

QUOTATION

FOR

PRINTING OF TBSDAS BOOKS OF RECORD AT SHG LEVEL

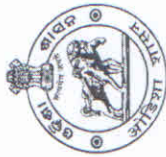
AT

**DISTRICT MISSION MANGEMENT UNIT
ODISHA LIVELIHOODS MISSION,**

DRDA, KHORDHA-752056

(Local Shopping Method under NRLM)


Project Director
DRDA, Khordha



DISTRICT RURAL DEVELOPMENT AGENCY, KHORDHA
(Odisha Livelihoods Mission, DMMU, Khordha)
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Letter No. 448

Date. 18/11 /2019

INVITATION OF BIDS FOR PRINTING OF TBSDAS BOOKS OF RECORD AT SHG LEVEL FOR DMMU, OLM, KHORDHA

- 1) Odisha Livelihood Mission (OLM) has received funds from Ministry of Rural Development, Govt. of India for implementation the National Rural Livelihood Mission activities in the State of Odisha and intends to apply part of the proceeds toward payments under the contract for Printing of Standard TBSDAS books of record at SHG level.
- 2) The Odisha Livelihood Mission now invites sealed quotations from eligible bidders for printing and supply of Standard TBSDAS Books of Record at SHG level in Khordha district as mentioned in the consignee list.
- 3) You are invited to submit your most competitive price for Printing of Standard TBSDAS Books of Record at SHG level as per the specification mentioned below :-

Brief Description of the Items	Specification (Paper quality, color & pages)						Quantity	Delivery period	Place of delivery	Remarks
	Pg no. of given file	Page no. in the printed register	Paper quality / Paper color	(front/back)	Register Pages after printing					
Standard TBSDAS Books of Record at SHG Level	Cover / Front / Back	In single Color	350 gsm board.							
	1.	Inner Pages	65 gsm paper with A3 sheet							
	2.	Content page	White color paper	Single side	1					
	3.	Sl. No.1 of content(SHG Cut-Off Sheet)	2 page (Yellow color)	Single side	3-4					
	4	Sl.No.2 of content(Member Level Cut-off	4 page (yellow color)	Single side	5-8		2000 sets	Within 12 days of receipt of Purchase Order	OLM office DRD Khordha	Good quality printing as per the sample format available in OLM, DMMU, DRDA, Khordha
	5.	Sl. No. 3 of content (Members Monthly receipt and payment)	48 page (white color)	Single side	9-56					
	6.	Sl. No.4 of content (Monthly Transaction Sheet)	48 page (white color)	Single side	57-104					
	7.	Sl. No.5 of content (MCP-BL-Trg-Utilization sheet)	48 different pages (pink color)	Single side	105-152					
				Total Pages	152					

Note: One PDF file is being provided with all the pages. Please confirm before taking up the assignment.

**Project Director
DRDA, Khordha**

4. **Bid Price**

- a) The bid shall be quoted for all the items as mentioned in the format of quotations otherwise the bid will be rejected. The format of price bid specified in Annexure-I & II shall be used. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
- c) GST in connection with the sale shall be shown separately.
- d) 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.
- e) The Prices should be quoted in Indian Rupees only.

5. Each bidder shall submit only one quotation.

6. **Bid Security**

A sum of Rs 5000/- will be deposited by the intending bidders in shape of Demand Draft in favour of "ODISHA LIVELIHOODS MISSION, NRLM, Khordha". Any bid submitted without bid security will be rejected. 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 tender.

7. **Validity of Quotation**

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

8. **Evaluation of Quotations**

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

- (a) are properly signed ; and
- (b) confirm to the terms and conditions, and specifications.

9. Each bidder shall submit only one quotation. The quotation must be accompanied by paper samples of required GSM as mentioned in specifications. Any quotations not accompanied by paper samples of required GSM shall be rejected.

10. **Award of contract**

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price. The quantities to be procured may increase or decrease looking to the availability of Fund and Demand from the BMMUs. The successful bidder will have to submit one sample copy of each register to the DMMU, OLM, DRDA, Khordha before supply of the items and the contract period of the successful bidder is for 1 year with the same price and all the terms and conditions as intact as remain.

