



ଜିଲ୍ଲା ପରିଷଦ, ସୁନ୍ଦରଗଡ଼

ZILLA PARISHAD, SUNDARGARH

(Sundargarh-770001, Email:ori-dsundargarh@nic.in, Tel.No. 06622-273873)

Odisha Livelihoods Mission

(Department of Mission Shakti, Government of Odisha, Bhubaneswar)

No. 319 /ZP (OLM)

Dated the 3rd December, 2022

Tender Call Notice

Sealed quotations are invited from intending reputed Suppliers/ Dealers/ Firms/ Agencies having up to GST clearance certificate for providing Printing of Module training and Flip Book for SHG as per the specification given below for Odisha Livelihoods Mission, Sundargarh (District and Block) cell of OLM, Sundargarh. The evaluation forms & format of quotation completed in all respect should reach the undersigned on or **before 15.12.2022 by 02:00 PM** by REGISTERED/SPEED post (Indian post) only in the address of **Chief Development Officer-cum- District Mission Co-ordinator, Odisha Livelihoods Mission, Zilla Parishad, Sundargarh, At/Po/Dist-Sundargarh, Pin-770001.** The quotations will be opened same day at 4.00 PM in presence of the bidder or their authorized representatives.

The undersigned is reserves the right to accept or reject all or any tender documents without assigning any reason thereof.

For Tender Form and other Details visit - www.odishalivelihoodsmision.in & www.sundergarh.nic.in

1. Specification of the list of items to be printed

A) Specification of SHG Training Modules (6 nos.) for printing:

Sl. No.	Subject	Cover Page		Inner Page		Remarks
		No of Pages	Page specification (Colour, Size & Quality)	No of Pages	Page specification (Colour, size & Quality)	
1	Need & Importance of SHG	4	Multi-colour, Portrait, A4 size, single side print of Front & Back cover page, 220 GSM, glossy paper	30	Multi-colour, Portrait, A4 size, both side printing, 130 GSM, glossy paper	Gum binding
2	Function & Management of SHG	4		34		
3	Croup dynamics, conflict, Resolution & Leadership	4		22		
4	Books of records of SHG & & it's maintenance	4		56		
5	Financial Literacy	4		38		
6	Micro Investment Plan	4		18		
				Total pages	222	

B) Flip Book of SHG & CLF Module Training

SI No	Name of the training Materials	No of Page (Both Cover and Inner Page)	Page specification (Colour, Size & Quality)	Remarks
1	Flip Book	14	Multi-colour, Landscape, A3 size, both side printing, 300 GSM, glossy paper with lamination	Spiral binding
	Total pages	14		14

C) Specification of CLF Training Module for Printing

SI No.	Subject	Cover Page		Inner Page		Remarks
		No of Page	Page specification (Colour, size & Quality)	No of Page	Page specification (Colour, size & Quantity)	
1	CLF Management	4	Multi-colour, Portrait, A4 size, single side print of Front & Back cover page, 220 GSM, glossy paper	84	Multi-colour, Portrait, A4 size, both side printing, 130 GSM, glossy paper	Gum binding
Total Pages						88

D) Specification of GPLF Training Module (2 nos.) for printing:

SI No.	Subject	Cover Page		Inner Page		Remarks
		No of Page	Page specification (Colour, size & Quality)	No of Page	Page specification (Colour, size & Quantity)	
1	GPLF Management	4	Multi-colour, Portrait, A4 size, single side print of Front & Back cover page, 220 GSM, glossy paper	57	Multi-colour, Portrait, A4 size, both side printing, 130 GSM, glossy paper	Gum binding
2	Financial Management of GPLF	4		73		
Total pages						138

2. Total printing Requirement of Training Modules

SI no.	Name of the Training Material for Printing	No. of Copies to be Printed (Tentative)	Place of Delivery
1	SHG Training Modules (1 set @ 6 nos.of books)	2000 Sets	DMMU, OLM, Zilla Parishad, Sundargarh within one month from issue of purchase order.
2	Flip Book of SHG & CLF Module Training	2000 Books	
3	CLF Training Module for Printing	2000 Books	
4	GPLF Training Module (1 set @ 2 nos. of Books) for printing	350 Sets	

3. Bid Price:

- A. The bidder shall quote price for all the items as mentioned in each category in the format of tender otherwise it will be rejected. The format specified in **Annexure-I (Supplier Information) & Annexure-II (Financial Bid Document)** should be used.
- B. **All duties,* taxes, other levies and transportation cost if any payable by the supplier under the contract shall be included in the quoted price.**
- C. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- D. The Prices should be quoted in Indian Rupees only.

