

Directorate of
Sch. Castes and Sch. Tribes Research and Training Institute (SCSTRTI)
(TRI, Odisha) CRPF Square, Bhubaneswar – 751003
(Telephone No. 0674-2563649/Fax No. 0674-2561635, Email: scstrti@yahoo.co.in)

SHORT TENDER NOTICE

No 5639

Date: 28/12/22

FOR PRINTING AND SUPPLY OF IEC MATERIALS

Sealed tenders containing two sealed covers (documents in one cover and price bid in another cover) in prescribed form are invited from reputed private printers having their own multi-colored Offset printing set up and fulfilling the eligibility criteria for printing and supply of IEC Materials of ST & SC Development Department by 07.01.2023 at 5.30 PM positively as per specifications in Part-3 and terms and conditions mentioned in the tender documents. The tender details has been hoisted in the Odisha State Government website i.e. www.odisha.gov.in and SCSTRTI website www.scstrti.in.

Details of tender documents with specification can be obtained from the Assistant Director (Admn.), SCSTRTI, CRP Square, Bhubaneswar, 751003 from 29/12/2022 to 07/01/2023 on every working day during the office hours on payment of Rs. 1, 500/- in cash only.

The tender documents as required by this office shall be received up to 5.30 P.M. on 07.01.2023. The technical bids will be opened on 09.01.2023 at 3.00 P.M and the price bids will be opened in case of the technically qualified agencies on 11.01.2023 at 11 AM in the presence of the tenderers or their authorized representatives.

The tender documents can also be downloaded from Odisha State Government website i.e. www.odisha.gov.in and SCSTRTI website www.scstrti.in. In such cases the tender is to be submitted along with a bank draft of Rs. 1, 500/- only (non-refundable) drawn in favour of Director, SCSTRTI, CRP Square, Bhubaneswar.

The undersigned reserves the right to reject any or all tenders and to alter / amend the terms & conditions of tender without assigning any reason thereof.


All disputes relating to this tender will come under the jurisdiction of the Civil Courts situated at Bhubaneswar.


Director

Memo No 5640

Date: 28/12/22

Copy forwarded to the Head Portal Group, Secretariat, IT Centre, Bhubaneswar / M/s Luminous Infoways Pvt. Ltd. for wide circulation of the notice through Govt. website & the website of SCSTRTI, Bhubaneswar.


Assistant Director (Admn.)

SCHEDULED CASTES & SCHEDULED TRIBES RESEARCH AND TRAINING INSTITUTE
CRPF SQUARE, BHUBANESWAR

TENDER. FOR PRINTING AND SUPPLY OF IEC MATERIALS

DATE OF ISSUE:

DATE OF TENDER SUBMISSION:

NAME OF THE TENDERER:

ADDRESS AND PHONE NO. OF THE TENDERER:

TENDER FOR PRINTING AND SUPPLY OF IEC MATERIALS

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TENDER FORM

INVITATION OF TENDERS :

Short Tender No. 5639 Dated 28/12/22 for Printing & Supply of IEC Materials for ST & SC Development Department.

DATE OF SUBMISSION:-Up to 07.01.2023

Sealed tenders under two bid systems are invited on behalf of ST & SC Development Department from the reputed printers having the eligible qualifying criteria for printing and supply of IEC Materials as per specifications in Part-3.

DUE DATE AND TIME:

The tenders should reach the office of the Director, SCSTRTI, CRPF SQUARE, BHUBANESWAR on or before 07.01.2023

Tenders received after the due date and time will be summarily rejected.

TENDER BIDS :

The tender bid will be in two parts namely, technical bid and price bid.

TECHNICAL BID:

The first envelope should consist of 'technical bid with technical and commercial terms without the price'. The documents to be inserted in the envelope will be as follows;

1. Instructions to tenderers, duly signed and stamped (as in PART-2).
2. Specifications and terms, duly signed and stamped (as in PART-3).
3. Tender terms and conditions, duly signed and stamped (as in Part-4).
4. Details of the tenderers, duly signed and stamped (as in Annexure-1).
5. Declaration regarding EARNEST MONEY DEPOSIT of Rs. NIL only.
6. At least 2 (two) samples of jobs undertaken similar to the specifications, mentioned in the tender have to be submitted along with the tender documents.
7. Any other document as required in part-2, part-4 & Annexure-1.

