

DIRECTORATE OF PRINTING, STATIONERY AND PUBLICATION, ODISHA,
MADHUPATNA, CUTTACK-753010,

**SHORT TENDER NOTICE NO.03/FOR PROCUREMENT OF MACHINERIES
AND ALLIED WORKS FOR THE YEAR, 2023-24.**

Sealed Short Tenders in separate sealed covers (Technical bid along with E.M.D in one cover and price bid in another cover) in prescribed form are invited from bona fide Manufacturers or their Authorised Dealers for supply of different Machineries and Allied Works for the year, 2023-24 to the Directorate of Printing, Stationery and Publication, Odisha, Madhupatna, Cuttack as per terms and conditions mentioned in the Short Tender documents. The Short Tender details have been hoisted in the Odisha State Government Website i.e. www.odisha.gov.nic.in / www.ogpress.nic.in

2. Details of Short Tender documents with specification of machines can be obtained on any working day during office hours from **20.08.2023 to 01.09.2023** (both days inclusive) from 11.00 A.M. to 4.00 P.M. from the office of the undersigned on payment of Rs.1,515/- (Rupees one thousand five hundred fifteen) only including tax (non-refundable) on deposit of Demand Draft only.

3. The Short Tender documents can also be downloaded from Odisha Government Website i.e. www.odisha.gov.nic.in/ www.ogpress.nic.in. In such cases the Short Tender is to be submitted along with a Bank Draft of Rs.1,515/- (Rupees one thousand five hundred fifteen) only (non-refundable) drawn in favour of the Director, Printing, Stationery and Publication, Odisha, Cuttack.

4. The short Tender documents, as required by this Directorate along with Earnest Money Deposits in prescribed manner, shall be received by **1.30 P.M. on 02.09.2023** and the documents (Technical Bid) will be opened on the same day at **3.00 P.M.** in presence of bidders or one of their representative in the Mini Conference Hall of the Administrative Building.

5. Short Tender shall be finalized by the Authority.

6. The undersigned reserves the right to reject any or all Short Tenders and to alter/amend the terms and conditions of Short Tender without assigning any reason thereof.

7. Disputes, if any, arises are subject to the Court of Cuttack jurisdiction.

-Sd- / L.DAS
Director
Printing, Stationery & Publication,
Odisha, Madhupatna, Cuttack.

Contd-2//

INVITATION TO SHORT TENDER

The **DIRECTOR, Printing, Stationery & Publication, Odisha, Cuttack** (Hereinafter referred to as the '**DIRECTOR**') invites sealed Short Tenders in the prescribed form from the bonafide manufacturers/authorised dealers for supply of different **Machines and Allied Works for the year, 2023-24**, as mentioned in the Short Tender schedules attached here to for use in this Press.

1. SALE OF SHORT TENDER PAPER

Prescribed short Tender documents may be obtained from the office of the **DIRECTOR** at Madhupatna, Cuttack-753010 on payment of Rs. 1,515/- (Rupees one thousand five hundred fifteen) only including GST per set of short Tender document by depositing Demand Draft only. **In no case payment made otherwise shall be accepted.** The payment made for the short Tender documents is **non-refundable**. The short Tender documents may be obtained on any working day between **11.00 A.M. to 4.00 P.M.** from **20.08.2023 to 01.09.2023**.

The short Tender documents can also be down loaded from Odisha Govt. Website i.e. www.odisha.gov.nic.in / www.ogpress.nic.in. In such cases the short Tender is to be submitted along with a bank draft of Rs.1,515/- (Rupees one thousand five hundred fifteen) only including GST (non-refundable) drawn in favour of Director, Printing, Stationery & Publication, Odisha, Cuttack.

2. EARNEST MONEY DEPOSIT

(1) Earnest Money Deposits @5% in shape of Postal Savings Bank Accounts/P.O.T.D./ National Savings Certificate in the name of the bidder duly pledged in favour of the Director, Printing, Stationery and Publication, Orissa, Cuttack/Deposit Receipt of any Scheduled Banks(except Bank Draft & Cheque) in the name of the Director, Printing, Stationery and Publication, Orissa, Cuttack. Short Tenders without Earnest Money Deposit will not be considered under any circumstances.

(2) In the event, the Tenderer does not furnish the amount of security deposit in the manner as stipulated in Clause-1 of the conditions of contract and/or fails to execute the agreement within a period of ten days from the date of receipt of letter of acceptance, the earnest money deposit shall be absolutely forfeited to the said Government of Odisha in respect of the items for which no agreement is executed without prejudice to the right of the **DIRECTOR** to such claims/action under these terms and conditions.

The performance security shall remain valid for a **period of sixty days** beyond the date of completion of all contractual obligations of the supplier including warranty obligations. Bid Security shall be refunded to the successful bidder on receipt of performance security.

3. RIGHT OF ACCEPTANCE/REJECTION OF SHORT TENDER AND AWARD OF CONTRACT

(1) The right of acceptance of short Tender and/or award of contract rests with the **DIRECTOR** who does not bind himself to accept the lowest Short Tender and also reserves to himself the right to reject any or all the Short Tender(s) received without assigning any reason thereof.

(2) The right of acceptance of Short Tender and award of contract includes, notwithstanding anything contained in the Short Tender documents, the right to apportion the contract for the Short Tendered quantity between any two or more parties and/or to increase and/or decrease the Short Tendered and/or contracted quantity of one or more or all of the articles.

