

**OFFICE OF  
THE LABOUR COMMISSIONER, ODISHA, BHUBANESWAR**

**No. 332 Date. 17.01.2023**

**REQUEST FOR PROPOSALS**

**Terms and conditions for Rate Contract**

*Towards design, print and supply of*

**DIFFERENT IEC MATARIALS**

Tender Document for Design, Print & Supply of “Different IEC Materials” on rate Contact for a Period of One year from date of approval of this tender.

- ◆ Availability of Tender document in website  
for downloading : 18/01/2023 to 01.02.2023
- ◆ Date and Time of Pre Bid meeting : 24/01/2023 at 11.30 AM
- ◆ Upload of Pre Bid decision in website (if any) : 25/01/2023
- ◆ Last Date and Time of Receipt of Bid Documents : 01/02/2023 by 5.00PM
- ◆ Date and Time of Bid Opening : 02/02/2023 at 11.30AM
- ◆ Place of Opening the Bid : Conference hall of L.C. (O)

## OFFICE OF THE LABOUR COMMISSIONER: ODISHA: BHUBANESWAR

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### TERMS AND CONDITION

#### 1. **Sale of Tender / Bid document :**

The Prospective Bidders may download the complete sets of the tender document directly from the website available in [www.labour.odisha.gov.in](http://www.labour.odisha.gov.in) & [www.odisha.gov.in](http://www.odisha.gov.in) and submit the same to O/o Labour Commissioner, Odisha along with the cost of Tender paper of Rs. 500/- (Rupees Five Hundred) Only in the shape of Demand Draft/ Pay Order (non-refundable) drawn from any bank in favor of “**Labour Commissioner, Odisha**” payable at **Bhubaneswar**. The cost of the Tender Paper & EMD Should be submitted separately in Demand Drafts. In case of any bid embedment and Clarification, responsibility lies with the bidders to collect the same from the above website before last date of submitting tender document.

#### 2. **Submission of Tender:**

a) The tender shall be submitted in two bid system i.e. Technical Bid & Financial Bid. Financial Bid contains only the price Bid as per **Annexure—II** and Technical Bid contain all other documents as per the tender-terms along with EMD & Tender paper cost. The Technical Bid & Financial Bid will be covered in two separate sealed envelope clearly written on The top of the envelope as Technical Bid & Financial Bid respectively and these two bids will be covered in a big sealed envelope writing on the top **that “Tender for design, print & supply of different IEC materials”** with reference to advertisement number & date.

b) The tender shall be for full quantity of all items as mentioned in the package placed at **Annexure-I**. Package price will be taken into consideration not individual item price, if any of the items in a package not quoted, the tender may not be taken into consideration. The format of bid price is specified in **Annexure-II**, which should be used at the time of Submission of Tender.

3. The Bid price shall include the bidder’s cost towards translation, data entry, paper cost, designing, printing, insurance, packing & forwarding, transportation and delivery at Labour Commissioner’s Office including other ancillary cost during printing, This office will provide only hard copy sample.

#### 4. **Bid Security:**

The Bidder shall furnish Bid Security (EMD) of Rs. 30,000.00 only in the shape of Demand Draft / Pay Order drawn from any Bank in favor of “Labour Commissioner, Odisha”, Payable at “Bhubaneswar”. The above bid security will be forfeited if a bidder,

- (i) Withdraws its bid during the period of bid validity or
- (ii) Fails to perform the contractual obligations as per the purchase Order.

The EMD of the non-responsive/unsuccessful bidders will be returned after finalization of the tender.

5. Each bidder shall submit only one bid. Alternative offer without separate bid security will be rejected.
6. Sample of papers should be submitted for each item, which should be duly stamped and signed by the bidder. The sample will not be taken as final for GSM. The GSM of the printed materials will be taken in to consideration for fulfilling the specification.
7. The tender is valid for a period of 90 days from the last date for submission of the tender, The rate shall remain valid for a period of one year from the date of finalization of this tender or from the finalization of next year tender whichever is earlier.
8. The interested Bidders may verify the samples at Labour Commissioner, Office before submission of their Bids to L.C.O.
9. The selected firm will immediately collect the input materials from L.C.(O) for preparation of Proof and submit the proof copy for verification within seven days of order.
10. Before printing, the supplier should submit proof copy (both in soft & hard form) for necessary verification for final printing, otherwise the wrong printing materials shall not be accepted by L.C.(O) and no payment will be made for those items.
11. The delivery should be completed within 30 days from the date of receipt of the final proof for printing.
12. Any delay by the supplier in the delivery of the items shall liable to be charged liquidated damages @ 0.5% per week or part thereof subject to a maximum of 10% of order value which will be deducted from the total payment due.
13. The payment will be made after delivery of ordered printed materials as per proof copy subject to correct test report from EPM testing laboratory. If the test report is not as per the specification i.e. lower than the rate of standard deviation, the firm will reprint the said items otherwise penalty will be charged at the rate decided by the authority of L.C.Odisha .
14. If the selected firm fails to execute the order, the EMD/Performance Security will be forfeited and the firm will be blacklisted.
15. The bids are liable to be rejected if any of the above conditions is not complied with.
16. **Eligibility Criteria (Any deviation will not be considered):**
  - Required Tender Paper Cost in favor of “**Labour Commissioner, Odisha**” Payable at Bhubaneswar.
  - Required EMD in favor of “**Labour Commissioner, Odisha**” Payable at Bhubaneswar.
  - Self-attested photo copy of GST registration certificate.
  - Self-attested photo copy of PAN Card.
  - Rate should be quoted as per format at **Annexure—II**
  - Past performance as per **Annexure-II]**
  - Last 3 years IT Return copy
  - Audit Report / Chartered Report of last three consecutive years.
  - Undertaking as per **Annexure —IV** (self-attested)

