



BID DOCUMENT

FOR

Making Positives for multi colour, bi colour & single colour printing of Text Books.

For the academic session-2022-2023

TEXT BOOK PRODUCTION AND MARKETING,

KHARAVEL NAGAR, UNIT-III, BHUBANESWAR-751001.

e-mail:directortbpmoisha@gmail.com



CONTENTS OF TENDER DOCUMENT

Sl No.	Description of contents	Page Number
1.	Important information to the Bidders	03
2.	Scope of work and general instruction for Bidders.	04-07
3.	Application-Technical Bid	08-09
4.	Application-Financial Bid	10
5.	Undertaking	11

TENDER DOCUMENT

IMPORTANT INFORMATION TO THE BIDDER.

- (a) Availability of tender document : Website www.odisha.gov.in
- (b) Date of issue of tender document
From cash section TBPM. :Up to 27/06/2022 within 11 AM to 5 PM of all working days.
- (c) Date and time for submission of the
Tender documents by speed post/
Registered post / courier. : up to 5.00 PM of 27/06/2022 in all working days
- (d) Cost of tender paper : Rs. 10,000 + GST= 11,800/-

(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 in favour of Director, TBP&M,
Bhubaneswar which will be annexed with the Technical Bid).
- (e) Earnest Money Deposit : Rs. 1,50,000/-
- (f) **Date, Time and venue of opening of**
(i) Technical Bid : 04 PM of 28/06/2022

(ii) Financial Bids of eligible Tenderers : will be communicated after technical evaluation

(iii) Venue : O/o, the Director, TBP&M,
- (g) Completion of Supply of all
Indent material : Within 20 days from the date of receipt of manuscript
from TBPM,

INVITATION OF BID FOR MAKING POSITIVES WITH SCANNING, PLANNING, DTP ETC. FOR MULTI-COLOUR, BI-COLOUR & SINGLE COLOUR PRINTING OF DIFFERENT PAGES (TEXT & COVER) AND MESSAGES THEREON OF THE TEXT BOOKS

The Director, text Book Production & Marketing, Bhubaneswar -751001 invites bid from the reputed printers / processing firms/ companies etc. for making positives of multi-colour, Bi-colour & single colour printing of different pages (cover & text) with Scanning, Planning, DTP etc. and messages thereon on for textbooks of different classes.

SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

1. Eligibility Criteria :

- (a) The bidder must have its own computer setup with digital scanner having image setter.
- (b) The bidder must have its own auto film processor.
- (c) The bidder must have past experience in making of positives of multicolour & single colour printing with Scanning, Planning, DTP etc. Of text books of different classes.

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 super scribing “Technical Bid for making positives with Scanning, Planning, DTP etc.”. Both sealed envelopes should be kept in another sealed envelope super scribing “Tender for making positives for multi colour Bi-colour & single colour printing with Scanning, Planning, DTP etc. of text books”.
- (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 (e). Similarly, the Financial Bid form has to be filled up as per prescribed form (Format-B) and to be submitted in separate sealed envelope. The rate per square centime should be inclusive of all charges like Scanning, Planning, DTP, transportation cost, delivery at TBPM etc. inclusive of all tax as applicable will be claimed over and above the rate quoted. 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 Director, Text book production & Marketing, Bhubaneswar - 751001”.
- (d) The Bid document shall be available in the cash section of the O/o the Director, TBPM BBSR Unit-III within 11.00 AM to 5.00 PM of all working days from up to 27/06/2022 by depositing non refundable amount of Rs. 10,000+ GST = 11,800/- in cash as cost of BID document. The Bid document can also be downloaded from www.odisha.gov.in and the cost of the tender paper is to be enclosed in shape of Demand Draft / bankers cheque in favour of ‘ Director, TBPM , Bhubaneswar along with technical Bid.
- (e) Earnest Money Deposit (EMD): The bidder is to submit EMD amounting to Rs. 1,50,000/-. The EMD in shape of FDR from any Nationalized or scheduled bank drawn in favour of Director, TBP&M, Bhubaneswar payable at Bhubaneswar, falling which the tender shall be rejected summarily. The instrument in originally should be necessarily accompanied with the

Technical Bid, The EMD of the un-successful bidders shall be refunded after awarded of contract. The EMD shall be forfeited in the event of withdrawal of the tender once submitted OR in case of a successful bidder who fails to execute the agreement within specified period. The EMD of successful bidder shall be refunded after receipt of Performance Security.

