

Letter No.....56...../ORMAS

Date:..16.../...02.../2019

To

The District Informatics Officer
NIC, Nabarangpur.


Sub:- Hoisting the revised date for submission of Quotation/Tender Papers for Printing and supply of different items under DDU-GKY

Sir,

In enclosing herewith the Tender/Quotation Papers of Printing and Supply of Different items under DDU-GKY with the revised date and time, for hoisting in our official website of Nabarangpur district i.e www.nabarangpur.nic.in for wide publicity.

Hence, I would request you to please upload the quotation/Tender paper accordingly.

Yours faithfully



Project Director, DRDA-cum
Vice Chairman, ORMAS, Nabarangpur

Letter No...58... /ORMASDate: ...16.. /...02./2019**QUOTATION CALL NOTICE WITH TERMS & CONDITION**

Sealed quotations are invited from potential **registered printers for printing and supply the following different items for DDU-GKY Skill development programme.**

The Details and SCOPE OF DIFFERENT WORKS

Sl.No	Particular	Specification	Numbers
01	Candidates Application Form	Pages 1(Both Side), Size- A4 Single Colour	6,000
02	G.P Register	150 Pages Size-Legal (Both Side), Offset Printing, Single Color, 70 GSM .Section Binding.	300
03	Leaf Lets	Size- 7inch(Width)X 9inch (height) 100GSM Glossy Art Paper, Both Side 4 Color Offset Printed	10,000
04	Hoardings of success candidates	12 ft X 6 ft Star Flex, 280gsm with 20gauge iron frame with bamboo or wooden pole structure(Printing mounting and Installation)	14
05	Sector Hoardings	12 ft X 6 ft Star Flex,280 GSM with 20gauge iron frame with bamboo or wooden pole structure(Printing mounting and Installation)	14
06	Booklet	50 Pages (both Side), Art Board-300gsm, Multi Color Printing with Pinning.	300

Terms and Conditions**TERMS & CONDITIONS**

The bid to be submitted by the Bidder shall consist of 2 (two) parts:-

Part - I: - "Technical Bid" (1st Envelope) shall contain:-

The Bidder/Supplier participating in tendering process should submit the details as per the format "Format of Technical Bid". In separate envelop and should write clearly on the top of envelop i.e., "**Quotation for Technical Bid for Printing of Different Items and Flex Hoarding**"

I. Certificates to be furnished along with the Tender-

Attested photo copy of following shall be enclosed in the Tender

- GST Certificate

- b. PAN Card
- c. Valid registration of the firm
- d. Years of Experience and documents(Work orders, Supply order etc)

The Tenders submitted without above documents is liable for rejection. The true copies will be verified with the Originals at the time of opening of tender / as when required. Therefore the bidders are requested to come with original documents

Part - II :- "Financial Bid " (2nd Envelope) shall contain:-

The Bidder/Supplier participating in Bidding process should submit the details as per the "Quotation for Financial Bid for Printing/Hoarding under DDU-GKY " i.e., Schedule of Rates

The Bidder should be submitted following the terms and conditions specified here under,

The bidder shall seal the two envelopes (both technical & financial bids in two separate envelopes) and put in one outer cover and submit.

The envelope containing the above mentioned two documents as mentioned in the Complete Bidding Document shall be opened in front of all intending bidders. The Technical Bid shall be opened and evaluated by the Procurement Committee constituted for the purpose. The amount, form and validity of Bid Security/Earnest Money furnished will be read out. If Earnest Money not in conformity, the Technical Bid and sealed Financial Bid will be returned to the bidder during that time.

1. The Main envelope containing the Bidders should be duly superscripted as **"Quotation for Printing/Hoarding under DDU-GKY"**.
2. **The sealed quotations shall be accepted as per the prescribed Performa only, Otherwise the quotation shall be rejected automatically.**
3. **Place, date and time of receiving Bidder** -The sealed Bidder papers should reach the **Assistant Director, ORMAS , DRDA campus, Nabarangpur - 764059 through Registered post / Speed Post only** during official hours on or before **22/02/2019 by 4.30 PM** . The authority will not be responsible for any postal delay.
 - a. Other means of receipt of quotation will be rejected.
 - b. Quotations received after the stipulated date and time shall be liable for rejection.
4. **Place date and time of opening of Bidder**- The quotation shall be opened on i.e. on **22/02/2019 at 05:00 P.M** in presence of the Bidders or their authorized representatives at DRDA Conference Hall, Nabarangpur.
5. **EMD**- The bidder has to submit a Demand Draft of **Rs.5,000/- (Rupees Five thousand)** only as EMD in favor of **Assistant Director,ORMAS, Nabarangpur payable at Nabarangpur** which shall be refunded to the unsuccessful bidders immediately & the EMD of the successful bidder will be refunded without interest at the time of execution of agreement.
6. **Cost of Bidder Papers- A non-fundable amount of Rs.560/- (Rupees Five Hundred Sixty only)** is to be deposited along with the Bidder in shape of Demand Draft in favour of Assistant Director ,ORMAS, Nabarangpur drawn on

any bank payable at Nabarangpur towards the cost of Bidder paper. The authority will not be responsible if any portion of downloaded Bidder paper differ from the approved Bidder paper available in the office of the Assistant Director ,ORMAS, Nabarangpur.

