

ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY (OSEPA)
DISTRICT PROJECT OFFICE, P.O/DIST.-NABARANGPUR

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No. 3478 /Plg./ 21

Date: 24 /12/2021

QUOTATION CALL NOTICE FOR PRINTING & SUPPLY OF SSP & SDP FORMAT

Sealed quotations are invited in prescribed format from the registered offset printers having valid GST Registration /PAN for printing and supply of SSP & SDP formats. Quotations should be submitted in the envelope duly marked on the top "QUOTATION CALL NOTICE FOR PRINTING & SUPPLY OF SDP & SSP FORMAT" in the office of the District Project Coordinator, Samagra Sikhya, Nabarangpur during office hours by 5.00 pm of Dt. 28/12/2021 through speed post / registered post. The tender shall be opened at 11: 00 AM on Dt. 29/12/2021 in the office of the District Project Coordinator, Samagra Sikhya, Nabarangpur in the presence of the bidders or their authorized representatives. The terms and conditions for printing of SSP & SDP formats can be downloaded from the official website <http://www.OSEPA.odisha.gov.in> and <http://www.nabarangpur.nic.in>.

GENERAL TERMS AND CONDITIONS FOR PRINTING & SUPPLY OF SSP & SDP FORMATS

1. **Paper Quality & Size** : Paper should be of 70 GSM good quality and A4 Size
2. **Quality of Printing**: Letter size to be printed on both / Single side of the paper as per the requirement.
3. **Packeting**: The printing of each set of SSP & SDP formats should be pinned / stapled and **must be delivered to the District Project Office within 10 days of issue of work order**. 100 nos. of sets of formats should be packed in one bundle.
4. **There will be around 3771 nos.** of sets of formats are required and each set contains 105588 pages. Actual requirement may increase or decrease. The soft copy of format in pdf file is available at the district office.
5. **Rate of Printing**: Rate of Printing of format including paper cost, plate making, stapling / pinned, bundling and transportation to the District Point.
6. The payment shall be made on submission of invoice, enclosed with duly signed delivery challan.
7. **E.M.D**: Rs.2000/- only in shape of Bank Draft in favour of District Project Coordinator, SS, Nabarangpur (Refundable) is to be submitted along with the bid documents. **No exemption Certificate will be accepted.**
8. **Security Deposit**: Security amount to be deposited 5% of the total value of contract in shape of Bank Draft in favour of District Project Coordinator, Samagra Sikhya, Nabarangpur. **No exemption Certificate will be accepted.**
9. **Printing and Supply of formats** :The material is to be supplied within timeline as per issue of work order, failing which the Security deposit will be forfeited and penalty @ 0.5% per week subject to a maximum of 10% of the total Contract value will be levied.
10. The Tax deduction at Source (TDS) shall be done as per the provision of Income Tax Act, GST Act.
11. Any dispute regarding the tender process shall be subject to the Jurisdiction of Nabarangpur Town Only.

The selected firm/press will have to make an agreement with the District Project Coordinator, Samagra Sikhya, Nabarangpur soon after the selection and before issue of the work order in non-judicial stamp paper for printing and supply of SSP & SDP formats. Failure to execute the agreement by the stipulated date the EMD is liable to be forfeited.

The Collector-cum-Chairman, Samagra Sikhya, Nabarangpur reserves the right to cancel all or any quotation without assigning any reason thereof.

By the order of Collector-Cum-Chairman


DEO-cum-Dist. Project Coordinator
Samagra Shiksha, Nabarangpur

**QUOTATION FOR PRINTING AND SUPPLY OF
SCHOOL DEVELOPMEN PLAN & SCHOOL SAFETY PLAN**

1. Name , Address & Tel. No of bidder _____

2. Details of EMD : DD No _____ date _____
 Rs. _____ drawn on bank _____
3. GST Registration No. _____ :
4. PAN No. _____ :
5. Name of the Printing Press / Firm _____ :
6. Rate Quoted _____ :

SDP & SSP Format		
Sl.No.	Particulars	Amount (in Rs.) per page
1	Cost per Single Side	In Amount (Rs.)
		In word
2	Cost per Both Side	In Amount (Rs.)
		In word

Note :

1. If there is any confusion in rates quoted in words & rate quoted in figures, the rates quoted in words will be taken as rate quoted by Bidders
2. Rate of Printing of SSP & SDP formats including Paper cost, Printing cost, Pinned / Stapling, bundling & transportation to District headquarters.

Seal & Signature of the Bidder