PRICE BID:

The second envelope should consist of the "PRICE BID" in prescribed form duly filled in (part-5).

EVALUATION:

As afore stated, this tender will be of "TWO BID" system. The first envelope will be opened on the date and time mentioned for evaluation of the technical and the commercial terms.

Only successful tenderer who qualifies in the technical evaluation will be considered for price bid opening. Hence, it is very essential that the price bid need to be given in the second envelope only. Those who qualify in the "Technical Bid" shall be invited to attend the opening of the "Price Bid" on the date and time mentioned.

Technical evaluation will be done by the Tender Committee, formed by the Govt. of Odisha in ST & SC Development Department. After opening of the "Technical Bid", the technical capability of the tenderers and other eligibility details as furnished by the tenderers will be verified in the manner as deemed fit by the Tender Committee and the decision of the tender accepting authority i.e., the Tender Committee will be final.

REJECTION ON LATE TENDERS AND INCOMPLETE TENDERS:

Tenders received late will not be opened. Incomplete tenders and those not in conformity with the tender specifications will not be entertained.

PART-2

○ INSTRUCTIONS TO TENDERERS

1. Tenderers are requested to carefully study all the tender documents and tender conditions before quoting their rates. No alteration in the Tender will be allowed after the opening of the Tender.
2. Every tender should be strictly in accordance with the terms and conditions and specifications as laid down in the tender document.
3. All entries in the Tender must be written in permanent inks or type written and there should be no over writing. Corrections, if any, should be attested under the full signature of the tenderers.
4. All rates given in the Tender must be expressed both in figures and words and where there is a difference between the two, whichever is lesser will be taken into account.
5. Up to date & valid GST Submission receipt (3-B) duly attested by Self must accompany the tender.
6. Tenderers should furnish particulars of their Printing Press including location, printing machineries installed therein with the capacity of production of the IEC Materials.
7. Tenderers are required to furnish list of parties to whom they have supplied such finished materials during last three years with proof
8. The copy of the resolution of Board of Directors / Partners, if any, authorizing the person to sign the Tender should be enclosed.
9. Tenderer is expected to examine / go through all the instructions, terms, and specifications of the tender document. Failure to furnish all information required as per the tender document or submission of a tender not substantially responsive to the tender document in any respect will be at the tenderer's risk and may result in the rejection of his tender.
10. Tender document is not transferable. Not more than one tender against the Tender call document shall be submitted by one tenderer.
11. Tenderer shall furnish all information as called for in different sections of the Tender call Document. Tenders not complying with these conditions are liable to be rejected.
12. Tender prepared by the tenderer and all correspondences, documents and literature relating to the tender shall be in English language. All particulars shall be either legibly written in ink or type written or printed.
13. All proofs in support of conditions, prescribed in the tender shall accompany the tender application and no tenderer will be allowed to submit any such proof subsequent to the submission of tender.
14. Failure to comply with one or more conditions will disqualify the tenderer to participate in the tender.
15. Tender paper is to be submitted either in original or website downloaded form along with cost of tender paper in shape of Bank Draft in favour of Director SCSTRTI, CRP Square, Bhubaneswar payable at Bhubaneswar with all tender document duly filled in all respect and should be sealed as per procedure as afore stated. Each page of the tender including terms and conditions should be stamped and signed by the tenderer.

Signature of the tenderer along with seal and full address

PART-3

SPECIFICATION OF THE IEC MATERIALS

CATEGORY-I

SHEET	: 7 Sheets
PAPER	: 120 GSM Art Matte Finish Paper
PRINTING	: 4 Color offset both side printing
BINDING	: Wiro Binding on 17" inches side
QUANTITY	: 5000

CATEGORY-II

SIZE	: 11" x 17"
SHEET	: 6 Sheets
PAPER	: 100 GSM Art Matte Finish Paper
PRINTING	: 4 Color offset both side printing
BINDING	: HOT GLUE TIN MOUNTING BINDING ON 11" INCHES SIDE
QUANTITY	: 04 LAKHS

PART-4
GENERAL TERMS AND CONDITIONS
TERMS AND CONDITIONS FOR TECHNICAL BID

TURNOVER

1. The tenderer should have an annual turnover of not less than Rs.75.00 (SEVENTY FIVE) Lakh per annum during preceding three years.
2. The tenderer shall furnish valid up to date Income Tax Returns with the Audit Reports and up to date GST submission receipts (3-B) along with their tenders.

