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TENDER DOCUMENT (Two Bid System)

ANNUAL RATE CONTRACT FOR PRINTING WORKS

Tender Ref No.: 084/WSN/2021-22 dtd. 10/08/2021

Tender published at website:

<http://www.milletsodisha.com/tenders>

<http://integratedfarming.in/tenders>

Helpline No: (0674) 3580463 (Call between 11:00 AM to 5:00 PM)

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Programme Secretariat (WASSAN)
Odisha Millets Mission



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TENDER NOTICE

Tender Ref No.: 084/WSN/2021-22
10/08/2021

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-1288, BRIT Colony, Nilakantha Nagar, Nayapalli, In front of Indira Maidan Gate, Bhubaneswar – 751012" from 11/08/2021 to 01/09/2021 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/tenders>

<http://integratedfarming.in/tenders>

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. No 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 binding 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. 20 Lakhs approximate per annum.
9. CRITICAL DATA SECTION:

Tender Reference	084/WSN/2021-22 dtd. 05/08/2021
Description of Work	Annual Rate Contract for Printing Works
Bid Publication Date	10/08/2021
Bid Availability Date and Time	11/08/2021, 11:00 AM
Bid Submission Last Date and Time	01/09/2021, 05:00 PM
Date and time of opening tenders	02/09/2021, 11:00 AM
Venue for Opening of Tender	WASSAN, Plot No-1288, BRIT Colony, Nilakantha Nagar, Nayapalli, Infront of Indira Maidan Gate, Bhubaneswar – 751012
Bid Validity	1 (one) year from the date of Award of Contract (AoC)/ first Work Order.
Tender Fee	Rs. 1000 (Rupees One Thousand only) should be remitted through NEFT/RTGS to WASSAN, A/c No. 520101015298414, IFS Code: UBIN0912352, Bank Name: Union Bank of India as Tender Fee. A copy of the payment transaction should be submitted along with

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	NSIC/MSME exemption certificate issued by the Dept. are exempted from payment of tender fee. However, an undertaking with copy of valid NSIC/MSME certificate to be submitted for such claim for scrutiny and verification.
Earnest Money Deposit (EMD)	2% of the estimated cost of the tender value i.e. Rs. 40, 000/- (Rupees Forty Thousand only) should be remitted through NEFT/RTGS to WASSAN, A/c No. 520101015298414, IFS Code: UBIN0912352, Bank Name: Union Bank of India as EMD. A copy of the payment transaction should be submitted along with the tender document. However, an undertaking with copy of valid NSIC/MSME certificate to be submitted for such claim for scrutiny and verification.
Security Deposit	10% of the total contract value shall be deposited with the undersigned at the time of execution of agreement as per the prescribed mode decided by the undersigned.
Submission of Bids	The bids shall be submitted by speed post/registered post in the following address WASSAN, Plot No-1288, BRIT Colony, Nilakantha Nagar, Nayapalli, Infront of Indira Maidan Gate, Bhubaneswar – 751012

10. Scope of proposed work and other 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 also must contain the transaction copy of Tender Fee and EMD and all other requisite documents called for in the tender. **All the required documents are to be serially numbered.**

