



**OFFICE OF THE COLLECTOR & DM: NABARANGPUR
(ST & SC DEVELOPMENT SECTION)**

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No. 2068 /2021

Dated 16/07/2021

TENDER CALL NOTICE

Sealed Quotations are invited from interested/ reputed firms/ agencies having experience in printing and framing of posters for the following works;

Item of work	Specification	quantity
Printing and framing of Hon'ble CM of Odisha's poster (model enclosed in Annexure - II)	3ft x 4ft Eco Vinyl Printing and it shall be given wooden frame with minimum of 1 inch thickness without glass.	278

The bidders should quote the price of one unit of poster with wooden frame which should be inclusive of all types of taxes. The interested bidder must satisfy the technical criteria as given in annexure -I. All the required documents must be submitted in support of the required technical criteria in the technical bid. The sealed cover of the price bid should be superscribed with "The price bid for printing and framing of of Hon'ble CM of Odisha's poster" and the sealed cover of technical bid should be superscribed with "The technical bid for printing and framing of of Hon'ble CM of Odisha's poster". Both the bids should be again sealed in a large cover which should be superscribed with "TENDER DOCUMENTS FOR PRINTING & FRAMING OF HON'BLE C.M. OF ODISHA'S POSTER". The quotations should reach in prescribed format to the office of "District Welfare Officer, Collectorate ,Nabarangpur, Dist- Nabarangpur, PIN-764059" only through Speed Post / Regd. Post on or before Dt. 30/07/2021 till 5.00 P.M. The tender shall be opened on Dt. 31/07/2021 at 11:00 A.M at Ashok Meheta Conference Hall, Collectorate, Nabarangpur in the presence of bidders or their authorized representative. The bidders can obtain detailed tender notice and relevant tender forms from the office of the undersigned on any working days during the office hour on cash payment of Rs. 500/- towards paper cost. In the case of the bidders download the tender notice from the official district website www.nabarangpur.nic.in, they will have to submit the Bank Draft of Rs. 500/- drawn in favour of District Welfare Officer, Nabarangpur payable at SBI, Nabarangpur.

The quotations received in incomplete shape or after the scheduled date and time shall be summarily rejected. The undersigned reserves the right to reject any or all quotations without assigning any reason thereof.


District Welfare Officer,
Nabarangpur

Annexure-I

Terms & Conditions

1. The bidder should not have any past record of poor performance. The bidder has to submit an affidavit in this regard. The agency who had not supplied materials against the purchase order earlier or executed work order being finalized as L-1 in the process are not eligible to participate in the tender process called for. No further arguments in this matter will be entertained.
2. Bidder has to quote single rate for a single item in the financial bid. If any bid found with multiple rates for single item then it will be out rightly rejected without any further arguments.
3. The annual turnover of the organization must not be less than Rs.3,00,000/- (Rupees Three Lakhs Only) in last financial year.(i.e. 2020-21). (GST return should be submitted in support of proof for turnover of the organization).
4. Organization will have to submit IT return of last 3 financial years. (i.e. for F.Y-2018-19, 2019-20 and 2020-21).
5. Bidder will have to pay Rs. 500/-(Rupees Five Hundred) only as tender paper cost (non-refundable) in shape of cash or Demand Draft in favour of District Welfare Officer, Nabarangpur , along with bid document.
6. The organization will have to submit a Single Affidavit with following clauses:-
 - a. It has not been blacklisted by any Government Organization. The organization does not have any legal suit / criminal case pending against it for violation of Income Tax Act, GST or any other law of India.
 - b. That the organization agrees to abide by all terms & conditions of the tender.
 - c. That the organization agrees to ensure provision of service in Nabarangpur.
 - d. That the organization had never refused to supply any item after receipt of work order from this office for any reason.
7. All documents submitted must be signed by the authorised signatory of the organisation with seal.
8. Printing work will be done in a single works contract during the valid period of contract as per requirement.
9. The organization will quote prices inclusive of all taxes & charges. The DWO, Nabarangpur will have no liability regarding transportation, loading, unloading of materials.
10. The order for change of flex/frame in all the schools must be completed within 5 to 7 days after issue of work order.
11. If there is any contradiction between price quoted in figure and word then price quoted in word shall prevail over price quoted in figure.