4. Each bidder shall submit only one Tender.

5. Eligibility criteria of the Bidder:

5.1 (Absent of any of the following shall be treated as Non-Responsive and Rejected)

- A. Attested photocopies of PAN number.
- B. GST Registration Certificate and latest Tax Payment details.
- C. Price Bid in the prescribed format duly signed and sealed in each page.
- D. Bid Security & EMD as specified in the quotation Document.
- E. Sample of GSM & Glossy Paper for each item shall be attached with the Tender documents in the sealed envelope with sign and Stamp. Samples outside the sealed envelope will not be accepted in any circumstances.
- F. The bidder having experience certificate or supply order from any Govt. Organization for printing of work for last preceding 03 years.

5.2 Quotation received late and incomplete documents will not be considered. The bidder should sign and stamp each page of the quotation documents.

6 Bid Security:

The bidder shall furnish bid security Earnest Money Deposit (EMD) of Rs. 50000/- Rupees (Fifty Thousand Only) in the shape of Account Payee Bank draft drawn in favour of the Project Director, DRDA, Sundargarh payable at State Bank of India, Sundargarh. The Bid Security of the unsuccessful bidder will be returned after finalization of the tender.

The above bid security will be forfeited if a bidder.

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

The EMD of the unsuccessful bidder will be returned after finalization of the quotation & will return to successful bidder within 28days after supply of items.

7 Cost of Tender Paper

The tender paper & sample tender format can be obtained from the DMMU, OLM, Zilla Parishad, Sundargarh from 05.12.2022 to 13.12.2022 till 5 PM during office hour in working days only on payment of Rs. 1000/- (Rupees One Thousand) only in shape of Bankers Draft/Bank Draft in favour of Project Director, DRDA, Sundargarh payable at State Bank of India, Sundargarh towards cost of Tender Paper. The tender paper can also be downloaded from the district website, i.e. www.sundergarh.nic.in and www.odishalivelihoodsmission.in from 05.12.2022 to 13.12.2022 and the cost of tender paper of Rs. 1000/- Rupees (One Thousand) only must be submitted along with the tender documents in shape of Bankers

cheque/Bank Draft in favour of Project Director, DRDA, Sundargarh payable at State Bank of India, Sundargarh.

8 Validity of Tender:

Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission in the quotation document.

9 Evaluation of Quotations

The Purchaser will evaluate and compare the quotation determined to be substantially responsive i.e. which

- (a) Are properly signed and sealed
- (b) Confirm to the terms and conditions and specifications.
- (c) Submitted as per the prescribed format.
- (d) Filled in Indian Currency
- (e) Submit the Money receipt of tender paper cost or BD/Bankers cheque
- (f) Received on or before the due date & time mentioned in the quotation.
- (g) Sample of each GSM of all the items attached in the tender document inside the sealed envelope

The tender would be evaluated for total price quoted for one unit of printing & supply of SHG, CLF & GPLF Training Modules.

10 Award of contract

- (a) The purchase Order will be placed on the selected bidder(s) whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid price.
- (b) The purchase order will be placed to the supplier from time to time as per the requirement of the OLM, Sundargarh.
- (c) The rates of the items will be valid for a period of one year from the date of issue of contract. No adjustment of rates will be applicable within the time period.
- (d) The bids are liable to be rejected if any of the above conditions are not complied with proper require documents.
- (e) Payment shall be made after delivery of the goods through PFMS transfer after submission of the bills and vouchers.
- (f) Any effort by a bidder to influence the purchaser in its decision on bid evaluation or Placement of purchase order may result in rejection of the bidder's offer.
- (g) Any legal dispute arising out of this is subject to concerned district jurisdiction only.
- (h) Notwithstanding the above, the DMMU of OLM Sundargarh reserves the right to accept or reject any Quotation and to cancel the bidding process and reject all bids at any time prior to the issue of contract letter.
- (i) The bidders may be present in person or through one of their representative(s) during the opening of Quotations as per the date and time fixed by the undersigned.
- (j) The 1st Lowest Bidder cannot claim to qualify the tender. The OLM, Sundargarh will not be bound to accept the lowest quotation. The decision of the OLM, Sundargarh shall be final in this regard.

