

COLLECTORATE, KORAPUT
(SOCIAL WELFARE SECTION)

No. 649 /2019

Date: 05.01.2019

SHORT TENDER CALL NOTICE

Sealed tenders in prescribed format are invited from the Suppliers/ firms/ having valid GSTN clearance certificate, income tax clearance certificate and PAN Card. Items for printing and supply of 2,40,000 (Two lakh forty thousand) Nos. of "Leaflets" (under Mission Shakti). The Tender paper complete in all respects should reach to the O/o Mission Shakti, Collectorate, Koraput through registered post/ speed post/ courier/by hand by 4.00 PM on or before dated **08.1.2019** with super scribing on the top of the envelop as "**PRINTING AND SUPPLY OF LEAFLETS (UNDER MISSION SHAKTI) IN KORAPUT DISTRICT**". Tender document sent other than the above mode shall not be entertained in any circumstances. The tender paper shall be available at O/o Mission Shakti, Collectorate, Koraput during the office hours from dated 05.01.2019 to 8.1.2019 up to 4.00 P.M. The prescribed tender schedule can also be downloaded from the District Web site <http://Koraput.nic.in> and can be filled alongwith a DD of Rs. 1000/- (non refundable) drawn in favour of DSWO, Koraput in SBI, Koraput and payable at Koraput towards the cost of tender paper along with EMD. Opening of Financial and technical bids on 08.01.2019 at 5.00 PM in the Office chamber of **Additional District Magistrate, Koraput** in presence of the Tender Committee constituted for this purpose and the bidders or their authorized representative. The tenderer should submit the attested copy of valid GSTN clearance certificate, income tax clearance certificate and PAN Card alongwith the tender paper. The rate should be inclusive of all taxes and shall furnish the effective sale and source certificate and deliveries of the materials are to be made in the O/o Mission Shakti, Collectorate, Koraput. The successful tenderer should supply the materials by 5.00 P.M of 11.1.2019 positively. No transportation cost will be given to the selected supplier. This office is not responsible for any kind of delay in receipt of the tender documents. If the successful tenderer will not supply the materials in the due time, the EMD shall be forfeited and credited in to the account of the DSWO, Koraput.

The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.



Additional District Magistrate
Koraput

Memo No 650 /2019

Date: 05/01/19

**DETAILED TENDER NOTICE AND TERMS AND CONDITIONS FOR
PRINTING AND SUPPLY OF LEAFLETS (UNDER MISSION SHAKTI),
COLLECTORATE KORPAUT**

Sealed Tenders in the prescribed form are invited, from the intending credible Suppliers/ firms/ having valid GSTN clearance certificate, income tax clearance certificate and PAN Card for printing and supply of 2,40,000 (Two lakh forty thousand) Nos. of "Leaflets" (under Mission Shakti). The tender paper must reach to the O/o Mission Shakti, Collectorate, Koraput during the office hours from dated 05.01.2019 to 8.1.2019 by 4.00 P.M through Registered post/ speed post/ courier/ By hand for this purpose. The detailed tender papers along with prescribed Tender Schedule (Annexure-I to III) can be obtained on payment of Rs. 1000/- (Rupees one Thousand) only (Non -refundable) from the Accounts section O/o Mission Shakti, Collectorate, Koraput during the office hours from 5.1.2019 to 8.1.2019 upto 4.00 P.M. The money receipt thereof is to be submitted alongwith in the tender forms. The prescribed tender schedule can also be downloaded from the District Web site <http://Koraput.nic.in> and can be filled with a DD of Rs. 1000/- (Rupees one thousand) drawn in favour of DSWO, Koraput in SBI, Koraput and payable at Koraput towards the cost of tender paper along with EMD.

1. The tender will be opened at 5.00 P.M on 8.1.2019 in the office chamber of **Additional District Magistrate, Koraput** in presence of the bidders or their authorized representatives and members of the District Level Purchase Committee constituted for this purpose.


**Additional District Magistrate
Koraput**

SPECIFICATION/ TECHNICAL AND FINANCIAL BID & GENERAL TERMS AND CONDITION FOR PRINTING AND SUPPLY OF LEAFLETS (UNDER MISSION SHAKTI), COLLECTORATE KORPAUT

1. The specification and the quantity of Leaflet to be supplied are as per Annexure-III.
2. The bidders should submit bids in two envelopes, one containing the financial bid indicating the unit cost and the other should be the technical bid only. Both the envelopes should be super scribed accordingly. Both the covers should be placed in a big sealed cover super scribing “**SUPPLY OF LEAFLETS (UNDER MISSION SHAKTI) IN KORAPUT DISTRICT**”

2 (a) TECHNICAL BID

The Technical bid should contain the following.