7. **Security Deposit**-The successful bidder has required to deposit **5% of the total value as Security Deposit** (refundable without interest) in shape of Demand Draft in favour of **Assistant Director ,ORMAS, Nabarangpur.** drawn on any nationalized/scheduled bank payable at Nabarangpur at the time of execution of agreement before issuing work order. The Security Deposit shall be forfeited in case any terms and conditions of the contract are infringed or the bidder fails to make complete supply satisfactorily or complete the work in time.
8. The work should be completed within the time frame latest **28 th February 2019.**
9. Payment will be made within a period of one month after successful completion of the work as per the specification, otherwise proportion amount will be deducted at the time of the sanction of the Bill
10. The authority is not bound to accept the lowest Bidder and reserves the right.
11. For convenience and effective delivery, the Bidder is to be treated as a package of services. Evaluation of the competitive bidding price will be made taking into account the total amount calculated on the entire items.
12. The bidder or the authorized representative of the bidder should attend the opening event of the Bidder with all original documents /papers for verification.
13. Non submission of any document required indicated in the ToR will render the Bid to be rejected.
14. **The authority is not bound to accept the lowest and reserve the right to reject any or all quotations and Bidders without assigning any reasons thereof.**
15. The Successful Vender/Bidder should execute the agreement with Assistant Director, ORMAS, Nabarangpur after payment of 5% Security Deposit.
16. The successful bidder has to sign an agreement in non-judicial stamped paper minimum worth of Rs.30/- with Assistant Director, ORMAS, Nabarangpur and deposit the required Security Deposit within 01(one) day after finalization of the tender prior to issue of work order. The work should be completed and hand over within the time frame.

The PD-DRDA-cum-Vice Chairman, ORMAs, Nabarangpur reserves the right to accept or reject any or all Bidders, full or part of the Bidders without assigning any reasons what-so-ever and no intimation will be given to the bidders. In this account no disputes will be entertained. Any dispute arises subject to Nabarangpur Jurisdiction only.

The above-described works may be modified during the time of execution if felt necessary and the firm should be accommodative to these minor changes. The quotation finalization authority will have the right to bifurcate and give the work to one or more firms if felt necessary and can cancel the Bidder without giving any reason thereof.



TECHNICAL BID

FORMAT FOR PRINTING and SUPPLY of different items

Sl.No.	Name of the Item	Details
01	Name of the Supplier	
02	Full Address of the Supplier	
03	Registration/Establishment certificate No .	
04	PAN No.	
05	GST Registration No.	
06	Total Years of Experience	
07	Experience Certificate (Please attach the experience certificate) for 1 Year.	
	EMD of	Rs.5,000/-
(DD No..... Date..... Name of the Bank.....)		
08	Cost of Bidder Papers	<u>Rs.560/-</u>
(DD No..... Date..... Name of the Bank.....)		

Signature of the Proprietor



FINANCIAL BID (Package)

FORMAT FOR PRINTING and SUPPLY of different items

Sl.No	Particular	Specification	No of Units	Cost for Total Units in INR
01	Candidates Application Form	Pages 1(Both Side), Size- A4 , Single color	6,000	
02	G.P Register	150 Pages Size-Legal (Both Side), Offset Printing, Single Color, 70 GSM ,Section Binding.	300	
03	Leaf Lets	Size- 7inch(Width)X 9inch (height) 100GSM Glossy Art Paper, Both Side 4 Color Offset Printed	10,000	
04	Hoardings of success candidates	12 ft X 6 ft Star Flex, 280gam with 20gaze iron frame with bamboo or wooden pole structure(Printing mounting and Installation at Block Headquarters)	14	
05	Sector Hoardings	12 ft X 6 ft Star Flex,280 GSM with 20gaze iron frame with bamboo or wooden pole structure(Printing mounting and Installation at Block Headquarters)	14	
06	Booklet	50 Pages (both Side), Art Board-300gsm, Multi Color Printing, Lamination with Pinning.	300	



(Signature of the Proprietor)