



**SAMAGRA SHIKSHA  
GANJAM, CHATRAPUR.**

Ph.06811-260833 / 262799, E-mail : dpcganjamssa.osepa@nic.in



No 225

Date 24.1.23

**SHORT TENDER CALL NOTICE FOR PRINTING OF LAKHYA & TARGET POSTERS**

Sealed tenders under two bid systems are invited from the reputed offset printers having valid PAN, GST, registration & IT clearance of firm for printing and supply of **LAKHYA & TARGET POSTERS**. The tender papers (bid documents) containing detailed specification with terms and conditions, application of Technical Bid & application of Financial Bid can be obtained by downloading form the Ganjam district website i.e. [www.ganjam.nic.in](http://www.ganjam.nic.in) and [www.osepa.odisha.gov.in](http://www.osepa.odisha.gov.in). The bidders are required to submit demand Draft of Rs. 1000/- (Rupees one thousand only) drawn in favor of Dist. Project Coordinator, SS, Ganjam, Chatrapur towards cost of tender paper along with the application of technical bid. The last date and time for receive of tender paper is **8.02.23 by 2.00 P.M.** and will be opened on the same day at **4.00 P.M.** in the office of the SS, Ganjam in presence of tenderers or their authorized representatives. The authority reserves the right to reject any or all the tenders without assigning any reasons thereof.

By orders of Collector cum Chairman, SS, Ganjam

*BS*  
23.1.23  
District Project Coordinator  
SS, Ganjam



# SAMAGRA SHIKSHA GANJAM, CHATRAPUR.

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## TERMS AND CONDITIONS

1. Tender Papers should be submitted in sealed cover addressed to District Project Coordinator, Samagra Shiksha, Ganjam, Chatrapur, Pin-761020 At/Po-Chatrapur, Dist- Ganjam either by **speed post / registered post / courier only** for printing of Posters.
2. The tender has been invited under two bid system i.e Technical Bid and Financial Bid. The interested agencies/firms/printers are advised to submit two separate sealed envelopes super scribing " Technical bid for printing of **Lakhya & Target posters** and "Financial Bid for printing of **Lakhya & Target posters** . Both sealed envelopes should be kept in a third envelope super scribing "**Tender for printing of Lakhya & Target posters Samagra Shiksha ,Ganjam**".
3. The date and time schedule relating to " Tender for printing **Lakhya & Target posters** are cited as under .

Sl.No	Activity	Date and Time
1	Issue of tender document	-
2	Submission of tender document	By 8.02.23, at 2pm
3	Opening of Technical Bid	8.02.23, at 4pm
4	Opening of Financial Bid	8.02.23, at 4pm

4. Technical bid must be accompanied with the following documents failing which the bids shall be out rightly rejected.( **Annexure-B**)
  - GST registration & up to date clearance certificate, PAN no.
  - Valid Adhar Udyo registration for printing works
  - Copy of IT return for the last 03 financial year
  - Bank draft of Rs.1000/- (**non refundable**) towards the cost of tender paper downloaded from our web site.
  - Sample paper for printing of **Lakhya & Target posters as per the specification given.**
  - **EMD of Rs.10,000/- (refundable without interest)** in shape of DD/bank guarantee drawn from any nationalized bank in favor of District Project Coordinator, SS, Ganjam, Chatrapur .

BS

5. The successful tenderer will have to deposit **5% of contract value** as security money in shape of DD/Bank Guarantee drawn in favour of District Project Coordinator, SS, Ganjam from any nationalized bank at the time of agreement.
6. The financial bid of only those tenderers will be opened whose technical bids are found in order.
7. All entries in the tender form should be legible and filled clearly. No overwriting or cutting is permitted in the financial bid form.
8. Only one sample item with single quotation will be entertained. If any body or individual or firms intends to quote different rates with more than one sample paper, then it is his /her responsibility to furnish separate tender papers for which separate EMD money is to be deposited. If anybody or firms deviates from this term and condition his/her tender paper will be rejected assigning no reason thereof.
9. Order for supply will be placed in bulk as per requirement, which is **approximately for 25000**( Twenty five thousand).The quantity may increase or decrease.
10. The successful bidder has to make an agreement with the authority.
11. If the successful tenderer fails to execute the order of supply in the schedule date and time, the EMD and security money will be forfeited and if necessary possible steps for penalty under rules will be initiated along with legal action
12. The tender has to quote the price as prescribed under govt. norms and rate will remain valid up to the agreement period.
13. The bidder should quote the rate of **Lakhya & Target posters** including material cost, printing cost etc.in the prescribed format for financial bid ( **Annexure-A**)
14. Specifications recommended for printing of Posters as follows.  
**Specification : A2 paper 300 GSM glossy art paper ( Multi colour )**
15. Printing and supply of material must be completed within 10 days of issue of order failing which the security deposit will be forfeited.
16. Collector-Cum-Chairman, SSA, Ganjam reserves the right to accept or reject any or all tender without assigning any reason thereof.

