



## **GOVERNMENT OF ODISHA**

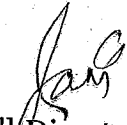
***TENDER DOCUMENT FOR THE  
RATE CONTRACT OF GA PHOTO FILM ,A O PAPER ,  
PRINTING CHEMICALS AND ALLIED MATERIALS  
(FINANCIAL YEAR-2023-24)***

**SURVEY & MAP PUBLICATION, ODISHA,  
At-BadaJobra, Po- College Square, Cuttack-753003  
Mail- [surveymappublication@gmail.com](mailto:surveymappublication@gmail.com)**

**TENDER DOCUMENT FOR THE  
RATE CONTRACT OF GA PHOTO FILM, PAPER / PRINTING  
CHEMICAL AND ALLIED MATERIALS TENDER CALL NOTICE  
NO. 1444/MP.DATED 26.09.2023**

The Addl. Director, Survey and Map publication, invites sealed Tender for supply of GA Photo Film, A O Paper, Printing Chemicals etc. as per specification detailed mentioned in this tender document from the authorized dealers /suppliers of India. The Tender papers may be viewed and downloaded from Web site [www.odisha.gov.in](http://www.odisha.gov.in). Tender document will be submitted along with a Bank draft of Rs. 500/- Rupees (Five hundred) only (Non-refundable) favouring the Addl. Director, Survey and Map publication, Odisha, Cuttack Payable at Cuttack, towards Tender processing fee. The all relevant documents of Tenders should be inserted in the Tender Box kept for the purpose, in the office Chamber of the Addl. Director, Survey and Map Publication, Odisha, Cuttack. The tender papers send through Regd. Post/speed Post/courier service so as to reach in this office within the stipulated date and time.

1	General Terms and Conditions	<b>As per Annexure- I</b>
2.	Processing Charges	Rs. 500/- ( Rs. Five hundred) only in shape of Bank Draft of any Nationalized Bank drawn in favour of the Addl. Director, Survey & Map Publication, Odisha, Cuttack payable at Cuttack.
3.	Last Date and time for issue of tender documents	<b>25.10.2023</b>
4.	Last Date and time for submission of sealed quotations.	<b>26.10.2023 up to 2 P.M</b>
5.	Date and time of Tender Opening	<b>26.10.2023 at 3.00 P.M.</b> Corrigendum will be published in the website, from which the tender document is made available if deferred.
6.	Contract period	1 Year
7.	EMD	2% (two percent) of the total amount (Excluding tax) quoted by the bidder.

  
Addl. Director  
Survey & Map Publication,  
Odisha, Cuttack.

**Annexure - I**  
**INVITATION TO THE TENDER**  
**(To be returned by Tenderer along with the Tender duly signed)**

Sealed tenders are invited by the Addl. Director, Survey & Map Publication, Odisha, Cuttack from the reputed Manufacturers/Authorized Distributors/Dealers /Supplier, having valid authorization from the Principal company for entering into Annual Rate Contract for the supply of following items.

**REQUIREMENT OF GA Photo Film, A O roll Paper, Printing Chemical and Allied materials FOR THE YEAR 2023-24.**

**Group-A**

Sl. No.	NAME OF THE ITEM WITH SPECIFICATION, IF ANY.	QUANTITY TO BE PURCHASED	RATE PER UNIT	TAXES	TOTAL
A	B	C	D	E	(D+E)
1.	Grafic Art Photo Film roll of size 22" X 61 mtrs. Fuji/ Konica /Indu and any reputed brand.	50 Rolls			

**Group-B**

Sl. No.	NAME OF THE ITEM WITH SPECIFICATION, IF ANY.	QUANTITY TO BE PURCHASED	RATE PER UNIT	TAXES	TOTAL
A	B	C	D	E	(D+E)
1.	A O Roll 3" core dia 90 GSM ,76 cm width,100 mtr.length paper (Asian/Indian/any reputed brand.	500 Rolls			Sample required 10 sheets

