

9/11

TENDER

FOR

PRINTING OF SHG BOOKS OF RECORD

AT

DISTRICT MISSION MANGEMENT UNIT

ODISHA LIVELIHOODS MISSION,

DRDA, GAJAPATI-761200


Project Director-cum-
Dist. Mission Coordinator
OLM, Gajapati

(ଓଡ଼ିଶା ଜୀବିକା ମିଶନ)



DISTRICT RURAL DEVELOPMENT AGENCY, GAJAPATI
(Odisha Livelihoods Mission, DMMU, Gajapati)

E-mail — gaipati@dmm.ola@gmail.com, ori-gajapati@nic.in

Letter No. 20

Date: 11/11/2019

INVITATION OF BIDS FOR PRINTING OF SHG BOOKS OF RECORD FOR DMMU, OLM, GAJAPATI

- 1) Odisha Livelihood Mission (OLM), has received funds from Ministry of Rural Development, Govt. of India for implementation the National Rural Livelihood Mission activities in the State of Odisha and intends to apply part of the proceeds toward payments by the concerned GPLFs under the contract for Printing of Standard SHGs books of record.
- 2) The Odisha Livelihood Mission now invites sealed quotations from eligible bidders for printing and supply of Standard SHGs Books of Record to the GPLFs of 7 Intensive Blocks under Gajapati district as mentioned in the consignee list.
- 3) You are invited to submit your most competitive price for Printing of Standard SHGs books of records as per the specification mentioned below :-

| Brief Description of the Items | Specification (Paper quality, color & pages) | | | | | | Quantity | Delivery period | Place of delivery | Remarks |
|--------------------------------|--|---|--|---|-------------------------------|--|-----------|---|--|---|
| | Pg no. of given file | Page no. in the printed register | Paper quality / Paper color | (front/back) | Register Pages after printing | | | | | |
| SHG Minute Book | Cover Front/ Back | In Multi - Color | Printed on 90 gsm art paper and pasted on hard board during binding. | | | | | | | |
| | 1. | Inner Pages | 60-80 gsm paper | Single side | 1 | | 2500 sets | Within 20 days of receipt of Purchase Order | Concerned GPLF office of 7 different Intensive Block | Sample soft copy format available at OLM, DMMU, DRDA, GAJAPATI TI |
| | 2. | Content page | White color paper | | 2 Blank | | | | | |
| | 3. | Sl. No. 1 of content | 1 page (white color) | Right side page | 3 | | | | | |
| | 4. | Sl.No.2 of content | 1 page (white color) | Continuous to previous page (left page) | 4 | | | | | |
| | 5. | Sl. No. 3 of content | 1 page (white color) | Right side page | 5 | | | | | |
| | 6. | Sl. No.4 of content | 1 page (white color) | Continuous to previous page (left page) | 6 | | | | | |
| | 7. | Sl. No.5 of content | 4 different pages (white color) | Continuous printing | 7-10 | | | | | |
| | 8. | Sl.No.6 of content | 1 page+ 1 duplicate (white color) | Continuous printing | 11-12 | | | | | |
| | 9. | Sl.No.7 of content | 1 page + 5 duplicate (white color) | Continuous printing | 13-18 | | | | | |
| 10. | Sl. No.8 of content | 2 different pages + 119 duplicate (of these 2 pages i.e. total 240 pages will be printed) (Off-white green paper) | Continuous printing | 19-258 (240 page on green paper) | | | | | | |

[Signature]
Project Director - OLM - Gajapati
District Mission Coordinator

| | | | | |
|-----|----------------------|--|---------------------|---------------------------------------|
| 11. | SI. No. 9 of content | 1 page + 29 duplicate (Pink Paper) | Continuous printing | 259-288 (30 pages on pink paper) |
| 12. | SI.No. 10 of content | 1 page + 29 duplicate (Yellow Paper) | Continuous printing | 289-318 (30 pages on yellow paper) |
| 13. | SI.No. 11 of content | 1 page + 3 duplicate (White color paper) | Continuous printing | 319-322 (4 pages on white paper) |
| | | | Total Pages | 322 |

Note: One PDF file is being provided for full scape size register with all the pages. Please confirm before taking up the assignment.

