



DISTRICT PROJECT OFFICE, SAMAGRA SHIKSHA, JAJPUR

At/Po:- Baidyarajpur, Jajpur ,Odisha, Pin:-755001:
Email- dpcjajpurssa.osepa@nic.in



No. 6371 / PED / 2023

Dated 20 / 02 / 2023

TENDER CALL NOTICE FOR PRINTING & SUPPLY OF LAKHYA AND TARGET POSTERS OF FLN GRADES
Sealed tenders in conformity to the details of Tender Call Notice are invited in prescribed format from the registered Offset Printers / firms having valid PAN / TAN, valid GST registration certificate with up to date returns (GST), DIC registration certificate in latest format for the work printing and supply of Lakhya and Target Posters for FLN Grades. The Details of Tender Call Notice containing specifications with terms and conditions can be downloaded from official website <http://www.osepa.in/> and <http://www.jajpur.nic.in>. Duly Sealed and filled in Tender papers should be submitted to the office of the District Project Coordinator, Samagra Shiksha, At: At/Po:- Baidyarajpur, Jajpur Town ,Odisha, Pin:-755001 through Registered / Speed Post only. The last date of receipt of Tender papers is 06/03/2023 up to 5:30 PM and the same will be opened on 09/03/2023 at 4:30 PM.

By the order of Collector-cum-Chairman, SS, Jajpur


20.2.2023
DEO-cum-DPC, SS, Jajpur

TERMS AND CONDITIONS OF PRINTING AND SUPPLY OF LAKHYA AND TARGET POSTERS OF FLN GRADES

1. Specifications :

- i. **Quality of Paper** - 300 GSM (Glossy Art Paper)
 - ii. **Size** - A-2
 - iii. **Colour** - Multi- Colour
 - iv. **Process of printing** - Web Offset or higher
 - v. **Ink** - eco-friendly ink of ISO/ISI standard
2. Approximately 13,000 nos. of Posters to be printed.(It may increase or Decrease after due Assessment)
 3. The posters are of 8 nos. for FLN Grades 2 per class i.e. Balvatika, Class-I, II & III.
 4. Delivery will be made within 15days of receipt of the Work Order.
 5. Place of Delivery: At ALL BEO OFFICES.

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. Eligibility Criteria :

The Printers /firms /agencies must have:

- (a) Valid Aadhar / Udyog Registration for printing works.
 - (b) Office as well as printing setup in the State of Odisha
 - (c) Valid PAN
 - (d) Valid GST Registration Certificate.
- (b) .The interested bidders are advised to submit their Quotation in sealed envelopes super scribed as **" TENDER TOWARDS PRINTING AND SUPPLY OF LAKHYA AND TARGET POSTERS OF FLN GRADES"**.
2. The per page rate shall include cost of paper, printing, scanning & planning, DTP, designing, all pre-press expenses, composing, editing, binding, Class-wise / Block- wise packing, all other charges/levies/duties, transportation cost & delivery of the complete material at block point. **Only GST as applicable shall be claimed extra. Accordingly, the bidder has to calculate the per page rate after taking into account all of the above factors.**
 3. The tender should be addressed to the
**District Project Co-ordinator,
Samagra Sikshya , At -Baidyarajpur ,
Po – Jajpur Town,
Dist-Jajpur, PIN-755001**

Bid Processing Fee:-

Rs.1, 000/- (Rupees One Thousand Only) Non-Refundable in shape of **DD/Banker's Cheque** drawn in any nationalized/scheduled bank favoring District Project Coordinator , Samagra Shiksha payable at Jajpur which will be annexed with the Bid Document.

EMD:

The bidder has to submit EMD of Rs.5, 000/- . The EMD (refundable - without interest), may be submitted in shape of Demand Draft / Banker's cheque from any Nationalized or scheduled bank drawn in favour of "District Project Coordinator, SS Jajpur" payable at Jajpur, failing which the tender shall be rejected summarily .

The EMD of the un-successful bidders shall be refunded within 30 days after award of contract. The EMD shall be forfeited in the event of withdrawal of the tender once submitted OR in case of a successful bidder who (i) fails to execute the agreement within specified period & (ii) not submitted performance security and/or express its inability to supply the finished material within the stipulated period. The EMD of successful bidder shall be refunded after receipt of Performance security. **Exemption** towards EMD and Bid Security shall not be considered and is not acceptable.

The interested Bidders are to enclose self-attested photocopies of the following valid documents /papers in the **Bid envelope**. The proposal submitted without the following documents/papers shall not be considered.

- (a) Valid Aadhar Udyog Registration for printing works.
- (b) Proof of Office as well as printing setup in the State of Odisha
- (c) Valid PAN
- (d) Valid GST Registration Certificate.
- (e) Copy of ITR acknowledgement for the last Financial year i.e.2021-22(**A.Y.2022-23**)
- (f) DD/Bankers Cheque amounting to Rs.1,000/- as bid processing fee
- (g) EMD amounting to Rs.5,000/- in shape of Demand Draft / Bankers Cheque (**No Exemption to be claimed**)
- (h) Duly Rate Quoted in the Official Letter Pad of the Printing Press.
- (i) Sample papers duly signed & sealed mentioning the GSM as well as name of the manufacturer.
- (j) Affidavit by Notary that the Firm/Agency is not Black-listed or defaulted for similar type of printing order.