**(Printing Chemicals & Allied Materials) Group-C**

Sl. No.	NAME OF THE ITEM WITH SPECIFICATION, IF ANY.	QUANTITY TO BE PURCHASED	RATE PER UNIT	TAXES	TOTAL
A	B	C	D	E	(D+E)
1.	Photo Opaque(Good quality)	50 lit.			Sample required
2.	Plate cleaner GP	50 lit.			
3.	Acid Citric	100 kg			
4.	Hypo (Castral)	100 kg			
5.	Amonia Solution	100 lit.			
6.	Gum Arabic	50 kg			
7.	Cello Tape 1 inch ,5mtr.length	100 Rolls.			
8.	Cotton wool( 500gm Packet)	50 kg			
9.	Developing brush(soft)	50 nos.			Sample required
10.	Developing brush(Hard)	50 nos.			Sample required
11.	Glass Marble	500 kg			Sample required
12.	Cotton cloth (White)	100 mtr			
13.	Plastic Basin 24 inch	12 nos.			
14.	Plastic Basin 18 inch	24 nos.			
15.	Plastic Mug 1 lit. Capacity	100 nos.			Sample required

16	Plastic Clip (Good quality)	24 nos			Sample required
17.	Sutuli	50 kg			
18	Rubber sheet of size (6ft X 4ft X 5mm)	6 Pcs			Sample required
19	Napheline Ball	60 kg			
20	Salu Cloth	50 mtr.			
21	Table Cloth	50 mtrs.			
22	Mobil 30/40	50 lit.			
23	Life buoy soap 125 gm	1260 pcs.			
24	Washing Powder (Pouse)	50 kg			
25	Waste Cotton	400 kg			
26	Finolex wire 1mm	2 coil			
27	Fan Capacitor 3.15	50 nos			
28	Flexible wire	2 coil			
29	Elotronic Choke 40 watt	50 nos			
30	Elotronic Choke 20 watt	30 nos			
31.	Tube light 40 watt	100 nos.			

### Annexure - I TERMS AND CONDITIONS

#### 1. AVAILABLE IN THE TENDER PAPER

Prescribed Tender Documents can be obtainable by downloading from the Odisha Govt. web site i.e. [www.odisha.gov.in](http://www.odisha.gov.in).

#### 2. SUBMISSION OF TENDER PAPER

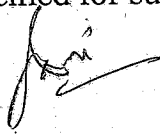
After downloading the tender documents from the aforesaid website and after filling up the required details, should be submitted physically or in Registered Post/ Speed post/ Courier service. The tenderer shall be submitting **Financial bid** in separate envelope.

a) Tenders are to be addressed to Addl. Director, Survey & Map Publication, Odisha, Cuttack.

b) All the relevant documents as per requirement of the Tender will be submitted along with the Tender free & EMD. The tender documents are to be submitted with Tender free/EMD/necessary document super scribing the respective covers accordingly along with the tender number. No tender shall be accepted / opened in any case received after due date and time if receipt of tender irrespective of delay due to postal services or any other reasons and that the Addl.D .S&MP shall not take any responsibility for late receipt of the tender.

#### 3. SUBMISSION OF SAMPLES

No Tender will be considered unless accompanied by the samples. The samples submitted by the bidder should be a brand and it is the responsibility of the bidder to supply the samples of an adequate quantity for testing. The sample(s) should be covered in a paper packet, sealed and superscribed with the name of the sample and name of the supplier and should be submitted in the Store-II of the Addl. Director, Survey & Map Publication, Odisha, Cuttack along with list of the samples submitted. Samples shall be supplied free of charge. The samples of each group should be submitted on or before the last date and time specified for submission of tender. The sample received thereafter shall not be considered.



#### 4. EARNEST MONEY DEPOSIT

The tenderer shall deposit 2% ( two percent) of the total quoted amount (Excluding taxes) for the item towards EMD. Where more than one variety of items in the group has been offered, the highest tendered value of the item shall be included while computing the sum total of the tendered value. The EMD must be deposited in shape of Bank Draft/TDR in India drawn in favour of the Addl. Director, Survey & Map Publication, Odisha, Cuttack payable at Cuttack.

(a) The tenderers shall not be entitled to any interest for the EMD

(b) The earnest money deposit of a successful tenderer(s) shall be refunded after receipt of Performance Security.

