

**DISTRICT OFFICE, SUNDARGARH**  
(Social Welfare Section)

No. 482 /SW, Date. 17-2-2024

**(SHORT TENDER CALL NOTICE FOR PRINTING AND SUPPLY OF KUNI CALENDAR FOR CHILDREN 0-3 YRS)**

Sealed tenders are invited from the intending Registered Printing Press/ Supplying Agencies for printing and supply of Kuni Calendar for Children (0-3 Yrs) to all the ICDS projects of Sundargarh District.

The tender paper containing detailed terms and conditions, EMD other statutory requirement and sample copy of Kuni Calendar for Children (0-3 Yrs) can be downloaded from the District website [www.sundargarh.nic.in](http://www.sundargarh.nic.in). The cost of tender paper is Rs.2000/- (Rupees two thousand) only which is non-refundable. Tender papers completed in all respect along with all required documents should reach in sealed cover to the DSWO, Sundargarh on or before 26.02.2024 up to 5.00 PM by Registered/ Speed post only. The tenders shall be opened on 27.02.2024 at 11.30 AM by Tender Committee in presence of tenderers or their authorized representatives. The tenders received beyond the scheduled date and time shall not be taken in to consideration.

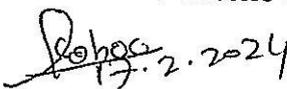
The Tender Committee reserves the right to reject the tenders without assigning any reason there of and shall bear no liability what so ever consequent upon such decision.

Yours faithfully

  
District Social Welfare Officer,  
Sundargarh.

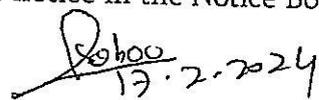
Memo No. 483 /Date. 17-2-2024

Copy forwarded to the D.I.O, NIC, Sundargarh for information with a request to get the Tender Call Notice and Tender document hoisted immediately in the official website of NIC, Sundargarh for wide publicity.

  
District Social Welfare Officer,  
Sundargarh.

Memo No. 484 /Date. 17-2-2024

Copy forwarded to all Sub-collector, Sundargarh/ all CDPOs of Sundargarh District for information and necessary action with a request to display the tender notice in the Notice Board of their respective offices.

  
District Social Welfare Officer,  
Sundargarh.

Terms and Conditions of Tender Call Notice for Printing and supply of Kuni Calendar for Children (0-3 Yrs) to all the ICDS Project of Sundargarh District.

1. Sealed tenders are invited from the intending Registered Printing Press/ Supplying agencies for printing and supply of Kuni Calendar for Children (0-3 Yrs) to all ICDS Projects of Sundargarh District.
2. The tender paper containing details terms and conditions, EMD statutory requirement and sample copy of Kuni Calendar for Children (0-3 Yrs) can be downloaded from the district website [www.sundargarh.nic.in](http://www.sundargarh.nic.in). The tender cost of Rs.2000/- (Rupees two thousand) only is non-refundable.
3. Tender paper completes in all respect along with all required documents should reach in sealed cover to the DSWO, Sundargarh (inside Collectorate Campus) At/Po/Dist- Sundargarh, Pin-770001 on or before 26.02.2024 up to 5.00 PM by Registered/ Speed post only.
4. The tender will be open on 27.02.2024 at 11.30 AM by the District Social Welfare Officer, Sundargarh in presence of the members of Tender Committee and tenders or their authorized representatives. The tender received beyond the scheduled date and time shall not be taken in to consideration.
5. The detail terms and conditions associated with the assignments of tender is mentioned at **Annexure-A**.
6. The tender will be in two parts i.e. Technical Bid (Part-I) and Financial Bid (Part-II). The bidders should submit their technical bid and Financial Bid separately in two envelopes and put into another cover superscribed as "Tender for Printing and Supply of Kuni Calendar for Children (0-3 Yrs)".
7. Bidders who qualify technical bid will eligible to participate in Financial Bid.
8. The Successful bidder will deliver the Callender in the office of the all CDPOs of this District within 15 days from the date of receipt of order.

