

DIRECTORATE OF PRINTING, STATIONERY & PUBLICATION : ODISHA:  
MADHUPATNA, CUTTACK-753010.

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E.O.I. NO.1/2021

EXPRESSION OF INTEREST ON PRINTING & BINDING WORK (OUTSOURCING)-2021.

Director, Printing, Stationery & Publication, Odisha, Cuttack-10 invites Expression of Interest in sealed cover(Technical Bid along with "Bid Security declaration" in lieu of Bid Security/EMD in one cover and price bid in another cover) in prescribed form from the Reputed *bona fide* Printing firms/Envelop Making Firms/Binding Firms having GST Registration Certificate in Form No.-25 to offer the rates for outsourcing of printing and/or binding of **1,50,000 nos. of Big Cover Envelope, P.R No.33/21 of Size-35x50 cms. of 130 GSM Craft Paper.**

Details of documents can be obtained on any working day during the office hour at 11.00 A.M. to 4.00 P.M. from **19.11.2021 to 25.11.2021** from the office of the undersigned on payment of **Rs.505/- (Rupees five hundred five)** only inclusive G.S.T. (non-refundable) in cash by person only.

The tender information can also be downloaded from the Odisha State Government website i.e. **www.odisha gov.nic.in** and Odisha Govt. Press Website i.e. **www.ogpress.nic.in**. In such cases the bidder is to submit along with a bank draft of **Rs.505/- (Rupees five hundred five)** only (non-refundable) drawn in favour of Director, Printing, Stationery & Publication, Odisha, Cuttack.

The documents as required by this office along with "Bid Security declaration" in lieu of Bid Security/EMD in prescribed manner should be received by 1.30 P.M. on **26.11.2021** and will be opened on same day at 3.00 P.M. in presence of the participated firms Authorized representatives.

Tender shall be finalised by the Authority.

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

All disputes, if any, arises are subject to the Court of Cuttack jurisdiction.

*for*  
*[Signature]*  
*16.11.21*

DIRECTOR.  
Printing, Stationery & Publication,  
Odisha, Madhupatna, Cuttack-10.

**DIRECTORATE OF PRINTING, STATIONERY & PUBLICATION, ODISHA**  
**MADHUPATNA, CUTTACK-753010.**

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**1. Expression of Interest.**

The Director, Printing, Stationery & Publication, Odisha, Cuttack-10 invites **Expression of Interest** from the Reputed *bona fide* Printing/Envelops Making/binding firms having adequate facility for **printing and/or binding of Big Cover Envelopes.**

**SALE OF PAPERS**

Prescribed documents may be obtained from the office of the Director, Printing, Stationery & Publication, Odisha, Cuttack-10 on payment of Rs.505/- (Rupees five hundred five) only inclusive G.S.T. per set of document by cash only which is non-refundable. The documents may be obtained on any working day between 11.00 A.M. to 4.00 P.M. from 19.11.2021 to 25.11.2021.

The tender information can also be downloaded from the Odisha State Government website i.e. [www.odisha.gov.nic.in](http://www.odisha.gov.nic.in) and Odisha Govt. Press Website i.e. [www.ogpress.nic.in](http://www.ogpress.nic.in). In such cases the tenderer is to submit along with a bank draft of Rs.505/- (Rupees five hundred five) only (non-refundable) drawn in favour of Director, Printing, Stationery & Publication, Odisha, Cuttack.

**EARNEST MONEY DEPOSIT**

- i) As per Guidelines of Finance Department, Odisha vide O.M.No.8943/F., dtd.18.3.2021, the firm shall furnish the "**Bid Security Declaration**" in lieu of **Bid Security/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** failing which the tender shall be rejected.
- ii) In the event, the firm does not furnish the amount of security deposit in the manner (3% of the quoted value) as per Finance Department O.M.No.8952/F., dtd.18.3.2021 and the conditions of contract and/or fails to execute the agreement within a period of seven days from the date of issue of letter of acceptance for which no agreement is executed without prejudice to the right of the Director to such claims/action under these terms and conditions.

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2. DETAILED SCOPE OF WORK

- i) The work will be started immediately after finalization of rate and will be completed within the 15 days from receipt of the order or the date fixed by the Authority which ever is earlier i.e. **Printing/Binding Work of 1,50,000 lakhs of Big Cover Envelope of P.R. No.33/21, Size-35x50 cms. of 130 GSM Craft Paper.**
- ii) The samples of the job of envelope available in the office of the Deputy Director (PP), Odisha Government Press, Cuttack.
- iii) Approval is to be taken from the Deputy Director (PP), Odisha Government Press, Cuttack prior to bringing out the finished jobs so as to ensure the Technical specification.
- iv) The details scope of work and other information's if any can be had from the office of the Deputy Director (PP), Odisha Government Press, Cuttack. on any working day during the office hours on production of the money receipt obtained from Stationery Cashier.
- v) The firm shall furnish the credibility of their firms in order to assess their production capacity, strength and quality.
- vi) The firms should furnish the list of offices of the State Govt./Central Govt. to whom they have rendered service for such type of work.
- vii) The rate shall be finalized by the Authority.
- viii) In case completion of work is exceed beyond 7 days of the scheduled time, the Security Money will be deducted.
- ix) Any addition or alteration in terms and conditions can be made as per purchase procedure framed by the Government.
- x) After Printing and Binding Works is completed, the firm will have to deliver the finished envelope in the premises of the Govt.Press, Cuttack within the stipulated time at his own cost.
- xi) The price should be quoted for each envelope.
- xii) Price should be inclusive of transportation charges(Incurred by successful firm for carrying printing papers from the office premises of Govt. Press, Cuttack to his place of work and delivering the finished envelope back and other ancillary expenses etc.

