



BID DOCUMENT

FOR

Preparation of Envelopes

Notice Number - 7312

Date – 21.11.22

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



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Specification and condition for preparation of Envelopes.

Sl.No.	Name of the material	Details of requirement
	ENVELOPE	Size – 32cm X 25cm. Cap – 7cm X 25cm. with (Gum Sticking) Paper – 90 GSM Maplitho with inner side laminated Printing – A-4 size (Both side)

The firm will prepare 10,00,000 (approx.) Envelopes as per the above specification and handed over to TBPM Book store.

Final sample of Envelope to be submitted by the bidder to the TBPM after total correction of Text to be printed on the both side of the envelope. The firms must have 4 colour Sheet fed Machine, Lamination Machine and Folding unit integrated.

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 Dt.23.11.2022, 11 AM to Dt.07.12.2022, 5.00 PM in all working days on deposit of required bid processing/cost of tender fees .Also available at www.odisha.gov.in school and mass education
3.	Date of Issue of the Bid	23.11.2022
4.	Last date and time of receipt of the Bid only through speed post / registered post / courier.	Up to 5.00 PM of dt. 07.12.2022
5.	Date & time for opening of Technical BID	11 :30 AM of dt.08.12.2022
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, Kharavelnagar, 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
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Invitation of Bid for preparation of FLN Materials.

The Director, Text Book Production and Marketing, Unit-III, Kharavelnagar, Bhubaneswar-751001, invites bid from the reputed Firms for Envelopes.

SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

1. Eligibility Criteria :

The Printing firms must have

- (a) Experience in handling printing work.
- (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 with **Lamination Machine and Folding Machine etc.**
- (f) Filed Income Tax Return for the Financial Year 2019-20 & 2020-21, 2021-22.
- (g) Minimum turnover of **Rs.1,00,00,000/-** or more in **each** in the financial years 2019-20, 2020-21 & 2021-22.

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 preparation of Envelopes. & “**Financial Bid** for preparation of Envelopes”. Both sealed envelopes should be kept in another sealed envelope scribing “Tender preparation of Envelopes.”
- (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**) and to be submitted in separate sealed envelope. The rate quoted should be **inclusive** of all taxes and charges **like** preparation of Envelopes & delivery of the complete Envelopes. 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 the Director, 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 23.11.2022 up to **5 PM of 07.12.2022** 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.23.11.2022, 10 AM to Dt.07.12.2022, 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.5,00,000/- (Rupees five lakh) 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 dt.07.12.2022 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 / 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.1,00,00,000/- each** in the financial years 2019-20, 2020-21 & 2021-22..
 - (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,2019-20 2020-21 & 2021-22.
 - (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 07.12.2022 **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 08.12.2022** 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 Envelope will be as mentioned at page 03.*
7. **Evaluation of BID:**
 - (a) The Tender 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 rates 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 and decision of the Director, TBPM is final & binding to all the bidders in this regard.

10. Signing of Contract :

- (a) The successful bidder 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 3% 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, TBPM 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 Envelop is found to be dissatisfactory, penalty as suggested by the Tender 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 know about 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 or condition 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.

Sd/
Director
TBPM, Bhubaneswar

Format-A

APPLICATION- TECHNICAL BID

For printing & supply of Envelopes

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.		
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.1,00,00,000/- each in the financial years, 2019-20,2020-21 & 2021-22		
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,2019-20, 2020-21 & 2021-22.		

Place:

BIDDER'S OFFICIAL SIGNATORY

Date:

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

Format-B

APPLICATION – FINANCIAL BID

For Preparation of “Envelope”

1. Name of Bidder:_____

Total Rate quoted (per Envelope for 32cm X 25cm size with 7cm X 25cm
Cap size of 90 GSM Maplitho paper with inside lamination) ₹_____

The rate quoted is inclusive of all taxes with charges like preparation of Envelope & delivery of the same at TBPM. Including **GST as applicable**.

APPLICABLE TAX & ITS RATE

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

BIDDER'S OFFICIAL SIGNATORY

Date:

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