(c) The earnest money deposit of unsuccessful tenderer(s) will be refunded as early as possible after expiry of the final bid validity period and latest after the award of the contract.

#### 5. PERFORMANCE SECURITY

Successful Bidders awarded with the Rate Contract will have to submit a "**Performance Security**" of 5% of the total value of the contract, as security till discharge of performance of his contract in shape of National Savings Certificate/Post Office Time Deposit form any post office/ Fixed Deposit in any Nationalised Bank duly pledged in favour of the Addl. Director, Survey & Map Publication, Odisha, Cuttack ,payable at S.B.I., Link Road Branch, Cuttack within 15 days of the award of the Contract and before execution thereof. Any damage(s) due to default payable by the contractor under the terms of his contract will be deducted from his security deposit or from any other sums due, or which may become due to the contractor by Government and in the event of his security deposit being reduced by reason of any such deduction, as aforesaid, the contractor shall within 20 days thereafter make good in cash as aforesaid, any sum or sums which may have been deducted from his security deposit or any part thereof.

a) The Performance Security shall remain valid for a period of one year i.e till expiry of the contract period.

#### 6. PURCHASER'S RIGHT

a) The Addl. Director, Survey & Map Publication, Odisha, Cuttack. will be **accept/reject** the Tender and 'award of contract' to successful Bidder without assigning any reason whatsoever.

b) The Addl. Director, Survey & Map Publication, Odisha, Cuttack right of acceptance of tender and award of contract includes, to **increase or decrease** the all items of the tender.

#### 7. NO CLAIM OR COMPENSATION FOR SUBMISSION OF TENDER:

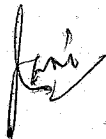
No tenderer shall be entitled to claim any costs, charges expenses of incidental to or incurred by him through or in connection with submission of this tender even though the Addl. Director, may elect to withdraw the invitation to tender even without notice and without assigning any reason whatsoever.

## 8. INSTRUCTION TO TENDERERS

- (1) Preference will be given to original equipment manufacturer or its dealers/agents.
- (2) Tender document, which has not been signed and sealed in each page will be liable for rejection.
- (3) Scoring, cutting, deleting any portion of the tender document shall be liable for rejection.
- (4) All corrections in relation to the information provided by the bidder, must be authenticated by the bidder and initialled.
- (5) All information in the Tender Form shall be in English. Information in other language shall be accompanied by its translation in English. Failure to comply this may lead to rejection of tender.
- (6) Tender form shall be filled in full and preferably typed or written in Ball point pen in BLOCK CAPITAL LETTERS. No entry in the tender form should be erased or over written. Any correction in the tender form should be clearly made and duly signed by the tenderer. Tenders containing 'overwritten' or erased and re-written rate(s) and/or information and / or corrections not made clearly and signed by the Tenderer shall be liable for rejection.
- (7) The rate shall be quoted in decimal coinage i.e. rupees and paise and also price for unit as specified in tender document both in figures and words. The rates shall always be for not weight and measures and shall be inclusive of all charges container, packing, transport etc.
- (8) One rate should be offered for one item. Submission of multiple rates against one item will be considered as a demerit. In case there are really different qualities or brands to be offered against one item and all of them confirm to the standard and specifications of the required item, more than one rate can be considered. In such cases, the tenderer should specify the competitive qualities or brands and samples must be supplied to compare the quality / brand with the rates against such multiple offers.

Manufacturers may also offer more than two rates against a particular item they are manufacturing. But the tenderer(s) in all such cases shall clearly mention the specific brand, make and models etc. and shall furnish samples of each item to compare the quality and the rate against multiple offers. Any Dealer/Agent quoting rates for any item manufactured by some different company, the Dealer/Agent should attach in its quotation, that manufacturer's Authorisation Certificate, manufacturer's confirmation of extending the required warranty for that product and also the tenderer's confirmation to required warranty.

- (9) Tenderer who is a manufacturer of the articles offered by him must furnish requisite documentary evidence to show to the satisfaction of the Addl. Director that he is manufacturing those articles.



9. (a) The tenderer(s) shall price FOR Destination basic.

