

TENDER CALL NOTICE FOR EMPANELMENT OF VENDOR FOR PRINTING IEC MATERIALS RELATED WORK UNDER SHREE ANNA ABHIYAN (SAA)

TENDER NOTIFICATION NO: 261/WSN/2025-26 DTD- 04/09/2025

Sealed bids are hereby invited from the eligible vendors for printing work at Bhubaneswar as per requirement by the undersigned.

DESCRIPTION OF WORK	LOCATION	DURATION OF THE CONTRACT
Printing Related Work	Bhubaneswar	1 Year

The bid documents shall be available in our official website www.milletsodisha.com from date 04-09-2025 to 15-09-2025. The bid in prescribed format complete in all respect should reach the office of the undersigned on or before 5.00 pm on dt- 15.09.2025 by speed post / register post/ courier and shall be opened on 16.09.2025 at 5.00 pm in the presence of the bidder or their authorized representatives. The undersign reserve the right to accept or reject any or all bid(s) without assigning any reason thereof.

Tender Document (Two Bid System)

Annual Rate Contract for Printing Works

Tender Published at website: <http://www.milletsodisha.com/tender>



**State Coordinator
Programme Secretariat- WASSAN
Shree Anna Abhiyan**

Tender Ref No.: 261/WSN/2025-26 dtd.04/09/2025

Sub: Inviting tenders/bids for Annual Rate Contract for Printing Work

1. The undersigned invites OPEN TENDER IN TWO BID SYSTEM from eligible and qualified bidders with adequate experience and financial capability for “Annual Rate Contract for Printing Works”. Interested and eligible bidders may submit tenders/bids addressing to “**WASSAN, Plot No. B-206, HIGH Duplex, RBI Colony, Barmunda, Bhubaneswar, Odisha – 751003**” from 04/09/2025 to 15/09/2025 up to 5:00 PM.
Tenders are required to submit all other documents before tender closing date & time.
2. The tender form/bids documents may be downloaded from our websites as follows: - <http://www.milletsodisha.com/tender>
3. The undersigned will not be responsible for any delay in submission of the offer as per the schedule.
4. Any changes/corrigendum/extension of last date etc. in respect of the above tender shall be issued on our website as mentioned in Sl. No. 2 separate notification shall be issued in any other form or medium. Bidders are therefore requested to regularly visit the above websites to keep themselves updated.
5. The undersigned may at his/her discretion, extend/reschedule the dates and such extension/changes shall be bidding on the bidders.
6. Decision of the undersigned with regards to the shortlisting of bidders through this tender shall be final and reserve the right to accept and/or reject any or all the tenders either in full or in parts without assigning any reason thereof.
7. The rates quoted shall be valid for a period of 1 (one) year from the date of Award of Contract (AoC)/ first Work Order.
8. Estimated cost – Rs. 10 Lakhs approximate per annum.
9. **CRITICAL DATA SECTION:**

Tender Reference	261/WSN/2025-26 dated. 04/09/2025
Description of Work	Annual Rate Contract for Printing Works
Bid Publication Date	04/09/2025
Bid Availability Date and Time	15/09/2025, 11:00 AM
Bid Submission Last Date and Time	15/09/2025, 05:00 PM
Date and time of opening tenders	16/09/2025, 04:00 PM
Venue for Opening of Tender	WASSAN, Plot No.: B-206, HIGH Duplex, RBI Colony, Barmunda, Bhubaneswar, Odisha. 751003.
Bid Validity	1 (one) year from the date of Awards of Contract (AoC)/ first Work Order.
Tender Fee	No tender fee
Payment Terms and Conditions	All the payment will be made after the delivery of the work, no partial payment will be allowed, or any advance payment will be allowed.
Submission of Bids	The bids shall be submitted by speed post/registered post in the following address WASSAN, Plot No. B-206, HIGH Duplex, RBI Colony, Barmunda, Bhubaneswar, Odisha – 751003

10. Scope of proposed work and order requirements connected to the contract including formats of the bids, terms and conditions of the contract etc. are enclosed to this tender as per the following details.

