

**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. 2794/TBPM,

Dat . 03.04.2023

Description of tender: Open Tender for printing and Supply of large print books for the academic session 2023-24.

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.6,000/- plus GST@18% 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	: 05/04/2023	10 A.M.
Closing date & time	: 26/04/2023	5 P.M.
Date of opening	: 27/04/2023	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



Notice No. 2794,

Date. 03.04.2023

BID DOCUMENT

FOR

Printing & Supply of Large Print Books

For the academic session-2023-2024

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



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SPECIFICATION& CONDITION FOR LARGE BOOKS FOR LOW VISION STUDENTS

1. Book size : A3
2. Colour : Multi colour print/Bi- colour/ single Colour.
3. Paper(text) : 70 GSM ML
4. Cover : 170 GSM Glossy Art.
5. Cover : Printing by 4 colour sheet feed M/C.
6. Printing(Text) : Printing with 0- registration.
Text by 4-Colour Web M/c.
7. Binding : All Books 3 pin centre stitch except Sl. No 40 is Gum binding.

Soft copy of books will be provided by TBPM with Hard Copy of Books title wise, printer will enlarge this copy in A3 size with all colour details and with proper dot value.

Paper will be supplied by TBPM store (Paper).

Books will be handed over to OSEPA Book store.

No. of title- 44

Per Book No. pages will be provided by TBPM.

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 C.T.P. scanning, planning, design unit in integrated. The rate should be quoted per book.

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.05.04.2023 10 AM to Dt. 26.04.2023, 5.00 PM in all working days on deposit of required bid processing/cost of tender fees .
3.	Date of Issue of the Bid	05.04.2023
4	Last date and time of receipt of the Bid only through speed post / registered post / courier.	Up to 5.00 PM of dt.- 26.04.2023
5	Date & time for opening of Technical BID	11 :30 AM of dt. 27.04.2023
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. 6,000/- (Six Thousand) only + Tax (18%) 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 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 post 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, Kharavel nagar, Bhubaneswar-751001.
11	Point of Delivery & Completion of supply	At Director, TBPM within 30 days from the date of receipt of final proof correction.
12	Signing of agreement and submission of Performance security	Within 7 days of issue of work order

INVITATION OF BID FOR PRINTING & SUPPLY OF LARGE PRINT BOOKS FOR LOW VISION STUDENTS.

The Director, Text Book Production and Marketing, Unit-III, Kharavel nagar, Bhubaneswar-751001, invites bid from the reputed printers / having adequate experiences in taking up the printing work of error free composing, proof reading, editing, layout designing with requisite child-centered multicolour illustration through CTP(Computer to Plate) system for printing & supply “large Print Books” for Low Vision students.

SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

1. Eligibility Criteria :

The Printing firms must have

- (a) Experience in handling printing work for Central/State Government / PSUs / Boards / Corporations / autonomous body under administrative control of Central or State Govt .
- (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) , Design, Scanning, Planning etc.**
- (f) Filed Income Tax Return for the Financial Year 2019-20, 2020-2021 & 2021-22.
- (g) Minimum turnover of **Rs.60.00 lakh** or more in **each** in the financial years 2019-20, 2020-2021 & 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 printing & Supply of large Print Books & “Financial Bid for printing & Supply of large Print Books”**”. Both sealed envelopes should be kept in another sealed envelope scribing “**Tender for printing & Supply of large Print 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 (g). 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 printing, binding, packing, scanning & planning, DTP printing, designing, all pre press expenses, composing, editing, delivery of the complete book etc. at OSEPA. **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, Kharavel nagar, 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 11.00 AM to 5.00 P.M. of all working days up to **5 PM of 26.04.2023** by depositing non refundable amount of **Rs.6000/- + 18% TAX** in the shape of DD. drawn in any nationalized/scheduled bank favoring Director, TBPM, payable at Bhubaneswar as cost of BID document.

