



OFFICE OF THE DISTRICT PROJECT COORDINATOR,  
SAMAGRA SHIKSHA, KORAPUT, ODISHA. PIN-764020



# **Bidding Document**

**FOR**

**Printing & Supply of Lakhya & Target Poster for  
the year 2022-23 for Koraput District**

Notice Inviting Tender No. 753 / Dated 03/03/22

## SPECIFICATION, TERMS AND CONDITIONS

The Tender paper should be submitted following the terms and conditions specified here under.

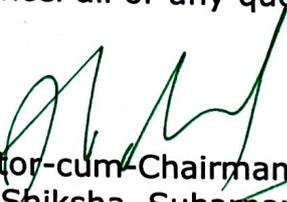
- 1. Place, date and timing of receiving Tender:** The sealed Tender paper should reach the **District Project Office, Samagra Shiksha, Koraput- 764020 through Registered Post or Speed Post only** during office hour on or before 20 / 03 / 2023. The authority will not be held responsible for any postal delay.
- 2. Place, date and time of opening of Tender:** The tender will be opened at District Project Office, Samagra Shiksha, Koraput, on 21 / 03 / 2023 at 11.00 AM. The bidders or their authorised representatives will remain present in tender opening meeting positively, otherwise no claim will be accepted.
- 3. EMD:** Rs. 15000/- (Rupees Fifteen Thousand only) is to be deposited along with the tender in shape of bank draft in favour of District Project Coordinator, Samagra Shiksha, Koraput in any nationalized bank payable at Koraput (refundable). An amount of Rs. 2000/- (Rupees Two thousand only) is to be deposited towards cost of tender paper in shape of bank draft in favour of District Project Coordinator, Samagra Shiksha, Koraput payable at Koraput (Non-refundable). Exemption of tender paper cost and EMD will not be allowed to SSI/ MSEs units registered with DIC & NSIC firm as per Letter No.8018 dtd 03.09.2012 of SPD, OPEPA, Bhubaneswar.
- 4. Technical bid and financial Bid** will be submitted separately in two separate envelopes. The envelope containing the Tender Paper should be superscripted as **"Quotation for printing and supply of Lakhya & Target poster for the year 2022-23 for Koraput district"**
- 5. SECURITY Deposit:** The successful firm is required to deposit 10 % of the total value as security Deposit ( Refundable without interest) in shape of bank draft drawn in favour of District Project Coordinator, Samagra Shiksha, Koraput payable at SBI, Koraput at the time of execution of agreement before issue of work order. The security Deposit shall be forfeited in case of any terms and conditions of the contract are infringed or the bidder fails to make complete supply satisfactorily or if work not completed in time.
- 6. Delivery of Printed materials:** Delivery will be made at Block Education Offices of Koraput District within 10 days from the date of issue of work order failing which the security deposit will be forfeited.
- 7. Rate of Printing:** The printing cost should be inclusive of plate making cost. Rates should be quoted per poster in prescribed format at Annexure-I which includes the cost of paper, printing, plate making, packaging, binding and Transportation.

6/2/23

8. **Signing of Agreement:** The successful bidder will sign an agreement in non-judicial stamped paper worth Rs. 51/- with the undersigned within 2 days after finalization of the Tender prior to issue of supply order by DPO, Samagra Shiksha, Koraput.
9. **Paper Quality:** 300 GSM (Good quality Cream Wove) Glossy art paper. Bidder will give the details about the Mill in sample paper with the seal and signature of the dealer.
10. **Size of Paper:** A-2 size Glossy Art paper. As per instruction of TBPM, Odisha, Bhubaneswar the papers to be chosen from the mentioned Mills / Industries i.e. H.P.CL / TNPL / JK BILT / DELTA / ANDHRA PAPER / EMAMI / SATIA. Only the above prescribe paper is allowed in tenders / quotations. Other paper will not be allowed in tenders / quotations.
11. **Quality of Printing:** Font size as per the sample with single side printing (Sample to be obtained from District Project Office, Koraput). The text will be of Multi-colour. The printing must be in offset process using eco-friendly ink (ISO, ISI) standard as directed by the Hon'ble High Court, Odisha. 2% spoilage in paper is allowed.
12. **Packaging :** Lakhya & Target poster shall be packaged by the firm in sealed covers / packets as per the indent by this office i.e., class wise, block wise packets and lastly the question packets of each block be packed in gunny bags for safety purpose prior to delivery at block point. The bidder will be responsible for proper counting and packaging of exact number of poster as per the indent. The block wise indent will be provided at the time of issue of supply order to the successful and selected bidder.

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

*10/03/23*  
District project Coordinator  
SamagraShiksha, Subarnapur

  
Collector-cum-Chairman  
SamagraShiksha, Subarnapur

## Annexure-I

### **Format of Technical Bidfor printing and supply Lakhya poster**

1. Name of the Firm and proprietor : \_\_\_\_\_
2. Registration Certificate of DIC/ EM-II : \_\_\_\_\_
3. Details address : \_\_\_\_\_  
\_\_\_\_\_
4. Telephone No. / Mobile No. : \_\_\_\_\_
5. GST Clearance Certificate : \_\_\_\_\_  
(Attach copy of Return for the last Month)
6. IT Clearance Certificate : \_\_\_\_\_  
(Attach Copy of Return for the year 2021-22)
7. PAN No. (attested photo copy enclosed) : \_\_\_\_\_
8. Cost of Tender Paper (DD No./ Date, amount, Drawee bank): \_\_\_\_\_
9. EMD (DD No. Date, amount, Drawee bank): \_\_\_\_\_

Date.

Seal &Signature of the Owner/ Proprietor of the firm

## Annexure-II

### **Format of Financial Bid for printing and supply Lakhya poster**

1. Name of the Firm and proprietor : \_\_\_\_\_

2. **Cost of Printing (per poster):** in Figure \_\_\_\_\_

(Including Transportation and All taxes)In Word: \_\_\_\_\_

Date.

Seal &Signature of the owner/ proprietor of the firm