*RS*  
*23.1.23*  
District Project Coordinator  
SS, Ganjam



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Annexure -B

**APPLICATION OF TECHNICAL BID**

**TENDER FOR PRINTING AND SUPPLY OF LAKHYA & TARGET POSTERS**

1. Name , Address & Tel.No of Tenderer \_\_\_\_\_  
\_\_\_\_\_
2. Tender Paper No \_\_\_\_\_
3. Details of EMD : DD No \_\_\_\_\_ date \_\_\_\_\_  
Rs. \_\_\_\_\_ drawn on bank \_\_\_\_\_
4. Details of cost of tender paper : DD/ MR No \_\_\_\_\_ date \_\_\_\_\_  
Rs. \_\_\_\_\_ drawn on bank \_\_\_\_\_
5. GST clearance, \_\_\_\_\_
6. PAN No. \_\_\_\_\_
7. Details of IT Return \_\_\_\_\_
8. Detail of sample item submitted \_\_\_\_\_
9. Additional information if any \_\_\_\_\_

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Signature of the Tenderer  
With date and seal



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Annexure – A

**Application of Financial Bid**

1. Name and Address of the Bidder :

**Quoted price for LAKHYA & TARGET POSTERS**

Specification : A2 paper 300 GSM glossy art paper( Multi Colour)

Item	Quantity	Rate quoted per poster	Total Quoted rate
LAKHYA & TARGET POSTERS	25320		

**NB:-** The per card is inclusive of cost of paper, printing, scanning & planning, DTP, designing, all pre-press expenses, composing, editing, Block- wise packing, all other charges/levies/duties, transportation cost & delivery of the complete material at block point.  
**Only GST as applicable shall be claimed extra.**

**NB:** The rate per page may be quoted up to two decimal points.

Signature of the Tenderer  
With date and seal

*BS*

**Bank Guarantee Format for Furnishing EMD**

To,  
The District project Co ordinator,SS ,Ganjam

**WHEREAS** \_\_\_\_\_ (Name and address of the tenderer) (hereinafter called "the Tenderer") has submitted their offer dated \_\_\_\_\_ for Printing & supply of Question cum Answer sheets, answer Key & Oral Questions for printing of Lakhya posters against the purchaser's Notice inviting tender No \_\_\_\_\_ dated \_\_\_\_\_

KNOW ALL MEAN by these presents that We..... of..... having our registered office at..... (hereinafter called the "Bank") are bound unto the District Project Co-ordinator SamagraShiksha \_\_\_\_\_ (hereinafter called "purchaser") in the sum of **Rs. \_\_\_\_\_/-** for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this..... day of.....2023

THE CONDITIONS OF THIS OBLIGATION ARE:

1. If the Tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this Tender.
2. If the tenderer having been notified of the acceptance of its tender by the Purchaser during the period of its validity :-
  - a) If the tenderer fails to furnish the performance security for the due performance of the contract
  - b) Fails or refuses to accept / execute the Contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser have to substantiate its demand, provided that, in it's demand the purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to \_\_\_\_\_ and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

Our \_\_\_\_\_ \*branch at \_\_\_\_\_ (name and address of the \_\_\_\_\_ \*branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this bank guarantee only and only if you serve upon us at our \_\_\_\_\_ \*branch. A written claim or demand and received by us at our \_\_\_\_\_ \* branch on or before dated \_\_\_\_\_ otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

**(Signature of the authorized officer of the Bank)**

**(Name & designation of the officer)**

Seal, name, date & address of the bank and address of the branch

\*Preferably at district head quarter.

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**PERFORMANCE BANK GUARANTEE FORMAT**

To,  
The District project Co ordinator,  
SS Ganjam

**WHEREAS** \_\_\_\_\_ (Name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract No \_\_\_\_\_ dated \_\_\_\_\_ for printing and supply of posters (herein after called "the contract").

**AND WHEREAS** it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

**AND WHEREAS** we have agreed to give the supplier such a bank guarantee;

**NOW THEREFORE** we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of \_\_\_\_\_ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified there in.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the \_\_\_\_\_ day of \_\_\_\_\_, <Year>

Our branch at \* \_\_\_\_\_ (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our \_\_\_\_\_ \*branch a written claim or demand and received by us at our \_\_\_\_\_ \*branch on or before Dt. \_\_\_\_\_ Otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....  
(Signature of the authorized officer of the Bank)

Name and designation of the officer

.....  
Seal, name & address of the Bank & Branch

*BS*  
\*Preferably at district head quarter.