



ZILLA PARISHAD OFFICE, BALANGIR

Notice No 51 /Date 04-01-2024

Short Tender Call Notice

Sealed Tenders are invited from registered Printing Press/ Firms based in Odisha for **PRINTING OF LEAFLETS & BOOKLETS** for Documentation of achievements of various initiatives at Gram Panchayat and Block level by in Odia Language for the year 2023-24 for generating awareness among citizen & for strengthening mechanism of good governance. Intending bidders may download the Bid document from the district web site. The bid documents containing eligibility criteria and detail terms and conditions of the tender can be downloaded from the website <https://balangir.nic.in>

The sealed tenders should reach this Office of the "Chief Development Officer-cum- EO, ZP, Balangir on or before 12.01.2024 up to 05.00 PM by Regd. post/ Speed post/ Courier only and the same will be opened on 16.01.2024 at 11.00 AM in the Conference Hall of Zilla Parishad, Balangir".

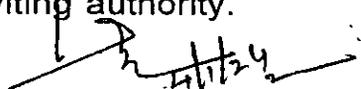
The details of the bidding process are as follows

Sl. No	Bidding Schedule	Date and Time
1	Date of Issue	04.01.2024
2	Last Date of submission of Bid	12.01.2024 up to 5.00 PM
3	Opening of Technical Bid	16.01.2024 AT 11.00 AM
4	Opening of Financial Bid	16.01.2024 up to 4.00 PM

Bidders are required to submit the technical and financial bids separately. The bids in sealed Cover-I 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 12.01.2024 by 5.00 PM through Speed Post/ Regd. Post/ Courier only owing address.

The last date and time for submission of tender document is 12.01.2024 by 5.00 PM. The Authority shall not be held responsible for postal delay, if any, in case of non-receipt of the same in time.

1. The Authority reserves every right to reject any or all the Tender without assigning any reason thereof.
2. Clarifications on specific Request, if felt necessary by the tender inviting authority, shall be responded through e-mail and general clarification, affecting all the bidders shall be published in the official website of the tender inviting authority <https://balangir.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.


CDO-cum-Executive Officer
Zilla Parishad, Balangir

GENERAL TERMS & CONDITIONS

1. SOURCE OF FUNDS:

The CDO-cum-EO, Balangir is the funding Agency for Printing of pictorial leaflets and colored Booklets in Odia language.

2. DISCLAIMER:

This Document 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 Document 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 conditions so prescribed without any reason thereof.

4. COST OF BIDDING:

The Bidder is expected to examine the Bidding Documents, including all Instructions, Forms, Terms and Specifications. 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, the Bidders are required to submit a **Tender Paper Cost Rs.10,000/-** in the form of Demand Draft in favour of "CDO-cum-EO, Zilla Parishad, Balangir" payable at any scheduled commercial Bank at Balangir. Photo/ Fax copies of the demand draft will not be accepted.

7. EARNEST MONEY DEPOSIT(EMD):

Along with their technical bids, the Bidders are required to submit an **EMD of Rs.2,60,000/-** (Rupees Two lakh sixty thousand only) in the form of FD/TD/KVP should be pledged in favour of CDO-cum-EO, Zilla Parishad, Balangir. Photo/ Fax copies of the FD/TD/KVP will not be accepted. 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 successful bidder will be returned only after Successful completion of work.



8. BIDDER'S ELIGIBILITY:

The intending bidder should qualify all the conditions 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 CDO-cum-EO, Zilla Parishad, Balangir after paper quality testing will be done and successfully completion of the work with delivery challan from the BDO concerned.

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.

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 products for which he/ she has to arrange workmen's compensation insurance. This policy shall also cover the bidder against the claims for injury, disability, diseases or death of his or his sub-contractor's 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 Balangir District. However, the approved rate will remain same, incase, the quantity increased or decreased 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 relieves both the parties from the performance under the contract.



SPECIAL TERMS AND CONDITIONS

1. The pre-qualification conditions which should be submitted in the format specified in **Annexure-1** 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 (3B copy of last 03 month) and Copy of the PAN should be closed with the bid documents.
6. The bidder must have Production Certificate of DIC.
7. 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 works include typing (DTP) of the content, designing, layout, printing & photography of projects. High resolution photograph of the projects required for printing of the IEC materials shall be done by the Bidder.
8. **The bidder/Firm has to type data in odia provided by the administration.**
9. The rates 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.
10. The bidder must supply the products at Block point of Balangir District as communicated by concerned authority.
11. The agency will supply all the items within **15 days (Fifteen)** 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.
12. Draft copy of each item shall be submitted for proof reading before final printing of the booklets & leaflets.