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Annexure I
Scope of Work

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

SL No	Particulars of Item	Paper Size	GSM	Print (Both/Single Side)	Colour	Unit	Approx Qty.*
1	Pamphlet	A4	130	Both side	Multi colour	Per 3000 Nos.	75000
2	Pamphlet	A5	130	Both side	Multi colour	Per 3000 Nos.	25000
3	Pamphlet	A3	130	Both side	Multi colour	Per 3000 Nos.	50000
4	Single fold Brochure	A4	250	Both side	Multi colour	Per 1000 Nos.	20000
5	Single fold Brochure	A5	250	Both side	Multi colour	Per 1000 Nos.	35000
6	Poster	12x18	250	Both side	Multi colour	Per 1000 Nos.	15000
7	6 Fold Leaflet	15x12.9 cm	170	Both side	Multi colour	Per 1000 Nos.	100000
8	Booklet- 76 Pages (38 Back to Back)	18.3x18.6 cm	130 GSM Inner Pages, 300 GSM Cover	Both side	Multi colour	Per 1000 Nos.	5000
9	Sticker	12x18	130	Both side	Multi colour	Per 100 Nos.	30000
10	Calendars	13x19	300	Both side	Multi colour	Per 100 Nos.	100
11	Envelopes	10.5x4.5 inch	90	Single Side	2 Colour	Per 500 Nos.	500
12	Letterheads	A4	130	Single Side	Multi colour	Per 500 Nos.	1000
13	Visiting Cards	86x52 cm	250	Both side	Multi colour	Per 1000 Nos.	5000
14	ID Cards with Ribbon	86x52 cm	PVC Card	Both side	Multi colour	Per 50 Nos.	50
15	Regular Flex			Single Side	Multi colour	Per Sq.ft.	2000
16	Black star Flex			Single Side	Multi colour	Per Sq.ft.	2000
17	Regular Flex with Frame			Single Side	Multi colour	Per Sq.ft.	2000
18	Black star Flex with Frame			Single Side	Multi colour	Per Sq.ft.	2000

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

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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-1288, BRIT Colony, Nilakantha Nagar, Nayapalli, Infront of Indira Maidan Gate, Bhubaneswar – 751012.**
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 and 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 disputes, the area of jurisdiction will be at BHUBANESWAR only.

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Annexure – III: 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 100 KM from WASSAN, Plot No-1288, BRIT Colony, Nilakantha Nagar, Nayapalli, Infront of Indira Maidan Gate, Bhubaneswar – 751012.**
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 successful bidder shall have to deposit 10% of the total contract value as security deposit and within time frame as indicated by the undersigned.
11. 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 be executed on working days between 11:00 AM to 5.00 PM.
12. No interest on security deposit and earnest money deposit shall be paid by the undersigned.
13. 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.

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14. 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 Annexure V of this tender are not fulfilled/submitted.
15. 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 tenders 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.
16. 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.
17. Successful bidder will have to enter into a detailed contract agreement with the undersigned on non-judicial stamp paper of Rs. 100/-.
18. 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 (FY: 2017-18, 2018-19 & 2019-20) would be considered as L1 bidder.
19. In case of successful bidder does not accept the work within 15 days from the date of receipt of work order, the offer made shall be deemed to be withdrawn without any notice and EMD will be forfeited.
20. Details of essential documents required for bid evaluation are provided in the schedules under Annexure V.
21. The payment will be made on actual delivery of the materials in good condition. No advance payment will be made in any circumstances by the undersigned.
22. The rates quoted by the bidder shall be fixed for the period of the contract and no request for any change/modification shall be entertained before expiry of the period of the contract.
23. It shall be the responsibility of the vendor to comply with all the provisions of Acts, statutory requirements and government instruction.
24. 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.
25. 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.
26. 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.
 - On account of unsatisfactory performance
 - Breach of contract clauses(s)
 - Persistently neglecting to carry out his obligations under the contract

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.

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Ashish
State Coordinator
Programme Secretariat (WASSAN)
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Annexure – IV

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(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 _____.
2. Every page so attached is serially numbered and bears my signature and the office seal.
3. Payment through NEFT/RTGS transaction reference vide no. _____ dtd. _____ of Rs. 1000 (Rupees One Thousand) to (WASSAN, A/c No. 520101015298414, IFS Code: UBIN0912352, Bank Name: Union Bank of India as) is done towards Earnest Money Deposited as required.
4. Payment through NEFT/RTGS transaction reference vide no. _____ dtd. _____ of Rs. 40000 (Rupees Forty Thousand) to (WASSAN, A/c No. 520101015298414, IFS Code: UBIN0912352, Bank Name: Union Bank of India as) is done towards Earnest Money Deposited as required.

