

**OFFICE OF THE DIRECTOR,
TEXT BOOK PRODUCTION & MARKETING,
KHARAVEL NAGAR, UNIT-III, BHUBANRSWAR-751001
TEL. No.0674-2380871/72
email directortbpmmodisha@gmail.com
TENDER NOTICE**

Bid Letter No. 7977/TBPM,

Date 29.12.2021

Description of tender: Open Tender for **Preparation of FLN Materials.**

The quantities mentioned in the aforesaid Tender Schedules are approximate only and may increase or decrease on the basis of actual requirement.

The Tender paper can be obtained from the office of the Director, Text Book Production & Marketing, Bhubaneswar on payment of non-refundable cash of Rs.10,000/- plus GST@18% i.e. Rs.11,800/- (Rupees eleven thousand eight hundred) only at the cash counter in **cash**- if purchased from cash section, TBPM and in case of downloaded from web site - **DD / Banker's cheque** drawn in any nationalized/scheduled bank favouring Director, TBPM, payable at Bhubaneswar which will be annexed with the Technical Bid on any working day in between 10 A.M. to 5 P.M. as per the time schedule mentioned here under.

1. Date & time of availability of bid document:

Starting date & time	: 31/12/2021	10 A.M.
Closing date & time	: 17/01/2022	5 P.M.
Date of opening	: 18/01/2022	11.30 A.M.
2. Name & address of the O.I.T. : O/O the Director, Text Book Production & Marketing, Bhubaneswar- 751001.

While requesting for obtaining the Tender Schedule by post the desirous tenderer should keep in view, the last date and time of submission of tender as the undersigned will not be responsible for any postal delay as mentioned below. Tender submitted by any means beyond the stipulated date & time shall not be accepted.

Instructions in detail to the Tenderers shall be provided along with the Tender schedule. The Director reserves the right to reject any or all the tenders without assigning any reason thereof. The details tender documents will be available in the website : www.odisha.gov.in/school.

Sd/-

**DIRECTOR,
TEXT BOOK PRODUCTION & MARKETING
BHUBANESWAR-1**



BID DOCUMENT

FOR

**Spiral Binding for preparation of FLN
Materials.**

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



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Specification and condition for Spiral Binding for preparation of FLN Materials.

Sl.No.	Name of the material	Details of requirement
1	Poem Poster (24 sheets with spiral binding)	Size: - A3 size poster type Paper Quality: - 170 GSM No of sheets: 24 (Spiral binding)
2	Picture Posters (23 sheets with spiral binding)	Size: - Separate posters - A3 size poster type Paper Quality: - 170 GSM No of sheets: 23 both side printing (Spiral binding)
3	Story Cards (33 sheets)	Size: - 9.5 x 7 inches Paper quality -170 GSM Type: - Book with Centre stapled binding 3 pins No of sheets: -33 (Each will be both side printed)
4	Big Book (Total of 20 big books)	Size: - 12 x 18 inches Type: - Book with Centre stapled binding with 4-5 pins Paper quality -170 GSM No of pages: -12-14 pages per book including back and front cover

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 ₹119/- for 170GSM glossy art paper sheet fed printing, Binding Charges:- Wire stitching A-4 size 170GSM per format per single pin @ ₹40/-, Folding Charges:- A-2 size of 170GSM one fold per 1000 pieces @ ₹25/-, Lamination Charges:- Lamination for A-2 size per sheet one side @ ₹1.80/- 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	TEXT BOOK PRODUCTION AND MARKETING(TBPM), KHARAVEL NAGAR, UNIT-III, BHUBANESWAR-751001
2.	Availability of the Tender Paper	Cash section of Office of the Director, TBP&M, Bhubaneswar from Dt31/12/2021, 11 AM to Dt.17/01/2022,5.00 PM in all working days on deposit of required bid processing/cost of tender fees .
3.	Date of Issue of the Bid	31/12/2021
4.	Last date and time of receipt of the Bid only through speed post / registered post / courier.	Up to 5.00 PM of dt.-17/01/2022
5.	Date & time for opening of Technical BID	11 :30 AM of dt.-18/01/2022
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. 11,800/- (Eleven Thousand eight hundred) only in INR (in cash- if purchased from cash section, TBPM. In case of downloaded from web site - DD / Banker's cheque 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,Kharavel nagar, Bhubaneswar-751001 Mode of Submission: 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 Spiral Binding 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 for Spiral Binding 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 FLN Materials.
- (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, Spiral Binding etc.**
- (f) Filed Income Tax Return for the Financial Year 2018-19, 2019-20 & 2020-21.
- (g) Minimum turnover of **Rs.60.00 lakh** or more in **each** in the financial years 2018-19, 2019-20 & 2020-21