- (f) The interested Bidders are to enclose self attested photocopies of the following valid documents in the Technical Bid Envelope.
 - (i) Registration certificate /any such equivalent certificate in support of formation/recognition of the bidder/bidder's organization obtained from the Government Authority. In case of sole proprietor / individual, document showing its constitution as per law.
 - (ii) Documentary evidences in support of past experience in making of positives of multicolour Bi-colour & single colour printing of text books of different classes.
 - (iii) Copy of Pan CARD.
 - (iv) Photograph of the own computer setup with digital scanner having image setter & own auto film processor.
 - (v) Copy of Odisha VAT registration certificate in case of outside state bidder copy of the CST registration certificate.
 - (vi) Copy of the audited Statement of accounts) Balance Sheet Profit & loss A/C etc.) Showing minimum annual turnover of 60 lakhs each In the Financial Year (FY) 2018-19, 2019-20,2020-21.
 - (vii)EMD as mentioned in para-02 (e) of the scope of work of the tender document in shape of Demand draft/Bankers cheque.
 - (viii) Money receipt towards purchase of tender paper directly from case section TBPM DD/Bankers cheque amounting to Rs. 10,000+ GST=11,800 , In case of Tender Document down loaded from web site.
 - (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) Application Technical bid-Format-A.
 - (xi) Application Financial Bid-Format –B.
 - (xii)Declaration as per Format C.
3. The Successful bidder has to submit valid GST Clearance Certificate for last 6 months i.e Assessment year 2021-22.
4. 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.
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 5.00 PM up to 27/06/2022 addressed to Director, Text Book Production & Marketing, Bhubaneswar-751001 by Registered post / Speed post / Courier. TBPM shall not held responsible for any postal delay.
 - (b) The authority may, at its discretion extend the dateline for submission of tenderers by amending the tender documents in which case all rights and obligation rest on the authority.
 - (c) 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.

- (d) The Technical bids shall be opened on the scheduled date and time at 4.00 PM on 28.06.2022 in the Office of the Director, Text book production and marketing, Bhubaneswar in presence of the authorised representative of the bidders, if any, who wish to be present on the spot at that time.
- (e) 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.

6. Requirement : At Present the approximate requirement of positives in square centimeter(cm) is as under

	Total Square cm
Single Colour (text)	669060
Bi- Colour (text)	0
Multi Colour (text)	408240
Multi Colour (Cover)	45360
Total	1122660

The requirement as mentioned above is tentative one which may increase or decrease as per need.

7. Evaluation of BID:

- (a) The Purchase Committee of TBPM will evaluate the Technical & Financial BID. The Bidder 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. The recommendation of the purchase Committee & decisions of the Director, TBPM regarding evaluation of BID (technical & financial) is final & binding to all the bidders.
- (b) On site inspection of the Bidder quoting lowest rate will be made by the authorised technical team of TBPM to ascertain the actual capacity, tools and machinery available etc. with the firm. The team will verify preparation of atleast one set of positive (8 page) in the premises of the bidder. After obtaining positive reports from the technical team, work order will be issued in favour of the L-1 bidder. If the onsite inspection report shows any negative remarks, the offer of the L1 bidder will be rejected. Then on site inspection of the L2 firm will be made by the above team and so on. However, the decisions of the 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 to accept or reject any bid and to reject all bids anytime 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 / Bidders substantially responsive to the Bid document & offered lowest evaluated cost.
- (b) The matter is very very urgent as it is the responsibility of the Govt. to print & supply URDU Dictionary and Disaster & Pandemic Management books in time. 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 component Authority on the specific recommendation of the purchase Committee. Decision of the TBP&M is final & binding to all the bidders in this regard.

