



**PANCHAYAT SAMITI,  
BHAPUR**

TENDER CALL NOTICE  
FOR  
SELECTION OF AGENCY  
FOR  
PRINTING OF LEAFLETS & BOOKLETS  
FOR  
DOCUMENTATION  
OF  
ACHIEVEMENT OF VARIOUS INITIATIVES  
IN  
ODIA LANGUAGE

Notice No. 01 Date 01/01/2024

BDO, Bhapur, Nayagarh District invites sealed tender from intending firms based in Odisha for PRINTING OF LEAFLETS & BOOKLETS for documentation of achievements of various initiatives at GP and Block level in Odia language. The details of the bidding process are as follows:

SI No.	Bidding Schedule	Date and Time
1	Date of Issue	01.01.2024
2	Bid Due Date and Time	08.01.2024 (2.00 PM)
3	Opening of Technical Bid	08.01.2024 (4.00 PM)
4	Opening of Financial Bid	08.01.2024 (5.00 PM)


Bidders are requested to submit the technical and financial bids separately. The bids in sealed Cover-I containing "Technical Bid" and sealed Cover-II containing "Financial Bid" should be placed in third sealed cover super-scribed "TENDER CALL NOTICE FOR SELECTION OF AGENCY FOR PRINTING OF LEAFLETS & BOOKLETS" must reach the undersigned on or before 08.01.2024 by 2.00 PM through Speed Post/Regd. Post/Tender drop box at Bhapur Block office only in the address of BDO, Bhapur, Pin - 752063 with Tender Paper cost of Rs. 2000/- (Rupees Two Thousand Only).

The bid documents containing eligibility criteria and detail terms and conditions of the tender can be downloaded from the website <https://nayagarh.nic.in/> The Tender paper is available at Block office during office hours. The last date and time for submission of tender document is 08.01.2024 by 2.00 PM. The Authority shall not be held responsible for postal delay, if any, in case of non- receipt of the same in time.

*The Authority reserves every right to reject any or all the Tender without assigning any reason thereof.*

Memo No. 02. Dated 01.01.2024

Copy to the DIO, NIC Nayagarh to web host the tender call notice for wide publication.

  
BDO, Bhapur.


Memo No. 03. Dated 01.01.2024

Copy to office Notice Boards of Zilla Parishad/ Collectorate Office/Sub-Collector Offices/ All Block Offices/ All Tahasil Offices for wide circulation.

  
BDO, Bhapur

Memo No. 04 Dated 01.01.2024

Copy to members of Tender Committee for information. They are requested to attend the opening of tender at scheduled date & time.

  
BDO, Bhapur

## GENERAL TERMS & CONDITIONS

### 1. **SOURCE OF FUNDS:**

The BDO Bhapur is the funding Agency for Printing of pictorial leaflets and colored Booklets in Odia language.

### 2. **DISCLAIMER:**

This Document includes statements, which reflect various assumptions, which may or may not be correct. Each Bidder should conduct its own estimation and analysis and should check the accuracy, reliability and completeness of the information in this Document and obtain independent advice from appropriate sources in their own interest.

3. The authority reserves the rights to cancel the engagement order on violation of any terms and conditions so prescribed without any reason thereof.

### 4. **COST OF BIDDING:**

The Bidder is expected to examine the Bidding Documents, including all Instructions, Forms, Terms and Specifications. Failure to furnish all information required in the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect will / may result in the rejection of the Bid.

### 5. **BID PRICE:**

Prices quoted by the Bidder shall be "Firm" and not subject to any price adjustment during the performance of the Contract. A Bid submitted with variable Price or an adjustable price clause shall be treated as non-responsive and rejected out rightly.

### 6. **Tender Paper Cost (Non Refundable):**

Along with their technical bids, the Bidders are required to submit a Tender Paper Cost of Rs.2000/-. Photo/Fax copies of the demand draft will not be accepted.

### 7. **EARNEST MONEY DEPOSIT (EMD):**

Along with their technical bids, the Bidders are required to submit an EMD of Rs.30,000/- in the form of Demand Draft in favour of "BDO Bhapur" and payable at any scheduled commercial Bank, Bhapur. Photo/Fax copies of the demand draft will not be accepted. The earnest money of unsuccessful bidders will be returned to them without any interest within thirty (30) days after awarding the contract and on receipt of written request from the Bidders. The earnest money of successful bidder will be returned only after Successful completion of work.

### 8. **BIDDER'S ELIGIBILITY:**

The intending bidder should qualify all the conditions in the pre-qualification criteria as per Annexure-I.



**9. VALIDITY:**

The offer shall be valid for a period not less than 180 days from the date of bid opening (Technical).

**10. PAYING OFFICER:**

Payment will be released by **BDO Bhapur** after successfully completion of the work.

**11. EVALUATION OF SAMPLES:**

Bidder must submit samples with Tender Documents as per specification given. The price bid of such bidder(s) shall be opened whose sample will be accepted after evaluation.

**12. QUALITY OF WORKMANSHIP:**

If any work is found unsatisfactory by "Owner / Any authorized Representative of the Owner" of the work, the bidder shall have to replace the same without any extra financial cost.

**13. ACCIDENT:**

The bidder shall be responsible for any accident during supply of the products for which he/she has to arrange workmen's compensation insurance. This policy shall also cover the bidder against the claims for injury, disability, diseases or death of his or his sub-contractor's employee's covered under the workmen's compensation act, 1948.

**14. INSURANCE:**

The bidder shall arrange adequate Transit-cum-storage-cum-erection insurance policy and shall submit the copy of the same to the Owner on demand.

