

DISTRICT RURAL DEVELOPMENT AGENCY: SUBARNAPUR

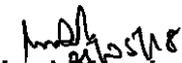
No. 2413 Dt. 26-05-2018

QUOTATION CALL NOTICE

Sealed quotations are invited in prescribed format from the reputed Printing firms/Agency/Authorized dealer/individual having up to date GST Clearance /PAN Card / Sale Tax Clearance Certificate for Printing and supply of different forms and Registers of MGNREGS works for Blocks and GPs of the district. The quotationers are requested to submit the upto date self attested copy of GST Clearance /PAN Card / Sale Tax Clearance Certificate for last year alongwith the quotation paper. The quotation duly filled in should be submitted to the Project Director, DRDA, Subarnapur on or before 02.06.2018 by 1.00 P.M. through Regd. Post/Speed Post only and it shall be opened on 02.06.2018 at 4.00 P.M. at the office chamber of PD, DRDA, Subarnapur in presence of the quotationers or their authorised representatives before the purchase committee. Late receipt of quotations, beyond the allotted date and time will be rejected. The successful bidders should supply all the items/ materials within 15 days from the receipt of the supply order at the approved rate.

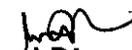
The undersigned reserves the right to reject any or all the quotation without assigning any reason thereof.

The details terms and condition can be viewed in the district website www.subarnapur.nic.in only.


Project Director
DRDA, Subarnapur

Memo No. 2414 Dt. 26-05-2018

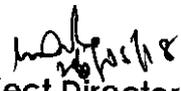
Copy to the Deputy Collector, Nizarat, Collectorate, Subarnapur / District Information and Public Relation Officer, Subarnapur /Sub-Collector, Sonapur/ Birmaharajpur/ All BDOs of the District with request to publish in the Notice board. Copy to the DIO, NIC, Subarnapur for information and necessary action with a request to publish this notice alongwith the terms and condition of the quotation in the District portal.


Project Director
DRDA, Subarnapur

TERM & CONDITION OF TENDER CALL NOTICE

1. Sealed quotation are invited in the prescribed format from the reputed Printing firms/agency/ authorized dealer/individual having up to date dealership and GST Clearance / Sale Tax Clearance Certificate from the authority concerned for printing of forms and registers as per list attached at Annexure-I.
2. The quotationers must mention the GSM of the Paper use for forms and registers and attached the sample of the paper in the quotation paper for both item. (in financial Bid)
3. The quotationers shall furnished self attested copy of IT return / PAN No./GST registration certificate and GST/sale tax clearance certificate.
4. The quotationers shall submit only one quotation at a time with **Demand Draft of Rs 1000/- towards paper cost (Non Refundable) and in favour of Project Director DRDA, Subarnapur.**
5. The price quoted should be in Indian rupees inclusive of all taxes, transportation and other cost.
6. All duties, taxes and other levies payable by the quotationers under the contract shall be included in the total price.
7. The rate quoted by the quotationers shall be fixed for the duration of one year and shall not be subject to adjustment on any account.
8. The quotation price in the prescribed format duly signed in each page, stamp and sealed.
9. Quotationers to file two sealed cover i.e. one containing **Technical bid** in prescribed format and 2nd **financial bid** in prescribed format. The sealed must be marked as "**Technical bid**" and "**Financial bid**". First Technical bid will be open and evaluated by the committee and the successful quotation in Technical bid, their financial bid will be taken into account.
10. Quotation received late and incomplete will not be considered.
11. Quotation shall remain valid for a period not less than 12 twelve months after the last date as specified in the quotation paper.
12. The delivery of the items should be completed within 15 days from the date of receipt of the supply order and the items should be delivered at DRDA, Subarnapur.
13. The purchaser will evaluate and compare the quotation determined to be substantially responsive i.e. which properly signed, stamp and sealed, confirm to

- the terms and conditions and specifications and submitted as per the prescribed format. The quotation would be evaluated for the items together rate of contract shall remain valid for a period of 12 months from the date of the order.
14. The Supply order will be placed to the selected quotationers whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price. The quotation would be evaluated for each item individually.
 15. Supply order will be placed to the quotationers from time to time within the validity period as per the requirement of DRDA, Subarnapur.
 16. The quotation(s) are liable to be rejected if any of the above conditions are not complied with.
 17. The quotationers whose quotation is accepted will be notified of the award of contract by the purchaser, prior to expiration of the quotation period. The terms of the accepted offer shall be incorporated in the purchase order.
 18. Notwithstanding the above the purchaser reserves the right to accept or reject any quotation and to cancel the quotation process and reject all quotation at any time prior to award of purchaser.
 19. Final payment will be release after delivery, if any along with the supporting documents and onsite report including receipt challans and certificate of the competent authority from the concerned field units.
 20. The sample copy of the forms, register and Job Cards will be supplied to the successful bidder at the time of supply order.
 21. Any legal dispute arising out of this is subject to jurisdiction of Subarnapur only.
 22. Interested quotationers may submit their sealed quotation in the prescribed format mentioning on the top cover of the envelope at "Printing of forms & Register of MGNREGS DRDA, Subarnapur" latest by 02.06.2018. The quotationers or their authorized representatives may be present during the opening the tender document on dt. 02.06.2018 at 4.00 P.M. in the office chamber of the Project Director, DRDA, Subarnapur.


