



# **BID DOCUMENT**

**FOR**

**Lamination, Three pin staple & Folding for  
preparation of FLN Materials.**

**TEXT BOOK PRODUCTION AND MARKETING,  
KHARAVEL NAGAR, UNIT-III, BHUBANESWAR-751001.  
e-mail:directortbpmoisha@gmail.com**



## **CONTENTS OF TENDER DOCUMENT**

<b>SI No.</b>	<b>Description of contents</b>	<b>Page Number</b>
1.	Specification & Condition for FLN materials	03
2.	Important information to the Bidders	04
3	Scope of work and general instruction for Bidders.	05-09
4.	Application-Technical Bid (Format-A)	10-11
5.	Application-Financial Bid (Format-B & Format B1)	12-13
6.	Declaration as per format – C	14

**Specification and condition for Lamination, Three pin staple & Folding for preparation of FLN Materials.**

1	Big Book	Grade 1	Grade 2	Grade 3	
	Size	12x18 inch	Yes	Yes	Yes
	Type	Book with centre stapled binding with 4-5 pins			
	Printing	Both side four colour			
	Paper quality	Cover- Art paper 170 GSM (laminated)			
		Inner text : 170GSM			
	Orientation	Portrait			
	No of pages	Pages: 8 +4 cover (15 books have 6 sheets each) And 12+4cover (5 books have 8 sheets each)			
	Colour	Cover- 8 color (all 4 pages)			
		Inner text pages - 4 colors			
	Lamination	Laminated ( cover only – single side )			
	Binding	Three pin staple binding			
	Quantity for printing	10 big books for grade 1 – (2 sets)* 50000 schools 5 big books for grade 2 – (2 sets) )* 50000 schools 5 big books for grade 3 – (2 sets) )* 50000 schools			

The firm will print all the FLN materials as per the government approved rate i.e. Cover Printing on one side of the A1 sheet per colour for 1000 sheets Rs.120/- for 170GSM glossy art paper sheet fed printing and prepare as per the above specification and pack the number of books in a bundle as specified in order, tie with machine strapping, strong enough to bear the weight of the bundle. The books will be handed over to TBPM Book store.

Digital colour final copy of books to be submitted by the bidder to the TBPM after total correction of Text. Printing firm must have pre press unit like CTP, Sheet fed machine, Lamination, Three pin staple & Folding unit in integrated. The rate should be quoted as specified above.

## TENDER DOCUMENT

### IMPORTANT INFORMATION TO THE BIDDER.

S. No.	Particular	Details
1.	Tender Floating Authority	<b>TEXT BOOK PRODUCTION AND MARKETING(TBPM), KHARAVEL NAGAR, UNIT-III, BHUBANESWAR-751001</b>
2.	Availability of the Tender Paper	Cash section of Office of the Director, TBP&M, Bhubaneswar from <b>Dt.28/06/2021, 11 AM to Dt.13/07/2021,5.00 PM</b> in all working days on deposit of required bid processing/cost of tender fees .
3.	Date of Issue of the Bid	28/06/2021
4.	Last date and time of receipt of the Bid only through speed post / registered post / courier.	Up to 5.00 PM of dt.- 13/07/2021
5.	Date & time for opening of Technical BID	11 :30 AM of dt.-14/07/2021
6.	Date of opening of Financial BID	Will be declared on the date of opening of the technical bid after assessing nos. of bidder participated.
7.	Cost of tender paper / Bid Processing Fee (Non-Refundable)	Rs. 10,500/- (Ten Thousand fifty) only in INR (in <b>cash</b> - if purchased from cash section, TBPM. In case of downloaded from web site - <b>DD / Banker's cheque</b> drawn in any nationalized/scheduled bank favouring Director, TBPM, payable at Bhubaneswar which will be annexed with the Technical Bid)
8.	Earnest Money Deposit (EMD) (Refundable)	As mentioned in the tender document
9.	Address & mode of submission of proposal	Director, Text Book Production and Marketing, Unit-III,Kharavelnagar, Bhubaneswar-751001 <b>Mode of Submission:</b> Speed Post / Registered Post/ Courier only to the address as specified above during the office hour only). Submission of proposal through other mode and late bid will be rejected.
10.	Place of Opening of Proposal:	Office of the Director, Text Book Production and Marketing, Unit-III, Kharavelnagar, Bhubaneswar-751001.
11.	Point of Delivery & Completion of supply	At Director, TBPM within 30 days from the date of receipt of final proof correction from TBPM.
12.	Signing of agreement and submission of Performance security	Within 7 days of issue of work order