4. SPECIAL ELIGIBILITY CRITERIA / TERMS AND CONDITION

01. The bidder must be the Manufacturer or Authorised Dealer having more years of experience of the product and must have its own sale and service support setup/office within India. First preference will be given to the manufacturer of the product with service facility of their own.

02. The bidder must furnish the User-list of Odisha & neighboring States for Product verification and assessment of performance and after sales service support.

03. The manufacturer must have own service support facility within the state of Odisha or neighboring states. The bidder must furnish the name and detail address of their Service Centers along with the details of the service support staffs for verification.

04. The bidder must have own in-factory training/ Pre installation training facility within India for pre-installation, operational & maintenance trainings.

05. Guaranty for availability of spare parts for at least 10 years from the year of supply to be provided.

06. The Catalogue of the quoted products should be available in the website of the manufacturer.

5. VALIDITY OF SHORT TENDERS

(1) All the Short Tenders shall remain valid for acceptance till 31.3.2024. If the Tenderer withdraws or amends the offer before expiry of the above period without consent of the DIRECTOR, they shall be suspended till 31.3.2024. Conditional Short Tenders are liable for rejection.

(2) No extension of time shall be allowed for submission of Short Tender in any circumstances unless otherwise specifically extended by the DIRECTOR by an advertisement in newspapers.

6. SHORT TENDER'S UNDERSTANDING OF THE SHORT TENDER DOCUMENTS

The Tenderer shall carefully go through the Short Tender documents and fully inform himself as to all the terms and conditions, contained herein before submission of the Short Tender. If a Tenderer find any discrepancies or omissions or in doubt as to their meaning, he should at once notify the DIRECTOR and obtain clarification in writing prior to submission of this Short Tender. Verbal clarifications and/or information given by the DIRECTOR or the employees working under him or his representatives shall not be binding on the DIRECTOR.

7. NO CLAIM OR COMPENSATION FOR SUBMISSION OF SHORT TENDER

No Tenderer shall be entitled to claim any costs, charges, expenses of or incidental to or incurred by him through or in connection with submission of this Short Tender even though the DIRECTOR may elect to withdraw the invitation to Short Tender without notice and without assigning any reason whatsoever.

-Sd- / L.DAS
Director,
Printing, Stationery & Publication,
Odisha, Madhupatna, Cuttack-10.

Contd...4//

INSTRUCTIONS TO TENDERERS

1. SUBMISSION OF SHORT TENDER

1.1. Each set of Short Tender documents shall be serially numbered and each page thereof duly authenticated by the initials/signature of any officer authorised by DIRECTOR and Rubber Stamp affixed. The Tenderer shall check the documents immediately after the purchase of the same. Should the set (Short Tender documents) purchased by the Tenderer does not contain the initials/signature and rubber stamp indicated above he should immediately report the fact to the officer who has issued the Short Tender along with the cash receipt obtained from the Cashier of the office of the DIRECTOR. This shall however under no circumstances be accepted as a ground for extension of time for submission of Short Tender.

1.1.1. All corrections etc. should be authenticated by the initials/signatures of the Tenderer, otherwise it will not be accepted.

1.1.2. Scoring, Cutting, Deleting or Mutilation in any form of Short Tender documents unless initialed (Duly rubber stamped) by an officer authorised by the DIRECTOR will be liable to be rejected.

1.2. All information in the Short Tender form shall be in English. Failure to comply this may lead to rejection of the Short Tender.

1.2.1. The Short Tender form shall be filled in duly typed. No Short Tender filled in otherwise shall be considered.

1.3. The rate(s) shall be quoted in rupees and paisa per Unit, as prescribed in the Short Tender schedule both in figures and words.

1.4. One rate should be offered for one item. Submission of multiple rates against one item is liable to be invalidated. In case there are really different machineries to be offered against one item, more than one rate can be considered. But the Tenderer in all such cases shall clearly mention the specific brand, make, models etc. and enclosed detailed literature.

1.4.1. The rates quoted for the machine and equipment shall include free installations,(including the charges of unloading, shifting of machine to installation places, commissioning etc.) demonstrations and training of the personnel in the working of the machineries and factory training at manufacturing Co.

1.4.2. The rate quoted shall include cost of materials along with its accessories and attachments that may be required for working of the machines.

1.4.3. The Tenderers shall have to make their own arrangement for installation and demonstration except unskilled and semi-skilled labourers required for the purpose.

1.4.4. (i) The Tenderer shall quote the basic rate which shall be inclusive of all taxes, duties, charges viz., excise duty, freight, cess etc. but shall be exclusive of only G.S.T. which shall be paid extra as applicable.

(ii) Details, as in Annexures-II and III, must be furnished. The Overseas Tenderers or their authorised agents in India shall quote their rates in the Short Tender Schedule. **The rates shall be quoted for both C.F. (F.I.O.T.) and C.I.F.(F.I.O.T.) on complete liner terms by sea** with discharge Port Paradeep/ Calcutta/ Vizag or Calcutta by Air.

- (iv) The rates for clearing and forwarding may also be quoted as stipulated in the Short Tender schedule.
- (v) The rates should be quoted distinctly under various heads.
- (vi) Details as in *Pro forma* in quadruplicate must be furnished.