- (e) EARNEST MONEY DEPOSIT: -
EMD of Rs.30,000/- (Rupees Thirty 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. **26.04.2023** 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 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 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) Photographs of minimum infrastructure of four colour offset sheet fed printing machine with **in house CT P (Computer to Print) .**
- (vi) Balance sheet & Profit & loss account certified by CA showing minimum turnover of **Rs.60.00 lakh each** in the financial years 2020-21, 2021-22 & 2022-23.
- (vii) EMD as mentioned in **para-02 (e)** of the scope of work of the tender document.
- (viii) Money receipt towards purchase of tender paper directly from cash section of TBP&M.
- (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) Copy of GST Clearance certificate of last three months.
- (xi) Copy of Income Tax return for the financial year 2019-20, 2020-21 & 2021-22.
- (xii) Application -Technical Bid (Format-A),Application Financial Bid (Format-B & Format -B1).
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 **26.04.2023 up to 5:00 PM** addressed to Director, Text Book Production and Marketing, Unit- III, Bhubaneswar-751001 only through **registered post / speed post/courier**. 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 27.04.2023** 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 large print books will be as under:*

a.	Paper	(i) Inner page -	70 GSM
		(ii) Cover page	- 170 GSM art paper
b.	Size		- Metric A 3.
c.	Nature of printing		- As per Annexure-X.
d	Binding		- Center stitching(3 saddle)
e.	Nos. of books with pages		- As per Annexure-X.

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) On site 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 Bidder/s substantially responsive to the Bid document & offered lowest evaluated cost. The Lowest evaluated cost will

be taken on the basis of **total amount** quoted for all the books as per **Format-B1**.

- (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.
- 10. Signing of Contract :**
- (a) The successful bidder/s 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 03% of contract value in shape of F.D.R drawn on any Nationalized / Scheduled Bank in favour of the “Director, TBPM Bhubaneswar only.
- 12. Terms of Supply :**
- The booklets 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 Govt. for blacklisting 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.

Sd/-
Director
TBPM, Bhubaneswar

Book wise requirement of large print books for the year 2023-24 (ANNEXURE-X)							
SI No.	Class	Name of the Books	Inner (text)		Cover		No of books to be printed
			No of Pages per book	Nature of printing	No of pages per book	Nature of printing	
1	I	Hasa Khela- Part-I	104	4 colour	4	4 colour	157
2	I	Hasa Khela- Part-II	112	4 colour	4	4 colour	157
3	II	Hasa Khusi	184	4 colour	4	4 colour	340
4	II	Ganita Khela	152	4 colour	4	4 colour	340
5	III	Ama Bhasa Ama Sahitya	112	4 colour	4	4 colour	421
6	III	Ganita Maja	152	4 colour	4	4 colour	421
7	III	Jana Ajana	152	4 colour	4	4 colour	421
8	III	My English Book	184	4 colour	4	4 colour	421
9	IV	Ame O Ama Paribesha	208	4 colour	4	4 colour	461
10	IV	Ganita Kuhuka	208	4 colour	4	4 colour	461
11	IV	My English Book	136	4 colour	4	4 colour	461
12	IV	Sahitya Kalika	112	4 colour	4	4 colour	461
13	V	Sahitya Kusum	144	4 colour	4	4 colour	492
14	V	My English book	128	4 colour	4	4 colour	492
15	V	Paribesha Bigyana	208	4 colour	4	4 colour	492
16	V	Ganita Dhara	216	4 colour	4	4 colour	492
17	VI	Ama Sahitya	120	2 colour	4	4 colour	563
18	VI	Ganita	240	2 colour	4	4 colour	563
19	VI	My English Book	152	2 colour	4	4 colour	563
20	VI	Itihasa O Rajaniti Bigyana	136	4 colour	4	4 colour	563
21	VI	Meri Hindi Kitab	72	2 colour	4	4 colour	563
22	VI	Bhasa Kalika	144	2 colour	4	4 colour	563
23	VI	Bhogola	104	4 colour	4	4 colour	563
24	VI	Bigyana	104	4 colour	4	4 colour	563
25	VII	Sahitya Sourav	160	2 colour	4	4 colour	604
26	VII	Ganita	248	2 colour	4	4 colour	604
27	VII	My English Book	144	2 colour	4	4 colour	604
28	VII	Itihasa O Rajaniti Bigyana	128	4 colour	4	4 colour	604
29	VII	Meri Hindi Pustak	88	2 colour	4	4 colour	604
30	VII	Bhasa Kalika	112	2 colour	4	4 colour	604
31	VII	Bhugola	120	4 colour	4	4 colour	604
32	VII	Bigyan	228	4 colour	4	4 colour	604
33	VIII	Sahittyika	132	1 colour	4	4 colour	708
34	VIII	Ama Byakarana	140	1 colour	4	4 colour	708
35	VIII	Sarala Hindi Byakarana	112	1 colour	4	4 colour	708
36	VIII	A New Approach to English	168	1 colour	4	4 colour	708
37	VIII	Story Past & Present	104	1 colour	4	4 colour	708
38	VIII	Nayi Hindi Bharati	72	1 colour	4	4 colour	708
39	VIII	Bhasa Souravam	160	1 colour	4	4 colour	708
40	VIII	Bigyan	240	1 colour	4	4 colour	708
41	VIII	Sarala Ganita (Bija Ganita)	192	1 colour	4	4 colour	708
42	VIII	Sarala Ganita (Jyamiti)	128	1 colour	4	4 colour	708
43	VIII	Bhugola	80	1 colour	4	4 colour	708
44	VIII	Itihasa O Rajniti Bigyan	128	1 colour	4	4 colour	708