## **Invitation of Bid for Lamination, Three pin staple & Folding for preparation of FLN Materials.**

The Director, Text Book Production and Marketing, Unit-III, Kharavelnagar, Bhubaneswar-751001, invites bid from the reputed printers / having adequate experiences in taking up the printing work of error free composing, proof reading, editing, layout designing with requisite child-centered multicolour illustration through CTP (Computer to Plate) system, lamination, three pin staple & folding for printing of “FLN Materials” for Class-I to Class-III students of FLN Materials.

### **SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS**

#### **1. Eligibility Criteria :**

The Printing firms must have

- (a) Experience in handling printing work for Central/State Government / PSUs / Boards / Corporations / autonomous body under administrative control of Central or State Govt.
- (b) Possess valid registration under DIC as printing press & having PMT or Entrepreneur Memorandum Number-2 (EM-2) registration certificate issued by DIC.
- (c) Possess valid PAN.
- (d) GST Registration.
- (e) Equipped with minimum infrastructure of four colour offset sheet fed printing machine and 4 Colour web Printing M/c with **in house CTP (Computer to Plate) , Lamination Machine, Stitching Machine etc.**
- (f) Filed Income Tax Return for the Financial Year 2017-18, 2018-19 & 2019-20.
- (g) Minimum turnover of **Rs.60.00 lakh** or more in **each** in the financial years 2017-18, 2018-19 & 2019-20

#### **2. Application Procedure:**

- (a) The Bid has been invited under two bid system i.e. **Technical Bid and Financial Bid**. The interested bidders are advised to submit two separate sealed envelopes scribing “**Technical Bid** for Lamination, Three pin staple & Folding for preparation of FLN Materials. & “**Financial Bid** for Lamination, Three pin staple & Folding for preparation of FLN Materials”. Both sealed envelopes should be kept in another sealed envelope scribing “Short Tender for Lamination, Three pin staple & Folding for preparation of FLN Materials.”
- (b) **Technical Bid & Financial Bid.**  
The Bidder has to fill up the Technical bid Form (**Format-A**) & submit it with a separate envelope with all self attested documents as mentioned in para-2 (i). Similarly, the Financial Bid form has to be filled up as per prescribed form (**Format-B & B1**) and to be submitted in separate sealed envelope. The rate quoted should be **inclusive** of all taxes and charges like printing, binding,

laminating, three pin stapling & folding for preparation of FLN Materials & delivery of the complete book etc. at TBPM. **However, the bidder will specifically mention the type of applicable tax as well as its rate in the Financial Bid.**