10.1	Scope of work	Annexure – I
10.2	General Terms & Conditions governing the Contract	Annexure – II
10.3	Instruction to bidders	Annexure – III
10.4	Certificate to be given as part of Technical Bid	Annexure – IV
10.5	Check list for Bid Evaluation	Annexure – V
10.6	Tender Acceptance letter to be given as part of Technical Bid	Annexure – VI
10.7	Format for self-declaration for not blacklisted	Annexure – VII
10.8	Financial Bid	Annexure – VIII

11. The entire tender document including all annexures except the financial bid (Annexure VIII) will be part of the bid which all other requisite documents called for in the tender. **All the required documents are to be serially numbered.**

Sd/-
State Coordinator
Programme Secretariat- WASSAN
Shree Anna Abhiyan

SCOPE OF WORK

Annual rate contract of printing of various material like leaflet, brochure, etc. in multilingual language.

SL No	Booklet size	Total pages (Both Sides)	Cover Pages (paper & Printing)	Inner Pages (paper & Printing)	Binding Type	Unit	Approx Qty.*	Maximum Quote Price
1	A4	12	170 GSM, Multicolor, 4 Pages	90 GSM, Single color (Black), 8 pages	Saddle Stitch	3500	7000	
2	A4	12	170 GSM, Multicolor, 4 Pages	90 GSM, Single color (Black), 8 pages	Saddle Stitch	3500	7000	
3	A4	16	170 GSM, Multicolor, 4 Pages	90 GSM, Single color (Black), 12 pages	Saddle Stitch	3500	7000	
4	A4	20	170 GSM, Multicolor, 4 Pages	90 GSM, Single color (Black), 16pages	Saddle Stitch	3500	7000	
5	A5	8	130 GSM, Multicolor, All pages		Saddle Stitch	2500	10000	
6	A5	12	130 GSM, Multicolor, All pages		Saddle Stitch	2500	10000	
7	A5	16	130 GSM, Multicolor, All pages		Saddle Stitch	2500	10000	
8	A5	20	130 GSM, Multicolor, All pages		Saddle Stitch	2500	10000	

***The quantity specified as above is for evaluation purpose. Actual quality & quantity may vary as per requirements.**

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ANNEXURE II

GENERAL TERMS & CONDITIONS GOVERNING THE CONTRACT

1. All the printing works like page layout, plate making, printing and binding should be done with the selected bidders only. Those printing firms without these facilities are liable for rejection on inspection and/or brought to the notice of undersigned.
2. Each job shall be completed and delivered within the stipulated schedule as mentioned in the work order/printing & supply order (depending on the size and complexity of the publication). If not, the undersigned will have right to impose a penalty 0.5% per week or part thereof on the total cost of work for delay beyond the stipulated periods.
3. The printed material shall be delivered F.O.R. **WASSAN, Plot No. B-206, HIGH Duplex, RBI Colony, Barmunda, Bhubaneswar, Odisha – 751003.**
4. Bill in triplicate should be submitted along with delivery of printed material and delivery challan immediately but in any case, not later than 21 (twenty-one) days from the date of delivery of the printed material.
5. The material will not be accepted in case if it is not of acceptable quality as per terms and conditions of the contract and is liable to be rejected out rightly by the undersigned. The deficiency should be corrected by the selected vendor else no payment shall be made for such work. The decision of the undersigned in this regard shall be final and binding on the selected vendor.
6. The contract is likely to be terminated in case the conditions of the agreement are not fulfilled.
7. Separate work order for printing & supply will be issued as and when required. No minimum/maximum commitment by the undersigned for award of work monthly or as the case may be. Proof of the matter for printing should be got approved from the office before printing.
8. Finalized text cover page with pictures, illustrations etc. in PDF format or in any other mode needs to be provided by the selected vendor to the undersigned at free of cost.
9. In case of any disputed, the area of jurisdiction will be at BHUBANESWAR only.

