

# OFFICE OF THE COLLECTOR, NAYAGARH

(Beti Bachao Beti Padhao)

Tender No: 63/BBBP/11/Dated 17.08.19

## NOTICE INVITING TENDER

BBBP, Nayagarh invites sealed tenders from professional organizations having experience Printing Press. The tender papers are available in the website i.e. [www.nayagarh.nic.in](http://www.nayagarh.nic.in) which can be downloaded for use and submit the tender accordingly. Interested parties may submit their Tender super-scribing as "Tender for Printing of Leaflet on BBBP, Poster on BBBP, Sticker on BBBP, Flex Banner on SRB & CSR, Sun Flex Board on Female Feticide and Wall Painting on Prohibition of Child Marriage of Beti Bachao Beti Padhao, Nayagarh" to The Nodal Officer( BBBP ), District Child Protection Unit, Room No- 5, Old Block, Collectorate, Nayagarh-752069, through speed post/ Registered Post only which should be reached on or before 02:00 PM of dt. 04:09:19 positively. The undersigned reserves the right to reject any or all the tender without assigning any reason thereof. The mail-ers are as per description below:-.

| Item No | Item                                      | Description / Specification of items | EMD (Rs.)  |
|---------|---|--------------------------------------|--|
| 1       | Printing of Leaflet                       | (As per Annexure-I)                  | Grand Total =5,000/- (for all items if participant participated some item the EMD will be Rs.5000/-) |
| 2       | Printing of Poster                        | (As per Annexure-II)                 |  |
| 3       | Printing of Sticker                       | (As per Annexure-III)                |  |
| 4       | Printing & Installation of Flex Banner    | (As per Annexure-IV)                 |  |
| 5       | Printing & Installation of Sun Flex Board | (As per Annexure-V)                  |  |
| 6       | Wall Painting on Child Marriage           | (As per Annexure-VI)                 |  |

### 1. Tender document :

Tender documents could be downloaded from the website [www.nayagarh.nic.in](http://www.nayagarh.nic.in)

2. **Cost of Tender Paper:** The cost of Tender Paper is **Rs.200/- (Rupees Two Hundred only)** in shape of DD(Demand Draft) in favour of "DISTRICT MAGISTRATE BBBP NAYAGARH), Payble at Nayagarh, which is non-refundable along with tender paper.

### 3. Earnest Money Deposit(E.M.D):

The E.M.D. is **Rs.5,000/-(Rupees Five Thousand)**only will be accepted in the form of DD drawn in favour of **DISTRICT MAGISTRATE BBBP NAYAGARH**, payable at Nayagarh, along with the Tender Paper.

### 4. Performance Security Deposit:

The successful tenderer/bidder will have to deposit **Rs.5,000/- (Rupees Five Thousand Only)** for each Item as a Security Deposit in the form of FD(Fixed Deposit) pledged in favour of District Magistrate BBBP, Nayagarh, the unsuccessful bidders will be refunded the E.M.D after finalization & actual awarding the work to the successful bidder.

### 5. Time & Last Date of submission of Bid

Up to 02:00 P.M of dt. 04:09:19 to reach /submit through speed post/ Registered Post only in the office of The Nodal Officer(BBBP), District Child Protection Unit, Room No- 5, Old Block, Collectorate, Nayagarh-752069.

### 6. Time of Bid opening(Technical) :

At 04:00 PM of dt. 04:09:19 in the chamber The Additional District Magistrate, Nayagarh

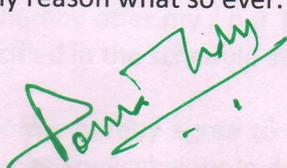
### 7. Time of Bid opening (Financial) :

At 04:00 PM of dt. 04:09:19 in the chamber The Additional District Magistrate, Nayagarh

**8. The following documents must be submitted with the tender(Technical Bid):-**

1. Self Attested copy of PAN No.
2. Self Attested copy of GST registration.
3. Income Tax Return F.Y 2017-18
4. Tender Paper Cost Rs.200/- in shape of DD
5. E.M.D of Rs.5,000/- in shape of DD

The Tender which is not accompanied by the requisite Tender Paper Cost & Earnest Money Deposit (EMD), shall be summarily rejected. Tender will not be accepted / received after expiry date and time. The District Magistrate & Collector, Nayagarh, reserves the rights to reject any or all Tenders without assigning any reason what so ever.

