



COLLECTORATE GAJAPATI  
(S.W. SECTION)

Phone No.06815-222025,  
e-Mail - dswogajapati@nic.in

No. 91 /SW

Date: 19.01.19.

TENDER CALL NOTICE FOR PRINTING & SUPPLY OF REGISTERS  
FOR MAMATA SCHEME

Sealed tender on plain paper are invited from the intending printing firm having valid PAN Card, TIN, GST & registration of firms for printing and supply of different formats & registers under "MAMATA" scheme in two bid system in the prescribed format to reach the undersigned by Register Post / speed post on or before 14.02.19 by 1.00PM. The sealed tender will be opened on 14.02.19 at 1.30 P.M. by the undersigned in her office in presence of the tenderers or their authorized agents as the case may be.

Details regarding tender papers, terms, conditions, earnest money deposit and statutory requirements etc can be obtained at the cost of Rs.2000/- (Rupees Two thousand) only to be paid only **in shape of D.D. drawn in favour of D.S.W.O., Gajapati payable at SBI, Paralakhemundi, Gajapati (non refundable)** from the Office of the Collector, Gajapati (Social Welfare Section) during the office hour on any working day from 21.01.19 to 14.2.19 till 1 P.M.

The tenders received beyond the scheduled time and date shall be rejected. The undersigned reserves the right to reject / cancel any or all the tenders without assigning any reason thereof and shall bear no liability what so ever consequent upon such decision.

Memo No. 92 /SW,

Date: 19.1.19.

Collector, Gajapati.

Copy to the Office Notice Board for information of all concerned.

Copy to Project Director, DRDA, Gajapati/Sub-Collector, Paralakhemundi for information. They are requested to display the tender call notice in their notice boards for wide publicity.

Memo No. 93 /SW,

Date: 19.1.19.

Collector, Gajapati.

Copy to the D.I.O, N.I.C, Gajapati with a copy of the detailed terms and conditions of the tender call notice for hoisting the same in the District Websites.

Memo No. 94 /SW,

Date: 19.1.19.

Collector, Gajapati.

Copy submitted to the Director Social Welfare, Department of Women & Child Development and Mission Shakti, Odisha, Bhubaneswar for information and necessary action.

Collector, Gajapati.

**TERMS AND CONDITIONS FOR SUPPLY OF REGISTERS FOR MAMATA SCHEME FOR  
GAJAPATI DISTRICT DURING THE YEAR 2018-19.**

1. Tender Papers should be submitted in sealed cover addressed to District Social Welfare Officer, Gajapat, either by **speed post / registered post only** for printing and supply of different registers under MAMATA Scheme
2. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing "**Technical Bid**" FOR PRINTING AND SUPPLY OF MAMATA SCHEME REGISTERS FOR GAJAPATI DISTRICT DURING THE YEAR-2018-19 & "**Financial Bid**" FOR PRINTING AND SUPPLY OF MAMATA SCHEME REGISTERS FOR GAJAPATI DISTRICT DURING THE YEAR 2018-19. Both sealed envelopes should kept in a third sealed envelope super scribing "Tender for PRINTING AND SUPPLY OF MAMATA SCHEME REGISTERS FOR GAJAPATI DISTRICT DURING THE YEAR 2018-19".
3. The date and time schedule relating to "Tender for printing and supply of materials are cited as under.

Sl. No	Activity	Date and Time
1	Issue of tender document	21.01.2019
2	Last date and time for receipt of tender document	14.02.2019 upto 1 P.M.
3	Opening of Tender	14.02.2019 at 4.30 P.M.

4. **The detail items, specification and quantity for printing and supply of mamata scheme registers are given below.**

Sl. No.	Name of the item	Specification of the item	No. of item to be supplied (Approximately)
1	MAMATA Scheme AWC Survey Register- <b>Annexure-A</b>	<b>Inner:-</b> Half Crown Size Paper Original + Duplicate (50x2)=100 pages each book Original Copy - Proportion & Duplicate Copy Plain. <b>Cover:-</b> Cover Page Glossy Paper with Black & White Print.(Thin Board Binding)	2375 Set
2	MAMATA scheme under taking by the beneficiary Form- <b>Annexure-B</b>	<b>Inner:-</b> ¼ Size Paper Front + Back Printing 100 Pages in each book Top Pad Type Proportion + Stitching <b>Cover:-</b> 170 GSM Paper Cover Page Glossy with Black & White Print.	2375 Set