1.5. Like rate and quality of the machines, delivery period is also an important factor and is to be taken into consideration at the time of selection. Tenderers are therefore requested to give their positive delivery schedule along with their Short Tender.

1.6. EACH PAGE OF SHORT TENDER DOCUMENTS BESIDES THE SPECIFIED PLACES IN THE SHORT TENDER DOCUMENTS SHALL ALSO BE SIGNED BY THE TENDERER WITH HIS USUAL SIGNATURE.

Short Tender by Partnership firm may be signed in the firm's name by one of the Partner or Manager as the case may be or any other duly authorised representative followed by the name and designation of the persons so signing. Short Tenders by other than the sole proprietorship firm or a partnership firm may be signed by a person authorised in his behalf and a Power of Attorney or satisfactory proof showing that the person(s) signing the Short Tender document on behalf of the Tenderers is duly authorised to do so must accompanied with the Short Tender.

1.6.1. With their quotations the Tenderer shall sign the invitation to the Short Tender, Instructions to Tenderers, Conditions of Contract, Short Tender Form, Short Tender Schedule, Annexures etc. in token of acceptance thereof. The signature on the Short Tender schedule alone shall be deemed to accompany of all the schedule of rates, specification terms and conditions stipulated in invitation to Short Tender, instruction to Tenderer, conditions of contract, Short Tender Form, Short Tender Schedule Annexure etc. forming part of the Short Tender Documents.

1.6.2. Witnesses shall be person of status and their address names and occupations shall be stated below their signatures. All signatures shall be dated.

1.7. Submission of more than one Short Tender by a particular Tenderer under different names is strictly prohibited. Should it at any time be discovered that this condition has been violated all the Short Tenders submitted by the Tenderer would be rejected or contacts cancelled and performance guarantee attached without prejudice to the right of Director to take such other legal action as may be deemed fair and proper.

1.8. All offers addressed to the Director, Printing, Stationery & Publication, Odisha, Cuttack-753010 should be in separate sealed cover clearly marked outside Short Tender for supply of **different Machines and Allied Works** for the year,2023-24. **The first sealed cover will contain all Short Tender documents along with E.M.D. except rate of articles and second sealed cover will contain the Short Tender with rates of articles only.**

- 1.8.1. Short Tenders sealed and super scribed as above may also be sent by Registered Post Addressed to the above Authority so as to reach him by the due date and time.
- 1.8.2. A Short Tender delivered or sent otherwise as stated above will be at the risk of the Tenderer.
- 1.8.3. A Short Tender which is received after the time and date specified above is liable to rejection.
- 1.8.4. The Tenderer shall quote firm rates which shall remain valid for acceptance till 31.3.2024 and shall not be subject to any revision for any reason whatsoever. Short Tenders containing stipulation as to variation in price.

2. REQUEST FOR CLARIFICATION AND/OR MODIFICATION IN SHORT TENDER

2.1. If a Tenderer seeks to clarify his quotations or rates this can only be done in a separate conversing letter to the Short Tender. No request for modification(s) to invitation to Short Tender, instructions to Tenderers, Short Tender form, condition of contracts etc. will however be entertained. If the contents of the covering letter are to be considered as part of the quotation, this should be specifically mentioned by the Tenderer, If any of these conditions admitted for consideration has a financial bearing in the cost quoted, the additional cost arising out of the condition(s) will be added for comparative evaluation of Short Tenders. The decision of the Director as to how much would be additional cost shall be final, conclusive and binding on the Tenderer.

2.2. Any request from the Tenderer in respect of additions, alternations, modifications, correction etc. of either terms and conditions or rates or his Short Tender after opening of the Short Tender may lead to rejection of his Short Tender subject to consequences of the conditions contained herein.

3. NEGOTIATION

The Director or an Officer authorised on his behalf reserves the right to negotiate with any Tenderer after opening of the Short Tenders. No compliance by the Tenderer(s) to such request for negotiations shall render his/their Short Tender(s) liable to rejections.

4. SUBMISSION OF DOCUMENTS/PARTICULARS, ETC.

4.1. The Tenderer shall submit the following with his offer--

- (i) The complete Short Tender documents
- (ii) Literature indicating detailed specifications and procedure of use of the machine Short Tendered for and the specification and quantity of any materials required in for smooth functioning of machine.
- (iii) Authority to sign the Short Tender as in clause 1.6 above
- (iv) Proforma in quadruplicate duly filled in
- (v) Name and address of the bankers and a certificate from the bankers as to the financial standing of the Tenderer. Photo copy of income tax must be enclosed.
- (vi) The address of the Organisation/firms to whom such machineries have been supplied by the Tenderer should also be furnished for reference.
- (vii) The Tenderer should state if he has a valid rate Contract. If so, a copy of the valid Rate Contract shall be enclosed with the Short Tender.
- (viii) Authorisation of Manufacturing Company shall be furnished alongwith Short Tender in case the firm is a Authorised Dealer.

4.2. Short Tenders should be accompanied with Earnest Money deposit, copies of latest return in Form GSTR-3B and GSTR-1 downloaded from GSTN portal along with copy of valid Registration Certificate in Form GST REG-6 in respect of bidders without which no Short Tender will be considered. The original copy of aforesaid certificate may be produced at the time of execution of agreement, if required.

4.3. Tenderer must also submit with the Short Tender, a piece of testimonials with regard to their experience and satisfy the authorities calling for Short Tenders on the following points.