10. Signing of Contract:

- (a) The successful bidder/s whose bid has been accepted will sign an agreement with TBPM within 07 (seven) 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 25% of contract value in shape of Fixed Deposit drawn on any Nationalized / Scheduled Bank in favour of the TBP&M payable at Bhubaneswar only and will be atleast one year from the date of issue of the work order.

12. Quality of the material & Terms of Supply:

- (a) The positives are to be made up of in good materials & to be supplied in 8 page format form for text (27.5CM X 20CM) & in 04 page format form for cover in total (90 CM X 63 CM).
- (b) All the scanning, planning, designing, DTP etc. will be approved by the TBPM technical officer in soft copy (CD) of the selected bidder.
- (c) The successful tenderer shall submit all intended materials within 20 (twenty) days from the date of receipt of manuscript from TBPM.

13. Penalty :

If the successful bidder/s fails to supply the positive in specified time 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 successful bidder/s. After six weeks the work order will be cancelled. The 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 blacklisting the firm.

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 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.

16. Corrigendum / Addendum : If any, will be uploaded in the website of www.odisha.gov.in.

17. No advance payment will be made to the successful bidder.

18. All disputes relating to the contract is subject to the pecuniary jurisdiction of the Court at Bhubaneswar.

Sd/
Director
TBPM, Bhubaneswar

APPLICATION – TECHNICAL BID

For Making Positives for multi colour, bi-colour & single colour printing of Text Books

01. Name of Bidder _____

02. Details of Earnest Money Deposit : DD No. _____

Date. _____ of Rs. _____ drawn on Bank

03. Name of the Proprietor / Partner / Director:

04. Full Address of Registered Office:

Telephone No.: _____ Fax No.: _____

E-mail Address: _____

05. Full Address of Operating / Branch Office :

Telephone No.: _____ Fax No.: _____

E-mail Address : _____

06. Name & Telephone No. of Authorised Officer /

Person to liaise with Field Office (s): _____

07. Checklist of self attested document/papers is as under

Document/paper	Submitted (Yes/ No)	Page No.
Registration certificate /any equivalent certificate in support of formation / recognition of the bidder / bidder's organization obtained from the Government Authority. In case of sole proprietor / individual, document showing its constitution as per law of State Govt.		
Documentary evidences in support of past experience in making of positives of multicolour, bi colour & single colour printing of text books of different classes.		
Copy of PAN card.		
Photographs of own computer setup with digital scanner having image setter & auto film processor.		
Copy of Odisha VAT registration certificate. In case of outside state bidder copy of the GST registration certificate.		
Copy of the Audited Statement of accounts (Balance Sheet Profit & Loss A/c etc.) showing minimum annual turnover of 60 lakhs each in the Financial Year (FY) 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 as a token of acceptance of all terms and conditions of the Bid.		
Application Technical bid- Format-A		
Application Financial Bid-Format-B		
Declaration as per Format C		

Place:

BIDDER'S OFFICIAL SIGNATORY

Date:

Name & Designation with the Rubber Stamp

Official Seal of the Firm.

APPLICATION – FINANCIAL BID

For Making Positives for multi colour, bi-colour & single colour printing of Text Books

1. Name of Bidder: _____

	Rate per square centimeter
Single Colour (text)	
Bi- Colour (text)	
Multi Colour (text)	
Multi Colour (Cover)	

The rate per square centimeter mentioned above is inclusive of all charges like transportation cost, delivery at TBPM etc. The following taxes as applicable for the above procurement will be claimed extra.

APPLICATION TAX & ITS RATE

<u>TAX</u>	<u>Rate (%)</u>
1.	
2.	
Place:	BIDDER'S OFFICIAL SIGNATORY
Date:	Name & Designation with Rubber Stamp/ Official Seal of the Firm.

Declaration

1. I _____ Son / daughter / wife of Shri _____ / 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 Technical Bid 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 not been black listed by Central / State Government / PSUs /Boards / Corporations / autonomous body under administrative control of Central or State Govt. etc.
5. This is also certified that neither my self nor my organization will indulge in any corrupt practices so far as this bidding is concerned.

Place:

BIDDER'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp/

Official Seal of the Firm.