3	MAMATA scheme beneficiary Tracker – <b>Annexure-C</b>	<p><b>Inner:-</b> Legal Size Paper  1<sup>st</sup> Copy Original + Duplicate (50x2)=100 Pages  Original Proportion Duplicate Plain  2<sup>nd</sup> Copy Original + Duplicate (50x2)=100 Pages  Original Proportion Duplicate Plain  200 Pages Contains each Book  Top Pad Type Proportion + Stitching  <b>Cover:-</b> Cover Page Glossy with Black &amp; White Print.</p>	2375 Set
4	MAMATA scheme AWC monthly report- <b>Annexure-D</b>	<p><b>Inner:-</b> Legal Size Paper  Front + Back Printing 100 Pages Contains each Books (Single Copy)  Top Pad Type Proportion + Stitching  <b>Cover:-</b> Cover Page Glossy with Black &amp; White Print.</p>	2375 Set
5	MAMATA scheme beneficiary registration & receipt display calendar- <b>Annexure-E</b>	<p><b>Inner:-</b> 22 x 28 Size Drawing Board  Each Calendar Contains 5 Copies with Top Stitching</p>	2375 Set

5. Technical bid must be accompanied with the following documents failing which the bids shall be out rightly rejected.( **Annexure-E**)

1. Name of the Firm/Printing Press.
2. Address/Mobile No. /E mail.
3. Registration certificate of firm/ Printing Press.
4. Copy of the PAN card of firm/ Printing press.
5. **Original Money Receipt** of Rs.2000/-. Deposited in shape of DD towards cost of tender paper
6. A demand Draft of Rs. 50,000/- (Fifty thousand) only as EMD from any Nationalized Bank pledged in favour of the District Social Welfare Officer, Gajapati.
7. DIC Registration.
8. Income Tax Registration and latest IT return.
9. Attested copies of valid GST registration and up-to-date tax payment clearance.
10. Copy of Sample piece (GSM paper/drawing paper /glossy paper) for each item in A4 size to be attached inside sealed with certification.
11. The sample copy of 2 copies each item.
12. Certificate of performance.

- 13 All documents submitted must have signed by the authorized signatory of the organization.
- 14 Tender paper should be submitted with due signature as token of acceptance.

All the above documents will be verified with the original at the time of opening of tender

6. The successful tenderer shall be required for printing & to supply after printing of the following materials at the ICDS projects of Gajapati District;
  - a. MAMATA Scheme AWC Survey Register- Annexure-A
  - b. MAMATA scheme under taking by the beneficiary Form-Annexure-B
  - c. MAMATA scheme beneficiary Tracker – Annexure-C.
  - d. MAMATA scheme AWC monthly report-Annexure-D.
  - e. MAMATA scheme beneficiary registration & receipt display calendar-Annexure-
7. The EMD of the successful tenderer shall be converted to as security money at the time of agreement.
8. The financial bid of only those tenderers will be opened whose technical bids are found in order/qualified.
9. The tender has to quote the price including all taxes as prescribed under Govt. norms and rate will remain valid up to the agreement period as per Annx-F ( Financial Bid).
10. All entries in the tender form should be legible and filled clearly. No overwriting or cutting is permitted in the financial bid form. The bidders must collect or inspect the sample copy of each item from this office.
11. Conditional tender shall not be considered
12. Order for supply will be placed in bulk as per requirement which has been mentioned in financial bid for printing. The quantity may increase or decrease.
13. No tenderer shall be allowed to withdraw his Earnest Money Deposit (EMD) until the tender is finalized. In case the successfully tenderer fails to execute the agreement/ refused to supply & printing of the materials after acceptance of his tender, the earnest money/security deposited by him will be liable for forfeiture.
14. The prices quoted should be inclusive of all taxes and transportation, packing etc. Tender shall remain valid for a period not less than 60 days after the last date as specified in the tender document.
15. The Cost of the each unit shall valid for one year from the date of finalisation of the Bid.
16. In case of disputes about the quality, Collector or his authorized representatives will cause an enquiry and take suitable action including debarment against the supplier.

17. The supplier will hand over delivery chalang in support of delivery of the stock at ICDS Project duly signed by the concerned CDPO as a token of acknowledgement along with his claim bill.
18. Any claim of the Govt. remaining unpaid by the supplier towards this supply shall be recoverable as a public demand recovery Act. 1962.
19. Quality and size of the paper for printing of different formats as mentioned in financial bid must be followed. Printing must be of high order, without any mistake and execution should be neat and legible. Printing and supply of different materials must be completed within 10 days of issue of order failing which the security deposit will be forfeited.
20. Payment will be made by DSWO, Gajapati after successful delivery of materials at Cdpo level in good condition and submission of bills along with other supporting documents.
21. The right of acceptance of tender rests with Collector, Gajapati who does not bind himself to accept the lowest tender and also reserves the right to cancel or reject any or all the tender without assigning any reason thereof. In case of any dispute the order /decision of the Collector, Gajapati will be final and binding.
22. The tenderer has to sign in each of the tender paper as acknowledgement of acceptance of the terms, conditions, specifications etc.

