

DETAILED OF TERMS AND CONDITIONS FOR PRINTING AND SUPPLY OF "CALENDAR ON NUA ARUNIMA AND BOOKLET ON EARLY CHILDHOOD & CARE EDUCATION (ECCE)" TO ALL ANGANWADI CENTRES UNDER SUBARNAPUR DISTRICT

1. Sealed quotations in the prescribed forms are invited from the intending individual/firm/printing press for printing and supply of "Calendar on Nua Arunima and Booklet on Early Childhood & Care Education (ECCE)" to all Aganwadi Centres of Subarnapur district during the year 2017-18".
2. The quotations shall be received by the DSWO, Subarnapur or any officer authorized by her till 1.00 P.M of **28.05.2018** and will be opened on 29.05.2018 at **29.05.2018**. The Tenderer or his authorized representative will present with a sample during the time of opening of quotation.
3. The approximate requirement of "Calendar on Nua Arunima is 1562 and Booklet on Early Childhood & Care Education (ECCE)" is 1676.
4. The details of quotation papers along with the terms and conditions, earnest money deposit etc. can be downloaded from web site <http://www.subarnapur.nic.in>. The Demand Draft of **Rs.3000/-** payable at SBI, Sonapur in favour of "District Social Welfare Officer, Subarnapur" must be enclosed with the quotation papers, the cost of which is not refundable.
5. The quotation completed in all respect may be sent in sealed cover super scribing "*Quotation for printing & supply of* Calendar on Nua Arunima and Booklet on Early Childhood & Care Education (ECCE)" to all Aganwadi Centres of Subarnapur district during the year 2017-18 to the address of DSWO, Subarnapur by **Registered/Speed Post only** so as to reach the office before the date & time fixed. The Quotation received beyond the date and time mentioned above shall not be taken into consideration under any circumstances.
6. Tenderers can obtain the soft copies of printing items/samples design of Register from the web site <http://www.subarnapur.nic.in>.
7. The other terms & conditions associated with the assignment mentioned in Annexure-A.
8. The tender will be in two parts, i.e., technical bid (part-1) and Financial bid (part-II). The bidders should offer their technical and financial proposals separately in two sealed envelopes super scribing 'Technical Bid' & 'Financial Bid' and both the sealed envelopes should be put into another sealed cover super scribed as "Tender for printing and *supply of* Calendar on Nua Arunima and Booklet on Early Childhood & Care Education (ECCE)".
9. Financial bid of those bidders shall be opened for consideration, those who qualify the technical bid.
10. Tenderer(s), awarded with the tender must deliver the stock at delivery point as per order of competent authority and submit chalan at district office (DSWO Section) duly certified by the CPDOs concerned that the stock delivered by the supplier confirms the indented quantity and quality.
11. Three sets of samples of the materials it has supplied at ICDS project level must be submitted at district office (Social Welfare Section), Subarnapur while submitting delivery chalans and bill for payment.
12. The details of the specification of items required for printing are as follows in Annexure-B.

ANNEXURE- B

Specification of Calandar on Nua Arunima and Book let on ECCE:

A) Calandar(Including design and Taxes) – 1562 Nos

- **No. of pages :7**
- **Size:19" X 28"**
- **Both sided**
- **Paper quality:** Cover:300 gsm matt
- **Finishing –** Wiro Binding
- **Colour –** 4 colour
- **Quantity:** 1562 nos. approx.

B) Nua Arunima Booklet(Including and Taxes) – 1676 Nos

- **No. of pages : 12**
- **Size :crown**
- **Paper quality:**
 - a. Cover – 300 gsm matt
 - b. 170 Inner: gsm matt
- **Finishing :** Perfect Binding
- **Colour –** 4 colour
- **Quantity –** 1676 nos. approx.

