



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, NUAPADA

(OLL&C Section)

No. 275 /OLL&C Dated the 05th March, 2025

Tender Call Notice

Sealed tender is invited from intending reputed & registered Suppliers/ Dealers/ Firms/ Agencies having up-to-date GST clearance certificate for providing Printing of Souvenir (SMARANIKA) as per the specification given below by the Souvenir Committee, Nuapada district. The evaluation forms & format of tender completed in all respect should reach the undersigned on or **before 13.03.2025 by 03:00 PM** by SPEED Post/ Courier/ By Hand to be dropped in the Tender Box, to the address of **The Additional District Magistrate (General), Nuapada, At/Po/Dist- Nuapada, Pin-766105**. The tender will be opened on the same day i.e., on **13.03.2025 at 4.00 PM** in presence of the bidder or their authorized representatives.

The undersigned 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.nuapada.odisha.gov.in

1. Specification of the Souvenir for printing:

Sl. No	Name of the Souvenir	No of Page (Both Cover and Inner Page)	Page specification (Colour, Size & Quality)	Remarks
1	SMARANIKA	150	1. A4 size, both side printing, 2. Cover page - 300 GSM multi-colour, glossy paper with lamination 3. Inside 24 pages - 90 GSM glossy paper multi-colour 4. Inside other pages - 90 GSM black & white 5. Printing in Odia, English, Hindi & Sanskrit Languages	Binding
	Total pages	150		

N.B. : The requirement of no. of pages of souvenirs to be printed may be changed according to decision of the Competent Committee.

6. Total printing Requirement of Souvenir:

Sl. no.	Name of the Souvenir for Printing	No. of books to be Printed (approximate)	Place of Delivery
1	SMARANIKA	500	District Culture Office, Nuapada within 15 days from issue of supply order.

N.B. : The requirement of no. of souvenirs to be printed may be changed as per decision of the Competent Committee.

7. 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 (Non-submission of any of the following document shall be treated as Non-Responsive and will be Rejected outrightly)
 - A. Self-attested photocopies of PAN number.
 - B. GST Registration Certificate and latest 03 month filed GSTR – 3B.
 - C. Tender processing cost & EMD as specified in the Bid Document.
 - D. The bidder having experience certificate or supply order from any Govt. Organization for printing of work during last preceding 03 years.
 - E. Audit Report for last financial year.
 - F. Affidavit in non-judicial stamp paper regarding non-black listing of the agency / firm during last three Financial Year.
 - G. Price Bid in the prescribed format duly signed and sealed in each page.
 - H. Sample of GSM & Glossy Paper / Banner for the above item shall be attached with the Tender documents in the sealed envelope with sign and Stamp of the intending agency/ firm. Samples outside the sealed envelope will not be accepted in any circumstances.
- 5.2 Tender received late and incomplete documents will not be considered. The bidder should sign and stamp each page of the tender documents.

6 Earnest Money Deposit:

The bidder shall furnish Earnest Money Deposit (EMD) of Rs. 30,000/- Rupees (Thirty Thousand Only) in the shape of Account Payee Bank draft drawn in favour of the Additional District Magistrate (General), Nuapada, payable at State Bank of India, Main Branch Nuapada. The EMD of the unsuccessful bidder will be returned after finalization of the tender process without interest.

The above EMD will be forfeited if a bidder.

- A. Withdraws its bid during the period of bid validity or
- B. Fails to perform the contract obligations as per the purchase order.
- C. The EMD of the successful bidder will be returned within 30 days after supply of items.

7 Tender Processing Cost

The tender paper & sample tender format can be obtained from the District Culture Office, Nuapada from 05.03.2025 to 13.03.2025 till 03.00 PM during office hour in working days only on payment of Rs. 1,000/- (Rupees One Thousand) only in shape of Bank Draft only drawn in any commercial bank in favour of the Additional District Magistrate (General), Nuapada payable at State Bank of India, Main Branch Nuapada towards cost of Tender Paper. The tender paper can also be downloaded from the district website, i.e. <https://nuapada.odisha.gov.in>.

8 Validity of Tender:

Tender shall remain valid for a period of 180 days from date of finalization of tender.



Evaluation of Bids:

The competent authority will evaluate the tender 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 Bank Draft.
- (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.
- (h) The tender would be evaluated for total price quoted for one unit of printing & supply of Souvenir.
- (i) Any delay due to postal delay will not be considered.
- (j) The bid will be evaluated as single stage bid and "Least Cost" method will be adopted.

10 Award of contract:

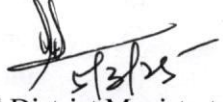
- (a) The purchase Order will be placed on the selected bidder(s) whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid price.
- (b) The purchase order will be placed to the supplier as per the requirement of the Competent Committee, Nuapada.
- (c) The rates of the items will be valid for a period of one year from the date of issuance 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 required documents.
- (e) Payment shall be made after delivery of the books 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 Nuapada district jurisdiction only.
- (i) Notwithstanding the above, the authority reserves the right to accept/ reject/ modify any bid and to cancel the bidding process at any time prior to the issuance of award letter.
- (j) The bidders may be present in person or through one of their representative(s) during the opening of bids as per the date and time fixed by the undersigned.
- (k) The Competent Committee, is not bound to accept the lowest quotation. The decision of the Competent Committee 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 Souvenir**" for the address to the Additional District Magistrate (General), Nuapada, At/Po/Dist-Nuapada, Pin-766105 latest by **03.00 PM on 13.03.2025** by SPEED Post/ Courier/ By Hand to be dropped in the Tender Box. The quotations will be open on the same day i.e., **13.03.2025 at 4.00 PM** in presence of the bidder/ authorized person.


 Additional District Magistrate (General)
 Nuapada

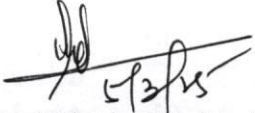
Memo No. 276 // Dated 05/03/2025

Copy to the DeGM, Collectorate Nuapada for web-hoisting in Nuapada district official website for wide publication.


Additional District Magistrate (General)
Nuapada

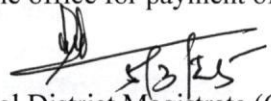
Memo No. 277 // Dated 05/03/2025

Copy to office notice boards of Collectorate Nuapada/ Zilla Parishad Nuapada/ Sub-Collector Nuapada/ All BDOs/ All Tahasildars for wide publicity.


Additional District Magistrate (General)
Nuapada

Memo No. 278 // Dated 05/03/2025

Copy to DI&PRO, Nuapada with a request to publish in two local Odia daily newspaper in minimum size, for wider publication of the tender call notice. The copies of same may be send to the office for payment of bill.


Additional District Magistrate (General)
Nuapada

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	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	Affidavit for not Blacklisted	
8	EMD details of Rs. 30,000/-	DD no. _____ Bank & Branch _____ Date ____/____/____
9	Details of Tender paper cost of Rs. 1,000/-	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 Item</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	Souvenir (150 pages)	1. A4 size, both side printing, 2. Cover page - 300 GSM multi-colour, glossy paper with lamination 3. Inside 24 pages - 90 GSM glossy paper multi-colour 4. Inside other pages – 90 GSM black & white 5. Printing in Odia, English, Hindi & Sanskrit Languages			
Total Price					

(Rupees) only

(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 the Competent Committee Nuapada. 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 is 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 _____