**17. Pre-Bid Meeting:**

A pre-bid meeting will be held on 24/01/2023 at 11.30 AM in the conference hall of O/o the Labour Commissioner, Odisha, interested prospective bidders shall attend the said meeting to clarify their doubts if any. The decision taken in the pre-bid meeting will Be incorporated in the tender and the decision will be floated in the website or in the notice board of O/o of L.C.(O). The bidders should submit their Bids accordingly.

**18. Performance Security:**

a) The successful Bidder irrespective of its registration status will submit the performance Security 10% of the order value in shape of Account payee Demand Draft/Pay Order or Bank Guarantee. If it is Account Payee Demand Draft or Pay Order should be submitted in favor of "Labour Commissioner, Odisha", payable at Bhubaneswar.

b) The EMD will be returned to the successful Bidder/Firm after receipt of the performance security value as per the order, otherwise EMD of the firm will be forfeited, order will be cancelled and the firm irrespective of its registration status will debar from O/o the L.C.(O) for three years.

c) The Performance Security of the successful firm will be returned to the firm without interest only after successful completion of the work as per order.

**19. Issue of Printing Order:**

The Printing Order will be issued to the selected bidder whose bid has been determined to be substantially responsive and who has offered the lowest evaluated package price. The terms of the accepted offer shall be incorporated in the printing order.

20. Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.

21. Notwithstanding the above, the purchaser reserves the right to accept or reject any bid and to cancel the bidding process and reject all quotations at any time prior to the issue of Purchase Order.

22. Any legal dispute arising out of this is subject to Bhubaneswar jurisdiction only.

23. Bidders may be present in person or through one of their representative during the opening of bid at 11.30 AM on the 02/02/2023.

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**Annexure-I**

<b>Schedule of estimated requirement &amp; specification of different IEC printing materials</b>			
<b>Sl. No.</b>	<b>Particulars</b>	<b>Qty.</b>	<b>Specification</b>
1	Posters (Elimination of Child labour)	<b>15000</b>	Paper size 17" x 22" (inch), 170 GSM glossy Art paper with single side printing in Oriya language, back side gumming top & bottom. The poster contained both picture & colour) message. packing should be done on the basis of 100 posters with paper/ploy cover in such a way that it will be free from dust and moisture
2	Booklet Child labour	<b>15000</b>	(One booklet having 1/8" demy size in 130 GSM art paper having 8 sheets (16 pages) including cover pages with Multi- color both side printing, Language of printing in Odia and english both Book) front and back cover will be laminated. Binding Center stitch With cooper pin.
3	Leaflet Child labour	<b>20000</b>	A4 size, 90 GSM sinar/JK art paper with multi-colour both side printing, language of printing in Odia. Packing should be done for 500 leaflets with paper/ploy cover in such a way that it will be free from dust and moisture.
4	Migrant (Booklet)	<b>15000</b>	Size- 1/8" Demy, 130 GSM art paper with multi-colour both side printing, 16 pages including cover pages. Printing should be done in Oriya and English Language. Binding Center stitch with cooper pin, Pack size should be 250 pcs. With paper/ploy cover in such a way that It will be free from dust and moisture.
5	Posters – migration (3 types 2000 each multi colour)	<b>6000</b>	Paper size 17" x 22" (inch), 170 GSM glossy Art paper with single side printing in Oriya language, back side gumming top & bottom. The poster contained both picture & colour) message. packing should be done on the basis of 100 posters with paper/ploy cover in such a way that it will be free from dust and moisture
6	Leaflets Migrant labour	<b>20,000</b>	1/4" demy size, 70 GSM maplitho paper, both side single-colour printing, language of printing in Oriya. Packing should be done on the basis of 1000 leaflets in a packet with paper/ploy cover in such a way that it will be free from dust and moisture