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INSTRUCTIONS TO BIDDERS

1. The submitted bid must contain the copy of transaction for EMD & Tender Fee and all other requisite documents called for in the tender. Bid is to be submitted through speed post/registered post to the address mentioned in the tender documents only. Special instructions to the bidders for submission can be downloaded from the mentioned website.
2. No conditional bid will be accepted. The EMD will be refunded to the unsuccessful bidders as soon as practicable after a final decision has been taken on the tender and to the successful bidders after furnishing the required security deposit for the contract.
3. **The participating printer/bidder should be located within the radius of 20 KM from WASSAN, Plot No. B-206, HIGH Duplex, RBI Colony, Barmunda, Bhubaneswar, Odisha – 751003.**
4. Under no circumstances, the undersigned shall be made liable for additional monetary involvement besides that what has been mutually agreed upon.
5. The tender must be in the prescribed formats only and shall be accompanied with all other documents. The offer with any corrections/deviation in prices with words/figures shall be summarily ignored.
6. The undersigned shall make payment through NEFT/RTGS/any other electronic mode in favour of the agency. However, required statutory deductions like TDS, Cess etc. at the prevailing rates which are levied as per the rules of the Govt. shall be deducted at source from bill.
7. The work shall be awarded to a single vendor whose consolidated bid value is lowest meeting all scope of work and fulfilling all the terms and conditions of the tender with specific reference to the essential condition relating to the availability if requisites infrastructure/facilities and experience of similar nature.
8. The bidder must possess a valid registration, PAN, Goods & Service Tax Registration etc. (as applicable) at the time of bidding and bidder should provide all the copies of the same along with the bid.
9. The intended bidder should have a minimum experience of 3 years in various printing activities of Govt. Institution/Undertaking, International/National NGOs etc.
10. The intended bidder has to carefully assess the scope of work with specific reference and understand the details of the job work to be done. The intended bidder may, at their own interest & cost may visit at our office where the work has to executed on working days between 11:00 AM to 5:00 PM.
11. No interest on security and earnest money deposit shall be paid by the undersigned.
12. The security deposit shall be valid till all contractual obligations are fulfilled by the selected vendor. The same shall stand forfeited in case of cancellation of the contract for any breach of contract or for any deficiency in the performance noticed during the period of contract.
13. The bid is liable to be excluded from the tender process if complete information as required is not given therein or if the particulars asked for in the schedule I & II under the Annexure V of this tender are not fulfilled/submitted.
14. Person signing the tenders or other documents must ensure that he/she is an authorized person on behalf of the firm to do so. The person signing the tender form or any other documents

- forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other.
15. Acceptance by the undersigned will be communicated by e-mail or any other form of communication. Formal letter of acceptance and work order of the tenders will be forwarded as soon as possible.
 16. Successful bidder will have to enter into a detailed contract agreement with the undersigned on non-judicial stamp paper of Rs. 100/-
 17. In case, if there is a tie between two or more bidder at L-1 position, the firm having highest average turnover for 3 financial years (2022-23, 2023-24, 2024-25) would be considered as L1 bidder.
 18. Details of essential documents required for bid evaluation are provided in the schedules under Annexure V.
 19. The payment will be made on actual delivery of the material in good conditions. No advance payment will be made in any circumstances by the undersigned.
 20. The rates quoted by the bidder shall be fixed for the period of the contract and no request for any change/modification shall be fixed for the period of the contract.
 21. It shall be the responsibility of the vendor to comply with all the provisions of Acts, statutory requirements and government instruction.
 22. The selected vendor shall not appoint sub-contractor to carry out any obligation under the contract and under such case, this agreement will be declared as void and such act of contractor will be taken as breach of the contract and resultantly his security deposit shall be forfeited, and contract shall be terminated.
 23. Any dispute arising out of and in relation to this agreement shall be referred the undersigned. His/her decision will be binding on the contractor.
 24. The duration of the contact shall be for a period of one year subject to performance of the services up to the satisfaction of the undersigned. The contract can be terminated even earlier by the undersigned by giving one-month prior notice in writing on account of any of the following reasons.
 - a. On account of unsatisfactory performance
 - b. Breach of contract clauses(s)
 - c. Persistently neglecting to carry out his obligations under the contract
 25. The undersigned reserves the right to reject any or all tender process in whole or in part without assigning any reasons thereof. The decisions of the undersigned shall be final and binding on the contract/agency in respect of any clause covered under the contract.

Sd/-
State Coordinator
Programme Secretariat- WASSAN
Shree Anna Abhiyan

ANNEXURE-IV

CERTIFICATE TO BE GIVEN ON LETTER HEAD AS PART OF TECHNICAL BID

Tender for Annual Rate Contract for Printing Work

I/we have read all the particulars regarding the General information and other terms and conditions for providing "Annual Rate Contract for Printing Work" and agree to provide the services as details in the schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in financial bid to this tender and I/we agree to hold this offer open for 1 years.

The rates quoted will be valid for a period of one year in the event of award of the contract.

I/we have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

1. The following pages have been added to and form part of this tender for providing of "**Annual Rate Contract for Printing Work**". The schedule I & II to accompany this tender are at pages 11 & 12.
2. Every page so attached is serially numbered and bears my signature and the office seal.