- 11 The rates can be negotiated depending on the situation prevailing at the time of opening and finalization of the tender.

- 12 The individual/firm/company shall not be blacklisted by any government organization and submit the self declaration in the letter head of the organization with seal. If found later on, the action deemed fit will be initiated against the firm as per the law and security deposit will be forfeited.
- 13 Interested bidders may submit their sealed Quotations in the prescribed format super scribe on cover of the envelop "**Tender for Printing & supply of SHG,CLF & GPLF Training Modules**" for the address to the Chief Development Officer, Zilla Parishad, OLM, Sundargarh, At/Po/Dist- Sundargarh, Pin-770001 latest by **2.00 PM on 15.12.2022** by Speed/Registered post only. The quotations will be open on the same day at 4.00 PM in presence of the bidder/authorized person.



Collector
Sundargarh

Memo No. 320 Dated 03-12-2022

Copy submitted to the DIO, NIC, Sundargarh for webhosting in www.sundergarh.nic.in and Procurement –cell, OLM, Bhubaneswar with a request to webhost in www.odishalivelihoodsmission.in



Collector
Sundargarh

Memo No. 321 Dated 03-12-2022

Copy of the tender for affix the above quotation call notice in the notice board of Collectorate Sundargarh for wide publicity.



Collector
Sundargarh

Memo No. 322 Dated 03-12-2022

Copy to DI & PRO, Sundargarh with a request to publish in the local newspaper for wider publication of the quotation call notice available in the District website i.e. www.sundergarh.nic.in



Collector
Sundargarh

SUPPLIER INFORMATION

1	Name of the Individual/Firm/Company	
2	Full address of Supplier's shop/showroom Telephone no. Fax no. E-mail address	
3	GSTIN No. (with copy of certificate)	
4	TIN/ PAN No. (with copy of certificate)	
5	Up to date GST Clearance Certificate (Copy to be attached)	
6	Experience Certificate from any Govt. Organization for printing of work for last preceding 03 years.	
7	Self Declaration for not Blacklist	
8	EMD details of Rs. 50000/-	DD no. _____ Bank & Branch _____ Date ___ / ___ / ___
9	Details of Tender paper cost of Rs. 1000/-	Money Receipt No. & Date _____ Bank & Branch _____ DD no. _____ Date ___ / ___ / ___

I do hereby certify that the above mentioned particulars are true and correct.

Full Signature of the Bidder

Date:

Seal

DECLARATION BY THE BIDDER:

It is hereby declared that I undersigned have read and examined all the terms and conditions of the quotation document for which I have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me and I will abide by the conditions of the terms and conditions. This is also certified that our organization / firm have no objection in signing the purchase contract if the opportunity for the supply of the items against this quotation is given to me/us.

Signature :

Date:

Name:

Address:

Designation:

On behalf of:

FINANCIAL BID DOCUMENT FORMAT

<u>Sl no.</u>	<u>Description of Goods</u>	<u>Specification</u>	<u>Rate quoted per Unit Excluding tax (INR)</u>	<u>Tax amount (INR)</u>	<u>Total Rate Quoted per Unit including taxes (INR)</u>
1	SHG Training Modules (1 set @ 6 nos.of books)	As mentioned in the tender advertisement			
2	Flip Book of SHG & CLF Module Training				
3	CLF Training Module for Printing				
4	GPLF Training Module (1 set @ 2 nos. of Books) for printing				
Total Price					

(NB.- Total price including printing & supply of the above items)

DECLARATION OF THE BIDDER

I/We hereby declare that all the statement(s) made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am / we are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to be cancelled . I am/we are willing to abide by the terms and conditions laid by OLM. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response in found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Signature of the Bidder

Name of the firm/Agencies

Address _____

Date

Place

Seal