| | | | | |
|--------------------------------|---|--|---|-----------|
| SHG Monthly Report Book | | | | |
| Pg no. of given file | Page no. in the printed register | Paper quality / Paper color | Register Pages after printing | |
| Cover Front / Back | In Multi - Color | Printed on 90 gsm art paper and pasted on hard board during binding. | | |
| 1. | Inner Pages | 60-80 gsm paper | | |
| | Title page | (White Paper) | Page-1 | |
| 2. | Page 2-3 are part of one format | (page2-3) + 1 Duplicate of these pages (White color paper) | Page- 2-5 | |
| 3. | Page 4-5 are part of one format | White Paper | Page 6-7 (After this leave blank to start another color paper) | |
| 4. | | | (8-9 Blank) | |
| 5. | Page 6-7 are part of one format | +29 Duplicate (Light Green Paper) | Page 10-69 (After this leave blank to start another color paper) | |
| 6. | | | (70-71 Blank) | |
| 7. | Page 8-9 are part of one format | +3 Duplicate (Yellow Paper) | Page 72-79 | |
| 8. | | | Page 80 blank | |
| | | | Total Pages | 80 |

Note: One PDF file is being provided for full scape size register with all the pages. Please confirm before taking up the assignment

| | | | | |
|-----------------------------|---|--|--------------------------------------|------------|
| SHG Cash Book | | | | |
| Pg no. of given file | Page no. in the printed register | Paper quality / Paper color | Register Pages after printing | |
| Cover Front / Back | In Multi - Color | Printed on 90 gsm art paper and pasted on hard board during binding. | | |
| 1. | Inner Pages | 60-80 gsm paper | | |
| | Title page | (White Paper) | Page-1 | |
| 2. | Page 2-3 are part of one format | (page2-3) + 119 Duplicate of these pages (White color paper) | Page- 2-241 | |
| 3. | | | Page 242 Blank | |
| | | | Total Pages | 242 |

Note: One PDF file is being provided for full scape size register with all the pages. Please confirm before taking up the assignment.


 Director
 Project Mission Coordinator
 O.M. Galapati

| SHG Member's Pass Book (15 no's per set) | Pg no. of given file | Page no. in the printed register Size: 1/8 Demy | Paper quality / Paper color | Remarks |
|--|----------------------|--|-----------------------------|---------|
| | | | | |
| | | Inner Pages (24 nos.) | 90 gsm maplitho paper | |

Note: One PDF file is being provided for full scape size register with all the pages. Please confirm before taking up the assignment.

4. Bid Price

- The bid shall be quoted for all the items as mentioned in the format of quotations otherwise the bid will be rejected. The format of price bid specified in Annexure-I & II shall be used. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
 - Sales tax in connection with the sale shall be shown separately.
 - The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - The Prices should be quoted in Indian Rupees only.

5. Each bidder shall submit only one quotation.

6. Bid Security

A sum of Rs 40,000/- will be deposited by the intending bidders in shape of Demand Draft in favour of "ODISHA LIVELIHOODS MISSION, NRLM, Gajapati". Any bid submitted without bid security will be rejected. The above bid security will be forfeited if a bidder (i) withdraws its bid during the period of bid validity or (ii) fails to perform the contractual obligations as per the purchase order. The EMD of the unsuccessful bidder will be returned after finalization of the tender.

7. Validity of Quotation

Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.

8. Evaluation of Quotations

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- are properly signed ; and
- confirm to the terms and conditions, and specifications.

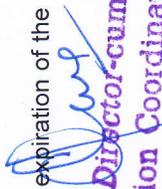
9. Each bidder shall submit only one quotation. The quotation must be accompanied by copy of each register with required GSM as mentioned in specifications. Any quotations not accompanied by paper samples of required GSM shall be rejected.

10. Award of contract

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price. **The quantities to be procured may increase or decrease looking to the availability.** The successful bidder will have to submit one sample copy of each register to the DMMU, OLM, DRDA, Gajapati before supply of the items and the contract period of the successful bidder is for 1 year with the same price and all the terms and conditions as intact as remain.

- 10.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

- 10.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.