Date:

Place:

Signature of the Bidder with Seal

Sd/-
State Coordinator
Programme Secretariat- WASSAN
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CHECK LIST FOR BID EVALUATION

Sl. No.	Particulars of Document Required	Page No.
1	Certificate to be given on letter head as part of technical bid as per Annexure IV	Page No.: 8
2	Duly filled in checklist as per Annexure V (Schedule I & II)	Page No.: 9 – 10
3	Tender Acceptance letter as part of Technical Bid as per Annexure VI	Page No.: 11
4	Copy of Registration Certificate as per the provision of Odisha Shops & Commercial Establishment Act, 1956 – Document received from Municipality, or any other authority worked as office proof.	Municipality or any other Document
5	Audited Balance Sheet for three financial years ending 31/03/2025 i.e. (FY: 2022-23, 2023-24 & 2024-25). OR ITR Return of last three years (FY: 2022-23, 2023-24 & 2024-25)	ITR Return or Audited Balance Sheet – last three years
6	Copy of PAN	PAN
7	Copy of GST Certificate	GST
8	Affidavit as per Annexure VII on Stamp Paper	Page No.: 12
9	Financial Bid as per Annexure VIII in a separate envelope	NA

Only those bidders who qualify in the technical bid shall be considered for opening of the financial bid.

Note: photocopies of all the necessary documents duly self-attested are to be serially numbered and attached for the purpose of technical evaluation.

Date: Place:

Signature of the Bidder with Seal

Sd/-
State Coordinator
Programme Secretariat- WASSAN
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A	Name of the bidder	
B	Full communication address with pin code	
C	e-mail	
D	Contact No (Landline/Mobile)	
E	Name and full particulars of Account Holder Name, Account Number, Bank Name, IFS Code,	
F	Any other relevant information	

Date:

Place:

Signature of the Bidder with Seal

Sd/-
State Coordinator
Programme Secretariat- WASSAN
Shree Anna Abhiyan

ANNEXURE VI

**Tender Acceptance Letter
TO BE GIVEN ON LETTER HEAD AS PART OF TECHNICAL BID**

To
Madam/Sir

It is confirmed that I/we have fully understood in the scope of work and a other requirements for providing of "Annual Rate Contract for Printing Works"

1. I/we have understood the total quantum of work by going through the tender document/corrigendum. I/we gathered all information needed to understand the requirement of this tender as per the details given in the prescribed annexures of the tender documents.
2. I/we have hereby unconditionally accepted and agree to comply with the terms & conditions, instructions, annexure (I to VII) and other contents of the tender as detailed in the tender document from page 1 to 13 and if given an opportunity to execute the work, then agree to execute an agreement.
3. I/we undertake that the documents enclosed herewith are genuine and no material/facts have been concealed or suppressed.
4. I/we undertake that there are no legal suit/criminal cases pending against our firm for violation of any act or laws as applicable and there is no criminal/legal suit pending or contemplated against us.
5. We also understand that the contract is liable to be cancelled if bound to be obtained through fraudulent means or by concealment of information/facts.
6. This offer is made to be valid for acceptance by the tender floating authority within 90 days from the date of opening of the technical bid.

Date:
Place:

Sd/-
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AFFIDAVIT

It is hereby certified that, I/We _____ representing _____(Name of the Organization) are declaring.

- a) That the organization i.e., _____(Name of the Organization) is not blacklisted by any ministries/Departments of Central or State Govt., any international agencies, funding agencies etc. as on the date of declaration.
- b) That the organization doesn't have any legal suit/criminal case pending against it for violation of PF/ESI/MW Act or any other law.
- c) That the office will have no liability regarding transportation, loading and unloading of material and all the material ordered shall be delivered at the designated place in good condition. The defective or damaged printed material if any will be replaced by the organization.
- d) That the organization agrees to abide by all terms & conditions of the tender vide tender reference no _____dtd. _____.

Place:

Date:

Signature of the Deponent

Name: _____

Sd/-
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Programme Secretariat- WASSAN
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ANNEXURE - VIII

FINANCIAL BID (TO BE GIVEN ON LETTER HEAD)

Annual rate contract of printing of various material like leaflet, brochure, etc. in multilingual language.

SL No	Booklet size	Total pages (Both Sides)	Cover Pages (paper & Printing)	Inner Pages (paper & Printing)	Binding Type	Unit	Approx Qty.*	Quoted Price per unit (Excluding GST)
1	A4	12	170 GSM, Multicolor, 4 Pages	90 GSM, Single color (Black), 8 pages	Saddle Stitch	3500	7000	
2	A4	12	170 GSM, Multicolor, 4 Pages	90 GSM, Single color (Black), 8 pages	Saddle Stitch	3500	7000	
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