10.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

10.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

11. Payment shall be made after delivery of the goods through e-Transfer (PFMS) after submission of the bills, vouchers & bank A/C xerox copy.

12. 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.

13. Any legal dispute arising out of this is subject to KHORDHA district jurisdiction only.


Project Director
DRDA, Khordha

14. The Agency/Bidder shall not be black listed by any Govt. Organization. If found later on, the action deemed to fit will be initiated against the agency/bidder as per the law.
15. In case of breach of any terms and conditions as mentioned above, the purchaser will have in right to cancel the order/contract without assigning any reason thereof and nothing will be payable by the purchaser in that event and the security deposit shall also be forfeited.
16. Notwithstanding the above, the DMMU, OLM, DRDA, Khordha 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. 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 DMMU, OLM, Khordha.
17. The bidders can collect documents available at DMMU, OLM, Khordha on all working days (11 AM to 5 PM) or can be downloaded from www.khordha.nic.in, for use. Interested bidders may obtain further information from DMMU, OLM, DRDA, Khordha.
18. Interested bidders may submit their sealed quotation in the prescribed format with all the documents mentioning "Quotation for printing & supply of TBSDAS Books of Record at SHG Level" on a cover envelop to the DMMU, OLM, DRDA, Khordha PIN-752056 either in hand or by Registered Post latest by 11.30 AM of 27.11.19. Quotation received late will not be taken into consideration. Bidders/representative of bidders may present during the opening of quotation at 2.30 PM on the same day at DRDA conference hall, Khordha.


Project Director,
DRDA, Khordha

EVALUATION FORM

1	Name of the Bidder	
2	Full address of the bidder Telephone no. Fax no. E-mail address :	
3	Press Registration Certificate, past performance Certificate along with production Certificate should be attached. (Copy to be attached)	
4	Paper Sample	
5	Updated GST Clearance Certificate (Copy to be attached)	

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 the undersigned, have read and examined all the terms and conditions etc. of the tender 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 principal manufacturing firm has no objection in signing the purchase contract if the opportunity for the supply of the items against this tender is given to me/us.

Signature:

Date:

Name

Address

Designation:

On behalf of:

FORMAT OF QUOTATION *

Sl. No.	Description Goods	Specifications					Unit	Quoted Unit Rate in Rs. (per set)	Total Amount	
		Pg no. of given file	Page no. in the printed register	Paper quality / Paper color	(front/back)	Register Pages after printing			In Figures	In Words
1	Standard TBSDAS Books of Record at SHG Level	Cover Front / Back	In single - Color	350 gsm board						
		1.	Inner Pages	65 gsm paper with A3 sheet						
		2.	Content page	White color paper	Single side	1				
		3.	Sl. No.1 of content(SHG Cut-Off Sheet)			2 Blank				
		4	Sl.No.2 of content(Member Level Cut-off	2 page (Yellow color)	Single side	3-4				
				4 page (yellow color)	Single side	5-8				
		5.	Sl. No. 3 of content (Members Monthly receipt and payment)	48 page (white color)	Single side	9-56	2000 Sets			
		6.	Sl. No.4 of content (Monthly Transaction Sheet)	48 page (white color)	Single side	57-104				
		7.	Sl. No.5 of content (MCP-BL-Trg-Utilization sheet)	48 different pages (white color)	Single side	105-152				
					Total Pages	152				

Gross Total Cost: Rs.

Total bid price (including Taxes and Other) in Rs. _____ (in numbers) _____ (In Words)

Note :

(a) In case of discrepancy between unit price and total price, unit price shall prevail.

We agree to supply the above goods in accordance with the technical specifications for total contract price of Rs. _____ (amount in figures) Rupees _____ (amount in words) within a period of 12 days from the receipt of purchase order.

(b) We agree to other terms and conditions of the tender and also confirm we will provide the materials as per the standard specified in the document.

Signature of the Bidder

Name of the Firm/Agencies

Address

Date:

Place:

Seal :