(b) The tenderer(s) must indicate the detailed specification on the articles. The contents of tins, reels, bags, packets, reams, bottles etc. shall be clearly stated in the tender(s) failing which the tender(s) will not be taken into consideration.

#### 10. FIRM & FIXED RATE:

Rates should be quoted on a firm & fixed price basis, which will **include all taxes**. Enhancement of contracted rates within the contract period shall not be considered under any circumstance. The rates should not be above MRP.

#### 11. NON-TRANSFERABILITY:

This tender is non-transferable

**12. Terms & Conditions:** As set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored/rejected at the discretion of this Addl. Director, Survey & Map Publication.

#### 13. SPECIAL INSTRUCTIONS

1. The Annual Rate Contracts concluded as a result of this Tender Inquiry shall be governed by the „**Terms & Conditions**“ and other relevant instructions as contained in this Tender Document.
2. The prices/rates quoted should be indicated in words as well as in figures and in INR only.
3. Tenderers are requested to quote their prices on a **firm & fixed basis only** for the entire period of the Rate Contract.
4. Tenderers are requested to enclose a copy of their valid certificate of **PAN No./GST registration document** with their tender.
5. Tenders received without **Tender purchase money receipt, EMD amount by way of DD or Pay Order/Banker's Cheque in favour of the Addl. Director, Survey & Map Publication will not be considered at all.**
6. Tenderers may note that if the date of tender opening given in this Tender Document is declared a closed holiday by the State Government, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in ADS&MP will stand automatically extended up to the hours of the next working day in the Government of Odisha offices.
7. Late/delayed tenders received in ADS&MP due to any reason whatsoever will not be accepted.
8. Tendering firms are at liberty to be present or authorise a representative to be present at the opening of the tender at the time and date as specified. The representative so deputed should also bring with him a letter of authority from the firm for having been authorised to be present at the time of opening of tender. Representatives of firms who have not submitted the tender or representatives not possessing authority letter from the tenderer or outsiders shall not be allowed to attend the tender opening.
9. If the successful Bidder fails to fulfill his obligations under this Tender i.e., Non-adherence to terms and conditions contained in this Tender, the ADS&MP after due notice to the Supplier may blacklist the firm. In such events, the Contract will stand

terminated and the EMD/Performance Securities of such Firm shall be forfeited to the Government.

10. The tenderer **should sign at each page of the tender and all its Annexures.** NO PAGE SHOULD BE REMOVED /DETACHED FROM THE TENDER DOCUMENT.

11. The tendering firms will have to give a declaration to the effect that they have not been blacklisted or their business dealings with the Government departments have not been banned.

12. In respect of each item Tenderers could offer maximum three rates with separate samples each.

13. Any request from the tenderer in respect of additions, alterations, modifications, correction etc. of either terms and conditions of rates or his tender after opinion of the tender may lead to rejection of his tender forfeiture of E.M.D. etc.

14. All the aforesaid Original Certificates shall be produced at the time of execution of agreement for necessary verification and return.

15. At no point of time the value of items procured shall exceed MRP of the said commodity. In case the price of the item goes down below the approved rate, same shall be passed on to the buyer but not vice-versa.

16. In case, on any occasion, the approved firm fails to supply the indent in time, the E.M.D /Performance security of the firm shall be forfeited and the firm shall be debarred from participating in the tender process of Survey & Map publication Office consecutively for three years and in the worst case the matter will be considered to blacklist the said firm.

(17) The approved price shall be FOR destination.

(18) The payment to firm shall be made subject to quality test of the materials or successful functioning of the instruments / machines as the case may be as per the specifications submitted in the tender document.

(19) If the lowest approved Firm fails to supply, the order shall be placed with the second lowest firm subject to approval of next higher authority.

(20) In case of single tender, while placing orders, the provisions of O.G.F.R are to be followed.

#### **14. DISPUTE JURISDICTION**

In the event of any disputes arising out of the execution of Rate Contracts/Supply Orders, the matter will be referred to Head of the Department. Appeal against the decision of the HOD will lie to the Director, Land Records & Survey, Board of Revenue, Odisha, Cuttack. For judicial adjudication, the disputes, if any, arising out of the Contract/Service Orders against the Rate Contract will be subject to the jurisdiction of the Courts Cuttack only.