Project Director
DRDA, Subarnapur

Technical bid

1	Name and address of the supplier	
2	Full address of the Printing firms /supplier's shop/others	
3	Telephone and Mobile phone No.	
4	e-mail address if any	
5	Are you a Printing firms /supplier's shop/others	
6	GST Regd. No. (enclose self attested copy)	
7	PAN No. (enclose self attested copy)	
8	Upto date GST/ Sale Tax clearance certificate (enclose self attested copy)	
9	Demand Draft No. with Date & amount	

I do hereby certify that, the above mentioned particulars/ information are true to the best of my knowledge and correct.

Place:

Date:

Full Signature of the quotationers with date and seal.

DECLARATION OF THE QUOTATIONER

I Sri owner/proprietor/Dealer/Agent/Retailer of (name of the firm/shop if any is hereby declare that, I the undersigned have read and examined all the terms and conditions etc. of the quotation document for which I have signed and submitted the quotation paper under proper law full power of attorney. It is also certify that, all the terms and conditions of the quotation are accepted by me and I will abide by the terms and conditions mentioned in tender. This is also certify that, our principal manufacturing farm (s) has/have no objection in signing the purchase contract, if the opportunity for the supply of the items against this quotation is given to me/us.

Place

Date

Full signature of the quotationers with date and seal.

Financial bid/ Quotation price

Sl. No	Name of the item with specification	Specification	Unit	Price including all charges	Remarks
1	2	3	4	5	6
1	Printing of Register				
a.	Register for job Card Application	Page-300 34.6 cm width X 22.3 height Paper thickness – 70GSM Binding with Green Colour page	1 nos.		
b	Register for Gram Sabha (Meeting)	Page-200 34.6 cm width X 22.3 height Paper thickness – 70GSM Binding with Green Colour page	1 nos.		
c.	Register for Demand for work, Allocation of work and payment of wages	Page-200 34.6 cm width X 22.3 height Paper thickness – 70GSM Binding with Green Colour page	1 nos.		
d.	Register for works	Page-200 34.6 cm width X 22.3 height Paper thickness – 70GSM Binding with Green Colour page	1 nos.		
e.	Fixed Asset Register	Page-200 34.6 cm width X 22.3 height Paper thickness – 70GSM Binding with Green Colour page	1 nos.		
f.	Complaint Register	Page-200 34.6 cm width X 22.3 height Paper thickness – 70GSM Binding with Green Colour page	1 nos.		
g.	Material Register	Page-200 34.6 cm width X 22.3 height Paper thickness – 70GSM Binding with Green Colour page	1 nos.		
h.	MR Issue register	Page-300 34.6 cm width X 22.3 height Paper thickness – 70GSM Binding with Green Colour page	1 nos.		
i.	MR Received register	Page-200 34.6 cm width X 22.3 height Paper thickness – 70GSM Binding with Green Colour page	1 nos.		

2.	Forms				
a.	B1 Forms	Paper thickness – 70GSM	1000 nos.		
b.	C1 Forms	Paper thickness – 70GSM	1000 nos.		
c.	C2 Forms	Paper thickness – 70GSM	1000 nos.		
3.	Job Cards				
a	General Category A5 size (Portrait Layout)	Page-32 a. Cover Page(Front & Back) 300 GSM glossy Paper,Laminated, Multi Colour printing b. Inner Page-90 GSM maplitho paper with single colour printing and 90 percent brightness. c. Binding- Centrally stapled with 2 SS (Stainless Steel) pins.	1 nos.		
b	Special Category A5 size (Portrait Layout)	-do-	1 nos.		

We agree to print and supply the above goods in accordance with the specification for the amount mentioned above within a period of 15 days from the receipt of the supply order from time to time.

We agree to other terms and conditions of the tender and also confirmed that we will provide the materials as per the standard specified in the document.

Place

Date

Full signature of the quotationers
with date and seal.