 Project Director-cum-
 Dist. Mission Coordinator
 OLM, Gajapati

photocopy to the concerned GPLFs

12. Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.
13. Any legal dispute arising out of this is subject to Gajapati district jurisdiction only.
14. The Agency/Bidder shall not be black listed(Affidavit must be attached) by any Govt. Organization. If found later on, the action deemed to fit will be initiated against the agency/bidder as per the law.
15. In case of breach of any terms and conditions as mentioned above, the purchaser will have in right to cancel the order/contract without assigning any reason thereof and nothing will be payable by the purchaser in that event and the security deposit shall also be forfeited.
16. Notwithstanding the above, the DMMU, OLM, DRDA, Gajapati reserves the right to accept or reject any quotation and to cancel the bidding process and reject all bids at any time prior to the issue of contract letter. The bidders may be present in person or through one of their representative(s) during the opening of quotations as per the date and time fixed by the DMMU, OLM, Gajapati.
17. The bidders can collect documents available in soft copy at DMMU, OLM, Gajapati on all working days (11 AM to 5 PM) or can be downloaded from www.gajapati.nic.in or from www.olm.nic.in for use. Interested bidders may obtain further information from DMMU, OLM, DRDA, Gajapati.
18. Interested bidders may submit their sealed quotation in the prescribed format with all the documents mentioning "Quotation for printing & supply of SHG Book of Records" on a sealed envelope to the DMMU, OLM, DRDA, Gajapati from date of approval from competent authorities (PD, DRDA), latest up to 12:00 PM of 28th January 2019. Tenders received late will not be taken into consideration. Bidders/representative of bidders may present during the opening of tender at 3:00 PM on the same day at DRDA ZP conference hall, Gajapati.


Project Director,
DRDA, Gajapati,
Project Director-cum-
Dist.Mission Coordinator
OLM, Gajapati

N.B – *Last Date for bid submission is 12:00 PM Monday 28th January 2019 and opening of tender on same date at 3:00 PM
Term point – 11 - Payment shall be made by the concerned GPLF after delivery of the goods through Account payee Cheque or RTGS after submission of the bills,
vouchers & bank A/C photocopy to the concerned GPLFs

EVALUATION FORM

| | | |
|---|--|--|
| 1 | Name of the Bidder | |
| 2 | Full address of the bidder Telephone no. Fax no. E-mail address : | |
| 3 | Bidder must have supplied same SGH Books of Accounts to other district of Odisha. (.Past performance Certificate should be attached) | |
| 3 | Audited Balance Sheet of last Three years and Declaration of Production Capacity should be attached. | |
| 4 | TIN / PAN No. (with copy of certificate) | |
| 5 | Up to date DIC,PAN,ITR of 2018-19 and GST Clearance Certificate (Copy to be attached) | |

I do hereby certify that the above mentioned particulars are true and correct.

Full Signature of the Bidder:

Date:

Seal

DECLARATION BY THE BIDDER:

It is hereby declared that I the undersigned, have read and examined all the terms and conditions etc. of the tender document for which I have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me and I will abide by the conditions of the terms and conditions. This is also certified that our principal manufacturing firm has no objection in signing the purchase contract if the opportunity for the supply of the items against this tender is given to me/us.

Signature:

Date:

Name

Address

Designation:

On behalf of:

FORMAT OF TENDER *

| Sl. No. | Description Goods | Specifications | | | | | | Unit | Quoted Unit Rate in Rs. (per set including all taxes) | Total Amount | |
|---------|----------------------|--|----------------------------------|---|---|----------------------------------|------------|------|---|--------------|--|
| | | Pg no. of given file | Page no. in the printed register | Paper quality / Paper color | (front/back) | Register Pages after printing | In Figures | | | In Words | |
| 1 | SHG Minute Book | Cover / Front / Back | In Multi - Color | Printed on 90 gsm art paper and pasted on hard board during binding. | | | | | | | |
| | | | Inner Pages | 60-80 gsm paper | | | | | | | |
| | | 1. | Content page | White color paper | Single side | 1 | | | | | |
| | | 2. | | | | 2 Blank | | | | | |
| | | 3. | Sl. No. 1 of content | 1 page (white color) | Right side page | 3 | | | | | |
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| | | | Total Pages | | | | | | | | |
| | | | | | | | | | | 322 | |

Note :

(a) In case of discrepancy between unit price and total price, unit price shall prevail.

We agree to supply the above goods in accordance with the technical specifications for total contract price of Rs. _____ (amount in figures) Rupees _____ (amount in words) within a period of 7 days from the receipt of purchase order.

(b) We agree to other terms and conditions of the tender and also confirm we will provide the materials as per the standard specified in the document.

Signature of the Bidder

Name of the Firm/Agencies

Address

Date:

Place:

Seal :

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