  
District Magistrate & Collector  
Nayagarh

**CHECK LIST**

| SI No | Particulars of Documents                                  | Attached(Yes)<br>(√) | Attached(No)<br>(√) |
|-------|---|----------------------|---------------------|
| 1     | Tender Paper Cost in shape of Demand Draft(DD)            |                      |                     |
| 2     | Earnest Money Deposit(E.M.D) in shape of Demand Draft(DD) |                      |                     |
| 3     | Self Attested Copy of PAN                                 |                      |                     |
| 4     | Self Attested Copy of GST Registration                    |                      |                     |
| 5     | Income Tax Return of F.Y 2017-18                          |                      |                     |

Signature of Tenderer

(Page 2 of 7)

TENDER FORM

To,  
The District Magistrate & Collector  
Nayagarh

**Sub :- Tender for Printing of Leaflet on BBBP, Poster on BBBP, Sticker on BBBP, Flex Banner on SRB & CSR, Sun Flex Board on Female Feticide and Wall Painting on Prohibition of Child Marriage of Beti Bachao Beti Padhao, Nayagarh.**

With reference to your Tender Notice No \_\_\_\_\_ dated \_\_\_\_\_ for tender on the above subject. I/ we hereby offer my / our Tender on the terms and conditions (annexed here to) and the rates specified in the schedule attached.

Should this Tender be accepted either fully or in parts I/ We hereby agree to abide by and fulfill all the terms and conditions of the contract hereafter as applicable, or in default thereof for fit to and pay to the District Child Protection Society, the sum of money mentioned in the said conditions without prejudice.

The sum of Rs. 2,00/- (Rupees Two Hundred Only) by Account payee Demand Draft towards Tender Paper Cost vide Demand draft No. \_\_\_\_\_ dated \_\_\_\_\_ is enclosed.

The sum of Rs.5,000/- (Rupees Five Thousand only) by Account payee Demand Draft towards Earnest Money Deposit vide Demand draft No. \_\_\_\_\_ dated \_\_\_\_\_ is enclosed.

If I / we fail to carry out the work according to the specification given in the schedule entire money and security deposits may be forfeited without prejudice to any other right or remedies of the District Child Protection Unit, Nayagarh.

"I \_\_\_\_\_ S/o \_\_\_\_\_ r/o \_\_\_\_\_ hereby certify that none of my relative (s) as defined in the tender document is/are employed in BBBP, Nayagarh as per details given in tender document. In case at any stage, it is found that the information given by me is false / incorrect, BBBP, Nayagarh shall have the absolute right to take any action as deemed fit/ without any prior intimation to me."

Thanking you,

Yours faithfully

Signature

Place  
Date:  
Name :  
Address  
Telephone No.

## INTRODUCTION :

### 1. DEFINITIONS

- a) "The Bidder" means the individual or firm who participates in the tender and submits its bid.

