



SAMAGRA SHIKSHA, NAYAGARH

NEAR DRDA, AT/PO/DIST. - NAYAGARH - 752069

Ph. No. - (06753) 254236, Fax - (06753) 253701

E-mail - dpchnayagarhssa.osepa@nic.in



No. 209 // Dtd. 3.2.24

To,

The Asst. Director, MIS,
OSEPA, Bhubaneswar.

Sub- Uploading of short Tender Call Notice in www.osepa.in

Sir,

Enclosing herewith the publication materials, you are requested to upload the materials in OSEPA website.

Yours faithfully,

D. S. Singh
3.02.24
District Project Coordinator
Samagra Shiksha, Nayagarh.

DISTRICT PROJECT OFFICE
SAMAGRA SHIKSHA, NAYAGARH

QUORTATION CALL NOTICE

NO 206 // DATE 03.02.24

TENDER CALL NOTICE FOR "PRINTING AND SUPPLY QUESTION CUM BLANK ANSWE SHEET' and
"REPORT CARD"-2023-24 .

Sealed quotations are invited in plain paper from Registered Offset Printers having valid PAN number/VAT Clearance Certificate (up to 2022-23) and valid GST No. for printing, packing and supply of Question Cum Answer Sheet & Report Card (from class-I to class-VIII) for the year-2023-24. The Quotation paper (Bid document) containing details specification with terms and conditions may be downloaded from Nayagarh District website www.nayagarh.nic.in and www.osepa.odisha.gov.in. and the payment of Rs 1,000/- (Rupees One Thousand) towards cost of Tender Paper of Report Card and Rs.3000/- towards cost of Tender Paper of Question Papers may be made only in shape of DD drawn in any Nationalized Bank in favor of District Project Coordinator, SS, Nayagarh towards cost of tender paper. **No other mode of payment will be entertained.** The sealed Quotations can be sent through **registered post/speed post, /courier** by super scribing the envelope "**Quotations for Printing and Supply of Question Cum Blank Answer Sheet and Report Card-2023-24** " (Separate) to the District Project Office, RTE-SS, Nayagarh, AT:-,PO,Samagra Siksha, Nayagarh (Near DRDA) , the same will be received up to 2.00 P.M dt 20.02.24. Quotations received after scheduled date & time will not be entertained .The Office will not be responsible for any kind of postal delay. The sealed Quotations will be opened on dt 20.02.24 at 3.00 in office of the Collector , Nayagarh or any place as desired by the Collector-cum-Chairman, SS, Nayagarh where the Quotationers or their Authorized Representatives may attend. The Authority reserves the right to amend, alter or cancel any part or all the Quotations without assigning any reason thereof.

By the order of Collector - cum – Chairman

D. S. Singh
3.02.24
District Project Co-ordinator,
Samagra Shiksha, Nayagarh

Memo No: -----/Date: -----

Copy to the DIO, NIC, Nayagarh for information and he is requested to upload the Advertisement in the District NIC Mail.

D. S. Singh
3.02.24
District Project Co-ordinator,
Samagra Shiksha, Nayagarh

Memo No: -----/Date: -----

Copy forwarded to the Assistant Director, MIS, OSEPA, Bhubaneswar for information with a request to upload the Aforesaid Advertisement in the OSEPA website accordingly.

D. S. Singh
3.02.24
District Project Co-ordinator,
Samagra Shiksha, Nayagarh



Bidding Document

FOR

Printing & Supply of REPORT CARD-2023-24

**OFFICE OF THE DISTRICT PROJECT CO-ORDINATOR
SAMAGRA SHIKSHA , NAYAGARH**

TERMS AND CONDITIONS FOR PRINTING & SUPPLY OF REPORT CARD-2023-24
UNDER SAMAGRA SHIKSHA, NAYAGARH
DETAILS INFORMATIONS, TERMS AND CONDITIONS

1. **ELIGIBILITY TO APPLY:** Sealed tenders are invited from the Registered Offset Printers / firms / agencies for Printing & Supply of REPORT CARD- 2023-24 Session for Class-I to VIII Students in two bid systems (Technical & Financial Bid) as detailed below.. 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 AND SUPPLY OF REPORT CARD-2023-24, UNDER SAMAGRA SHIKSHA, NAYAGARH** in separately as per the enclosed Annexure.

