

## SAMAGRA SHIKSHA, NAYAGARH

### TERMS AND CONDITIONS FOR PRINTING AND SUPPLY OF REPORT CARD, FOR 2018-19

#### DETAIL INFORMATION, TERMS AND CONDITIONS

#### 1. ELIGIBILITY TO APPLY:

Registered experienced printers having valid PAN, GSTIN, VAT clearance certificate in form-612 can apply for printing and supply of Report Card,2018-19. Intending bidders have to quote their offers in enclosed prescribed formats. Bid documents must be submitted in sealed envelope super scribing **“THE TENDER FOR PRINTING & SUPPLY OF REPORT CARD“,2018-19** session . which will contain two sealed envelopes I,e Technical Bid & Financial Bid Separately.

#### 2. SIZE & SPECIFICATION:

Items	Quality of Papers	Size	Printing
Report Card	220 GSM pulb board	1/4 Demy size	Bi-colour

#### : 3. PLACE OF DELIVERY:

The delivery is to be made at 8 nos. of Block Education Offices ( BEO building) of the district.

#### (Distance in km to different BRC s from District head quarters:

Gania-65 km, Daspalla- 45 km, Ranpur-37 km, Odagan- 35 km, Bhapur 35 km, Khandapada 25 km, Nuagan 26 km , Nayagarh-5 km)

#### 4. QUANTITY:

Sl No	Name of Item	Requirement( Tentative quantity may be increase or decrease
1	Report Card	Class I & II- 20891 Class III-V-33423 ClassVI-VIII-37935

#### 5. PACKAGING:

The packets shall be sorted cluster wise and delivered at block point. The Report cards shall be packed in 100 sheets each bundle and sorted school wise , to be packed cluster wise mentioning name of the block . The cluster wise and block wise indent will be provided at the time of issue of supply order.

#### 6. VALIDITY OF BID:

Bid shall remain valid for a minimum period not less than three months after the deadline set for submission of bid.

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## 7. DATE & TIME SCHEDULE

Sl No	Activity	Date and Time
1	Issue of Tender Document	2.07.19
2	Last date submission of Tender Documents	15.07.19
3	Opening of Tender Documents	16.07.19( 2.30(Pm)

## 8. PRICE:

Sl No	Items for Printing of Report	Rate quoted per card )in Rs.	Remarks
	Single side( Including paper cost, printing cost, plate making folding ,trimming, packing charges etc.		Excluding transportation cost
	Both side( Including paper cost, printing cost, plate making, folding ,trimming, packing charges etc.		Excluding transportation cost

## EMD and processing cost:

- Bid must be accompanied with EMD amounting to Rs. 15000 ( refundable without interest) processing costs of Rs. 1000/- ( non-refundable) only in shape of DD drawn in favour of **“ The District Project Coordinator, Samagra Shiksha, Nayagarh ”** payable at UCO bank, Nayagarh
- EMD will be forfeited in case of withdrawal of Tender application/ expression of inability to supply of **Report Card** before the scheduled date and time.
- Exemption Certificate in respect of E.M.D and security Deposit will not be accepted in case of SSI unit/ Consumer Co-operative Societies.
- EMD of unsuccessful bidders will be refunded after finalization of the tender.

## 10. VALID PAN, TIN, VAT AND CLEARANCE CERTIFICATE:

Bid must be accompanied with

- Self attested valid VAT clearance certificate in Form-612
- Self attested copies of PAN( PAN must be in the name of the firm/ Company)
- Self attested copies GSTIN
- Self attested copies of income Tax returns for last 3 years
- Registration Certificate under DIC& UDYOG AADHAR.

The same may be verified with the original at the time of opening of tender. Therefore the bidders are requested to come with the original documents.

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#### 11. SAMPLES:

- Paper sample duly signed and stamped must be attached with the tender application (Should be marked with brand name and rate per card for single/ both side printing) and must give detail about the Mill on sample paper with the signature and seal of the dealer.
- Conditional Tender shall not be considered
- Only prescribed paper is allowed in tender/quotation.

#### 12. AWARD OF CONTRACT:

- The purchaser shall award the contract to the bidder (LI) whose Bid has been determined.
- To be substantially responsive to the tender document
- To offer the lowest evaluated cost, the decision of the District Purchase Committee will be final
- The successful bidder is to execute an agreement in a non- judicial stamp paper.
- The bidder is required to submit agreement papers which will be approved by the District Purchase Committee at the time of execution of agreement.

#### 13. PERFORMANCE SECURITY

- Performance security @ 5% of total contract value in shape of Bank Demand draft will be furnished by successful bidder at the time of execution of agreement in favour of District Project Coordinator, Samagra Shiksha, Nayagarh

#### 14. DELIVERY PERIOD AND LIQUIDITY DAMAGE:

The selected bidder will deliver the printed materials within 15 days on execution of agreement at BEO point of the district, failing which @ Rs. 3000/- for each delay days will be levied. Thereafter the EMD & performance both will be forfeited and also the party will be subject to legal proceeding. Further the provision of Odisha Conduct of Examination -1988-V shall be invoked for any sorts of leakage of question papers either at the printing level or during transit.

#### 17. PAYMENT

- The payment shall be made on the basis of receipt of testing report from TBPM, BBSR on quality of the paper used or as decided by OPEPA / District Purchase Committee.
- On receipt of materials in good condition at delivery point subject to fulfilling the terms and conditions.
- On successful receipt of Delivery chalan from supplier duly countersigned by BEO/ BRCC & stock entry certificate.

18. The tender paper received without fulfilling the terms and conditions are liable to rejection .One affidavit need to be furnished by the Notary that the printing firm is not Black Listed/ defaulted in any printing works in any Govt.Organisations

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19. The last date /time for submission of sealed tender papers / bids to District Project Office, SSA, Nayagarh (Registered / Speed post ) only by 15.07.2019 .. The sealed tenders will be opened on date 16.07.19 at 2.30 PM. In the office chamber of DPC, SSA , Nayagarh . No postal delay will be entertained.
20. The envelope containing the tender papers should be duly marked **“THE TENDER FOR PRINTING & SUPPLY OF REPORT CARD “,2018-19** session.
21. Collector-cum- Chairman, SSA , Nayagarh reserves the right to accept or reject any or part of the bid and to cancel the bidding process at any time without assigning any reason thereof and no intimation will be made to the bidder in the matter. All the disputes are subject to Nayagarh jurisdiction.

29/6/19  
DEO Cum District Project Coordinator  
Samagra Shiksha , Nayagarh