

**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE,
SUBARNAPUR
(SOCIAL WELFARE SECTION)**

TENDER CALL NOTICE

No. 760 /SW- Dated. 15.03.2024

Sealed tenders are invited from the intending Registered Printing Press for printing and supply of following materials for supply to all ICDS Projects of Subarnapur district for uses by pre-school children/ Anganwadi Workers during the year 2023-24.

1. Karya Pustika Part I & II
2. Khela Shreni

The tender paper containing detailed terms and conditions, EMD, other statutory requirement and sample copy of Karya Pustika Part I & II/ Khela Shreni can be downloaded from the District Website <http://www.subarnapur.nic.in>. An amount of **Rs. 4000/-** only in favour of DSWO Subarnapur is to submitted including 12% GST (non-refundable) in shape of BD towards paper cost. Tender paper complete in all respect along with all required documents should reach in sealed cover through Registered / Speed Post / Courier to the office of the District Social Welfare Officer, Subarnapur on or before **Dtd. 05.04.2024 up to 5PM**. The tender shall be opened on Dtd. 06.04.2024 at 11.30 AM by the Collector in presence of the tenderers or their authorised representatives in the Conference Hall of Collectorate, Subarnapur. The tender received beyond the scheduled date and time shall not be taken in to consideration.

The Collector, Subarnapur reserves the right to reject any or all the tenders without assigning any reason thereof and shall bear no liability what so ever consequent upon such decision.


**COLLECTOR,
SUBARNAPUR**

Memo No. 761 Dt. 15.03.2024

Copy forwarded to the D.I.O., NIC, Subarnapur for information and with a request to web host the Tender call notice and tender documents immediately in the official Website of Subarnapur district for wide publicity.


**COLLECTOR,
SUBARNAPUR**

Memo No. 762

Dt. 15.03.2024

Copy forwarded to the CDO-cum-EO, Zilla Parishad, Subarnapur / Sub-Collector, Sonapur / Sub-Collector Birmaharajpur / CDMO, Subarnapur / All BDOs / All Tahasildars / All EOs of NAC / All CDPOs for information and necessary action with a request to display the Tender Call Notice in the Notice Board of their respective offices.

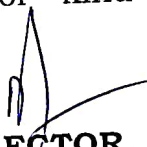
Copy to Office Notice Board of Collector, Subarnapur / DSWO, Subarnapur for wide publicity.


**COLLECTOR,
SUBARNAPUR**

Memo No. 763

Dt. 15.03.2024

Copy forwarded to the Director, ICDS & Social Welfare, Women and Child Development Department, Odisha, Bhubaneswar for kind information.


**COLLECTOR,
SUBARNAPUR**

TENDER FORM - PART- I
(Technical Bid)

SUPPLY OF KARYA PUSTIKA PART I & II, KHELA SHRENI FOR
SUBARNAPUR DISTRICT

Sl. No.	Description	
1	Name & Address of the Printing Press	
	Name of the Authorized Signatory	
	Specimen Signature of the Authorized Signatory	
	Telephone No.	
	Mobile No.	
2	Valid Registration Certificate No. of the Printing Press in the name of the Tenderer (Enclose Attested Copy)	
3	Attested Copy of up to date Certificate of Income Tax, GST Regd. No., PAN No.(Enclose)	
4	E.M.D. of Rs. 10,000/- in shape of Bank Draft /TDR to be pledged in favour of DSWO, Subarnapur (Enclose)	
5	B.D. No. & date for Rs. 4000/- drawn in favour of DSWO, Subarnapur (Enclose)	
6	Affidavit of declaration that the Printing Press agrees to abide by all terms and conditions of Tender (Enclose)	
7	Affidavit that the Printing Press has no legal suit / criminal cases pending against if for violation of PF/ESI Act or any other Law (Enclose)	
8	Whether all submitted documents have been signed by the authorised signatory (Yes/No)	

DECLARATION

I / We hereby certify that the terms & conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/ us and that the information furnished above is full and correct to the best of my / our knowledge.

Place:

Signature of the Tenderer
(with date)

TENDER FORM - PART- II

(Financial Bid)

**SUPPLY OF PRINTING MATERIALS FOR ANGANWADI CENTRES OF
SUBARNAPUR DISTRICT**

Sl. No.	Item	Rate quoted per Unit including GST, Transportation & loading/un-loading charges to the ICDS Projects (in Rs.)
1	Karya Pustika - Part I	
2	Karya Pustika - Part II	
3	Khela Shreni	