- I. Money receipt/DD of Rs. 1000/- in favour of DSWO, Koraput
- II. Past Performance.
- III. Self declared Technical competence & production capacity details.
- IV. Copy of the Annual Income & expenditure for last two year 2016-17 & 2017-18.
- V. A demand draft/ TDR of Rs. 20,000/- (Rupees twenty thousand) only as EMD from State Bank of India payable at Koraput drawn/ pledged in favour of the **District Social Welfare Officer, Koraput**, refundable without interest.
- VI. Attested copies of GSTN registration certificate
- VII. Attested coy of the PAN Card.
- VIII. Tender paper in Annexure I, II & III signed in each page.

2 (b) FINANCIAL BID

- I. The financial bid should contain the Unit price for printing and supply of 2,40,000 (Two lakh forty thousand) Nos. of “Leaflets” (under Mission Shakti) of Koraput District in the prescribed format in Annexure – IV of the tender paper and the price quoted must be inclusive of all taxes, loading, unloading, transportation and delivery of 2,40,000 (Two lakh forty thousand) Nos. of “Leaflets” at O/o Mission Shakti, Koraput.

The Financial bid should be filled in properly and legibly without any **correction/ over writing**. The rate and units should be written both in words and figures and it should be in serial order. The rate quoted should be final and the tenderer shall not be allowed to change the same under any circumstances.

OTHER TERMS AND CONDITION

1. The supplier has to supply the Leaflets as per specification at the O/o Mission Shakti, Collectorate, Koraput in good condition and obtain the receipt from the DPC, Mission Shakti.
2. The agency finalized for supply of Leaflets should fully understand the expected quality & quantity of production along with specification of the Leaflets.
3. The successful bidders shall be required to supply the required quantity of Leaflets at O/o Mission Shakti, Collectorate, Koraput by 8.1.2019 positively.
4. The intending supplier should deposit Rs. 20,000/- (Rupees twenty thousand) only as EMD in shape of DD in favour of the DSWO, Koraput along with the tender in Technical bid which will be kept as security deposit. The amount will be refunded in case of unsuccessful bidders without interest.
5. Earnest Money deposited by the successful tenderer will stand converted to security deposit which will be refunded after successful completion of contract period and audit of accounts of the supplier. The whole or part of the Security Deposit will be forfeited for irregular performance or breach of any terms and conditions of agreement during the period of Earnest Money.
6. In case of disputes about the quality, Collector or his authorized representative(s) will initiate an enquiry and take suitable action including debarment against the supplier.
7. The supplier will hand over delivery Challan in support of delivery of the Stock at O/o Mission Shakti, Collectorate, Koraput along with his claim bill.
8. Any claim of the Govt. remaining unpaid by the supplier towards this supply shall be recoverable as a public demand under the Orissa Public Demand Recovery Act' 1962.
9. If any question or dispute shall at any time arise between the parties here to touching or arising out of or in respect of this supply, then the same shall be referred to the appropriate court or tribunal constituted by the Govt. of Odisha whose decision will be final, conclusive and binding on both the parties.
10. Tenders received after the stipulated date and time shall be liable for rejection.
11. The Authority reserves the right to reject any or all tenders received without assigning any reason thereof.
12. The bidder has to sign in each of the tender paper as a token of acknowledgement of acceptance of the Terms, conditions, Specification etc.
13. Funds will be placed with the DSWO, Koraput for printing and supply of Leaflet.
14. The agency shall be selected through a District Level Purchase Committee Chaired by the Collector/ ADM of the District
15. DSWO is required to follow the guidelines for procurement of Goods of the Finance Department vide letter No. 4939 Dtd. 13.2.2012.
16. DSWOs should personally test check specification of 20% of the Leaflet on a random basis with the sample shown prior to the clearance of bills of the supplier/ agency.


Additional District Magistrate
Koraput

**Pricing bid paper for printing and supply of Leaflet under Mission Shakti,
Collectorate, Koraput.**

I do hereby submit the tender to printing and supply of the below mentioned items (Under Mission Shakti), Collectorate, Koraput in accordance with the conditions as noted below in consideration of payment being made for the quantities of stock supplied and transported at the rate specified in the following schedule.

1. Name of the Supplier :-
(In Capital Letters)
2. Detailed Address for communication :-
3. Telephone/ Fax Number :- Mobile No.
4. Money Receipt No. and Date (cost of tender paper) should be mentioned and enclosed with the tender paper. :-
5. Description of the EMD deposited (in shape of DD pledged in favour of DSWO, Koraput) :-

Details of content of each complete set with quantity & price

Sl. No.	Name of the Item	Specification	Quantity to be printed	Unit price quoted (Per flex)	
				In figure	In Word.
1	Leaflet on Mission Shakti programmes	Size: A5 Paper: 220 GSM Gloss Paper Printing: Multicolour and both side printing	2,40,000		

N.B: The price of each Leaflet which is to be quoted must include the cost of transportation and TAX as applicable.

Signature of the bidder