

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BALASORE

(Social Welfare Section)

No. 2506 / SW, Dtd. 25.08.18

TENDER NOTICE

In pursuance of Letter No. 10807 Dated. 27.6.2018 of Women & Child Development and Mission Shakti Department, Odisha, Bhubaneswar, sealed Tenders in prescribed forms are hereby invited for Balasore District from intending Firms/Printing Press for printing & supply of the following materials in the area of ICDS projects of Balasore District;

1. MAMATA Scheme AWC Survey Register- Annexure-A
2. MAMATA scheme under taking by the beneficiary Form-Annexure-B
3. MAMATA scheme beneficiary Tracker – Annexure-C.
4. MAMATA scheme AWC monthly report-Annexure-D
5. MAMATA scheme beneficiary registration & receipt display calendar- Annexure-E

The Tender paper containing detailed Terms and Conditions, EMD, Solvency Certificate and statutory requirements etc. can be downloaded from the District website: www.baleswar.nic.in. The tender fees of Rs.5000/- (Rupees Five thousand) only and the tender paper must be enclosed with Bank Draft drawn in favour of District Social Welfare Officer, Balasore, which is non refundable shall be submitted along with the tender papers. The tender papers complete in all respect along with other required documents should reach in sealed cover to the DSWO, Balasore on or before 20.9.18 ^{at 2 PM} by Registered/Speed Post only. The Authority shall not be responsible for any kind of postal delay. The Tender shall be opened on 20.9.18 at 4 PM by the Collector, Balasore the officer authorized by Collector in presence of the members of Tender Committee and the Tenders or their authorized representatives. The Tender received beyond the scheduled date & time and incomplete tenders shall not be taken in to considerations. The tender has been invited under two bids systems i.e Technical bids and Financial Bids. The intending tenderer must submit two separate envelopes super scribe" Technical Bid for supply of Printing of register at AWC Level under MAMATA Scheme. The both sealed envelopes should be kept in third envelop super scribing" Sealed Tender for **Printing of register at AWC Level under MAMATA Scheme.**

The undersigned reserves the right to reject or cancel any or all the tenders without assigning any reasons thereof.

COLLECTOR, BALASORE.

[Handwritten signature]
25/8/18

DETAILED TENDER NOTICE & TERMS AND CONDITIONS FOR SUPPLY OF MAMATA SCHEME REGISTERS
FOR BALASORE DISTRICT DURING THE YEAR 2018-19.

Sealed Tenders in prescribed forms are hereby invited for Balasore District from intending Firms/Printing Press for printing & supply of the following materials in the area of ICDS project of Balasore District;

1. MAMATA Scheme AWC Survey Register- Annexure-A
2. MAMATA scheme under taking by the beneficiary Form-Annexure-B
3. MAMATA scheme beneficiary Tracker – Annexure-C.
4. MAMATA scheme AWC monthly report-Annexure-D
5. MAMATA scheme beneficiary registration & receipt display calendar-Annexure-E

The tender shall be received by the DSWO, Balasore on behalf of Collector, Balasore till 2 PM ^{of} date. 20.09.2018 and will be opened on the same date at 4 PM.

The Tender paper should be submitted in sealed covered super scribed in block capital letters such as "Tender for printing and supply of MAMATA Registers for Balasore District during the year 2018-19".

Each set of tender document shall be serially numbered and each page there of duly authenticated by initial /signature of any officer authorised by collector, Balasore and rubber stamp affixed. The tenderer should check the tender documents immediately report the fact to the officer who has issued the tender and get it rectified. All the tender paper documents are to be attested by the tenderer . The Tender received beyond the scheduled date & time and incomplete tenders shall not be taken in to considerations.

The undersigned reserves the right to reject or cancel any or all the tenders without assigning any reasons thereof.

The detailed matter , colour ,etc of the inner page and cover page of the Registers' to be printed can be-inspected in the office of the DSWO, Balasore in any working day till 20.9.18 by and a soft copy may be taken by the tenderers before filling tenders. The Tenderer/authorised representatives should present along with all originals documents at the time of opening of tender Paper for verification.



1.SPECIFICATION

FOR PRINTING AND SUPPLY OF MAMATA SCHEME REGISTERS FOR BOUDH DISTRICT DURING THE YEAR

2018-19.

Sl. No.	Name of the item	Specification of the item	No. of item to be supplied (Approximately)
1	MAMATA Scheme AWC Survey Register-Annexure-A	Inner:- Half Crown Size Paper Original + Duplicate (50x2)=100 pages each book Original Copy – Proportion & Duplicate Copy Plain Cover:- Cover Page Glossy Paper with Black & White Print. (Thin Board Binding)	4167 Set
2	MAMATA scheme under taking by the beneficiary Form-Annexure-B	Inner:- ¼ Size Paper Front + Back Printing 100 Pages in each book Top Pad Type Proportion + Stitching Cover:- 170 GSM Paper Cover Page Glossy with Black & White Print.	4167 Set
3	MAMATA scheme beneficiary Tracker – Annexure-C	Inner:- Legal Size Paper 1 st Copy Original + Duplicate (50x2)=100 Pages Original Proportion Duplicate Plain 2 nd Copy Original + Duplicate (50x2)=100 Pages Original Proportion Duplicate Plain 200 Pages Contains each Book Top Pad Type Proportion + Stitching Cover:- Cover Page Glossy with Black & White Print.	4167 Set
4	MAMATA scheme AWC monthly report-Annexure-D	Inner:- Legal Size Paper Front + Back Printing 100 Pages Contains each Books (Single Copy) Top Pad Type Proportion + Stitching Cover:- Cover Page Glossy with Black & White Print.	4167 Set
5	MAMATA scheme beneficiary registration & receipt display calendar-Annexure-E	Inner:- 22 x 28 Size Drawing Board Each Calendar Contains 5 Copies with Top Stitching	4167 numbers

