



ବିଜାପିତ ଅଞ୍ଚଳ କାର୍ଯ୍ୟାଳୟ,ରାଣପୁର

OFFICE OF THE NOTIFIED AREA COUNCIL, RANPUR

RANPUR, DISTRICT: NAYAGARH-752026

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SHORT TENDER CALL NOTICE
FOR SELECTION OF PRINTING PRESS /FIRMS FOR
PRINTING OF BOOKLETS

Notice No- 256

Date-31.01.2024

Short Sealed Tenders are invited from registered printing press/Firms based in Odisha for Printing of Booklets for Documentation of achievements of various initiatives of last 5 years for generating awareness among citizens & for strengthening mechanism of good governance. Intending bidders may obtain the Bid documents from the district web site. The bid documents containing eligibility criteria and details terms and conditions of the tender can be download from the website www.nayagarh.nic.in.

Details of the bidding process are as follows:

SL. NO.	Bidding Schedule	Date and time
1	Date of Issue	31.01.2024
2	Last date of Submission of Bid	07.02.2024 up to 5.00 PM
3	Opening of Technical Bid	08.02.2024 at 11.00AM
4	Opening of Financial Bid	08.02.2024 at 11.30AM

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

31/01/2024
Executive Officer
Ranpur ,NAC

Memo No-257 / Dt. 31.01.2024

Copy submitted to the DMA & Ex-Officio Additional Secretary to Govt. ,Housing & Urban Development Deptt. ,Odisha , Bhubaneswar for favour of kind information .

31/01/2024
Executive Officer
Ranpur ,NAC

Memo No-258(2) / Dt. 31.01.2024

Copy submitted to the steno to District Magistrate & Collector ,Nayagarh/Project Director ,DUDA,Nayagarh for favour of kind information.

31/01/2024
Executive Officer
Ranpur ,NAC

Memo No-259(5) / Dt. 31.01.2024

Copy forwarded to the General Manager, WATCO , Nayagarh / Superintending Engineer,R&BDivision,Nayagarh/BlockDevelopmentOfficer,Ranpur/Tahasildar,Ranpur for information with a request to display the same in their respective notice board for wide publication /District information Officer, NIC,Nayagarh with a request to publish this EOI notice on the portal of District Website www.nayagarh.nic.in.

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31/01/2024
Executive Officer
Ranpur ,NAC

Memo No-260 / Dt. 31.01.2024

Copy submitted to the Joint Secretary, I& PR Department (Publication Division) Govt. of Odisha, Bhubaneswar for favour of kind information with a request to publish the above content on Two Odia Daily News Paper for one day only (preferable widely circulated in Ranpur NAC Area) and submit two copies of press cutting along with the bill as per the Govt. rate for making necessary payment at this end.

bon
31/01/2024
Executive Officer
Ranpur ,NAC

GENERAL TERMS & CONDITIONS

1.SOURCE OF FUNDS: The Executive Officer, Ranpur NAC is the funding agency for printing of pictorial colored Booklets in Odia & English Language.

2. DISCLAIMERS:

This Document includes statements, which reflect various assumptions, which 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 condition so prescribed without any reason thereof.

4.COST OF BIDDING: The Bidder is expected to examine the Bidding Documents, Including all instruction, Forms Terms and Specification . 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 will be rejected out rightly.

6.Tender Paper Cost (Non refundable): Along with their technical bids Bidders are required to submit a Tender Paper Cost Rs.600.00 in the form of Demand Draft of Executive Officer, Ranpur NAC payable at any scheduled commercial Bank at Ranpur 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.5,000.00(Rupees Five Thousand) only in shape of TDR drawn in favour of Executive Officer, Ranpur NAC.The earnest Money of unsuccessful Bidders will be returned to them 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 EBIGIBILITY:- The intending bidder should qualify all the condition in the pre-qualification criteria as per annexure-1

9.VALIDITY:-The Offer shall be valid for a period not less than 90 days from the date of bid opening(technical).

10.PAYING OFFICER: Payment will be released by Executive Officer, Ranpur NAC 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 shall be opened whose sample will be accepted after evaluation.

12.QUALITY OF WORK MANSHIP: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 product for which he/she has to arrange workmen's compensation insurance. This policy shall also cover the bidder against the claims for injury ,disability, disease or death of his/her sub-contractors 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 Ranpur NAC However, the approved rate will remain same , in case the quantity increased or decrease after finalization of the tender. The bidder shall have to complete the work as communicated by District Administration and owner reserves the right to re-schedule the completion period, if required.