### INSTRUCTIONS/TERMS & CONDITIONS

1. The Tender should be written in English only.
2. No responsibility for postal delay will be accepted and no extension of time will be granted.
3. Tender papers submitted without payment of Tender Paper Cost & Earnest Money Deposit on or before the tender opening date will not be considered.
4. The rates should be clearly quoted in words and figures without any correction.
5. Tenders of such of the firm which do not confirm exactly according to the specifications will be rejected.
6. Tender should be submitted in one wax / PVC tape sealed envelope, containing one wax / PVC tape sealed envelope of "Technical bid" and another wax / PVC tape sealed envelope of "Financial Bid." Both the envelopes should be put in one wax / PVC tape sealed cover and super scribed, in top of the envelope will written "Tender for Printing of Leaflet on BBBP, Poster on BBBP, Sticker on BBBP, Flex Banner on SRB & CSR, Sun Flex Board on Female Feticide and Wall Painting on Prohibition of Child Marriage of Beti Bachao Beti Padhao, Nayagarh" and should be addressed to The Nodal Officer(BBBP) District Child Protection Unit, Collctorate, Room-5, Nayagarh. The tenderer has to write his name / or name of Firm on all envelopes at the bottom. All envelopes must be address to The Nodal Officer(BBBP), District Child Protection Unit, Collctorate, Room-5, Nayagarh.
7. No adjustments will be made for the deposit money of the tender for earlier tender laying with this office separate deposit should be made.
8. While opening of tender, first the envelope of Technical Bid will be opened, and tenderers who satisfy the conditions of the tender, will be considered for opening Financial Bid and others tenders will be rejected. The financial bids will be opened afterwards. The date of which shall be informed subsequently to technically qualified bidders only.
9. The Tenderer will have to sign all documents & all pages of Tender Paper Form.
10. If the First Lowest awarded Tenderer(L1) will not accept the Work Order within 7 (seven) days, the Second Lowest Tenderer(L2) will awarded the same work order for each Item as per annexure's. And the performance Security Deposit of the First Lowest Tenderer(L1) will be forfeited.
11. The Tender is liable to be rejected if.
  - i) The rates not quoted in words (The contractor / Tenderer is required to quote the rate in word and figures. If there is difference between rate quoted in words and figures, the rates quoted in words will be taken as correct.
  - ii) The correction is not initialed (All the corrections are to be attested by the tenderer / contractor.)
  - iii) Tender form is not wax / PVC tape sealed properly. The envelope just closed by gum will not be treated as sealed (The tenderer / contractor is required to wax / PVC tape seal all the envelopes very carefully, since before opening of the tender, if wax / PVC tape is not found / seen as seal, the tender will be rejected. Also the tenderer is required to seal all the sides of envelopes, form where the envelope can be opened.) Non-compliance will be received at this end.
  - iv) The Black listed Tenderer will not allowed participating.

12. The **Technical bid** should contain the Certificates related to:
- Tender form & tender pages duly signed on each page (The tenderer is required to sign all the pages of the tender document & tender form pages.)
  - Tender paper Cost & EMD in the form of Account Payee DD of any Nationalized / scheduled bank, drawn in favour of District Magistrate BBBP, Nayagarh, Payable at Nayagarh.
  - Attested copy of PAN No.
  - Attested copy of GST Registration.
  - Attested Copy of Income Tax Return for the F.Y 2017-18.

13. The **Financial Bid** should contain only the rates (**As per Annexure-VII**).

14. The District Magistrate & Collector, Nayagarh reserves the right to reject any or all the tender without assigning any reason whatsoever.

15. If rates quoted in words and figures are different the rates quoted on words will be considered.

16. The District Magistrate & Collector, Nayagarh reserves the right to postpone the date of opening of the tender or to cancel the tender notice without assigning any reasons. any request from tenderer to postpone or to change tender date of opening of the tender due to any reason whatsoever shall not be considered.

17. The tender forms and documents are not transferable.

18. Conditional tender will not be accepted.

## **2. BID PRICES**

The bidder shall give the total composite price inclusive of all Levies and Taxes, packing, forwarding, freight including unloading & handling charges etc,. The offer shall be firm in Indian Rupees.

## **3. PERIOD OF VALIDITY OF BIDS:**

Bid shall remain valid for **180 days** from the date of signing the agreement by the bidder.

## **4. DELIVERY AND DOCUMENT**

The successful bidder will deliver the items within fifteen(15) days from receiving the purchase order from BBBP, Nayagarh, At the time of Delivery of items the original GST Bill will be submitted along with the items.

## **5. LEGAL JURISDICTION**

All dispute will be Nayagarh Jurisdiction only..

## **6. PAYMENT TERMS**

6.1 100 % payment shall be made within one (1) month from the date of delivery and submission of items/. The following documents are to be submitted along with bill to the paying authority.