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 Spiral Binding for preparation of FLN Materials. & "Financial Bid for Spiral Binding for preparation of FLN Materials"**". Both sealed envelopes should be kept in another sealed envelope scribing " Tender for Spiral Binding 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 Spiral Binding 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 from 10.00 AM of 31/12/2021 up to 5 PM of 17/01/2022 by depositing non refundable amount of **Rs.10,000/- + 18% 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.31/12/2021, 10 AM to Dt.17/01/2022, 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) **EARNEST MONEY DEPOSIT:** -
EMD of Rs.1,50,000/- (Rupees one lakh fifty thousand) only in shape of F.D.R. of any nationalized scheduled bank only duly pledged in favour of the Director, T.B.P.M, Bhubaneswar, shall be filed along with tender. Tender without required amount of E.M.D. shall not be taken into consideration. In case any tender is exempted from filling E.M.D; this fact of exemption shall clearly be mentioned in the tender and copy of the Govt. order granting such exemption if any shall be enclosed along with the tender paper. The EMD should reach the office by 5 PM of date **17.01.2022** by Regd. Post or Regd. Courier only.
- (f) 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.
- (g) 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 FLN Materials/ 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) Balance sheet & Profit & loss account certified by CA showing minimum turnover of **Rs.60.00 lakh each** in the financial years 2018-19 , 2019-20 & 2020-21.
 - (vi) EMD as mentioned in **para-02 (e)** of the scope of work of the tender document.
 - (vii) Money receipt towards purchase of tender paper directly from cash section of TBP&M or DD if downloaded from website.

- (viii) 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.
 - (ix) Copy of GST Clearance certificate of last three months.
 - (x) Copy of Income Tax return for the financial year 2018-19,2019-20 & 2020-21.
 - (xi) Declaration as per **format C..**
 - (xii) Application -Technical Bid (Format-A), Application Financial Bid (Format-B).
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 **17/01/2022 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 18/01/2022** 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 Bidders substantially responsive to the Bid document & offered lowest evaluated cost. The Lowest evaluated cost will be taken on the basis of quoted for all the books as per **Format-B**.
- (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 bidders 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 5% of contract value in shape of Fixed deposit drawn on any Nationalized / Scheduled Bank in favour of the "Director, TBPM payable at Bhubaneswar only.

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 FLN Materials		
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		
Balance sheet &,Profit & loss account certified by CA showing minimum turnover of Rs.60.00 lakh each in the financial years,2018-19,2019-20&2020-21		
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 format C .		
Application -Technical Bid (Format-A),Application Financial Bid (Format-B & Format -B1)		
Copy of GST clearance certificate of last three months.		
Copy of Income Tax Return for the year 2018-19,2019-20 & 2020-21.		

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 (Spiral Binding per sheet for A-3 size 170GSM) ₹ _____

The rate quoted is inclusive of all taxes with charges like Spiral Binding for preparation of FLN Materials & delivery of the complete book etc. at TBPM. including **GST as applicable.**

APPLICABLE TAX & ITS RATE

TAX

Rate (%)

GST

Place: BIDDER'S OFFICIAL SIGNATORY

Date: Name & Designation with Rubber Stamp/

Official Seal of the Firm.

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:

Date:

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