separately in two envelops and put into another cover supercribed as Tender for MAMATA REGISTER.
7. Bidders who qualify Technical bid will eligible to participate in Financial Bid.
8. The successful bidder will deliver the materials at ICDS Project of District Jajpur as per project wise indent to be placed in Part-II financial Bid.

*Devi*  
11/09/18  
District Social Welfare Officer  
Jajpur

**ANNEXURE-A**

| <b>Sl.No.</b> | <b>Terms and conditions</b>  | <b>Documents to be submitted.</b>  |
|---------------|--|--|
| 1             | The intending Registered Printing Press should be a bonafied registered body having valid DIC registration No.   | Self attested Photocopy of the registration certificate.   |
| 2             | The organization should be a valid PAN / TIN holder having upto date VAT/GST Clearance certificate.  | Self attested photocopies of VAT/GST Clearance Certificate, PAN Card TIN   |
| 3             | It should not be blacklisted organization by any Government organization.  | Declaration in Stamp Paper.  |
| 4             | Rates should be quoted inclusive of GST charges, other charges including colour coded paper and printing cost, delivery of charges at ICDS Project level & Dist. Hqr.etc.  | To beFurnished in Financial Bid ( Tender Form-2)   |
| 5             | The district administration will have no liability regarding transportation, loading and unloading of materials indent for supply to the designated place in good condition. The defective or damaged printed materials if any will be replaced by the organization.   | The bidder should declare in the non-judicial stamp paper that it abides all the terms and conditions laid down in the tender. |
| 6             | The tender must be accompanied Bank Draft of Rs. 5000.00 infavour of DSWO, Jajpur payable at Jajpur Town towards cost of tender paper  | Draft to be enclosed not refundable  |
| 7             | The tender must be accompanied with Earnest Money(EMD)of Rs. 80,000/- ( Rupees Eighty thousands ) only in shape of Demand Draft pledged in favour of DSWO, Jajpur . Tenders without Earnest Money will be liable for rejection. The EMD of unsuccessful bidder will be returned without interest on finalization of bid. EMD of successful bidder will turn into security deposit. | Instrument-TDR/FDR/Draft to be enclosed.   |
| 8             | Conditional tenders are liable to be rejected. The tender, which is not as per required specification, will not be considered.   |  |
| 9             | The District Administration will not pay any advance payment to the organization. The organization will have to carry out the entire job on its own and the amount will be paid only after satisfactory completion of the job and submission of bill in that regards with proper receipt from CDPOs.   |  |
| 10            | Under no circumstance the successful tenderer shall appoint any Sub-Contractor or sub-lease the contract. If it is found the successful tenderer has violated these conditions the contract will be terminitaed forthwith without any notice and security/EMD deposited by the tenderer shall be forfeited.  |  |
| 11            | The rate quoted against this tender shall remain valid upto 12 months after publication of approved rate. No request to increase in rates will be allowed or   |  |

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|    | entertained during this period.  |  |
| 12 | Part quotation of specified quantity of an item will be rejected.  |  |
| 13 | The successful Tenderer / Bidders it may be noted that, in no way these registers should be re-designed or modified.   |  |
| 14 | Tenders / Bidders require to submit sample copy of paper as per specification mentioned in Revised MIS in Table No. 2 (Annexure A,B,C,D & E)   |  |
| 15 | The Tenderer / Bidders are requires to refer Table No. 1 serial No.1 to 5 for details specification of Register and corresponding pages, expected life etc.  |  |
| 16 | The Successful Tenderer / Bidders are requires to submit a set of Registers ( as Dummy copies for sample checks ) consisting 5 (five ) Registers ( as one set ) before going for final / bulk printing for verification/approval by the purchase committee headed by the ADM,Jajpur. |  |
| 17 | The tenderer should submit an affidavit in original in respect of Col no=-13 & 14 of Technical Bid(Part-1)   |  |
| 18 | The successful tenderer/bidders are requires to supply the approved quality items as above only as per specification,failing which the bidder will be black listed and security deposit will be forfeited.   |  |
| 19 | If the successful bidder fails to supply within the stipulated period i.e 30 days from the date of placing supply order,liquidated damage @2% per day of delay shall be deducted from the final payment.   |  |
| 20 | The authority reserves the right to reject any or all the tenders without assigning any reason thereof and shall bear no liability what so ever consequent upon such decision.   |  |
| 21 | Income tax deduction will be done at source as per Govt guideline.   |  |