APPLICATION- TECHNICAL BID

For printing & supply of Large print books.

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 Central/State Government / PSUs / Boards / Corporations / autonomous body under administrative control of Central or State Govt.		
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		
Photographs of minimum infrastructure of four colour offset sheet fed and 4 colour web printing machine with in house CT P (Computer to Print) .		
Balance sheet & Profit & loss account certified by CA showing minimum turnover of Rs.60.00 lakh each in the financial years,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 D.		
Application -Technical Bid (Format-A),Application Financial Bid (Format-B & Format -B1)		
Copy of GST clearance certificate of 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.

APPLICATION – FINANCIAL BID

For Printing & Supply of “Large print books”

1. Name of Bidder: _____

Total Rate quoted (as per Format-B1) Rs. _____

The rate quoted is inclusive of all charges like printing, binding, packing, scanning & planning, DTP, printing, designing, all pre press expenses, composing, editing, delivery of the complete book etc. at TBPM..**GST as applicable will be claimed over and above the rate quoted.** The following taxes as applicable for the above procurement will be claimed extra.

APPLICABLE TAX & ITS RATE

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

Place: BIDDER’S OFFICIAL SIGNATORY

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

Enclosure: **Format-B1 duly filled up.**

SINo	Class	Name of the Books	Inner (text)		Cover		No of books to be printed	Amount quoted per books (in Rs.)	Total Amount
			No of Pages per book	Nature of printing	No of pages per book	Nature of printing			
			1	2	3	4			
1	I	Hasa Khela- Part-I	104	4 colour	4	4 colour	157		
2	I	Hasa Khela- Part-II	112	4 colour	4	4 colour	157		
3	II	Hasa Khusi	184	4 colour	4	4 colour	340		
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19	VI	My English Book	152	2 colour	4	4 colour	563		
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SINo	Class	Name of the Books	Inner (text)		Cover		No of books to be printed	Amount quoted per books (in Rs.)	Total Amount
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43	VIII	Bhugola	80	1 colour	4	4colour	708		
44	VIII	Itihasa O Rajniti Bigyan	128	1 colour	4	4 colour	708		
Total									

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 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.