- (c) The tender should be addressed to Text Book Production and Marketing, Unit-III, Kharavelnagar, Bhubaneswar-751001”.
- (d) The Bid document shall be available in the concerned section of the Office of the Director, Text Book Production and Marketing, Unit-III, Kharavel Nagar, Bhubaneswar-751001 within 10.00 AM to 5.00 P.M. of all working days up to **5 PM of 28/06/2021** by depositing non refundable amount of **Rs.10,000/- + TAX** in the shape of D.D. drawn in any nationalized/scheduled bank favoring Director, TBPM, payable at Bhubaneswar as cost of BID document and also the tender paper is available in Cash section of Office of the Director, TBP&M, Bhubaneswar from **Dt.28/06/2021, 10 AM to Dt.13/07/2021,5.00 PM** in all working days on deposit of required bid processing/cost of tender fees. In case of downloaded from web site - **DD / Banker's cheque** drawn in any nationalized/scheduled bank favouring Director, TBPM,
- (e) **As per guidelines of Finance Department, Odisha vide OM No.8943/F, dtd.18/03/2021 the bidders have to furnish “Bid security declaration” in lieu of E.M.D.in the firm’s letter pad with seal and signature, mentioning that if they withdraw or modify their bids during period of validity etc., they will be suspended till 31/12/2021.**
- (h) Government enterprises owned by State Govt./ Central Govt./ Co-Operative Societies/ Rate Contract Firms (EPM)/ MSME can be exempted from payment of EMD/SD but they should submit documentary evidence in support of such exemption.
- (I) The interested Bidder are to enclose the self attested photocopies of the following valid documents **in the Technical Bid envelope.**
  - (i) At least one Work order/agreement/any other document in support of past experience in handling printing work for Central/State Government / PSUs / Boards / Corporations / autonomous body under administrative control of Central or State Govt.
  - (ii) valid registration under DIC as printing press & having PMT or Entrepreneur Memorandum Number-2 (EM-2) registration certificate issued by DIC.
  - (iii) valid PAN, .
  - (iv) Copy of GST Registration Certificate.
  - (v) Photographs of minimum infrastructure of four colour web offset machine four colour offset sheet fed printing machine with in house CTP (Computer to Print), Lamination, Stitching & Folding Machine
  - (vi) Balance sheet &, Profit & loss account certified by CA showing minimum turnover of **Rs.60.00 lakh each** in the financial years 2017-18 , 2018-19 & 2019-20.
  - (vii) EMD as mentioned in **para-02 (e)** of the scope of work of the tender document.

- (viii) Money receipt towards purchase of tender paper directly from cash section of TBP&M or DD if downloaded from website.
  - (ix) Tender Document duly signed and sealed by the authorised person of the bidder in each page as a token of acceptance of all terms and conditions of the Bid.
  - (x) Copy of GST Clearance certificate of one year.
  - (xi) Copy of Income Tax return for the financial year 2017-18,2018-19 & 2019-20.
  - (xii) Declaration as per **format C..**
  - (xiii) Application -Technical Bid (Format-A), Application Financial Bid (Format-B & Format -B1).
3. The Bidder who meets the qualitative requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be opened.
  4. The bidder should produce all above required documents failing which its offer will be cancelled. Offer will be given to the next successful bidder with the above conditions and so on.
  5. **Submission & opening of Tender:**
    - (a) The interested Bidders may submit the tender document complete in all respects along with EMD and other requisite documents on or before **13/07/2021 up to 5:00 PM** addressed to Director, Text Book Production and Marketing,Unit-III,Bhubaneswar-751001 only through **registered Post / Speed Post/Courier Post**. Other mode of submission of Bid will not be accepted. TBPM is not responsible for any postal delay.
    - (b) The Technical bids shall be opened on the scheduled date and time at **11:30 AM on 14/07/2021** in the Office Chamber of Director, TBPM, Bhubaneswar in the presence of the representatives of the bidders, if any, who wish to be present on the spot at that time.
    - (c) The Financial Bid of only those tenderers will be opened whose Technical bids are found in order. The date, time & place of opening of Financial BID will be communicated after evaluation of Technical BID and Firm inspection.
    - (d) The Authority may, at its discretion extend the dateline for submission of tenders by amending the tender documents in which case all rights and obligation rest on the Authority.
    - (e) **Late Bidders:** Any bid received by the authority after the prescribed time and dateline for submission of bids will not be opened and considered. Thus the same is deemed to be rejected.
  6. **Specifications :** *The specification of the FLN Materials will be as mentioned at page 03 .*
  7. **Evaluation of BID:**
    - (a) The Purchase Committee of TBPM will evaluate the Technical & Financial BID. The Bidder who meets the qualitative requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be opened.