Contd..7//

(i) His position as the properly accredited agent/representative of the responsible firm in proof of which he must produce the requisite registered power of attorney and/or the express authority of the same firm to act as its agent/representative.

5. NON-SUBMISSION OF DOCUMENTS/PARTICULARS

5.1 Short Tenders not having full particulars/not complying with any or some or all the requirements as mentioned in clause 1 to 1.8.4 and 4 to 4.3 above shall be liable for summarily rejection.

5.2. Any Short Tender containing false information/particulars shall be liable to be rejected and Tenderers found guilty of furnishing false information/particulars shall be debarred from any future dealing with the Director.

6. CANVASSING

Canvassing in any form is strictly prohibited and the Short Tender(s) submitted by the Tenderer(s) who resort to canvassing will be liable to rejection.

7. CONTRACT DOCUMENTS

The Short Tender Notice, Invitation to Short Tender, Instructions to Tenderers, Conditions of Contract, Short Tender Form, Short Tender specification, Pro-forma, Annexures and the covering letter, if any, shall form the Short Tender and the letter of acceptance awarding contract shall form the contract.

8. POWER OF EXEMPTION

Observance of the above instructions and stipulations and conditions contained herein on the part of the Tenderer is strictly obligatory. But the DIRECTOR may, however, in any exceptional cases exempt particular Tenderer from observing one or more of the instructions and stipulations on the recommendation of the Purchase Committee.

CONDITIONS OF CONTRACT

1. PERFORMANCE SECURITY

The Tenderer whose Short Tender is accepted (Hereinafter referred to as the "SUPPLIER") shall within 10 (ten) days from the date of receipt of letter of intent execute agreement with security deposit amounting to 10% cost of machine in shape of Postal Savings Bank Pass Book/ P.O.T.D./ N.S.Cs. duly pledging in favour of Director, Printing, Stationery & Publication Odisha, Cuttack./ Deposit receipt of any Nationalized Banks/Scheduled Banks in the name of the Director, Printing, Stationery & Publication, Odisha, Cuttack/ Bank Guarantee from any nationalized bank.

1.1. The DIRECTOR shall have the right to attach the entire security deposit or such portion thereof as may be considered adequate by the DIRECTOR for any breach or breaches of the terms and conditions of the contract by the SUPPLIER.

2. QUANTITY AND SPECIFICATION

Machine supplied shall be of such make, strength, quality, finish, size, shape, weight and all other particulars as offered and as approved by the DIRECTOR.

2.1 The contract may be awarded to L-1 bidder with special consideration given to the quality of the products.

3. QUANTITY

The number of machine specified in the Short Tender schedule annexed thereto constitutes the total number which is estimated by the DIRECTOR will be required by the Government of Odisha for use during the period ending 31.3.2024 but should it transpire that the number of machine Short Tendered for as mentioned above is in excess of or insufficient for the requirements of Government during such period as aforesaid (As to which this fact, the decision in writing of the DIRECTOR shall be final and conclusive against the SUPPLIER), then the DIRECTOR shall be at liberty, as the case may be either to intimate to the SUPPLIER by writing or writings from time to time under his hand that certain of the machineries

contracted to be supplied will not be required by Government in which case the SUPPLIER shall retain and the DIRECTOR shall be under no liberty to purchase the same or to intimate to the SUPPLIER in the like matter as aforesaid that certain additional machineries are required in which case the SUPPLIER shall cause the same to be delivered to the DIRECTOR at the same rates and otherwise in all respects in accordance with the terms hereof as though such additional machineries have been included in the said Short Tender such duly hereto annexed and in the event of the supplier being called upon either to reduce or increase the delivery of the machineries specified in the Short Tender schedule hereto annexed in manner mentioned above, in neither of such cases shall be entitled to compensation on any ground whatsoever.

4. PACKING

The machineries shall be securely packed so that it is not damaged until it is installed in the premises selected by the DIRECTOR.

4.1. If the packing is such that the machine got damaged during transit or until installation, the SUPPLIER shall be liable to replace the machine so damaged within such period that the DIRECTOR may consider reasonable. In such a case of replacement, the SUPPLIER shall be entitled to the claim if any paid by the issuing Agency to the DIRECTOR, only in respect of the machine so replaced less the insurance premium, if any, paid by the DIRECTOR.

5. DELIVERY

Period of delivery is essence of the contract. Machines are required to be installed within 45 days of placement of orders.

5.1. The SUPPLIER shall, at once on bearing of the machineries with Road Transport Agency inform the consignee, as may be stated in Supply Order, by e-mail/Fax that the machineries have been dispatched and immediately send the clean L.Rs.(Lorry Receipts) to the Consignee by Registered Post. Should there be any delay in taking delivery of the machineries at the destination due to delayed receipt of the L.R. and demurrage or other additional expenses are incurred by the Consignee, the SUPPLIER shall be responsible for such demurrage and additional expenses. The SUPPLIER immediately on demand by the Consignee reimburse the amount of demurrage and additional expenses paid by the Consignee failing which it will be recovered from his Bill/Security Deposit or other legal methods.

5.1.1. The Lorry Receipts should clearly indicate the Consignee as that mentioned in the supply order issued by DIRECTOR.