EXPERIENCE

1. The tenderer must have at least 3 years of experience in the field of printing & binding of similar types of printing materials.
2. The tenderer should have completed similar nature of jobs (multi colour printing in Art Paper) at least in two or more occasions and supplied to various clients including the State / Central Government Departments. The copy of work orders must be attached with the tender.

FACILITIES:

1. The tenderer should possess Multi-Colour High Speed Sheet fed Offset Printing Machine.
2. The tenderer should have all requisite infrastructures in his/her press in terms of technology, skilled manpower etc. to ensure 100% guarantee of supply.
3. The tendering authority may decide for physical verification of printing premises to ascertain the bidder's technical and printing capabilities.

FACTORY ADDRESS TO BE FURNISHED

1. The tenderer shall be required to furnish the particulars of their press including locations and machinery installed therein with their installed capacity of production. They should enclose proof of GST Registration number, DIC Registration number / other registration, if any.

APPROVAL OF SAMPLES

1. It will be binding on tenderers to take up printing works only after approval of proof copy. At the time of approval of the proof sample, technical verification may also be made by the technical committee to ensure that the samples contain the required specification in regard to size and quality of print etc. The samples may also be subjected to technical evaluation to ascertain whether the products confirm to the technical specifications, indicated in the tender document.
2. (a) The printers will produce 100 (One hundred) of each finished printed materials for approval and reference before final printing of ordered quantity.
3. (b) The selected firm will be supplied with the soft copy of the IEC Materials for printing. However, the firm should ensure the correctness of the contents in the materials while submitting the sample copies.

DELIVERY OF PRINTED MATERIALS TO CONSIGNEE

1. (a) The successful tenderers will deliver the printed materials at Adivasi Exhibition Ground, Unit-I, Bhubaneswar in two phases (40% of the total ordered quantity in the first phase and 60% of the total ordered quantity in the second & final phase).
(b) At the time of delivery of the 1st Phase printed materials the Technical Committee will ensure the quality of the material with regard to its size, quality of the paper (GSM), print quality etc. after which the print for the 2nd and final phase would be made.
2. The packing must be done at 100 units of printed materials per packet.
3. In case of any lapse by the tenderer leading to damage / loss to Govt., the Printer will be responsible for such damage / loss and in such an event, the loss/damage costs shall be recovered from the said printer.
4. The Printer shall pack the printed materials in such a manner to avoid loss/damage during transportation, loading, unloading etc. as specified in the order with proper strapping.

SECURITY DEPOSIT

1. On receipt of work-order, the successful bidders have to execute the agreement within 02 (two) days along with the Performance Security Money (3% of the total cost) in shape of the National Savings Certificate / T.D.R duly pledged to the Director, SCSTRTI, CRP Square, Bhubaneswar (except Bank Draft & Cheque) from any Post Office or from any Nationalized / Scheduled Banks in the name of the Director, SCSTRTI, CRP Square, Bhubaneswar. The security deposit will be released only after satisfactory completion of supply of the Printed Materials as per the timeline given or extended period as the case may be and after deducting the dues from the Supplier, if any. No interest will be payable by the purchaser on the Performance Security Deposit. The Security Deposit made by the tenderers may be refunded to him/them after completion of the contract and after adjustment of amount, if any, due to the office of the Director, SCSTRTI, CRP Square, Bhubaneswar.
2. The said performance security shall stand forfeited, appropriately adjusted in full in the event of
 - i. The supplies in part or in full are not effected in accordance with the delivery schedule.
 - ii. In the event of rejection of consignment on account of sub-standard product and not in conformity with the specifications.
 - iii. Any act of breach of trust;

SIGNING OF THE TENDER

1. (a) The tender is liable to be rejected if complete information is not given therein or if the particulars and data asked for in the tender are not fully filled in. Specific attention must be paid to delivery dates and also to the general conditions of the contract. The decision of the tendering authority shall be final & binding.
(b) An individual signing the tender or any other documents connected with a contract must specify whether he signs it as:

- i. A "Sole Proprietor" of the firm or constituted attorney of such "Sole Proprietor" or
 - ii. A Partner of firm, if it be a Partnership, in which case he must have the authority to refer to arbitration, dispute concerning the business of the partnership either by virtue of the agreement or of a power of attorney, or
 - iii. A constituted attorney of the firm if it is a company.
- (c) In case of above, copy of the partnership agreement or general power of attorney in either case, attested by Notary Public, should be furnished with the tender application to the Director SCSTRTI, CRP Square, Bhubaneswar or an affidavit on stamped paper of all the partners admitting execution of partnership or the general power of attorney should be furnished.
- (d) In the case of partnership firm, where no authority to refer disputes concerning the business of partnership has been conferred on any partner, every partner of the firm must sign the tender and all other related documents.
- (e) A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, no enquiry it appears that the person so signing had no authority to do so, the Director, SCSTRTI, CRP Square, Bhubaneswar may without prejudice to other civil or criminal remedies cancel the contract and hold the signatory liable for all cost and damages.

OPENING OF TENDER

1. The tenderers are at liberty to be present at or authorize a representative to be present at both the tenders' opening i.e technical and price bids, on the date and time as specified. The name and address of the representative who would be attending the opening on behalf of the tenderers should be indicated. The tenderers shall also state the name and address of their permanent representatives, if any.

PRICE

1. The price, once accepted by the Tender Committee shall remain valid till the successful execution of the order i.e. till the supplies are fully effected and accepted.
2. The price quoted must be per copy of the item and must include all charges for production, supply and delivery excluding GST as applicable as on date as per Government rules. GST on respective printed materials must be mentioned separately exclusive of cost of printed materials.
3. The price should also be inclusive of transportation charges, packing, loading, unloading etc. to be incurred by the successful printers for delivery of the IEC materials from their Press premises at Adivasi Exhibition Ground, Unit- I, Bhubaneswar.

COMMUNICATION OF ACCEPTANCE

1. The acceptance of the tender by the Authority will be communicated by a letter of acceptance by post or e-mail.
2. The Authority reserves right to place order on successful tenderers for additional quantity at the approved L-1 rates, from the date of acceptance of the tender.
3. The Tender Committee/Authority also reserves the right to split the order amongst the willing and eligible parties at the approved L-1 rate in order to ensure timely delivery and uninterrupted supply.

FAILURE AND TERMINATION

1. If the supplier fails to deliver the materials within the period fixed for such delivery in the work the Director, SCSTRTI, Bhubaneswar may recover damages for breach of the contract and
 - i. Procure or authorize to procure elsewhere without notice to the Printer, on the account and at the risk of the supplier.
 - ii. Cancel the contract or a portion thereof and if so desired procure or authorize to purchase the materials not so delivered.
 - iii. Where action is taken under sub-clause (i) or sub-clause (ii) above, the Printer shall be liable for any loss which the procurer may sustain on that account.
 - iv. The Printer shall not be entitled to any gain on such purchase and the manner and method of such procurement shall be at the entire discretion of the Director, SCSTRTI, Bhubaneswar. It may not be necessary for the procurer to serve any kind of notice of such procurement to the Printer.
 - v. In case the Printer fails to supply the required materials in the specified period, the Performance Security Deposit will be forfeited.
 - vi. Non-performance of the tender/contract conditions/providing false information in tender will disqualify the tenderer to participate in the tender in future.

PAYMENT UNDER THE CONTRACT

1. Payment will be made after effecting delivery of materials subject to inspection and verification of printing quality and quantity of the paper by the Technical Committee and confirmation of GSM of paper. The quantity of stock will be received by the designated officer of SCSTRTI after verifying the approved samples under due acknowledgement.
2. No advance payment will be made in this regard.
3. The period of contract shall be valid for one year from the date of signing of the contract subject to the condition that if considered necessary, the Director, reserves the right to extend the period of contract of the successful tenderer at its discretion for an additional period after the expiry of the terms of the contract at the same rates as quoted in the tender.

4. No escalation of price will be provided within the contract period of the tender or during the extended period.
5. On receipt of the bills along with all relevant supporting documents (complete in all respects), the payment shall be made to the Printer as per the instructions of Director.