**15. COMPLETION PERIOD:**

This office reserves the right to increase or decrease the actual quantity of requirement of Panchayat Samiti. However, the approved rate will remain same, in case, the quantity increased or decreased after finalization of the tender. The bidder shall have to complete the work as communicated by BDO and owner reserves the right to re-schedule the completion period, if required.



## SPECIAL TERMS AND CONDITIONS

1. The pre-qualification conditions which should be submitted in the format specified in Annexure-I along with documentary evidence.
2. The bidder who does not meet all the terms and conditions under the pre-qualification will not be entertained for further rounds of selection and their bids will stand disqualified.
3. The bidder should be registered with GST Authorities and any other Central / State authorities as prescribed by law. Copy of the GST Registration and Copy of the PAN should be enclosed with the bid documents.
4. The Bidder should have to print the leaflets & Booklets as per the content, Picture & design provided by the administration without any addition or deletion. The works include typing (DTP) of the content, designing, layout, printing & photography of projects. High resolution photograph of the projects required for printing of the IEC materials shall be done by the Bidder.
5. **The bidder/Firm has to type data in *odia* provided by the administration.**
6. The rates quoted in financial Bid should be inclusive of all charges such as GST, other taxes, Transportation, loading & unloading, transit insurance, delivery, Photography etc. The price/rate should be valid for 180 days from the date of opening of the bid.
7. The bidder must supply the products at delivery point as communicated by the authority.
8. The agency will supply all the items within 07 days (Seven) after the issue of award letter. In case of any further delay, otherwise not mutually agreed upon, shall attract a penalty of 0.5% per month of the value of the delivery delayed up to a maximum period of 4 months after which the order will stand automatically cancelled.
9. The Bid shall be opened by the Bid Committee under the Chairmanship of BDO, Bhapur and evaluated by authorized officials of Tender Committee members.
10. The bids not accompanied with EMD of Rs.30,000/- (Rupees Thirty Thousand only) in shape of Demand Draft drawn in favour of BDO, Bhapur will be rejected.
11. No advance payment will be made. The payment will be made after successful completion of the work. The Agency is required to submit a triplicate Bill, Completion Certificate along with receipted challan duly signed and sealed from the concerned authority for payment after completion of supply of items.
12. The rates should be quoted in figures and words. In case of mismatch between two, the rates quoted in lowest will be considered.
13. The Competent Authority reserves the right to reject or accept any bid without assigning any reason thereto. The decision of the Competent Authority shall be final and binding on the Bidders.

**Seal & Signature of the bidder**

**TECHNICAL BID**

**Annexure-I**

**PRE-QUALIFICATION CRITERIA**

Sl No	Criteria	Documentary Evidence	Submission of Document (Yes/No.)
1	Address of Office	Address Proof for Office	
2	Tax Registration and Clearance	Odisha GST registration Certificate copy (Odisha GSTIN) Copy of PAN	
3	IT return	Bidder must submit IT Return for previous Financial Year(s)(2022-23 ITR is mandatory)	
4	Sample Evaluation	Bidder must have to submit samples with Tender Documents as per specification given. The price bid of such bidder(s) shall be opened whose sample will be accepted after evaluation.	
5	EMD	EMD of Rs. 30,000/- (Rupees Thirty Thousand only) in shape of Demand Draft drawn in favour of BDO Bhapur.	
6	Tender Paper Cost	Tender Paper Cost of Rs. 2000/- (Rupees Ten Thousand only).	
7	Undertaking	"Applicant should not be blacklisted by any Govt. entity or by any other organization, not have any legal proceedings within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to Debarment proceedings".	

**Scope of Work**  
**and**  
**Specification of Printing of Booklets and Leaflets**

<b>SI No</b>	<b>NAME OF THE ITEMS</b>	<b>SPECIFICATION</b>
<b>1</b>	<b>Leaflet</b>	<p style="text-align: center;">Pictorial Leaflet printed in coloured pages, 170 GSM, A4 Size, Mat Finish, In Odia Language.</p> <p style="text-align: center;">Maximum pages of leaflet between 16- 20 pages</p> <p style="text-align: center;">(Documentation of important achievement at the GP level which includes activities of various Government departments having maximum impact on the community. Pictorial leaflet contains important success stories.)</p>
<b>2</b>	<b>Booklets</b>	<p style="text-align: center;">Coloured Booklet Containing 80-100 pages (Cover page-300 GSM, Inner Page-130 GSM) in Odia Language</p> <p style="text-align: center;">(The booklet shall contain projects taken up in concerned blocks areas having maximum impact on the community. The booklet may contain many of the prominent activities selected for concerned GPs and various other bigger interventions which have made impact on life and livelihoods of people in the block area. This may also include coverage of some big infrastructure projects as well as case studies of some important interventions. )</p>

## FINANCIAL BID

### Financial bid Format for Booklet

Sl No	Specification	Quantity (in Nos)	Rate Quoted per booklet including GST(in Rs)( Maximum Price Rs. 200.00 per Booklet)
1	Coloured Booklet Containing 80-100 pages (Cover page 300 GSM, Inner Page-130 GSM) in Odia Language	300	

In words (.....) only

### Financial bid Format for Leaflet

Sl No	Specification	Quantity (in Nos)	Rate Quoted for leaflet 01 leaf (2 pages) including GST (In Rs.). Maximum Cost of the leaflet is Rs.30/- for (16-20 pages)
1	Pictorial Leaflet Printed in coloured pages, 170 GSM, A4 Size, Mat Finish in Odia. Maximum pages of leaflet 16-20 pages.	Approximate 57900	

In words (.....) only

**Seal & Signature of the bidder**