- (b) Onsite inspections of the Bidder quoting lowest rate will be made by the authorized technical team of Director, TBPM to ascertain the actual capacity, tools and machinery available etc. with the firm. After obtaining positive reports from the technical team, work order will be issued in favour of the L1 bidder. If the onsite inspection report shows any negative remarks, the offer of the L1 bidder will be rejected. Then on site inspections of the L2 firm will be made by the above team and so on. However, the decisions of the Director, TBPM will be final & binding to all the bidders in this regard.
8. **Acceptance or Rejection of the Bids:**
- (a) The Director, TBPM reserves the right to accept or reject any bid and to reject all bids at any time without assigning any reason thereof.
- (b) Any bid with incomplete information is liable for rejection.
9. **Award of Contract :**
- (a) TBPM will award the contract to the Bidder/s substantially responsive to the Bid document & offered lowest evaluated cost. The Lowest evaluated cost will be taken on the basis of **total amount** quoted for all the books as per **Format-B1**.
- (b) In special case, where the lowest evaluated responsive bidder is not in a position to supply the full quantity required in time, TBPM may place order for the remaining quantity with the next higher responsive bidder (s) at the rate offered by the lowest evaluated responsive bidder after obtaining specific approval from the competent authority on the specific recommendation of the purchase Committee decision of the Director, TBPM is final & binding to all the bidders in this regard.
- (c) The authority reserves the right to distribute the printing and binding work amongst the different firms/printers at the approved rate on the basis of their working capacity and/or their past performances & on the basis of the total quantum of work available.
10. **Signing of Contract :**
- (a) The successful bidder/s whose bid has been accepted will sign an agreement with TBPM within 07 days of issue of the work order.
- (b) Failure by the tenderer to comply with the requirement of above mentioned clause, the offer shall be rejected and the tenderer shall have no claim further.
11. **Performance Security Deposit:** The selected bidder shall have to submit Performance Security Deposit of 03% of contract value in shape of Fixed deposit/ Bank Guarantee (BG) drawn on any Nationalized / Scheduled Bank in favour of the “Director, TBPM payable at Bhubaneswar only. In case of BG, the validity will be at least **30 days** from the date of expiry of defect liability period.
12. **Terms of Supply :**  
The materials shall be delivered (as per specification) to the store keeper, OSEPA within **30 days** of receipt of final proof correction.
13. **Penalty :**
- (a) If the work is delayed for any reason for which TBPM is not responsible, penalty @ 03 % per week or part thereof on the total cost for first four weeks and thereafter @ 05% per week on the total cost will be imposed on the supplier after due approval of appropriate Authority. Director, TBPM reserves the right to



forfeit the Performance Security & debarred the bidder from participating in any other bid of the TBPM. In such cases TBPM may write to the Govt. for blacklisting of the firm.

- (b) If the quality of printing is found to be dissatisfactory, penalty as suggested by the purchase committee will be imposed.

14. **Bid validity period.**

The bid validity period is **90** days from the date of opening of the bid. Accordingly the bidder shall submit the Bid.

15. The representative of the bidders should attend the BID opening meeting with all original document/papers as called for in **the technical BID** & as **stated in Para-4** for verification.
16. The potential bidders can see the materials from the Production Officer of TBPM during office hour & quote the rate accordingly.
17. The Director, TBPM reserves the right to reject any or all the bids without assigning any reason thereof. He also reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.
18. Corrigendum, if any, will be published in Odia Daily and Local English Daily.
19. No advance payment will be made to the successful bidder.
20. All disputes relating to the contract is subject to the pecuniary jurisdiction of the Court at Bhubaneswar.

Director  
TBPM, Bhubaneswar

**APPLICATION- TECHNICAL BID**

**For printing & supply of FLN Materials**

1. Name of Bidder \_\_\_\_\_.
2. Details of Earnest Money Deposit: F.D.R. No. \_\_\_\_\_ date \_\_\_\_\_ of Rs. \_\_\_\_\_ drawn on Bank \_\_\_\_\_.(National/ Schedule Bank)

3. Name of Proprietor/ Partner / Director:

\_\_\_\_\_.