2. **SIZE & SPECIFICATION**

- Paper quality- 170 GSM Glossy Art Paper for Report Card.
- Sample paper for Report Card should be submitted by the firm along with tender paper.
- Size of paper –A/4 for Report Card.
- No. of Pages: 08 Pages per Report Card.
- Sample Paper: - Paper to be used for Printing of Report Card should be submitted by the firm along with the tender paper.
- Quality of Printing: Letter size as per the sample with both sides printing, (to be obtained from DPO).
- (a) Printing: Multi-Colour for Report Card.

3. **PLACE OF DELIVERY**

The delivery is to be made at 8 nos. of Block Resource Centers of the district. (Distance in KM to different BEOs from District Head qaurter. Gania-65km, Daspalla,-45 km, Ranpur-37km, Odagaon-35km, Bhapur-35 km, Khandapara-25km, Nuagaon-26km, Nayagarh-5 km.)

4. **PACKAGING:**

Report shall be packaged separately by extra cover class wise and cluster wise indicating name of clusters then block. The packets shall be sorted cluster wise and delivered at block point.

VALIDITY OF BID:

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

5. **DATE & TIME SCHEDULE**

| SI No | Activity | Date and time |
|-------|--|---------------|
| 1 | Date of floating Tender Documents | 03.02.24 |
| 2 | Last date submission of Tender Documents | 20.02.24 |
| 3 | Opening of Tender Documents | 20.02.24 |

6. EMD and processing cost:

- Bid must be accompanied with EMD amounting to Rs.22200(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 SBI bank, Nayaagrh.
- EMD will be forfeited in case of withdrawal of Tender application/ expression of inability to supply of Report card..
- Exemption Certificate in respect of E.M.D and security Deposit will not be accepted in case of SSI unit/ Consumer Cooperative Societies.
- EMD of unsuccessful bidders will be refunded after finalization of the tender.

7. Documents required attached in BID

Bid must be accompanied with:-

- Self attested Xerox copies of valid VAT clearance certificate
- Self attested Valid PAN (PAN Must be in the Name of the Firm/Company)
- Self attested Valid GSTIN
- Self attested Copy of income Tax Returns & Audit report for last 3 Financial years(20-21,21-22& 22-23)
- Registration Certificate under DIC and UDYOG AADHAR.

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

8. AWARD OF CONTRACT:-

- The contract will be awarded to the bidder, whose bid has been determined as (L1) and to offer the lowest evaluated cost as per decision taken by the District Purchase Committee.
- The successful bidder is to execute an agreement in a non- judicial stamp paper.
- The bidder (L1) is required to submit agreement papers which will be approved by the District Purchase Committee at the time of execution of agreement.
- After successful approval of the agreement, the Work Order will be issued.

9. Performance security

Performance security @ 5% of total contract value in shape of Bank Demand Draft/ BG will be furnished by successful Bidder at the time of execution of agreement in favour of District Project Coordinator, Samagra Shiksha, Nayagarh.

10. DELIVERY PERIOD AND LIQUIDITY DAMAGE:

The selected bidder will deliver the printed materials at all BEO offices of the district, within 15days from the date of execution of agreement ,failing which the EMD & Performance Guarantee both will be forfeited and also the party will be subject to legal proceeding.

11. PAYMENT:-

- The payment shall be made on submission of Tax invoice/ bill enclosed with duly signed delivery challan from BEO Concerned of receipt of delivery of required quantity

- The payment will be made only after receipt of the testing report from TBPM, BBSR on quality of the paper used or as decided by OPEPA / District Purchase Committee.

12 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. Organizations

13. The last date/time for submission of sealed tender papers/ bids to District project Coordinator, Samagra Shiksha, Nayagarh by(Registered/ Speed post/Courier) by 20.02.24 at 9.00-pm. The sealed Tender will be opened on the same day i.e 20.02.23 at 4.30 pm in the office of the District Project Coordinator, Samagra Shiksha, Nayaageh. No postal delay will be entertained.