6. INSURANCE

6.1. All machineries dispatched to the consignee as stipulated in clause 5.1 above by the SUPPLIER who is manufacturer of the machineries in India shall be comprehensively insured for all risks including war and S.R.C.C.(Ship & Road consignment copy) up to the godown of the Consignee at the SUPPLIER'S EXPENSES FAILING WHICH HE SHOULD BE LIABLE FOR LOSSES AND DAMAGES.

7. PAYMENT

Without prejudice to the right of the DIRECTOR to claim damages and/or losses and expenses under these terms and conditions payment for supplies shall be made as follows.

7.1. 100% payment would be made within 61 days from the date of successful commissioning of the machines.

8. INSTALLATION AND DEMONSTRATION

8.1. The SUPPLIER shall install the machinery and give flawless trial running in such premises (As may be indicated by the DIRECTOR) under his supervision. Only the unskilled and semi-skilled labourers that may be required for the installation and flawless trial running will be provided by the DIRECTOR.

8.2. Immediately on proper and satisfactory installation and flawless trial running (As to which this fact the decision in writing of the DIRECTOR shall be final and conclusive against the SUPPLIER) the DIRECTOR or an office/officers authorised by him shall issue a Certificate of completion stating the satisfactory installation and trial running of the machineries supplied by the SUPPLIER.

9. GUARANTEE

9.1. All machineries including accessories and attachments delivered to the DIRECTOR and installed at his premises by the SUPPLIER shall be of genuine make and brand as contracted and free of all defects and faults and of the best materials, quality manufacture and workmanship throughout consistent with established and generally accepted standards for materials of the type ordered and in full conformity with the contract specification, drawings or descriptions, if any, and shall if operable operate properly.

9.2. The SUPPLIER shall guarantee that the said machineries would continue to conform to the descriptions and quality as aforesaid, for a period not less than **12 months** after the issue of the certificate of completion as in clause-8.2 above and this warranty shall survive notwithstanding the fact that the machineries may have been inspected, accepted and payment thereof made by the DIRECTOR or any officer authorised by him.

9.3. If during the aforesaid period, the said machineries be discovered not to conform to the description and quality as aforesaid or have deteriorated otherwise than by fair wear and tear (As to which this fact the decision of the DIRECTOR shall be final and conclusive against the SUPPLIER) then the SUPPLIER, on being intimated by the DIRECTOR, in this regard shall put machinery in order free of cost at the ultimate destination within a period of one month from the date of such intimation failing

which the DIRECTOR will be entitled to reject the said machineries as may be discovered not to conform to the said description and quality. On such rejection the machineries will be at the SUPPLIER's risk. If the supplier so desired, the reject machineries may be taken over by him or his agents and removed from the premises of the DIRECTOR or disposal in such manner as he may deem fit within two months from the date of such rejection. At the expiry of the period, no claim whatsoever shall lie against the DIRECTOR in respect of the said machineries, which may be disposed of by the DIRECTOR in such manner as he thinks fit.

10. ANNUAL MAINTENANCE CONTRACT (A.M.C.)

The Manufacturer/Supplier shall furnish the facilities available with them (Regional/Local offices if any) to attend immediate call as and when required in case the machineries supplied by them yield any kind of defects. **The Manufacturer/Supplier shall further quote the rate of A.M.C. charges and list of all spare parts with cost positively which is applicable only after the expiry of warranty period.**

11. DEFAULT

Should the MANUFACTURER/SUPPLIER fail to deliver the machineries by the time or times agreed upon or should the MANUFACTURER/SUPPLIER in any manner or otherwise fail to perform the contract or should a receiver be appointed on its assets or make or enter into any agreements or composition with creditors or suspend payments or is declared bankrupt (or being a company should enter into liquidation either compulsory or voluntary) the DIRECTOR shall be entitled—

(i) to purchase from other sources on such terms and in such manner as he deems appropriate, without notice to the SUPPLIER, at the risk and on account of the SUPPLIER, the machineries not delivered (where the machineries actually complying with the particulars are not in the opinion of the DIRECTOR, readily procurable, such opinion being final) without cancelling the contract in respect of the consignment of such machineries as are not yet due for delivery;

(ii) to declare the contract as at an end at the risk and cost of the SUPPLIER in every way. In such a case the SUPPLIER shall be liable for liquidated damage in terms of clause-5.1 hereinabove for delay mentioned above and for any expenses, damages or losses which the DIRECTOR may incur, sustain or be put to any reason of or in connection with SUPPLIER default.

12. TRANSFER AND SUBLETTING

The Manufacturer/Supplier shall not sublet, transfer, assign or otherwise part with the contract or any part thereof either directly or indirectly without the written permission of the Director.

13. WAIVER

Failure to enforce any terms and conditions shall not operate as a Waiver of the terms and conditions itself or for subsequent breach thereof.

14. LIABILITY OF THE AGENT

The authorized agent of the Supplier or anybody acting on behalf of or representing such agent shall be responsible in every way as the Supplier under these terms and condition.

15. REALISATION OF DUES PAYABLE

Whenever any other dues payable to Government of Odisha is recoverable from the payable by the Supplier, the Director shall be entitled to recover such sum by appropriating in part or whole the security deposit, deposited by the Supplier. Should the security be not sufficient to cover the full amount so due to Government the balance shall be deducted from any sum then due or which at any time may become due to Supplier under this or which at any time may become due to the Supplier under this or any other contract with Director.