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2.a. **Technical Bid**

The technical bid should contain the following in Annex-1

1. Name of the Firm/Printing Press .
2. Address/Mobile No/E mail.
3. Registration certificate of firm/ Printing Press.
4. Copy of the PAN card of firm/ Printing press.
5. Original Money Receipt.
A demand Draft of Rs. 5000 (Five thousand) only as Tender Money (Not Transferable) from any Nationalized Bank payable at Balasore in favour of the District Social Welfare Officer, Balasore
DIC Registration.
6. A demand Draft of Rs 125000(One Lakh twenty five Thousand Rupees) only as EMD from any Nationalised Bank payable at Balasore in favour of the District Social Welfare Officer, Balasore.
7. Income Tax Registration and update IT return
Attested copies of GST/VAT Valid registration clearance and up-to -date tax payment clearance.
8. Copy of Sample piece (GSM Paper/drawing paper /glossy paper) for each item in A4 size to be attached inside sealed
9. The sample copy of 2 copies each item.
10. Certificate of performance.
11. Whether all documents submitted signed by the authorized signatory of the organization.
12. Tender paper should be submitted as token of acceptance.

2.b) **FINANCIAL BID:**

The financial Bid should contain the price of the Unit cost of the MAMATA Registers in the prescribed format in annexure –II of the tender paper.

The tender has been invited under two bid system i,e Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing “**Technical Bid**” FOR PRINTING AND SUPPLY OF MAMATA SCHEME REGISTERS FOR BALASORE DISTRICT DURING THE YEAR_2018-19 & “**Financial Bid**” FOR PRINTING AND SUPPLY OF MAMATA SCHEME REGISTERS FOR BALASORE DISTRICT DURING THE YEAR 2018-19. Both sealed envelopes should be kept in a third sealed envelope super scribing” Tender for PRINTING AND SUPPLY OF MAMATA SCHEME REGISTERS FOR BALASORE DISTRICT DURING THE YEAR 2018-19”.

The successful tenderer shall be required for printing & supply of the following materials in the area of ICDS projects of Balasore District;

- a. MAMATA Scheme AWC Survey Register- Annexure-A
- b. MAMATA scheme under taking by the beneficiary Form-Annexure-B
- c. MAMATA scheme beneficiary Tracker – Annexure-C.



d. MAMATA scheme AWC monthly report-Annexure-D

e. MAMATA scheme beneficiary registration & receipt display calendar-Annexure-E

* The tender shall carefully go through all the terms and conditions of the tender documents and submit the tender paper correctly and in complete form. The tender paper should be filled in properly and legibly without any correction/overwriting and must be typed copy/computer type copy. No opportunity shall be given to the tenderer to rectify or amend any defect detected at the time of scrutiny. The rate should be written both the words and figures in the tender schedule. The rate quoted should be final and the tenderer shall not be allowed to change the same under any circumstances and it should be valid for one year from the date of opening of the tender.

* Earnest money to the tune of Rs.125000.00 (One Lakh twenty Five thousand rupees) only in shape of demand draft/NSC/Term Deposit duly pledged in favour of District Social Welfare Officer, Balasore shall be furnished along with tender. Tenders without Earnest Money will be liable for rejection, Cash/Cheque and Bank Draft shall not be accepted.

No request for transfer or any previous deposit on adjustment of earnest money for any claim payable will be entertained. Any deviation to the above stipulation will entail complete rejections of the tender paper. No tenderer shall be allowed to withdraw his tender/Earnest Money Deposit until the tender is finalized. In case the successfully tenderer refused to supply & printing the materials after acceptance of his tender, the Earnest money deposited by him will be liable for forfeiture.

** . The prices quoted should be inclusive of all taxes.

** The Cost of the each unit shall valid for one year from the date of finalisation of the Bid.

** .In case of disputes about the quality, Collector or his authorized representatives will cause an enquiry and take suitable action including debarment against the supplier.

** The supplier will hand over delivery chalangans in support of delivery of the stock at ICDS project duly signed by the concerned CDPO as a token of acknowledgement along with his claim bill.

** Any claim of the Govt. remaining unpaid by the supplier towards this supply shall be recoverable as a public demand recovery Act. 1962.