  
 11/09/18  
 District Social Welfare officer  
 Jajpur

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**TENDER FORM  
PART-I  
( TECHNICAL BID )**

|    |   |  |
|----|---|--|
| 1. | Name of the Printing Press / Supplying Agency ( In Capital Letters )  |  |
| 2  | Address of the organization   |  |
| 3  | Name of the authorized Signatory ( In Block letters )   |  |
| 4  | Specimen signature of authorized signatory.   |  |
| 5  | Telephone no of authorized signatory / organization.  |  |
| 6  | Registration No. ( Attach attested copy of registration certificate issued from DIC )   |  |
| 7  | VAT/GST Clearance update Certificate submitted or not   |  |
| 8  | PAN submitted or not.   |  |
| 9  | TIN submitted or not.   |  |
| 10 | Bank Draft of Rs. 5000.00 payable at Jajpur towards cost of tender paper submitted or not. DP No & date, Bank Name  |  |
| 11 | Bank Draft of Rs. 80000.00 pledged infavour of DSWO, Jajpur towards Ernest Money Deposit.   |  |
| 12 | Documents of any past experience of printing and supply of materials to the Govt. Organization (self attested copy to be submitted )  |  |
| 13 | Whether have any legal suit / criminal case pending against it for violation of PF / ESI / MW Act or any other law. ( Submit the affidavit of declaration for no case pending ) |  |
| 14 | Affidavit of declaration that the Tenderer agrees to abide by all terms and conditions of tender.   |  |
| 15 | Whether all documents submitted signed by the authorized signatory of the organization ( Yes / No )   |  |

**DECLARATION**

I/ We hereby certify that the terms and conditions specification etc. given with the tender notice have been read carefully and acceptable to me / us and that the information furnished above is complete and correct to the best of my / our knowledge. I / We understand that in case of any deviation in the above statement at any state, the Tenderer shall be blacklisted and will not have any dealing with in future.

Place  
Date.

*( Signature and Seal of the authorized Signatory )*

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**TENDER FORM**  
**Part-2**  
**( Financial Bid )**

| Sl.No. | Name of The ITEMS(MAMATA Register) | Specification   | No. of Registers to be printed and supplied to the ICDS Projects. |
|--------|------------------------------------|---|---|
| 1.     | Annexure-A                         | <ul style="list-style-type: none"> <li>➤ <b>Inner:-</b> Half Crown Size Paper</li> <li>➤ Original+Duplicate(50X2)=100 pages each book</li> <li>➤ Original Copy-Proportion &amp; Duplicate Copy Plain</li> <li>➤ <b>Cover:-170 GSM paper</b>Cover page Glossy paper with Black &amp; White Print.(Thin Board Binding.</li> </ul>   | 2806  |
| 2.     | Annexure-B                         | <ul style="list-style-type: none"> <li>➤ <b>Inner :-</b> ¼ Size paper Fromt+Back printing 100 pages in each book</li> <li>➤ Top pad type proportion+stitching</li> <li>➤ <b>Cover :-</b> 170 GSM paper cover page glossy with black &amp; white print.</li> </ul>   | 2806  |
| 3.     | Annexure-C                         | <ul style="list-style-type: none"> <li>➤ <b>Inner:-</b>Legal size paper</li> <li>➤ 1<sup>st</sup> Copy original+Duplicate(50X2)=100pages</li> <li>Original Proportion Duplicate plain</li> <li>2<sup>nd</sup> copy Original+Duplicate(50X2)=100 pages</li> <li>Original Proportion Duplicate Plain</li> <li>200 Pages contains each Books</li> <li>Top Pad Type Proportion+stitching.</li> <li>➤ <b>Cover:-</b> 170 GSM paperCover Page Glossy with black &amp; white print.</li> </ul> | 2806  |
| 4      | Annexure-D                         | <ul style="list-style-type: none"> <li>➤ <b>Inner:-</b> Legal size paper Front+Back printing 100 pages contain each Books(Single Copy)</li> <li>Top pad type Proportion+stitching</li> <li>➤ <b>Cover:-170 GSM paper</b>Cover page glossy with black &amp; white print</li> </ul>   | 2806  |
| 5      | Annexure-E                         | <ul style="list-style-type: none"> <li>➤ <b>Inner:-</b> 22X28 Size 220 GSMDrawing Board</li> <li>Each Calender Contains 5 copies with top stitching</li> </ul>  | 2806  |

Total Register A to E cost must not exceeds Rs.600/- (Per Set)

Place  
Date.

( Signature and Seal of the authorized signatory )

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