**Annexure-II**

<b>Schedule of estimated requirement &amp; specification of different IEC printing materials</b>				<b>Price Quote</b>	
<b>Sl. No.</b>	<b>Particulars</b>	<b>Qty.</b>	<b>Specification</b>	<b>Unit price</b>	<b>Total price</b>
1	Posters (Elimination of Child labour)	<b>15000</b>	Paper size 17" x 22" (inch), 170 GSM glossy Art paper with single side printing in Oriya language, back side gumming top & bottom. The poster contained both picture & colour) message. packing should be done on the basis of 100 posters with paper/ploy cover in such a way that it will be free from dust and moisture		
2	Booklet Child labour	<b>15000</b>	(One booklet having 1/8" demy size in 130 GSM art paper having 8 sheets (16 pages) including cover pages with Multi- color both side printing, Language of printing in Odia and english both Book) front and back cover will be laminated. Binding Center stitch With cooper pin.		
3	Leaflet Child labour	<b>20000</b>	A4 size, 90 GSM sinar/JK art paper with multi-colour both side printing, language of printing in Odia. Packing should be done for 500 leaflets with paper/ploy cover in such a way that it will be free from dust and moisture.		
4	Migrant (Booklet)	<b>15000</b>	Size- 1/8" Demy, 130 GSM art paper with multi-colour both side printing, 16 pages including cover pages. Printing should be done in Oriya and English Language. Binding Center stitch with cooper pin, Pack size should be 250 pcs. With paper/ploy cover in such a way that It will be free from dust and moisture.		
5	Posters – migration (3 types 2000 each multi colour)	<b>6000</b>	Paper size 17" x 22" (inch), 170 GSM glossy Art paper with single side printing in Oriya language, back side gumming top & bottom. The poster contained both picture & colour) message. packing should be done on the basis of 100 posters with paper/ploy cover in such a way that it will be free from dust and moisture		
6	Leaflets Migrant labour	<b>20,000</b>	1/4" demy size, 70 GSM maplitho paper, both side single-colour printing, language of printing in Oriya. Packing should be done on the basis of 1000 leaflets in a packet with paper/ploy cover in such a way that it will be free from dust and moisture		

- a) In case of discrepancy between Unit Price & Total Price, Unit Price shall prevail:
- b) We agree to supply the above items in accordance with the specification for a total cost as mentioned above within a period of 30 days from the receipt of approved final proof for printing.

Date:

Place:

Name and Address of the Firm.  
Signature of the bidder

**Annexure-III****Format for submission of earlier order copy as past performance**

<b>Sl. No.</b>	<b>Year</b>	<b>Order No. Date</b>	<b>Order Value</b>	<b>Name of the Organization</b>
<b>01</b>	<b>2018-19</b>			
<b>02</b>	<b>2020-21</b>			
<b>03</b>	<b>2021-22</b>			
<b>Total Order Value</b>				

**N.B.: IT Return must be submitted up to date of consecutive three years.**

**Date:**

**Name and Address of the Firm.  
Signature of the bidder**

**Place:**

**Annexure-IV**

*(To be submitted in Technical Bid)*  
**UNDERTAKING / DECLARATION FORM**

I / We .....having my / our  
 .....office at.....do  
 declare that I / We have carefully read all the terms & conditions of tender of the\_\_\_\_\_,  
 Odisha for Printing and supply of different IEC materials to Office of the Labour Commissioner,  
 Odisha. The approved rate will remain valid for a period of one year from the date of approval. I / we  
 will abide with **all the terms & conditions** set forth in the **Tender Reference no.**\_\_\_\_\_  
**dated**\_\_\_\_\_/\_\_\_\_\_/2023.

**I/We do hereby declare I/We have not been de-recognized / black listed by any State Govt. / Union Territory / Govt. of India / Govt. Organization / Govt. Health Institutions due to not providing of Standard Quality service / failure to provide service.**

I/We agree that the Tender Inviting Authority can forfeit the Earnest Money Deposit and or Performance Security Deposit and blacklist me/us for a period of 3 years if, any information furnished by us proved to be false at the time of inspection / verification and not complying with the Tender terms & conditions.

I / We ..... do hereby  
 declare that I / we will carry out the order for design, print and supply of different IEC materials to  
 O/o the L.C.Odisha, Bhubaneswar as per the terms & conditions of the above referred tender.

**Signature of the bidder**

**Seal:**  
**Date:**

**Name and Address of the Firm:**



**Annexure-V****CHECKLISTS**

SL. No.	Information Desired	Information Submitted		Page No.
		Yes	No	
1	Required Tender Paper Cost in favor of “ <b>Labour Commissioner, Odisha</b> ” Payable at Bhubaneswar.			
2	Required EMD in favor of “ <b>Labour Commissioner, Odisha</b> ” Payable at Bhubaneswar.			
3	Self-attested photo copy of GST registration certificate.			
4	Self-attested photo copy of PAN Card.			
5	Rate should be quoted as per format at <b>Annexure-II</b> .			
6	Past performance as per <b>Annexure-III</b> .			
7	Last 3 years IT Return copy (For the assessment year- 2018-2019-, 2019-2020 & 2020-2021).			
8	Annual Turnover for last 3 years ( as above)			
8	Audit Report / Chartered Report of last three consecutive years.			
9	Undertaking as per <b>Annexure-IV</b> (self-attested).			

**N.B.:**

1. All pages submitted by the bidder should be numbered in serialized manner with proper signature in each page.
2. Documents related to eligibility criteria should be properly flag marked by mentioning the Name of the document & page mark on the flag.

Seal with signature of the Bidder