14. The 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 all the disputes are subject to Nayagarh Jurisdiction

D. S. Saini
31/02/24
DEO Cum- District project Coordinator
Samagra Shiksha, Nayagarh

COVERING LETTER
(In Bidder's Letter Head)

To

The District Project Coordinator,
SS, Nayagarh

Subject: Supply of supply of Holistic Report Card – FINANCIAL PROPOSAL

Madam/Sir

I, the undersigned, offer to: supply **Holistic Report Card** in accordance with your Tender Call Notice No. _____, Dated: _____. Our attached Financial Proposal is for the sum of Rs. _____ **[Insert amount(s) in words and figures*]**.

The quoted rate is inclusive of all taxes, packaging, transportation cost & delivery of the complete material at block point. I do hereby undertake that, in the event of acceptance of our bid, the supply shall be made in respect to the terms and conditions as stipulated in the BID document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of <90.> days from the date of opening of the Financial bid.. I have carefully read and understood the terms and conditions of the Bid document and do hereby undertake to provide the article accordingly.

I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

Authorized Signatory [In full and initials]
Name and Designation of Signatory with Date and Seal:
Address of the Bidder :

Application of Financial Bid

Quoted Price

SUPPLY OF HOLISTIC REPORT CARD

| Item | Quantity (Approx.) | Specification & Brand | M.R.P of the item | Quoted rate per page (including all Taxes, Transportation & Packing Cost) |
|---|---------------------|-----------------------|-------------------|---|
| Class I&II | 18453 | | | |
| Class III & V | 34416 | | | |
| Class VI& VIII | 35437 | | | |
| Transportation & Packing Cost towards delivery of materials at Block Points | | | | |

NB:- All materials must be of a reputed brand. Only one price should be quoted for each item and if more than one price is quoted under different options the rate quoted by firm in the first option only will be valid and considered for evaluation.

| | | | | |
|---|--|--|--|---|
| 18453 | | | | |
| 34416 | | | | |
| 35437 | | | | |
| Transportation & Packing Cost towards delivery of materials at Block Points | | | | |
| | | | | Signature of the Tenderer With date and seal |

COVERING LETTER

(ON BIDDER/S'S LETTER HEAD)

To

The District Project Co-ordinator
SS, Nayagarh

Subject : SUPPLY OF HOLISTIC REPORT CARD)

Madam/Sir,

I/We, the undersigned, request you to participate in the selection process towards SUPPLY OF HOLISTIC REPORT CARD in accordance with your Tender Call Notice No _____ dated _____. I/We are hereby submitting our proposal, which includes Technical Bid and Financial Bid separately..

I/We, hereby declare that all the information and statements made in this Technical BID are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our Bid. Our Bid will be valid for acceptance up to 90 Days from the date of opening of the financial BID and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

I/We, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the BID document. In case any provision of this BID document are found violated, then TIA shall without prejudice to any other right or remedy be at liberty to reject our Bid including legal action as per law.

I/We remain,

Yours faithfully,

Place:

Date:

BIDDER/S'S OFFICIAL SIGNATORY
Name & Designation with Rubber Stamp

Bidder/s's Organisation (General Details)

| SI No. | Description | Full Details |
|--------|--|--------------|
| 1 | Name of the Bidder/s | |
| 2 | Address for Communication Tel : Fax: Email id : | |
| 3 | Name of the authorized person signing & submitting the bid on behalf of the Bidder/s: Mobile No. : Email id : | |
| 4 | Registration / Incorporation Details Registration No: Date & Year. : | |
| 5 | Local office - If Yes, Please furnish contact details | |
| 6 | Bid processing fee Details Amount :Rs. _____/- | |
| 7 | EMD details | |
| 8 | GSTIN | |
| 9 | PAN | |
| 10 | Confirm to carry out assignments as per the scope of work of the Bid Document | |
| 11 | Confirm to accept all the terms and conditions as specified in the Bid Document | |

Place:

Date:

BIDDER/S'S OFFICIAL SIGNATORY

Name & Designation with Rubber Stamp

Check list of documents & Items to be enclosed with Technical Bid

| Sl. No | Nature and Type of Document/Items | Whether enclosed (with page reference) | |
|--------|--|--|----------|
| | | Yes / No | Page no. |
| 1 | Valid Aadhar Udyog Registration of the firm | | |
| 3 | valid PAN | | |
| 4 | valid GST Registration & up to date clearance Certificate | | |
| 5 | Income Tax Return & Audit Report for the Financial Year 2020-21, 2021-22 and 22-23. Assessment Year 21-22, 22-23 & 23-24 | | |
| 6 | DD amounting to Rs. _____/- as bid processing fee | | |
| 7 | EMD in shape of Demand Draft / Bank Guarantee | | |
| 8 | Duly filled in, signed & sealed Tech-1, Tech-2, Tech-3 & Tech-4 formats. | | |
| 9 | Sample Paper | | |

Place:

Date:

BIDDER/S'S OFFICIAL SIGNATORY
Name & Designation with Rubber Stamp/
Official Seal of the Firm.

(In Bidder's letter Head)

To:
The District Project Coordinator
SS, Nayagarh

Undertaking / Declaration

1. I, _____ Son / Daughter / Wife of Shri _____ Proprietor / Director/
Authorized Signatory of the bidder, mentioned above, am competent to sign this declaration and execute this bid document;
2. I/we have carefully read and understood all the terms and conditions of the BID document and undertake to abide by them.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I /We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my BID at any stage besides liabilities towards prosecution under appropriate law.
4. I/we also certify that our firm has not been blacklisted / debarred / banned by any State Govt. / UT / Central Govt. /Govt. organization / Govt. Institution / PSU / Govt. run autonomous body, Society / OSEPA and or convicted by any court of law due to (a) Service or quality supplied (b) submission of fake or forged documents (c) submission of incorrect information/ suppression of vital information and facts / misrepresentation of quality certificates (d) non-performance or non-supply (e) any other reasons.
5. This is also certified that neither my-self nor my organization will be indulged in any corrupt practices so far as this bidding is concerned.

Authorized Signatory [In full and initials]

Name and Designation of Signatory with Date and Seal:

Address of the Bidder

PERFORMANCE BANK GUARANTEE -FORMAT-B

To,
The District Project Coordinator,
SS Nayagrh

WHEREAS

_____ (Name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract No _____ dated _____ for supply Report Card (herein after called "the contract"). **AND WHEREAS** it has been stipulated by you in the said contract that _____ the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of _____ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified there in.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the _____ day of _____, <Year>

Our branch at * _____ (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our _____ *branch a written claim or demand and received by us at our _____ *branch on or before Dt. _____ Otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)

Name and designation of the officer
.....

Seal, name & address of the Bank & Branch

*Preferably at district head quarter.

Bank Guarantee Format for Furnishing EMD

To,
The District Project Coordinator ,Nayagarh

WHEREAS _____ (Name and address of the tenderer) (hereinafter called "the Tenderer") has submitted their offer dated _____ for supply Report Card against the purchaser's Notice inviting tender No _____ dated _____

know all mean by these presents that We..... of..... having our registered office at.....(hereinafter called the "Bank") are bound unto the District Project Coordinator Samagra Shiksha , Nayagarh_____ (hereinafter called "purchaser") in the sum of **Rs. _____/-** for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this..... day of.....2023

THE CONDITIONS OF THIS OBLIGATION ARE:

1. If the Tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this Tender.
2. If the tenderer having been notified of the acceptance of its tender by the Purchaser during the period of its validity :-
 - a) If the tenderer fails to furnish the performance security for the due performance of the contract
 - b) Fails or refuses to accept / execute the Contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser have to substantiate its demand, provided that, in it's demand the purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to _____ and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

Our _____*branch at _____ (name and address of the _____*branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this bank guarantee only and only if you serve upon us at our _____*branch. A written claim or demand and received by us at our _____* branch on or before dated _____ otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

(Signature of the authorized officer of the Bank)

(Name & designation of the officer)

Seal, name, date & address of the bank and address of the branch

***Preferably at district head quarter.**