Annexure-A

Sl. No.	Terms & conditions	Documents to be submitted
1.	The organization/agency/person should have valid tax registration (PAN/TIN)	Attested Xerox copy of ID/registration certificate
2.	The tenderer has to submit up-to-date GST Clearance Certificate.	Attested Xerox copy of document
3.	The tenderer has to submit up-to-date Income Tax Clearance Certificate.	Attested Xerox copy of document
4.	It must not be a blacklisted firm by any Government organization	Affidavit that it is not black listed by any Govt. organization
5.	Rates should be quoted inclusive of colour coded papers and also inclusive of charges of GST & other taxes and transporting charges as applicable.	Declaration in financial BID (Tenders from part-2)
6.	The District administration will have no liability regarding transportation, loading and unloading of materials ordered for shall be delivered at the designated place in good conditions. The defective or damaged printed materials if any will be replaced by the organization.	The agency must enclose and affidavit that it abides by all the terms and conditions laid down in the tender's terms & conditions
7.	Tenderer must submit EMD of Rs.12,000/- (Rupees Twelve Thousand) only in shape of NSC/TD pledged in favour of Collector, Subarnapur. EMD of unsuccessfully tenderers will be returned without interest on finalization of bid. EMD of successful tenderers shall turned into security deposit.	NSC/TD in original must be enclosed
8.	D.D. of Rs. 3000/- (Rupees Three Thousand) only payable at SBI, Sonepur in favour of DSWO, Subarnapur towards cost of Tender paper.	draft to be enclosed
9.	Conditional tenderers are liable to be rejected. The tenders, which is not as per our required specification, will not be considered.	
10.	If the successful tenderer fails to supply within the stipulated period, i.e., 30 days of receipt of the work order, liquidated damage@2% of bill amount per day of delay shall be deducted from the final payment.	
11.	The District Administration will not pay any advance payment to the organization. The organization 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 that regard subject to availability of fund in the proper head.	
12.	Under no circumstance shall the organization appoint any sub-contractor or sublease the contract. If it is found that he organization has violated these conditions the contract will be terminated forthwith without any notice and security deposited by the organization shall be forfeited	
13.	Rates quoted against the items shall remain valid up to 12 months after publication of approved rate. No request for increase in rates, if any, will be allowed or entertained during this period.	
14.	Part quotation of specified quantity of an items will be rejected	
15.	Tenders require submitting the sample copy (2 copies each) as per specification.	

The undersigned reserves the right to cancel by modify fully or partially the invitation for bid or to reject one or more of the bids or cancel the entire quotation process without assigning any reason thereof.

Tenders form

Part - I

TECHNICAL BID

For printing and supply of “Calendar on Nua Arunima and Booklet on Early Childhood & Care Education (ECCE)” in Subarnapur District during the year 2017-18

1. Name of the Tenderer :

2. Postal Address:

At :

PO :

Dist. :

Pin :

3. Telephone/ Mobile No. :

4. e-Mail id if available :

Sl. No.	Particulars	Attached in Sl. No. ___ of Tender Papers	Remarks
1.	Tender paper & documents		
2.	Money receipt (original) in support of purchase of tender papers OR DD of Rs.3,000/- payable at Sonepur in favour of DSWO, Subarnapur towards cost of tender papers		
3.	Attested copy of valid GST Registration Certificate		
4.	Attested copy of valid GST Clearance Certificate		
5.	Attested copy of Income Tax Clearance Certificate		
6.	Attested copy of PAN Card		
7.	EMD of Rs.12,000/- in shape of NSC or TD pledged in favour of Collector, Subarnapur		
8.	Attested copy of Experience certificate if any		
9.	An affidavit to the effect that no any legal suit/criminal case pending against it for violation of PF/ESI/MW Act or any other law.		

N.B.:- The documents must be enclosed in sequence & serially numbered with sketch pen on the right top corner of the documents except in case of DD, NSC, TD.

Place

(Signature and seal of the authorized signatory)

Date

Part – II
(FINANCIAL BID)

For printing and supply of “Calendar on Nua Arunima and Booklet on Early Childhood & Care Education (ECCE)” in Subarnapur District during the year 2017-18

Sl. No	Name of the items	Specification	No. of books to be printed	Quoted rate per book in Rs.
1.	Calendar(Including design and Taxes)	<ul style="list-style-type: none">• No. of pages :7• Size:19" X 28"• Both sided• Paper quality: Cover:300 gsm matt• Finishing – Wiro Binding• Colour – 4 colour• Quantity:1577 nos. approx.	1562	
2.	Nua Arunima Booklet(Including and Taxes)	<ul style="list-style-type: none">• No. of pages : 12• Size :crown• Paper quality:<ul style="list-style-type: none">a. Cover – 300 gsm mattb. 170 Inner: gsm matt• Finishing :Perfect Binding• Colour – 4 colour	1676	
Total				
Rate should be quoted inclusive of delivery of books at ICDS project head quarters & also inclusive of charges of GST & other/taxes is applicable.				

Place
Date

(Signature and seal of the authorized signatory)