13. The Bid shall be opened by the Tender Committee under the Chairmanship of Collector, Balangir at the Office of CDO-cum-EO, Zilla Parishad, Balangir and evaluated by authorized officials of Tender Committee Members.

14. The bids not accompanied with **EMD of Rs.2,60,000/- (Rupees Two Lakh Sixty thousand only)** in the form of FD/TD/KVP should be pledged in favour of CDO-cum-EO, Zilla Parishad, Balangir. Photo/ Fax copies of the FD/TD/KVP will not be accepted & it will be rejected.

15. **PERFORMANCE SECURITY (PS):**

The successful bidder of the contract will have to deposit a Performance security of Bank Guarantee (BG) drawn in favour of "CDO-cum-Executive Officer, Balangir Security (PS) of 3% (**Three Percent**) of the total contract value in the form payable at Balangir within 7 days from the date of receiving the order. **Performance security should remain valid for a period of sixty days beyond the date of completion of all contract obligations of the supplier.** If the successful bidder fails to submit the Performance Security within the period of 7 days, EMD will be forfeited and the order will be rejected. Order will be taken to award the contract to the 2nd lowest bidder as per price quoted by L1 bidder. Performance Security will be forfeited in the event of breach of contract obligations by the Supplier.

16. 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 CDO-cum-EO, Zilla Parishad, Balangir) for payment after completion of supply of items.

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

18. The bidder should have proper license 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.

19. All disputes shall be under the jurisdiction of the District Civil court located at Balangir in the District of Balangir.

20. 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 regard.



Signature & seal of the Bidder

Annexure-1

PRE-QUALIFICATION CRITERIA

Sl. No.	Documentary Evidence Criteria		Submission of Document (Yes/No)
1	Address of Office	Address Proof for Office	
2	Tax Registration and Clearance	Odisha GST registration Certificate copy (Odisha GSTJN) 3B copy of last 03 months Copy of PAN and last three year I.T. Return F.Y. (i.e., 2020-21, 2021-22 & 2022-23)	
3	Registration certificate	DIC Registration certificate/ MSME/RoC	
4	Production Certificate	Production Certificate of DIC	
5	Turnover	The Bidder should have Average Annual turnover of INR 3.00 Crore (Rupees Three Crore) only during last three Financial years (i.e., 2020-21, 2021-22 & 2022-23). Proof to be submitted by the Bidder in form of Audited balance Sheet, Income & expenditure statement and Profit & Loss Account from a Chartered Accountant).	
6	IT return	Bidder must submit IT Return for last three Financial years (i.e., 2020-21, 2021-22 & 2022-23).	
7	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.	
8	EMD	EMD of Rs.2,60,000/- (Rupees Two lakh sixty thousand only) in shape of FD/TD/KVP. The FD/TD/KVP should be pledged in favour of CDO-cum-EO, Zilla Parishad, Balangir.	
9	Tender Paper Cost	Tender Paper Cost of Rs. 10,000/- (Rupees Ten Thousand only) in shape of Demand Draft drawn in favour of CDO-cum-EO, Zilla Parishad, Balangir	
10	Undertaking	"Applicant should not be blacklisted by any Govt. entity or by any other organization, not have any legal proceedings within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to Debarment proceedings". The bidder should furnish an undertaking to this effect through an affidavit ¹¹¹ non-judicial stamp paper of Rs.100.00 and duly notarised along with acceptance of the tender terms and conditions.	
11	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)	

Specification of Printing of Booklets and Leaflets

Sl No.	NAME OF THE ITEMS	SPECIFICATION
1.	Leaflet	Pictorial Leaflet Containing 16 coloured pages, 170 GSM, A4 Size, Mat Finish in Odia (Design, development and printing)
2.	Booklets	Coloured Booklet Containing 80-100 pages (Cover page-300 GSM, Inner Page-130 GSM) in Odia Language (Design, development and printing)

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Financial Bid of Printing of Booklets and Leaflets

SL. NO.	NAME OF THE ITEMS	SPECIFICATION	Quantity (In Nos)	Rate per Piece including GST (In Rs) (Max price Rs.30/- per leaflet and Rs.200/- per booklet)	Total Price including GST (In Rs)
1.	Leaflet	Pictorial Leaflet Containing 16 coloured pages, 170 GSM, A4 Size, Mat Finish in Odia	406200		
2.	Booklets	Coloured Booklet Containing 80-100 pages (Cover page-300 GSM, Inner Page-130 GSM) in Odia Language	3920		
Total					

In words (.....)

Seal and Signature of the Bidder

Name of the Press/Firm

e-Mail Id:

Mobile No:

