



**TENDER CALL NOTICE FOR EMPANELMENT OF VENDOR FOR PHOTO
PRINTING WITH SPIRAL BINDING SERVICE
WASSAN-PROGRAMME SECRETARIAT**

TENDER NOTIFICATION NO:317/WSN/2024-25 DTD-14/08/2024

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

DESCRIPTION OF WORK	LOCATION	DURATION OF THE CONTRACT
Photo Printing with Spiral Binding Related Work	Bhubaneswar	1 Year

The bid documents shall be available in our official website www.milletsodisha.com from date 14-08-2024 to 20-08-2024. The bid in prescribed format complete in all respect should reach the office of the undersigned on or before 5.00 pm on dt- 20.08.2024 by speed post / register post/ courier and shall be opened on 21.08.2024 at 4.00 pm in the presence of the bidder or their authorized representatives. The undersigned 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 Photo Printing Works

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

Sd/-
State Coordinator
SPPIF- WASSAN

Tender Ref No.: 317/WSN/2024-25 dtd. 14/08/2024

Sub: Inviting tenders/bids for Annual Rate Contract for Photo Printing with Spiral Binding 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 14/08/2024 to 21/08/2024 up to 5:00 PM.
Tenders are required to submit all other documents before the 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.5 Lakhs approximate per annum.
9. **CRITICAL DATA SECTION:**

Tender Reference	317/WSN/2024-25 dated. 14/08/2024
Description of Work	Annual Rate Contract for Photo Printing Works
Bid Publication Date	14/08/2024
Bid Availability Date and Time	20/08/2024, 05:00 PM
Bid Submission Last Date and Time	20/08/2024, 05:00 PM
Date and time of opening tenders	21/08/2024, 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.

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, Baramunda, 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.

Scope of work	Annexure – I
General Terms & Conditions governing the Contract	Annexure – II
Instruction to bidders	Annexure – III
Technical Bid	Annexure – IV
Tender Acceptance letter to be given as part of Technical Bid	Annexure – V
Format for self-declaration for not blacklisted	Annexure – VI
Financial Bid	Annexure – VII

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

Sd/-
State Coordinator
SPPIF- WASSAN

SCOPE OF WORK

The selected vendor will be responsible for providing the following photo printing with binding services:

- Printing of high-quality photos in A4 size.
- Spiral Binding of printed photos into albums or photo books.
- Printing of photos in A4 size 180SGM and 270gms paper.
- Ensuring colour accuracy and image clarity.
- Timely delivery of printed photos to our designated location.

ANNEXURE II

GENERAL TERMS & CONDITIONS GOVERNING THE CONTRACT

1. Use of high-resolution printers capable of producing sharp and vibrant images.
2. Utilization of premium quality photo paper i.e A4 size 180gsm & 270gms and longevity of printed photos.
3. Ability to handle bulk orders efficiently without compromising on quality.
4. The Book contains 1 to 50 pages, 1 to 100 pages, 1 to pages 150, 1 to 200 as per organization required.
5. The soft copy of the photo will be provided by the organization.
6. Each job shall be completed and delivered within the stipulated schedule as mentioned in the work order/photo printing & supply order (depending on the size and complexity of the publication). If not, the undersigned will have the right to impose a penalty 0.5% per week or part thereof on the total cost of work for delay beyond the stipulated periods.
7. The printed material shall be delivered F.O.R. **WASSAN, Plot No. B-206, HIGH Duplex, RBI Colony, Barmunda, Bhubaneswar, Odisha – 751003.**
8. 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 photo printed material.
9. 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.
10. The contract is likely to be terminated in case the conditions of the agreement are not fulfilled.
11. Separate work orders for photo 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 approved from the office before printing.
12. Finalized text cover page with pictures, illustrations etc. in JPG/PDF format or in any other mode needs to be provided by the selected vendor to the undersigned at free of cost.
13. In case of any dispute, the area of jurisdiction will be at BHUBANESWAR only.

Sd/-
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ANNEXURE – III



WASSAN

INSTRUCTIONS TO BIDDERS

1. **The participating printer/bidder should be located within Odisha State.**
2. Under no circumstances, the undersigned shall be made liable for additional monetary involvement besides that which has been mutually agreed upon.
3. 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.
4. 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 the bill.
5. 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.
6. The bidder must possess a valid registration, PAN, Goods & Service Tax Registration etc. (as applicable) at the time of bidding and the bidder should provide all the copies of the same along with the bid.
7. The intended bidder should have a minimum experience of various photo printing activities of Govt. Institution/Undertaking, International/National NGOs etc.
8. 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 our office where the work has to be executed on working days between 11:00 AM to 5:00 PM.
9. 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.
10. 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 guarantee that he has authority to bind such others.
11. 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.
12. Successful bidder will have to enter into a detailed contract agreement with the undersigned on non-judicial stamp paper of Rs. 100/-
13. 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 (2020-21, 2021-22, 2022-23) would be considered as L1 bidder.
14. Details of essential documents required for bid evaluation are provided in the schedules under Annexure V.
15. 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.
16. It shall be the responsibility of the vendor to comply with all the provisions of Acts, statutory requirements and government instruction.



17. 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.
18. Any dispute arising out of and in relation to this agreement shall be referred to as undersigned. His/her decision will be binding on the contractor.
19. The duration of the contract 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
20. 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
SPPIF- WASSAN

TECHNICAL BID FOR PHOTO PRINTING

1	Name of the Organization	
2	Communication Address	
3	Name of the Authorized Signatory	
4	Mobile No	
5	E-mail	
6	Firm registered under DIC/MSME/ Udhayam Aadhar Number	
7	GST Certificate (Non-Submission will liable for Rejection)	
8	PAN (Non-Submission will liable for rejection)	
9	ITR Acknowledgement for the FY 2020-21, 2021-22 & 2022-23 (Non-Submission will liable for Rejection)	
10	Annual Turnover Certificate	
11	Self- Declaration that the organization agrees to abide by all terms & conditions of tender. In Non-Judicial Stamp paper otherwise Rejected	
12	Price Bid as per Annexure – B	

Date:

Place:

Signature of the Bidder with Seal

Sd/-
State Coordinator
SPPIF- WASSAN

ANNEXURE V

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 Photo print with spiral binding"

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 18 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 canceled 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/-
State Coordinator
SPPIF- WASSAN

ANNEXURE – VI

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/-
State Coordinator
SPPIF- WASSAN

FINANCIAL BID (TO BE GIVEN ON LETTER HEAD)

Annual rate contract of photo printing with Binding.

Sl. No.	Description	Particulars	Rate Rs. (In Figure)	Rate Rs. (In Words)
1	Printing Photocopy with A4 Sizes 180gsm paper and Spiral Binding (cover pages 270 GSM)	Book Containing 1 to 50 pages		
		Book Containing 1 to 100 pages		
2	Printing Photocopy with A4 Sizes 270gsm paper and Spiral Binding (cover Pages 270GSM)	Book Containing 1 to 50 pages		
		Book Containing 1 to 100 pages		

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

Sd/-
State Coordinator
SPPIF- WASSAN