



TENDER CALL NOTICE



Sealed Tenders are invited from various Printing Firms / Agencies having experience in executing similar activities in the past as per the specifications approved by the SIRD. The details regarding terms and conditions may be down loaded from the www.orissapanchayat.gov.in. The interested bidders may visit SIRD Library in working hours on working days to inspect the book before quoting the price. The "Ready to Print" soft copy of the books will be provided by SIRD to the firm on being selected to execute the work.

The quotation should be submitted in two parts i.e. Technical Bid (Cover – A) and Financial Bid (Cover – B). The bidder should give their Technical and Financial Bid proposal separately in two envelopes and those should put in another cover super scribed as "Proposal for Printing Jobs under NCBF".

The quotation should reach the office of the undersigned by 19th December, 2009 (1.00 P.M.). The Tenders will be opened at 4.00 P.M. on the same day. The undersigned reserve the right to accept or reject any or all the quotations without assigning any reason thereof.

Director,
State Institute for
Rural Development,
Bhubaneswar-751012

SPECIFICATION OF ITEMS FOR PRINTING

SPECIFICATIONS, TERMS & CONDITIONS FOR PRINTING OF BOOK (RESOURCE MATERIALS FOR FIELD LEVEL PRI TRAININGS)

1. Sealed tenders are invited from agencies having adequate experience in printing and supply of formats and booklets.
2. The tender will be in two parts i.e. technical bid. (Cover-A) and financial bid (Cover-B). The bidders should give their technical and financial proposal separately in two envelopes and should be put into another cover super scribed as "Proposal for Printing Jobs under NCBF".
3. Bidders who qualify technically, their financial proposal shall only be opened.

SPECIFICATIONS

Sl. No.	Name of the Items	Specification	Unit (In Nos.)
1.	Book 1 – No. of Pages– 136 (Inner) + 4 Cover	Size : A4 Cover Page : 250 GMS (Art), Printing – Multi Colour Inner Page : 80 GMS maplitho, Printing – Bi-Colour Binding – Mat Lamination with gum binding	80,000 copies
2.	Book 2 – No. of Pages– 168 (Inner) + 4 Cover	Size : A4 Cover Page : 250 GMS (Art), Printing – Multi Colour Inner Page : 80 GMS maplitho, Printing – Bi-Colour Binding – Mat Lamination with gum binding	80,000 copies

Delivery Schedule : Within 15 days from the date of issue of Printing Order to the successful bidder.

Consignee : Director, State Institute for Rural Development,
Near Stewart School, Unit – 8, Bhubneswar – 751012.

TERMS AND CONDITIONS :

1	The agency should be a bonafide Printer /Publishing house having appropriate registration from Government statutory authority (DIC).
2	The firm should have PAN/TIN holder and up to date VAT clearance certificate.
3.	Annual turnover of the bidder must \geq 20 lakhs in each year of last three preceding years.
4.	It has not been blacklisted by any Government Organization.
5.	Rates should be quoted inclusive of cost of paper, hard board, cover design, printing, binding as per specifications and also inclusive of charges of VAT and other taxes as applicable.
6.	SIRD will have no liability regarding transportation, loading and unloading of material and all the material ordered for shall be delivered at the designated place i.e. State Institute for Rural Development (SIRD), Near Stewart School, Unit – 8, Bhubaneswar in good condition. The defective or damaged printed material, if any, will be replaced by the firm.
7.	Tender must be accompanied by earnest of Rs. 50,000/- by way of demand draft, drawn on any National Bank in favour of Director, State Institute for Rural Development, Bhubaneswar. Tenders not accompanied by earnest money will not be considered. EMD of unsuccessful tenderers will be returned without interest on finalization of bid. EMD of successful tender will be retained and will be refunded on successful completion of the job without interest.
8.	Conditional Tenders are liable to be rejected. In the event of acceptance, Director, SIRD's decision will be final. The tender, which is not as per our required specifications, will not be considered.
9.	If the successful bidder fails to supply within the stipulated period of 15 days, liquidated damage @ 0.5% per week of delay shall be deducted from the final payment. Deduction shall be made till 4% of Printing order rate. If the bidder still fails to supply his order stand cancelled.
10.	Director, SIRD will not pay any advance payment to the firm. The firm will have to carry out the entire job on its own and the amount will be paid only after satisfactory completion of the job and submission of bill in that regard.
11.	All information, documents and data coming in the possession of the firm as a result of the execution of the job shall at all time remain the property of the Director, SIRD, Bhubaneswar. The firm shall not make or allow any of his employee or agents etc. to make an unauthorized copy, use, access or other utilization of this material commercially or otherwise, directly or indirectly except as agreed to by the Director, SIRD. The firm shall also ensure complete confidentiality of the information and data provided to it in the course of carrying out the job.

- 12. Bidder must have sound knowledge of latest intellectual and properly rights. The authority who assigns the printing job is no way responsible for any deviation made by the printer in this regard.**
- 13. Director, SIRD reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.**
- 14. Under no circumstance shall the firm appoint any sub-contractor or sub-lease the contract. If it is found that the firm has violated these conditions the contract will be terminated forthwith without any notice and security deposited by the firm shall be forfeited.**

TENDER FORM**Part – 1
(Technical Bid)**

1	Name of the Firm	
2	Address of the Firm	
3	Name of authorized signatory (in block letters)	
4	Specimen signature of authorized signatory	
5	Telephone number of authorized signatory / Firm	
6	Registration No. (Attach Registration Certificate issued from DIC)	
7	VAT clearance certificate submitted or not	
8	PAN	
9	Major clients of the firm (Give contact details of the clients)	
10	Annual turnover certificate duly signed by Chartered Accountant submitted for last three years or not	
11	Draft number and date of the EMD of Rs. 50,000/- submitted by the firm(Yes / No)	
12	Whether firm have any legal suit / criminal case pending against it for violation of PF / ESI / MW Act or any other law. Submit the affidavit of declaration.	
13	Affidavit of declaration that the firm agrees to abide by all terms and conditions of tender	
14	Whether all documents submitted signed by the authorized signatory of the firm (Yes / No)	

DECLARATION :

I / we hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me / us and that the information furnished above is full and correct to the best of my / our knowledge. I / we understand that in case of any deviation in the above statement at any state, the Firm / Agency will be blacklisted and will not have any dealing with in future.

Place :

Date :

(Signature and seal of the authorized signatory)

TENDER FORM

Part – 2

(Financial Bid)

Sl. No.	Item	Quoted Rate
1.	Book 1 – No. of Pages– 136 (Inner) + 4 Cover (80,000 copies)	
2	Book 2 – No. of Pages– 168 (Inner) + 4 Cover (80,000 copies) (Rates should be quoted inclusive of cost of paper, hard board, cover and inner pages design, printing, binding as per specifications and also inclusive of charges of VAT and other taxes as applicable).	

Place :

Date :

(Signature and seal of the authorized signatory)