16. LAWS GOVERNING CONTRACT AND JURISDICTION OF COURTS.

Notwithstanding anything contained in any statute, rules, orders convenient or agreements etc. the contract shall be construed according to the subject to the laws of India and jurisdiction of the Courts at Cuttack in the State of Odisha of the Union of India.

17. AMENDMENT OF THE CONTRACT

The rates accepted shall remain valid during the contract period and shall not be revision for any reason whatsoever. Any alteration or modification of the terms of this contract shall be effective only when a formal amendment has been signed by both the Supplier and Director. The behaviors of the parties to the contract shall not be construed to amend these terms and conditions or create a new contract.

18. RESPONSIBILITY

The Supplier or his authorized agent on his behalf and the Directors shall be responsible for the performance of their respective obligations under this contract. No change in the individuals of a firm shall affect the liability of the persons who may sign the Short Tender but any such change shall be forthwith intimated by the Supplier to the Director for his information.

All purchases shall be guided by the Finance Department Circular **No.4939/F., dated 13.2.2012** along with other Government orders issued from time to time.

19. LEGAL ADDRESS

19.1. The legal address of the Director shall be as follows:-

Director, Printing, Stationery & Publication, Odisha, Cuttack-753010, Fax No.2344259 & Phone No.0671-2344410.

19.2. The legal address of the Supplier shall be the address for correspondence as indicated by him or his authorised agent in the Short Tender documents.

20. DELIVERY AND CORRESPONDENCE

20.1. Any notice requiring to be given to or served upon, the Supplier under any of the provisions hereof shall be deemed to be sufficiently served if handed over to him or when the contract is to be performed by two or more persons as partners of all or any of such partners or addressed to the Supplier or to all or any such partners aforesaid and left at or placed in the post or sent by Fax, Telegram to the usual or last known place or abode of the Supplier or all or by such partners aforesaid. All other correspondences sent as above shall also constitute valid and sufficient information to the Supplier.

20.2. All correspondence should be made with the Director, Printing, Stationery & Publication, Odisha, Madhupatna, Cuttack-753010 in his official address only ,not by name.

21. VALIDITY OF THE CONTRACT

Subject to the provisions herein contained, the contract shall remain valid until the liabilities and obligations of the Supplier under these terms and conditions stand completely satisfied and discharged.

Director has the right in exceptional circumstances to relax any or more conditions in public interest.

22. SUB-CONTRACTING IN WORKS CONTRACTS

In works contracts, including turnkey contracts, contractors shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority. The definition of “contractor from a country which shares a land border with India” shall be as in Para-13 of the Finance Department Office Memorandum No.27945/C., dtd.16.10.2020. This shall not apply to sub-contracts already awarded on or before the date of this Office Memorandum.

23. CERTIFICATE REGARDING COMPLIANCE

A certificate shall be taken from bidders in the Short Tender documents regarding their compliance with this order. If such certificate given by a bidder whose bid is accepted is found to be false, this would be a ground for immediate termination and further legal action in accordance with law.

Desirable Criteria:-

Additional Terms & Condition for all machines:-*(Sufficient supporting documents must be submitted along with the bid in support of following):-*

- 01. The bidder must be the Manufacturer/OEM or Authorized Dealer of the product at least for last 05 years and must have its own sale and service support setup/office within India. Manufacturer/OEM of the product with service facility of their own will be preferred over the authorized dealers.**
- 02. The bidder must furnish the User-list of the product (Preferably of Odisha or neighboring States). A technical committee shall physically inspect the similar machines at the nearest places of installations/Factory before opening of financial bid for Product verification, performance assessment and after sales service support assessment as well as confirmation of the Short Tender specifications.**
- 03. The bidder must provide the copies of the Supply orders/Contracts/Invoices of the similar products of last five years or last five orders, whichever is less.**
- 04. The manufacturer having own service support facility within the state of Odisha or neighboring States will be preferred.**
- 05. Must provide an undertaking for availability of spare parts for at least 10 years from the year of supply of the product.**
- 06. The cost of three years extended warranty beyond normal warranty period is to be provided separately by the bidders mentioned against the items.**
- 07. The Pre-installation training, PDI, Post-installation Training etc. as mentioned against the item concerned are strictly to be followed.**

-Sd- / L.DAS

Director

Printing, Stationery & Publication,
Odisha, Madhupatna, Cuttack-10.

ANNEXURE- I

SHORT TENDER FORM

Date.....

From

M/s.....
.....

To

Director Printing, Stationery & Publication,
Odisha, Madhupatna, Cuttack-753010.

Reference- Short Tender Notice No....., dated.....

Dear Sir,

In response to your advertisement in the Dated..... inviting Short Tender for supply of different Machines and Allied Works, I/We, a Company/a Partnership Firm/an Association/Sale Proprietor (in the case of a Firm, an Association or a Syndicate please set out here full name of all Partners or members)

.....
.....
.....
.....

carrying on business as

herby Short Tender to supply the machine including all accessories and attachments complete in all respects at the firm rate quoted in the schedule attached.

2. I/We agreed that this offer shall remain valid till 31.03.2024 and if the offer is withdrawn before the said date, I/we shall be liable for damages to the extent to be determined by you and pay the same forthwith on demand without protest or demur.