12. Conditional bids are liable to be rejected. In the event of acceptance, DWO Nabarangpur decision will be final. Bids which are not as per required specifications will not be considered.
13. The DWO Nabarangpur will not pay any advance payment to the organisation. The organisation will have to carry out the entire job on its own and the amount will be paid only after satisfactory completion of the job and submission of bill in this regard. The approved agency shall have to submit the photographs & certificates from the competent authority after completion of works i.e. installation of Hon'ble CMs posters with wooden framing at each school level as per annexure- III for release of payment.
14. The bidders have to submit the sample copies of different specifications of papers (duly signed & sealed) to be used in printing materials (wherever required) as mentioned in Annexure- II. The cost towards the testing of samples will be borne by the successful bidder if any. The sample papers should be duly signed & sealed by the authorized signatory of the applying firm.
15. Selection of the item will be on the basis of quality of sample finalised by the committee members wherever applicable.
16. Bidders are not allowed to check bid documents of another bidder in any circumstances except sample papers submitted by bidders.
17. Under no circumstance, the organization shall appoint any sub-contractor or sublease the contract. If it is found that the organization has violated these conditions the contract will be terminated forthwith without any notice and security deposited by the organization shall be forfeited.
18. The rate approved will be valid for one year from the date of finalisation of tender. The successful bidder is required to provide printing materials as per requirements during the valid period of tender.
19. Only bidder himself or his authorised representative is allowed to remain present during opening of the tender. No authorised representative is allowed without proper authorisation from bidder.
20. The authority reserves the right to accept or reject all or any of the bid documents without assigning any reasons thereof.
21. All legal disputes are subject to the jurisdiction of Nabarangpur Court only.


District Welfare Officer
Nabarangpur

Cover - A
Technical Bid

SI No	Particulars	(Clearly mention complete details required, don't mention only yes / no or annexure no here)	Annexure No
01	Name of the Organisation		
02	Address of the Organisation		
03	Name of the Authorised Signatory. (In capital letter)		
04	Authorisation & Specimen signature of the authorised signatory.		
05	Telephone No/ Mobile No of the Authorised Signatory/ Organisation		
06	DIC / MSME (Attach photo copy of DIC / MSME registration certificate, if any)		I
07	PAN No of the organisation / Proprietor / Managing Partner /Director of the organisation (Attach photo copy of PAN Card)		II
08	AADHAR No of Proprietor /Managing Partner /Director of the organisation(Attach photo copy)		III
09	GST registration No (Attach photo copy of registration certificate)		IV
11	The annual turnover of the organization must not be less than Rs.3,00,000/- (Rupees Three Lakhs Only) in last financial years.(i.e. 2020-21).GST return should be submitted in support of proof for turnover of the organization)		V
12	Organization will have to submit IT return of last 3 financial years. (i.e. for F.Y- 2018-19, 2019-20 and 2020-21)		VI
13	The organization will have to submit Single Page Affidavit with following clauses:- 1. It has not been blacklisted by any Government Organization. The organization does not have any legal suit / criminal case pending		VII

	against it for violation of IT, Service tax, GST or any other law. 2. That the organization agrees to abide by all terms & conditions of tender. 3. That the organization agrees to ensure provision of service in Bargarh. 4. That the organization had never refused to supply any item after receipt of work order from this office for any reason.		
14	Tender paper cost in shape of Bank Draft of Rs. 500/- (Rupees Five hundred only)	Details of Demand Draft along with details of Drawee Bank	
		Draft No:	
		Name of the Bank :	
		Branch address:	
		Amount (Rs.):	
16	Whether all documents submitted signed by the authorised signatory of the organisation (Yes / No)		

DECLARATION

I / We hereby declare that, the terms and conditions, specification etc. given with the tender notice have been read carefully and it is acceptable to me/us and that the information furnished above is full and correct to the best of my / our knowledge. I/ We understand that in case of any deviation in the above statement at any state, the Firm/Agency will be blacklisted and will not have any dealing with it in future.

Place:

Date:

**Seal & Signature of authorised Signatory
Mobile No:**

COVER-B

Financial Bid

SL No	Name of the Item of work	Specification	Rate Quoted per unit	
			In figures	In words
01	Printing and framing of Hon'ble CM of Odisha's Poster (model enclosed in Annexure - II)	Size- 3ft X 04 ft, Eco Vinyl Printing and Wooden Frame with minimum 1 inch thickness without glass		

**Seal & Signature of authorized Signatory
Mobile No:**