4. Full Address of Registered Office:

\_\_\_\_\_  
\_\_\_\_\_

Telephone No. : \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-Mail Address : \_\_\_\_\_

5. Full Address of Operating / Branch Office:

\_\_\_\_\_  
\_\_\_\_\_

Telephone No. : \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-Mail Address : \_\_\_\_\_

6. Name & Telephone No. of Authorized Officer /

Person to liaise with Field Office (s): \_\_\_\_\_

\_\_\_\_\_

7. Checklist of following self attested document/papers are submitted.

Document/papers	Submitted (Yes/No)	Page No.
At least one Work order/agreement/any other document in support of past experience in handling printing work for Central/State Government / PSUs / Boards / Corporations / autonomous body under administrative control of Central or State Govt.		
Valid registration under DIC as printing press & having PMT or Entrepreneur Memorandum Number-2 (EM-2) registration certificate issued by DIC.		
valid PAN		
GST Registration Certificate		
Photographs of minimum infrastructure of four colour offset sheet fed and 4 colour web printing, folding, stitching, lamination machine with <b>in house CT P (Computer to Print)</b> .		
Balance sheet &,Profit & loss account certified by CA showing minimum turnover of <b>Rs.60.00 lakh each</b> in the financial years,2018-19 & 2019-20		
EMD		
Proof of cost of tender paper		
Tender Document duly signed and sealed by the authorised person of the bidder in each page .		
Declaration as per <b>format C</b> .		
Application -Technical Bid (Format-A),Application Financial Bid (Format-B & Format -B1)		
Copy of GST clearance certificate of one year		
Copy of Income Tax Return for the year 2017-18,2018-19 & 2019-20.		

Place:

BIDDER'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp/

Official Seal of the Firm.

**APPLICATION – FINANCIAL BID**

**For Preparation of “FLN Materials”**

1. Name of Bidder: \_\_\_\_\_

Total Rate quoted (as per Format-B1) Rs. \_\_\_\_\_

The rate quoted is inclusive of all taxes with charges like Lamination, Three pin staple & Folding for preparation of FLN Materials & delivery of the complete book etc. at TBPM. including **GST as applicable.**

**APPLICABLE TAX & ITS RATE**

<b><u>TAX</u></b>	<b><u>Rate (%)</u></b>
<b>GST</b>	

Place: BIDDER’S OFFICIAL SIGNATORY

Date: Name & Designation with Rubber Stamp/

Official Seal of the Firm.

Enclosure: **Format-B1 duly filled up.**

FORMAT-B1

SI No.	Name of the Books	Inner (Text)		Cover		Binding A-4 size per forma for 1000 in single pin 170 GSM paper	A-2 size of 170GSM one side folding per 1000 pieces	Lamination A-2 Size per sheet one side
		No of pages per book	Nature of printing	No of pages per book	Nature of printing			
		1	2	3	4			
1	Big Book	As per Specification	As per Specification	As per Specification	As per Specification			

**Format-C**  
**Declaration**

1. I, \_\_\_\_\_ Son/ Daughter/ Wife of Shree  
\_\_\_\_\_  
Proprietor / Director/ Authorized Signatory of the bidder, mentioned above, am competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender 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 tender at any stage besides liabilities towards prosecution under appropriate law.
4. I also certify that our firm has never been black listed by Central / State Government / PSUs / Boards / Corporations / autonomous body under administrative control of Central or State Govt. or any other agency.
5. This is also certified that neither myself nor my organization will be indulged in any corrupt practices so far as this bidding is concerned.
6. That my firm is obliged to pay all the dues of the workers as per law and pay all legal charges / contributions to statutory Authorities in India.
7. That my firm have been following and maintaining the labour laws prevailed in India.

Place:

BIDDER'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp/  
Official Seal of the Firm.