#### **15. AUTHORIZED SIGNATORY/ SIGNING TENDER:**

Individual signing the tender or other documents connected with contract must specify the capacity in which the tender documents are signed as:

- a) a „sole proprietor“ of the concern or constituted attorney of such sole proprietor;
- b) a” partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning



the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

c) Director or a principal officer duly authorized by the board of Directors of the Company, if it is a company.

#### 16. NOTES:

I. In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.

II. In case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by all partners of the firm.

III. A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, ADS&MP may, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

#### 17. NEGOTIATIONS :

The Addl. Director, or an-Officer authorised on his behalf reserves the right to negotiate with any tenderer/ tenderers after opening of the tenders. Non-compliance by the tender(s) to such-request for negotiations shall tender his/their tender liable to rejection.

**18. Terms of Delivery:** Door delivery at the Store of the Addl. Director, Survey & Map Publication, Odisha, Cuttack. Offers from firms/suppliers with terms of delivery at their stores or stipulating lifting of stores from their outlets shall stand rejected.

**19. Delivery period:** Within 30 days of the placement of confirmed supply order on the firm or as stipulated in the Supply Order.. Extension of time may be allowed in the permission of the Addl. Director, Survey & Map Publication.

a) Payment terms: 100% payment shall be released on satisfactory receipt of the goods/articles ordered. Advance payment will not be made under any circumstances.

b) Dispatch instructions: Stores are required to be delivered at the Store of the Addl. Director, Survey & Map Publication, Odisha, Cuttack on free delivery to the consignee's premises, freights/transportation paid basis.

c) Purchaser will not pay separately for transit insurance and the supplier will be responsible till the entire stores contracted for, arrive in good condition at the destination.

#### 20. GUARANTEE/ WARRANTY:

The contractor shall guarantee that the stores, articles sold/supplied to the purchaser under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars

contained/mentioned in the Tender enquiry. The date of expiry of the items supplied will be more than two years.

### **21. LIST OF BID DOCUMENTS :**

The Bid should contain the following Documents/information.

- 1) Name & Address of the Firm/Bidder .
- 2) Copy of the GST Registration certificate of the Firm.
- 3) Dealership/ Authorisation Certificate in case of branded items.
- 4) Copy of PAN Card .
- 5) Postal Address/Telephone/E-Mail of the Firm.
- 6) Name of the Bank & Account No with IFC code.
- 7) Copy of IT Return previous year.
- 8) Tender free and E.M.D in shape of Bank Draft duly pledged in favour of the ADS&MP.
- 9) Tender document signed by the bidder in each page.
- 10) List and name of the existing Customers of the Bidder to whom the products supplies previously.
- 11) Self declaration describing that the firm has not been blacklisted or their business dealings with the Government departments have not been banned.
- 12) Samples of the list should be attached with the Tender.
- 13) Authority to sign the tender-In case the Tenderer is a Firm/Partnership Firm/Society, the signing authority must submit copy of his authority.
- 14) In case the Tenderer is a manufacturer, satisfactory documentary evidence to show that the tenderer is a manufacturer of the articles tendered.
- 15) Tenderer quoting rates for any item manufactured by some different Company, should furnish (a) that Manufacturer's Authorisation Certificate (b) Manufacturer's confirmation of extending the required warranty for that production and (c) Tenderer's confirmation of extending to required warranty.
- 16) In case the Tender Firm is an Authorised Agent / dealer/Supplier for supply of any class of item of any manufacturer, certified documentary evidence to that effect.

### **22. NON-SUBMISSION OF DOCUMENTARY PARTICULARS:**

1. Tender not given full particulars / not complying any or some or all of the requirements shall be considered as incomplete and liable to be rejected.
2. Any tender containing false information particulars shall be liable to be rejected and tenderers found guilty for furnishing false information particulars shall be debarred from any further dealing with the Addl. Director.

  
Addl. Director

Survey & Map Publication, Odisha, Cuttack.