Date:

Place:

Signature of the Bidder with Seal

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ANNEXURE – V

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Schedule I

CHECK LIST FOR BID EVALUATION

SI No	Particulars of Document Required	Page No
1	Certificate to be given on letter head as part of technical bid as per Annexure IV	
2	Duly filled in checklist as per Annexure V (Schedule I & II)	
3	Tender Acceptance letter as part of Technical Bid as per Annexure VI	
4	Online transaction copy of tender fee of Rs. 1000/- or its exemption certificate	
5	Online transaction copy of EMD of Rs. 40000/- or its exemption certificate	
6	Copy of Registration Certificate as per the provision of Odisha Shops & Commercial Establishment Act, 1956	
7	Copy of documentary evidence claiming 5 (five) years of experience in printing works	
8	Audited Balance sheet for three financial year ending 31/03/2020 i.e. (FY: 2017-18, 2018-19 & 2019-20) along with photo copy Income-tax Return for such FYs.	
9	Copy of PAN	
10	Copy of GST Certificate	
11	Affidavit as per Annexure VII	
12	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

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Schedule II

A	Name of the bidder	
B	Full communication address with pin code	
C	e-mail	
D	Contact No (Landline/Mobile)	
E	Constitution of the Bidder (Attach Copy)	
F	Name and full particulars of Bank, Account No, Branch Code, IFS Code	
G	Any other relevant information	

Date:

Place:

Signature of the Bidder with Seal

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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 accept 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:

Signature of the Bidder with Seal

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Annexure VII

Affidavit for not being blacklisted

(TO BE GIVEN ON ORIGINAL STAMP PAPER OF RS. 20/- AS PART OF TECHNICAL BID)

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: _____

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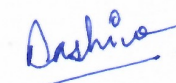


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**Annexure VIII
FINANCIAL BID (TO BE GIVEN ON LETTER HEAD)**

SL No	Particulars of Item	Paper Size	GSM	Print (Both/Single Side)	Colour	Unit	Approx Qty.*	QUOTED Price Per unit
1	Pamphlet	A4	130	Both side	Multi colour	Per 3000 Nos.	75000	
2	Pamphlet	A5	130	Both side	Multi colour	Per 3000 Nos.	25000	
3	Pamphlet	A3	130	Both side	Multi colour	Per 3000 Nos.	50000	
4	Single fold Brochure	A4	250	Both side	Multi colour	Per 1000 Nos.	20000	
5	Single fold Brochure	A5	250	Both side	Multi colour	Per 1000 Nos.	35000	
6	Poster	12x18	250	Both side	Multi colour	Per 1000 Nos.	15000	
7	6 Fold Leaflet	15x12.9 cm	170	Both side	Multi colour	Per 1000 Nos.	100000	
8	Booklet- 76 Pages (38 Back to Back)	18.3x18.6 cm	130 GSM Inner Pages, 300 GSM Cover	Both side	Multi colour	Per 1000 Nos.	5000	
9	Sticker	12x18	130	Both side	Multi colour	Per 100 Nos.	30000	
10	Calendars	13x19	300	Both side	Multi colour	Per 100 Nos.	100	
11	Envelopes	10.5x4.5 inch	90	Single Side	2 Colour	Per 500 Nos.	500	
12	Letterheads	A4	130	Single Side	Multi colour	Per 500 Nos.	1000	
13	Visiting Cards	86x52 cm	250	Both side	Multi colour	Per 1000 Nos.	5000	
14	ID Cards with Ribbon	86x52 cm	PVC Card	Both side	Multi colour	Per 50 Nos.	50	
15	Regular Flex			Single Side	Multi colour	Per Sq.ft.	2000	
16	Black star Flex			Single Side	Multi colour	Per Sq.ft.	2000	
17	Regular Flex with Frame			Single Side	Multi colour	Per Sq.ft.	2000	
18	Black star Flex with Frame			Single Side	Multi colour	Per Sq.ft.	2000	

Signature of the Bidder with Seal


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