** .Tender received after the stipulated date and time or without sample shall be liable for rejection.

** The right of acceptance of tender rests with Collector, Balasore who does not bind himself to accept the lowest tender and also reserves the right to cancel or reject any or all the tender without assigning any reason thereof. In case of any dispute the order /decision of the Collector, Balasore will be final and binding.

** The performance security will be 5% of the Contract Value. If the firm fails to execute the contract. The security money will be forfeited.

** The tender has to sign in each of the tender paper as acknowledgement of acceptance of the terms, conditions, specifications etc.

I agree to abide by the above terms and conditions.


COLLECTOR, Balasore
25/8/18

Signature of the tenderer with seal

Date:

**FOR PRINTING AND SUPPLY OF MAMATA SCHEME REGISTERS FOR BALASORE DISTRICT DURING THE
YEAR 2018-19.
TECHNICAL BID AND FINANCIAL BID**

After carefully examination of the tender specification referred therein, I do hereby tender to execute the under mentioned supply of MAMATA Scheme registers for Boudh District during the year 2018-19 in accordance with the conditions as noted below in consideration of payment being made for the quantities of stock supplied and transported at the rate specified in the following schedule.

Annexure- I (Technical Bid)

Sl. No.	Unit	Submitted (Yes/No)	Page Serial No.
1.	Name of the Firm/Printing Press		
2.	Address/Mobile No/E mail		
3.	Registration certificate of firm/ Printing Press		
4	Copy of the PAN card of firm/ Printing press		
5	Original Money Receipt		
6	A demand Draft of Rs. 5000 (Five thousand) only as EMD from any Nationalized Bank payable at Balasore in favour of the District Social Welfare Officer, Balasore		
7	DIC Registration.		
8	Income Tax Registration and update IT return		
9	Attested copies of GST/VAT Valid registration clearance and up-to -date tax payment clearance.		
10	Copy of Sample piece (GSM Paper/drawing paper /glossy paper) for each item in A4 size to be attached inside sealed		
11	The sample copy of 2 copies each item		
12	Certificate of performance		
13	Whether all documents submitted signed by the authorized signatory of the organization		
14	Tender paper should be submitted as token of acceptance		

I, Smt/Sri.....proprietor..... do hereby undertake that the above information are true and correct ,I further undertake to abide by the terms and conditions laid down in the tender paper and any deviation of the Terms and Conditions shall be liable for initiation of action by the Authority as per law/procedures against me.

Signature of the Tenderer
With Official Seal.

FOR PRINTING AND SUPPLY OF MAMATA SCHEME REGISTERS FOR BALASORE DISTRICT DURING THE YEAR 2018-19.

Annexure-II (Financial Bid)

After carefully examination of the tender specification referred therein I do hereby tender to execute the under mentioned supply of MAMATA Scheme AWC Survey Register- Annexure-A, MAMATA scheme under taking by the beneficiary Form-Annexure-B, MAMATA scheme beneficiary Tracker – Annexure-C, MAMATA scheme AWC monthly report-Annexure-D & MAMATA scheme beneficiary registration & receipt display calendar – Annexure-E of Balasore District For the year 2018-19 in accordance with the conditions as noted below in consideration of payment being made for the quantities of stock supplied and transported at the rate specified in the following schedule.

TENDER SCHEDULEED

Sl. No.	Name of the item	Specification of the item	Unit cost for each register/ Board in Rs. inclusive all taxes & delivery of DSWO Office	Unit cost in Words (Rupees)
1	MAMATA Scheme AWC Survey Register- Annexure-A	Inner:- Half Crown Size Paper Original + Duplicate (50x2)=100 pages each book Original Copy – Proportion & Duplicate Copy Plain Cover:- Cover Page Glossy Paper with Black & White Print. (Thin Board Binding)		
2	MAMATA scheme under taking by the beneficiary Form- Annexure-B	Inner:- ¼ Size Paper Front + Back Printing 100 Pages in each book Top Pad Type Proportion + Stitching Cover:- 170 GSM Paper Cover Page Glossy with Black & White Print.		
3	MAMATA scheme beneficiary Tracker – Annexure-C	Inner:- Legal Size Paper 1 st Copy Original + Duplicate (50x2)=100 Pages Original Proportion Duplicate Plain 2 nd Copy Original + Duplicate (50x2)=100 Pages Original Proportion Duplicate Plain 200 Pages Contains each Book Top Pad Type Proportion + Stitching Cover:- Cover Page Glossy with Black & White Print.		
4	MAMATA scheme AWC monthly report-Annexure-D	Inner:- Legal Size Paper Front + Back Printing 100 Pages Contains each Books (Single Copy) Top Pad Type Proportion + Stitching Cover:- Cover Page Glossy with Black & White Print.		
5	MAMATA scheme beneficiary registration & receipt display calendar- Annexure-E	Inner:- 22 x 28 Size Drawing Board Each Calendar Contains 5 Copies with Top Stitching		

I, Smt/Sri.....proprietor..... do hereby undertake that the above information are true and correct, I further undertake to abide by the terms and conditions laid down in the tender paper and any deviation of the Terms and Conditions shall be liable for initiation of action by the Authority as per law/procedures against me.

Signature of the Tenderer
With Official Seal.