I agree do abide by the above terms and conditions.

Signature of the tenderer with seal  
Date:

Sold to \_\_\_\_\_

Against submission of D. D. worth Rs. 1000/- (Rupees One Thousand) only Drawn in favour of D.S.W.O., Gajapati payable at SBI, Paralakhemundi, Gajapati received vide M.R. No. \_\_\_\_\_ / dtd. \_\_\_\_\_.

DSWO, GAJAPATI

TECHNICAL BID ( Annx-E)

After carefully examination of the tender specification referred therein, I do hereby tender to execute the under mentioned supply of MAM/TA Scheme registers for Gajapati District during the year 2018-19 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.

Sl. No.	Unit	Submitted (Yes/No)	Page Serial No.
1.	Name of the Firm/Printing Press		
2.	Address/Mobile No/E mail		
3.	Registration certificate of firm/ Printing Press		
4.	Copy of the PAN card of firm/ Printing press		
5.	Original Money Receipt for cost of tender paper		
6.	A demand Draft of Rs. 50000 (Fifty thousand ) only as EMD from any Nationalized Bank pledged in favour of the District Social Welfare Officer, Gajapati		
7.	DIC Registration.		
8.	Income Tax Registration and latest IT return		
9.	Attested copies of valid GST registration clearance and up-to-date tax payment clearance.		
10.	Copy of self attested Sample piece (GSM Paper/drawing paper /glossy paper) for each item in A4 size to be attached inside sealed		
11.	The sample copy of 02 copies each item		
12.	Certificate of performance		
13.	Whether all documents submitted signed by the authorized signatory of the organization		
14.	Tender paper should be submitted as token of acceptance		

I, Smt/Sri.....proprietor..... do hereby undertake that the above information are true and correct ,I further undertake to abide by the terms and conditions laid down in the tender paper and any deviation of the Terms and Conditions shall be liable for initiation of action by the Authority as per law/procedures against me.

Signature of the Tenderer  
With Official Seal.

## Financial Bid- ( Annexure- F)

After carefully examination of the tender specification referred therein I do hereby tender to execute the under mentioned supply of MAMATA Scheme AWC Survey Register- Annexure-A, MAMATA scheme under taking by the beneficiary Form-Annexure-B, MAMATA scheme beneficiary Tracker – Annexure-C, MAMATA scheme AWC monthly report-Annexure-D & MAMATA scheme beneficiary registration & receipt display calendar – Annexure-E of Gajapati District For the year 2018-19 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 scheduled.

Sl. No.	Name of the item	Specification of the item	Unit cost for each register/ Board/set in Rs. Including tax	Unit cost in Words (Rupees)
1	MAMATA Scheme AWC Survey Register- Annexure-A	Inner:- Half Crown Size Paper Original + Duplicate (50x2)=100 pages each book Original Copy – Proportion & Duplicate Copy Plain Cover:- Cover Page Glossy Paper with Black & White Print. (Thin Board Binding)		
2	MAMATA scheme under taking by the beneficiary Form-Annexure-B	Inner:- ¼ Size Paper Front + Back Printing 100 Pages in each book Top Pad Type Proportion + Stitching Cover:- 170 GSM Paper Cover Page Glossy with Black & White Print.		
3	MAMATA scheme beneficiary Tracker – Annexure-C	Inner:- Legal Size Paper 1 <sup>st</sup> Copy Original + Duplicate (50x2)=100 Pages Original Proportion Duplicate Plain 2 <sup>nd</sup> Copy Original + Duplicate (50x2)=100 Pages Original Proportion Duplicate Plain 200 Pages Contains each Book Top Pad Type Proportion + Stitching Cover:- Cover Page Glossy with Black & White Print.		
4	MAMATA scheme AWC monthly report-Annexure-D	Inner:- Legal Size Paper Front + Back Printing 100 Pages Contains each Books (Single Copy) Top Pad Type Proportion + Stitching Cover:- Cover Page Glossy with Black & White Print.		
5	MAMATA scheme beneficiary registration & receipt display calendar- Annexure-E	Inner:- 22 x 28 Size Drawing Board Each Calendar Contains 5 Copies with Top Stitching		

Total cost = Rs. ....

I, Smt./Sri..... proprietor..... do hereby undertake that the above information are true and correct. I further undertake to abide by the terms and conditions laid down in the tender paper and any deviation of the Terms and Conditions shall be liable for initiation of action by the Authority as per law/procedures against me.

Signature of the Tenderer  
With Official Seal.