Seal & Signature of the Authorized Signatory

TERMS AND CONDITIONS FOR PRINTING MATERIALS FOR ANGANWADI CENTRES OF SUBARNAPUR DISTRICT

1. The detail Quotation/Tender Paper may be downloaded from the District Website <http://www.subarnapur.nic.in>.
2. The Tender Paper along with a non-refundable B.D. amounting to Rs.4000/- only in favour of DSWO, Subarnapur shall be received in the office of the DSWO, Subarnapur by Registered Post / Speed Post / Courier till dt. 05.04.2024, 5.00 PM during the office hours and will be opened on dt. 06.04.2024 at 11.30 AM in the Conference Hall of Collectorate, Subarnapur in the presence of the Tender Committee Members and Bidders or their Authorized Signatory. The Tender Papers received beyond the date and time shall not be taken into consideration.
3. The exact number of copies to be printed will be intimated at the time of issuing work order.
4. The Tender will be into two parts i.e. Technical Bid (Part-I) and Financial Bid (Part-II). The Tenderer should submit their Technical Bid and Financial Bid separately in two envelopes and put into another cover super scribing in the capital letter such as- **"TENDER FOR PRINTING & SUPPLY OF KARYA PUSTIKA PART I & II, KHELA SHRENI FOR SUBARNAPUR DISTRICT"**
5. The tender paper should be filled in properly and legibly without any correction / over writing.
6. The cost of printing charges is to be quoted per piece (except for Poster on ECCE, which is set of three) only inclusive of all taxes, transportation and loading / unloading charges.
7. The rate quoted must be inclusive of paper cost, printing cost, all taxes, duties, transportation cost and loading / unloading charges up to the delivery point i.e. ICDS Projects. The rate quoted should be written both in words and figures in the Tender Paper (Financial Bid). The rate quoted should be final and the tenderer will not be allowed to change the same under any circumstances.
8. The Tenderer should submit the sample of design and sample papers along with other required documents while submitting tender.
9. The committee will verify the sample and lowest rate quoted and the tender will be finalized taking into consideration both the rates quoted by the firm and quality of paper submitted by the tenderers. The decision of the Tender Committee regarding selection of the firms will be final.
10. No individual item will be decided separately if quoted lowest rate in the particular item.

11. After selection of the Tenderer, the selected firm should submit a sample copy of each material, consisting at least 10 pages each, to the DSWO, Subarnapur for Laboratory testing of the quality of paper. The testing charges will be borne by the printing firm.
12. Indent Order will be placed only after receipt of satisfactory testing report from Testing Laboratory.
13. The selected Printing Press shall deliver the items at the Office of the Child Development Project Officers of Subarnapur District within twenty days of receipt of the indent order from DSWO, Subarnapur. The items must be neat & clean, good quality and thickness of paper as per the specification. After composition of the format the proof copy should be submitted in the office of the DSWO, Subarnapur for verification and approval within three days of the selection of the Tender. Failure to supply the materials in time may lead to forfeiture of Security Deposit / Imposition of Penalty.
14. The bidder has to submit the following documents along with the Tender Paper-
 - (a) BD amounting to Rs. 4000/- in favour of DSWO, Subarnapur.
 - (b) Attested copy of PAN Card.
 - (c) Attested copy of up-to-date GST clearance certificate & TIN No. in the name of the Printing Press.
 - (d) Attested copy of Sale Tax Registration No.
 - (e) Attested copy of DIC Registration Certificate / Udyog Adhar No.
 - (f) Attested copies of Printing Press License / Registration Certificate.
 - (g) Sample design and sample papers in which the materials will be printed.
 - (h) Attested copy of Income Tax Clearance Certificate for the last three years and last quarter of 2020-21.
 - (i) Original Tender Paper duly signed by the Tenderer as a token of acceptance of terms and conditions of the Tender.
 - (j) EMD amounting to Rs. 10,000/- in shape of BD / TDR from any Nationalised Bank in favour of DSWO, Subarnapur payable at Subarnapur. No bidder shall be allowed to withdraw his tender / earnest money until the Tender is finalized. The EMD of the unsuccessful bidder will be refunded whereas the EMD of the successful Tenderer shall be kept as Security Deposit.

- (k) The bidder should submit and execute a "Bid security declaration" in lieu of Bid Security (EMD) with stipulation that if the bidder withdraws or modifies his bids during period of validity etc., the bidder will be suspended for the time specified in the tender documents as per finance department letter no.8943/F dated 08.03.2021 of Govt. of Odisha.
- (l) The successful bidder will have to deposit a performance security Deposit of 3 % of the contract price in the form of Bank Guarantees from any Nationalized Bank drawn in favour of Dist. Social Welfare Officer, Subarnapur covering a period of three (03) year from the date of intimation to the selected bidder with award of supply.
15. The Collector, Subarnapur is not liable for payment of any interest on the Security Deposit or any depreciation thereof.
16. The Security Deposit will be released after finalization of supply and Audit of Accounts.
17. No advance payment shall be made.
18. 2% GST will be deducted from the gross bill amount submitted by the bidder at the time of payment.
19. Any damage / torn / illegible & bad quality materials detected during receipt at delivery point will not be accepted.
20. In case of any dispute the orders / decision of the Collector & District Magistrate, Subarnapur will be final and binding.
21. The Collector, Subarnapur reserves the right to reject any or all the Tenders without assigning any reason thereof.

Signature of the bidder with seal


**COLLECTOR,
SUBARNAPUR**

**SPECIFICATION FOR PRINTING AND SUPPLY OF KARYA PUSTIKA
PART- I & II, KHELA SHRENI FOR SUBARNAPUR DISTRICT**

(a) KARYA PUSTIKA PART-I

- Pages : Text-64, Cover-4
- Paper : Text-80 GSM
Cover- 250 GSM
- Printing : Text & Cover – Multicolour
- Quantity : As required by the ICDS Projects
- Size : 1/4 Demy

(b) KARYA PUSTIKA PART-II

- Pages : Text-56, Cover-4
- Paper : Text-80 GSM
Cover- 250 GSM
- Printing : Text & Cover – Multicolour
- Quantity : As required by the ICDS Projects
- Size : 1/4 Demy

(c) KHELA SHRENI

- Pages : Text-92, Cover-4
- Paper : Text-80 GSM
Cover- 250 GSM
- Printing : Text & Cover – Multicolour
- Quantity : As required by the ICDS Projects
- Size : 1/4 Demy


**COLLECTOR,
SUBARNAPUR**