- xiii) In case of any deviation, in terms and conditions or any defective binding/delay in supplying finished products as stipulated in work order, Director, Printing, Stationery & Publication, Cuttack reserves right to withdraw work order and forfeit the S.D. in addition to legal action that may be imposed.
- xiv) The authority reserves the right to distribute the printing and binding the works among the different firms at approved rate on basis of their working capacities and/or their past performance and on basis of total quantum of works available. The rate once accepted will remain valid till 31.3.2022..
- xv) The Director, Printing, Stationery and Publication, Cuttack/any authorized officer shall have the right to enter the premises of the firm and verify the progress of printing and binding works as and when required.
- xvi) The authority has the right to cancel the Expression of Interest at any time without assigning any reason there for. Any addition or alteration in terms and conditions will be made as per convenience.

**3. PAYMENT**

- i) No Advance payment shall be made.
- ii) Payment shall be made only after satisfactory performance of work and handing over the furnished job to the Director, Printing, Stationery & Publication, Cuttack and fulfillment of all other aforesaid conditions.

INSTRUCTIONS TO FIRMS

SUBMISSION OF DOCUMENTS

1. Each set of documents shall be serially numbered and each page thereof duly signed Officer authorized by DIRECTOR .
2. The documents shall be furnished along with the cash receipt obtained from the Cashier (Stationery) of the office of the Director.
3. All information in the document form shall be in English. Information in other language shall be accompanied by its translation in English. Failure to comply this may lead to rejection of the Expression of the Interest.
4. The document forms shall be filled in clearly typed or Computerized. No document filled in otherwise shall be considered.
5. Any erase or overwrite in the document shall duly be signed by the firm.
6. Firm who have adequate professional knowledge in Printing and Binding work must furnish requisite documentary evidence to show to the satisfaction of the Director,P.S.&P. that he is capable for Printing and Binding Works by outsourcing.
7. Firm having place of business inside the State of Odisha shall have to furnish up to date G.S.T. Clearance Certificate from their concerned Tax Authority .
8. No documents will be considered without a G.S.T. Clearance Certificate .
9. The firms are required to procedure the attested photo copy of Registration Certificate under the G.S.T. Act.
10. The Income Tax details of owner/company with Xerox copy of PAN.
11. All the aforesaid original certificates shall be produced at the time of execution of agreement for necessary verification and return.
12. The documents will be submitted in one envelopes, super scribed the **Expression of Interest-2021**. The offer of successful firm will be considered.
13. Any documents containing false information/particulars shall be liable to be rejected and firm found guilty of furnishing false information/particulars shall be debarred from any future dealing with the Director.
14. Annexure-I (pro forma) in duplicate duly filled in should be furnished with the documents.
15. Rates offered should be strictly valid up to 31<sup>st</sup>. March,2022/end of Election which ever is earlier.

16. The last date of submission of sealed documents is up to 1.30 P.M. on **26.11.2021** and the documents will be opened on the same day at 3.00 P.M. in presence of the firm/authorized representatives.
17. The successful firm have to made an agreement with required Security Money @ 3% of the total value within 7 days in stamp cap paper with the Director as a token of acceptance, otherwise the award of contract will be forfeited by the Director without assigning any reason there for.
18. The Director may elect to withdraw the Expression of Interest even without notice and without assigning any reason whatsoever.

*for*  
*16.11.21*

DIRECTOR.

Printing, Stationery & Publication,  
Odisha, Madhupatna, Cuttack-10.

**ANNEXURE-I**  
**STATEMENT OF INFORMATION**

1. Name and address of the firm:-
2. Whether a Limited Firm or a Public or Private Undertaking Limited Company.
3. (a) The names and addresses of Prop./Partner/  
Managing Director/Manager/Authorised representative.  
(b) Is the place of business of the tenderer within  
the State of Odisha ?
4. Financial condition of the firm whether solvent or  
not, with details thereof.
5. (a) Whether a Printing & Binding firm  
(b) Nname and address of the Proprietor
6. Varieties of articles dealt with and names of the  
items.
7. Is it a Small Scale Industry or Government  
Sponsored Cottage Industry ?
8. Is it a Registered Firm under the Partnership Act?  
If so, Registration No. and date and office of  
registration should be given.
9. Are you a Registered Dealer and if so, please  
quote both G.S.T. & Income Tax.
10. Name of the authorised representative who can hold  
discussion on your behalf at the time of necessity.
11. The names of the Prop./Partners / Managing  
Director/Authorised representative with address  
or addresses as the case may be who is authorised  
to receive money in case of an endorsed bill on  
behalf of the Firm from Government Presses and  
their specimen signature in quadruplicate for each.
12. Are you an Income Tax Assessee? If so, the last  
Income Tax clearance Certificate to be furnished.

CERTIFICATE-- Certified that the above information furnished by me is true and correct to the best of our/my knowledge and belief. In case any or all the informations given above is/are found to be incorrect at any time, I undertake the liability to be proceeded with in any manner. Any change or changes in regard to the furnished information will be intimated by us/me as and when such changes occur.

Managing Director/Authorised representative.