16.Force Majeure:-On the happening of any event beyond the control of both the parties and which makes the, contract impracticable to perform it relives both the parties from the performance under the contact.

SPECIAL TERMS AND CONDITIONS

1. The pre-qualification condition which should be submitted in the format specified in Annexure-1 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 have a registered firm having valid registration certificate and complete address of the office.
4. The bidder must have an annual turnover as mentioned in the pre-qualification table supported by relevant documents or audited balance sheet.
5. 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 closed with the bid documents.
6. The Bidder should have to print the booklets as per the content, picture & design provided by the administration without any addition or deletion. The work include typing (DTP) of the content designing, layout, printing & photography of the projects.
7. The bidder/Firm has to type data as per font & size provided by the administration.
8. The rate quoted in financial bid should be inclusive all charges such as other Taxes, Transportation, loading & unloading , transit insurance, delivery, photography and excusive GST. The price /rate should be valid for 30 days from the date of opening of the bid.
9. The bidder must supply the products at delivery point as communicated by concerned authority.
10. The agency will supply all the items within 03 (three) days after the issue of award letter. In case of any further delay, otherwise not mutually agreed upon, shall attract a penalty of 0.2% per week of the value of the delivery delayed up to a maximum period of 01 month after which the order will stand automatically cancelled.
11. Draft copy each shall be submitted for proof reading before final printing of the booklets.
12. The bid shall be opened by the bid committee under the Chairmanship of Chairperson, Ranpur NAC and evaluated by authorized official of Tender Committee Members.
13. The Bids not accompanied with EMD of Rs.5000.00(Rupees Five Thousand) only in shape of TDR drawn in favour of Executive Officer, Ranpur NAC will be rejected.

14. 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 for payment after completion of supply of items.
15. The rates should be quoted in figure and words. In case of mismatch between the two rates quoted in words will be considered.
16. The bidder should have proper license in handling the items, if required, the same to be submitted on demand and otherwise it will be liable for any damage or any account.
17. All dispute shall be under the jurisdiction of the district Civil court of Nayagarh District.
18. The competent Authority reserves the right to reject or accept any bid without assigning any reason thereof. The decision of the competent Authority shall be final and binding in this regards.

Signature and seal of the Bidder

Annexure-01
PRE-QUALIFICATION CRITERIA

SL. NO.	Criteria	Documentary Evidence	Submission of Document (yes/no)
1	Address of the office	Address proof for Office	
2	Tax	GST IN Copy	
3	Registration & Clearance	Copy of PAN	
4	Registration Certificate	DIC Registration certificate/MSME/ ROC	
5	IT Return	Bidder must submit IT Returns for last three financial year(2020-21,2021-22,2022-23)	
6	Sample evaluation	Bidder must have to submit samples with tender document as per specification given. The price bid of such bidders shall be opened whose sample will be accepted after evaluation	
7	EMD	EMD of Rs.5.000/- in shape of TDR Should be pledged in Favour of Executive Officer, Ranpur NAC.	
8	Tender paper cost	Tender Paper cost or Rs.600 /- in shape of Demand Draft drawn in favour of Executive Officer,Ranpur NAC. "Applicant should not be blacklisted by any Govt. entity or by any other organization ,not have any legal proceeding within a period of three years preceding the commencement fo the procurement process, or not have been otherwise disqualified pursuant to Debament processing. The bidder should furnish an under taking to this effect though an affidavit in non judicial stamp paper of Rs.100 and duly notarized along with acceptance of the tender terms and conditions.	

Seal and Signature Of the Bidder

Financial Bid OF printing of Booklets

Sl no	Name of the items	Specification	Rate per piece including all taxes & charges, exclusive GST per Booklet	
			Rate in figure	Rate in word
1	Coloured Booklet Containing 20 pages	A) 170 GSM with A4 size mat finish coloured paper & best quality colour print		

Seal and Signature Of the Bidder

Name of the press/firm:

E-mail Id:

Mobile No:

Sd/-
Junior Engineer
Ranpur NAC

Sd/-
Municipal Engineer
Ranpur NAC

Sd/-
Executive Officer
Ranpur NAC

No. of Cutting:

No. of Over writing:

No of correction:

Junior Engineer
Ranpur NAC

Municipal Engineer
Ranpur NAC

Executive Officer
Ranpur NAC

Chairperson
Ranpur NAC