3. I/we hereby agree to abide by and fulfill the terms and conditions set out in the INVITATION TO SHORT TENDER, INSTRUCTIONS TO TENDERERS, CONDITIONS OF CONTRACT, SHORT TENDER SCHEDULE AND ANNEXURES HERETO, which shall be deemed to form a part of this Short Tender and I/we return herewith all these documents attested on each page in token of my/our acceptance thereof.

Contd..14//

4. I/we hereby further agree to intimate the Director, Printing, Stationery & Publication, Odisha, Cuttack-753010 at any time whether before or after acceptance of my/our Short Tender, any change in the address as and or constitution of my/our firm/association/syndicate either by death or retirement of any partner or by the admission of a new partner or member (this clause shall apply whether Tenderer is a firm/association or syndicate).

5. I/we hereby certify that I am/we are real manufacturers/stockiest/authorized agents of the overseas suppliers and my/our financial position is quite sound to fulfill the contract.

6. I/we hereby declare that this Short Tender and your acceptance to be communicated by you to me/us by registered letter or letter delivered by hand or special messenger or by shall constitute a valid and binding contract between us.

In presence of :

Full Signature of the Tenderer

1. Signature of Witness

Address.....

Seal of Tenderer

.....

..... Telephone No.....

Fax

2. Signature of Witness

Address..... Telephone No.....

..... Fax.....

.....

ANNEXURE II

The Tenderer to please indicate in detail in case of each item the make, model, size, the working system of the equipments, the machineries, spares, chemicals etc. required for its functioning. The rates of spares and chemicals SPECIALLY required shall be mentioned. The Tenderer should also indicate if they can supply these special type of materials in future if ordered for. Enclose information brochure (Attach additional sheets if necessary).

ANNEXURE III

The Tenderer to please state in detail each necessary attachment cost of which has been included by him against the rate of machine in the Short Tender schedule. All inclusive price as per terms of delivery installation etc. except GST (if applicable) may please be indicated against each. The authority reserves the right not to purchase the accessories and attachments as in their opinion may not be necessary and in determining the rate of payment the price quoted against each accessories and attachment will be deducted from the rate quoted in the Short Tender schedule against the particular machine to which the accessories and attachments relate (Attach Additional Sheets if necessary).

Sl No.	Name of the Machine	Description of the accessories and Attachments	Rate
--------	---------------------	--	------

PROFORMA

STATEMENT OF INFORMATION

1. Name and address of the firm:-
2. Whether a Limited Firm or a Public or Private Undertaking Limited Company.
3. (a) The names and addresses of Prop./Partner/
Managing Director/Manager/Authorised representative.
(b) Is the place of business of the Tenderer within the State of Odisha ?
4. Financial condition of the firm whether solvent or not, with details thereof.
5. (a) Whether a Manufacturer or an Authorised Distributor.
(b) If a Distributor, name and address of the Manufacturer.
6. Varieties of articles dealt with and names of the items.
7. Is it a Small Scale Industry or Government Sponsored Cottage Industry ?
8. Is it a Registered Firm under the Partnership Act? If so, Registration No. and date and office of registration should be given.
9. Are you a Registered Dealer and if so, please quote GST Registration Nos.
10. Name of the authorised representative who can hold discussion on your behalf at the time of necessity.
11. The names of the Prop./Partners / Managing Director/Authorised representative with address or addresses as the case may be who is authorised to receive money in case of an endorsed bill on behalf of the Firm from Government Presses and their specimen signature in quadruplicate for each.
12. Are you an Income Tax Assessee? If so, the last Income Tax clearance Certificate to be furnished.

CERTIFICATE-- Certified that the above information furnished by me is true and correct to the best of our/my knowledge and belief. In case any or all the information's given above is/are found to be incorrect at any time, I undertake the liability to be proceeded with in any manner. Any change or changes in regard to the furnished information will be intimated by us/me as and when such changes occur.

Signature of the Prop./Partner
Managing Director/Authorised representative.

**TEHNIICAL SPECIFICATION FOR PROCUREMENT OF MACHINERIES AND ALLIED EQUIPMENTS UNDER
STATE PLAN HEAD, 2023-24 (PHASE-III)**

<u>Sl.No.</u>	<u>Name of the M/c</u>	<u>Quantity Required</u>	<u>Specifications</u>
	1. Fully Automatic Gathering Machine		
	(01 No.)		<ol style="list-style-type: none">1. Machine Type- Fully Automatic signature gathering machine with centralized touch screen operation2. Number of feeder Stations:- 16(Sixteen) Gathering Stations3. Machine Speed:- 7000 cycles per hour4. Signature Size:- Minimum-100 mm X 140 mm, Maximum-320 mm X 510 mm.5. Signature Thickness:- Max.06 mm.6. Thickness of loose signature in in-feed channel:- Max. 85 mm7. Automatic adjustment and setting of signature size and thickness8. Minimum make-ready and changeover time9. Inputs:- Offset printed and folded signatures10. Both side facility for signature loading11. Hooper type feeders with automatic settings12. Vacuum stream feeder with air compressor and air blower13. Automatic error detection and inspection system for wrong signatures/ double signature/ missing signature etc.14. Precise signature alignments and transport by transport fingers15. Provision for by-pass/hand feeding station for feeding of already gathered/ sewn/ glued books16. Automatic jam detection and reject-gate rejection for uninterrupted production17. Automatic inspection and rejection of wrong printed signature by the use of image recognition system18. Must have provision for connectivity with in-line perfect binder in future19. Must have provision for providing on-line maintenance services support for software related errors.20. Machine to be provided with required UPS, Air-Compressor, Air-blower etc of adequate rating of reputed brands