- Copy of the original work order.
- Submission of Original GST Bill.

6.2 U/s 194C, the TDS(Tax Deducted at Sources) of 1%(One) on Total payment Amount in case of Individual / HUF or 2%(Two) on Total Payment Amount other than Individual/ HUF will be deducted at the time of payment.

6.3 Bidder will supply the information i.e. Bank Name with full address, Bank Code, Bank A/c Number. in the same place from where the payment is made by BBBP, Nayagarh. The Name in whose favour payment is to be transferred.

**7. REFUND OF EMD-** The unsuccessful bidder will returned the EMD after finalization of tender process.

## Specification and Schedule of Requirement

### ANNEXURE-I

#### Printing of Leaflet:

1. Multicolour both side Art Paper, Size (22cm X 28cm).
2. Paper Length= 170 GSM
3. Quantity= 60,000(Sixty Thousand) no's of Leaflet.

### ANNEXURE-II

#### Printing of Poster:

1. Multicolour Art Paper, Size (20 Inch X 30 Inch) with gumming (20 Inch X 1 Inch) back side in 4 step
2. Length= 170 GSM
3. Quantity = 7000(Seven Thousand) no's of Poster.

### ANNEXURE-III

#### Printing of Sticker:

1. Multicolour in Gummy Sheet, Size (24cm X 36cm)
3. Qunatity = 25000(Twenty Five Thousand) no's of Sticker.

### ANNEXURE-IV

#### Printing & Installation of Flex banner

1. Multicolour Star Flex, Size (6 Ft X 4 Ft)
2. Length= 260 GSM
3. Quantity= 300 (Three Hundred) no's of Flex Banner.
4. Installation = Place of Installation in all over the district.

### ANNEXURE-V

#### Printing & Installation of Sun Flex Board

1. Multicolour Vinyle Printing with 6MM Sun Board, Size (5 Ft X 3 Ft).
2. Length= 6 MM Sun Board
3. Quantity = 50 (Fifty) no's of Board.
4. Installation = Place of Installation in all PHC, CHC & Private Hospital/clinic.

### ANNEXURE-VI

#### Wall Painting

1. Multicolour painting in Wall with Oil Painted (Water Proof Painting)
2. Length= (6 Ft X 4 Ft) with Letter, No, Picture, etc.
3. Quantity= 60(sixty) no's.
4. Painting Area= Painting will be in over the district.

**ANNEXURE – VII**  
**( Note: Kindly fill Financial Bid as per tender)**

**FINANCIAL BID**

Tender No: \_\_\_\_\_ dated \_\_\_\_\_

To,  
District Magistrate & Collector  
Nayagarh

**Subject:-Offered rates for the Tender called, Printing of Leaflet on BBBP, Poster on BBBP, Sticker on BBBP, Flex Banner on SRB & CSR, Sun Flex Board on Female Feticide and Wall Painting on Prohibition of Child Marriage of Beti Bachao Beti Padhao, NayagarhSir,**

With reference to the subject cited above, I have read the tender document and scope of work carefully, and is quoting the rates as under. The rates are inclusive of all Taxes, Duties, Labour, material, Artwork charges, designing, travelling and transportation charges, and all related jobs.

| Sl No | Description of items   | Rate on Total as per Annexure's Description inclusive of all Taxes in Indian Rupees. |         |
|-------|--|--|---------|
|       |  | In Figure  | In Word |
| 1     | Printing of Leaflet as per Description in Annexure-I                       |  |         |
| 2     | Printing of Poster as per Description in Annexure-II                       |  |         |
| 3     | Printing of Sticker as per Description in Annexure-III                     |  |         |
| 4     | Printing & Installation of Flex Banner as per Description in Annexure-IV   |  |         |
| 5     | Printing & Installation of Sun Flex Board as per Description in Annexure-V |  |         |
| 6     | Wall Painting as per Description in Annexure-VI                            |  |         |

**N.B:- The bidder will participate minimum one or all items, the contract will be awarded item wise.**

**Signature of Bidder  
and Full address**

**(Page 7 of 7)**