ANNEXURE-A

Sl. No.	Terms and Conditions	Documents to be submitted
1	The intending Registered printing press/ Supplying agencies should be a bonafied registered body having valid registered No.	Attested photo copy of the registration certificate.
2	The organization should be a valid PAN/ TIN holder having valid GST Registration and Number	Attested photo copy of GST Registration, PAN Card and TIN.
3	It should not be a black listed organization by any Government organization	Declaration in Stamp Paper.
4	Rates should be quoted inclusive of GST charges, other charges including colour coded paper and printing cost, delivery of charges etc.	Furnished in Financial Bid
5	The district administration will have no liability regarding transportation, loading and unloading of materials indent for supply to the designated place in good condition. The defective or damaged printed materials if any will be replaced by the organization.	The bidder should declare in the non-judicial stamp paper that it abides all the terms and conditions laid down in the terms and conditions of the tender.
6	The tender must be accompanied Bank Draft of Rs.2000.00 in favour of DSWO, Sundargarh payable at Sundargarh towards cost of tender paper.	Draft to be enclosed
7	The tender must be accompanied with Earnest money of Rs.20,000/- (Rupees twenty thousand) only in shape of Demand Draft placed in favour of DSWO, Sundargarh. Tenders without Earnest Money will be liable for rejection. The EMD of unsuccessful bidder will be returned without interest on finalization of bid. EMD of successful bidder will turn in to security deposit.	Draft to be enclosed
8	Conditional tenders are liable to be rejected. The tender, which is not as per specification will not be considered.	

9	If the successful bidder fails to supply within the stipulated period i.e. 15days from the date of received the indent order, liquidated damage @2% per day of delay shall be deducted from the final payment.	
10	The District Administration will not pay any advance payment to the organization. The organization will have to carry out the entire job on its own and the amount will be paid only after satisfactory completion of the job and submission of bill in that regards.	
11	Under no circumstance the successful tenderer shall not appoint any sub-contractor or sub-lease the contract. If it is found that the successful tenderer has violated these conditions the contract will be terminated forthwith without any notice and security deposited by the tenderer shall be forfeited.	
12	The rate quoted against this tender shall remain valid up to 12 months after publication of approved rate. No request to increase in rates will be allowed or entertained during this period.	
13	Part quotation of specified quantity of an item will be rejected.	
14	Tenderers/ Bidders require to submit one set sample copy Size:- 11.5" X 17" Paper:- 220 GSM art paper Print:- Multi colour single side.	
15	The Authority reserves the right to reject any or all the tenders without assigning any reason thereof and shall bear no liability what so ever consequent upon such decision.	
16	Prior to final printing specimen copy may be submitted for necessary approval.	

  
 District Social Welfare Officer  
 Sundargarh

**TENDER FORM**  
Part -I  
(Technical Bid)

1.	Name of the Printing press/Supplying Agency (In capital Letters)	
2.	Address of the Organization	
3.	Name of the authorized signatory. (in block letters)	
4.	Specimen signature of authorized signatory.	
5.	Telephone number of authorized signatory/ organization	
6.	Registration No. (Attach attested copy of registration certificate issued from DIC)	
7.	Attach attested copy of GST registration certificate.	
8.	PAN submitted or not.	
9.	TIN submitted or not.	
10.	Bank Draft of Rs.2000/- payable at Sundargarh towards cost of tender paper submitted or not.	
11.	Bank Draft of Rs.20000/- pledged in favour of DSWO, Sundargarh towards Ernest Money Deposit (EMD).	
12.	Documents of any past experience of printing and supply of materials to the Govt. Organization. (attested copy to be submitted)	
13.	Whether have any legal suit/criminal case pending against it for violation of PF/ESI/MW Act or any other law. (Submit the affidavit of declaration for no case pending.)	
14.	Affidavit of declaration that the Tenderer agrees to abide by all terms and conditions of tender.	
15.	Whether all documents submitted signed by the authorized signatory of the organization (Yes/No)	

**DECLARATION**

I/We hereby certify that the terms and conditions specification etc. given with the tender notice have been read carefully acceptable to me/us and that the information furnished above is complete and correct to the best of my/our knowledge. I/We understand that in case of any deviation in the above statement at any state, the Tenderer shall be blacklisted and will not have any dealing with in future.

Place  
Date

(Signature and seal of the authorized signatory)

**TENDER FORM**  
Part -II  
(Financial Bid)

Sl. No.	NAME OF THE ITEMS	SPECIFICATION	NO. OF KUNI CALENDAR TO BE PRINTED PER MONTH	RATE PER UNIT (3 NO.) KUNI CALENDAR RUPEES. (As per Govt )	QUOTED RATE PER UNIT (3 NO.) KUNI CALENDAR RUPEES.
1.	Kuni Calendar for Children (0-3 Yrs)	<ul style="list-style-type: none"> <li>➤ Size:-11.5" X 17"</li> <li>➤ Paper:- 220 GSM art paper</li> <li>➤ Print:-Multi colour single side</li> </ul>	71251	Celling limit inclusive of all duties & tax is Rs.4.00 for a unit	
	Total				

(Signature and seal of the authorized signatory)

Place

Date