[N.B.- 1. The quoted price must be inclusive of Packing, Transportation, delivery at site, unloading, Installation, PDI, On-site post installation training and One year extended service warranty]

<u>Sl.No.</u>	<u>Name of the M/c</u>	<u>Quantity Required</u>	<u>Specifications</u>
2.	Fully Automatic In-Line Perfect Binder	(01 No.)	<ol style="list-style-type: none"> 1. Fully Automatic Perfect Binder with provision of future expansion for 3-Knife Trimmer 2. Centrally controlled touch screen operation of the entire machine 3. No. of Clamps:- 03 Clamps . 4. Speed of the Machine:- Upto 1350 Cycles/ hour 5. Book Block Size:- Height/Length- Min.105 mm X Max.330 mm Width:- Min.105 mm X Max.330 mm Thickness:- Min.1.5 mm X Max.60 mm 6. Cover Size:- Height/Length- 105-350 mm, Width- 212-720 mm 7. GSM of Inner Paper:- 60 – 170 GSM 8. GSM of Cover Paper:- 80 – 350 GSM 9. Cover Creasing:- 2 or 4 Line creasing 10. Milling Depth:- Min-0 mm., Max-- 04 mm.. 11. Provision of continuous cover feeding station 12. Provision of Automatic Book-Block feeding station 13. Provision of book thickness and format size measuring station 14. Individual servo driven clamps 15. Easy opening and closing of clamps with pneumatically controlled device 16. Provision for future expansion of the machine to PUR binding system. 17. Provision for adding In-line conveyor and Three Knife Trimmer in future 18. Automatic adjustment and setting of Hot-melt Spine gluing station with pre-melter 19. Automatic adjustment and setting of Hot-melt Side gluing station with pre-melter 20. Optional provision of Mull station on the binder to apply liner strips on sewn book blocks 21. Programmable servo controlled doctor blade system for precised start/stop of the glue film 22. Provision for on-line creasing of book covers

<u>SI.No.</u>	<u>Name of the M/c</u>	<u>Quantity Required</u>	<u>Specifications</u>
---------------	------------------------	--------------------------	-----------------------

23. Optional provision for Barcode reading for matching of cover & inner content in future
24. Provision of compatibility for PPF/JDF files or CIP3/CIP4 connectivity in future
25. Machine to be provided with required UPS, Air-Compressor, Air-blower etc. of adequate rating of reputed brands

[N.B.- 1. The quoted price must be inclusive of Packing, Transportation, delivery at site, unloading, Installation, PDI, On-site post installation training and One year additional extended service warranty]

3.	Automatic Paper Folding Machine. (P.P. Unit)	01 No.	
-----------	---	---------------	--

1. Fully Automatic paper folding machine (Combination folding)
2. Color LCD Touch Screen control panel & operating system
3. Touch screen folding pattern selection facility
4. Maximum format- 52 cm X 80 cm
5. Minimum Format- 16 cm X 21 cm
6. Folding Type:- Minimum 4-Parallel Buckle Folds and 2- Cross Knives Folds
7. Paper Substance:- 50-200 GSM-Both coated and uncoated
8. Belt Speed- 30-to-200 Mtr/ Min
9. Sheet Folding Speed:- Max. 20000 sheets / hour of 60 cms. Length paper with triple fold (Upto 130 GSM)
10. Gear and belt driven folding rollers
11. Folding Possibility:- 03(Three) Folds/ Upto 16 pages imposition
12. Automatic roller gap setting with the use of touch panel and caliper
13. Automatic setting of stopper position in all four buckles folding and first knife folding
14. Provision for online perforation
15. Feeder Type:- Flat Pile feeder with Air Suction, Rotary Sucker and Suction head
16. With both mechanical and ultrasonic Double sheet detector
17. With Auto pile height control with sensor

Sl.No. **Name of the M/c** **Quantity Required** **Specifications**

18. With electronic Sheet counter

19. Delivery:- Mobile stream delivery with height adjustment.

20. Upto 200 job setting memory for easy make-ready of regular jobs

[N.B.- 1. The quoted price must be inclusive of Packing, Transportation, delivery at site, unloading, Installation, PDI, On-site post installation training and One year extended service warranty]

Additional Terms & Condition for all machines:- (Sufficient supporting documents must be submitted along with the bid in support of following):-

01. The bidder must be the Manufacturer/OEM or Authorized Dealer of the product at least for last 05 years and must have its own sale and service support setup/office within India. Manufacturer/OEM of the product with service facility of their own will be preferred over the authorized dealers.

02. The bidder must furnish the User-list of the product (Preferably of Odisha or neighboring States). A technical committee shall physically inspect the similar machines at the nearest places of installations/Factory before opening of financial bid for Product verification, performance assessment and after sales service support assessment as well as confirmation of the tender specifications.

03. The bidder must provide the copies of the Supply orders/Contracts/Invoices of the similar products of last five years or last five orders, whichever is less.

04. The manufacturer having own service support facility within the state of Odisha or neighboring States will be preferred.

05. Must provide an undertaking for availability of spare parts for at least 10 years from the year of supply of the product.

06. The Pre-installation training, PDI, Post-installation Training etc. as mentioned against the item concerned are strictly to be followed.