DEVIATION

1. In case of any deviation on the terms and conditions of tender is noticed/in case of any defective printing, binding or delay in supplying the finished materials as stipulated in work order, the Director, SCSTRTI, Bhubaneswar reserves the right to withdraw the printing order, forfeit the Performance Security Deposit and black list the Printer in addition to, legal action that may be imposed.
2. The authority reserves the right to distribute the printing and binding works, amongst the different firms/printers at the approved rate on the basis of their work capacity and their performance. To meet the delivery period of one month, performance of the firm will be monitored by the Technical Committee in terms of quantity and quality which shall be reviewed and in case of any unsatisfactory performance of the firm in terms of output quantities vis-a-vis firms own commitment, the Director SCSTRTI, Bhubaneswar may take appropriate decision in distributing the works among other approved printers at approved price so as to ensure timely printing and delivery of the materials. The rate, once accepted will hold good till the completion of the order.

LAW GOVERNING THE CONTRACT

1. The law of the land shall govern this contract.
 2. In respect of all the tender conditions, the decision of the Tender Committee shall be final and binding. In the event of any dispute arising out of the tender, such dispute would be subject to the jurisdiction of the Civil Courts, Bhubaneswar.
- Last date time & place of submission of tender form: -
 - Date time & place of opening of tender & technical bid: -
 - Date time & place of opening of Price bid: -.

Signature of the tenderer along with seal and full address

PART-5

TENDER FORM AND PRICE SCHEDULE

Tender for Printing & Supply of

IEC Materials

ITEM TO BE SUPPLIED	PRICE TO BE MENTIONED BOTH IN FIGURES AND WORDS. (PRICE PERUNIT BASIS)
IEC MATERIALS (as per the specification mentioned in part-3) The price quoted should be per unit basis (in figures & words) Total requirement:-	Rupees _____

The Terms and Conditions which form part of this Tender are acceptable to me/us.

The prices are inclusive of transportation, packing, loading, unloading etc. at the consignee point, located at Adivasi Exhibition Ground, Unit-I, Bhubaneswar excluding GST. Rate of GST should be mentioned separately.

Dated:

Place:

Signature of the tenderer alongwith seal and full address.

ANNEXURE-1
(PART OF TECHNICAL BID)

PARTICULARS OF THE TENDERER

1. Name and Address of the Tenderer :
Office/Press :
2. Nature of Constitution of tenderer :
(Whether Individual, Partnership Firm or
Company Registered under the Companies Act)
(Enclose Certificate).
3. Name of the Chief Executive Officer/Director :
And his/her phone number & e-mail address.
4. Name and Address of Proprietor/ :
Partner/Director
5. Particulars of Registration No. and date :
 - (a) Registration No. and date of Industrial license,
if any (Attach copy of the registration certificate
issued by Competent Authority).
 - (b) GST Registration No. and date :
(attach copy of registration certificate
issued by the Competent Authority)
 - (c) Income tax PAN CARD :
(Attach copy of Firm's/Company's PAN CARD)
 - (d) Copy of Income tax Returns with Audit
Reports of Last 3 Years :
6. (A) Details of Printing and binding Facilities as :
on date.
 - (a) Press infrastructure in details :
 - (i) Printing Machineries for multi-colour
offset printing installed with make and model :
 - (ii) Binding Machineries with make and model :
 - (iii) Digitization Machine :
How many Heavy-duty Digitization Cutting
Machines you have :
 - (iv) How many Stitching Machines you have :

- (B) Details of man power employed :
- (i) Pre-press, CtP,DTP :
 - (ii) Press (MachinesSection) :
 - (iii) Post-press (Binding Unit) :
 - (iv) Any other Machine :
 - Total :

(For Technical Staff, attach details of their Qualifications and Experience) :

- 7. Give details of Government and Non-Government jobs executed by the tenderer in past. (Documentary proofs to be attached) :
- 8. Whether the tenderer has been awarded with ISO Certification, if yes, give details along with supporting documents. :
- 9. Does the tenderer have any collaboration, joint Venture with any Foreign Printer, If yes, give details along with supporting documents. :
- 10. How does the tenderer ensures total quantity and quality to be produced at his/her Press till the time they are delivered. :
- 11. Copies of experience certificate, if any, in the field of Printing work. :
- 12. List of Annexures :

I Shri/Smt. _____ (M.D. of Company/Partner of Company/Partner of the Firm/Proprietor undertake to abide by the terms and conditions of the tender Document.

Dated :
Place :

Full Signature of the tenderer along with seal and full address.