3. Submission & opening of Tender:

- (a) The interested Bidders may submit the tender document complete in all respects along with EMD, bid processing fee and other requisite documents on or before 06/02/23 by 5.30 PM (in all working days) addressed to the DPC, SS , Jajpur only by **registered Post / Speed Post / Courier**. The Authority is not responsible for any kind of postal delay. No other mode of submission of bid shall be entertained.
- (b) The Sealed Tenders will be opened on **07/02/2022** at 4:30 PM at DPO Conference Hall, Jajpur. The Bidder or his Authorized Representative (With due authorization) may attend the Bid Opening Meeting.

Late Bidders: Any bid received by the authority after the prescribed time and dateline for submission of bids will not be considered and opened. Thus the same is deemed to be summarily rejected.

Evaluation of BID:

- (a) The Purchase Committee of the District Project Office will evaluate the Sealed Bid Documents as per schedule specified.

Acceptance or Rejection of the Bids:

- (a) The DPC,SS, Jajpur reserves the right to accept / reject any / all bids / cancel the entire selection process at any stage without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/damage suffered by the bidder/s on account of such rejections.
- (b) Any bid with incomplete information is liable for rejection.

8. Award of Contract :

The contract will be awarded to the Bidder substantially responsive to the Bid document & offered lowest evaluated cost.

9. Signing of Contract :

- (a) The successful bidder/s whose bid has been accepted will sign an Agreement with the DPC, SS, Jajpur within 3 days of issuance of the work order.
- (b) Failure by the tenderer to comply with the requirement of above mentioned clause, the offer shall be rejected and the tenderer shall have no claim further.

10. Performance Security Deposit:

The selected bidder shall have to submit Performance Security Deposit of Rs.10,000/- in shape of bank draft / Bankers Cheque only drawn on any Nationalized / Scheduled Bank in favour of the "District Project Coordinator, SS Jajpur" payable at Jajpur only within 3 days from issue of the work order.

11. Post Delivery Inspection (PDI):

The DPC,SS, Jajpur shall do the PDI of the quality of paper as well as printing through O/o Text Book Production & Marketing (TBP&M) , Odisha Bhubaneswar .

12. Payment terms:

- (i) **On completion of delivery at Block point & SA-II examination:** 80% cost of the supplied quantity shall be paid within 30 days after receipt of the required reports / Papers/ documents as under:
 - a. Challans towards satisfactory completion of supply of quantity to concerned Block Point as per supply order.
 - b. Receipt of "Receive & Stock Entry Certificate" from concerned BEO.
 - c. On fulfillment of conditions of the Agreement.
 - d. Four self-inking carbon copies of the GSTIN invoice as well as bank details for payment purpose.
- (ii) **On Final Acceptance :** Rest 20% cost of the total supplied quantity shall be paid after deduction of penalty, if any, within 30 days of :
 - a. Receipt & outcome of Post Delivery Inspection (PDI) Report.
 - b. On fulfillment of conditions of the agreement
 - c. Four self-inking carbon copies of the GSTIN invoice as well as bank details for payment purpose.
- (iii) No advance payment shall be made, or no payment shall be entertained on negotiation through Bank.
- (iv) Deduction of tax at source shall be made at the appropriate rate as per prevailing law.

13. Penalty :

- (a) If the work 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 firm.
- (b) If the Post Delivery Inspection of the quality of paper (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.
- (c) If the quality of printing is found to be dissatisfactory, penalty as suggested by the purchase committee will be imposed.



Bidder/s's Organisation (General Details)

Sl No.	Description	Full Details
1	Name of the Bidder/s	
2	Address for Communication Tel : Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder/s: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha If Yes, Please furnish contact details	Yes / No
6	Bid processing fee Details Amount :Rs.2,000/-	
7	EMD details:Rs.5,000/-	
8	GSTIN	
9	PAN	
10	Confirm to carry out assignments as per the scope of work of the Bid Document	YES
11	Confirm to accept all the terms and conditions as specified in the Bid Document	YES

Place:

Date:

BIDDER/S'S OFFICIAL SIGNATORY

Name & Designation with Rubber Stamp



Check list of documents & Items to be enclosed with Technical Bid

Sl. No	Nature and Type of Document/Items	Whether enclosed (with page reference)	
		Yes / No	Page no.
1	Valid Aadhar Udyog Registration for printing works.		
2	Proof of Office as well as printing setup in the State of Odisha		
3	Valid PAN		
4	Valid GST Registration Certificate		
5	Filed Income Tax Return for the Financial Year 2019-20, 2020-21, 2021-22 i.e Assessment Year 2020-21, 2021-22, 2022-23.		
6	DD/Banker's cheque amounting to Rs.2,000/- as bid processing fee		
7	EMD in shape of Demand Draft / Banker, s cheque Amounting to Rs.05,000/-		
	Performance Security in Shape of DD/Bankers Cheque Amounting to Rs.10,000/-		
8	Sample papers duly signed & sealed mentioning the GSM as well as name of the manufacturer.		

Place:
Date

BIDDER/S'S OFFICIAL SIGNATORY
Name & Designation with Rubber Stamp/
Official Seal of the Firm.



(In Bidder's Letter Head)

Rate per piece of Printing of Target Poster	Approximate Total Number of posters to be printed & supplied	Total (in Rs.)
1	2	1X2
<u>Rs.</u>		

The per page rate is inclusive of cost of paper, printing, scanning & planning, DTP, designing, all pre-press expenses, composing, editing, binding, Class-wise and Block-wise packing, all other charges/levies/duties, transportation cost & delivery of the complete material at block point. **Only GST as applicable shall be claimed extra.**

NB: The rate per page may be quoted up to two decimal points.

Place:

BIDDER'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp/

Official Seal of the Firm.

