



**PANCHAYAT SAMITI,  
BUGUDA**

**TENDER CALL NOTICE  
FOR  
SELECTION OF AGENCY  
FOR  
PRINTING OF LEAFLETS & BOOKLETS  
FOR  
DOCUMENTATION  
OF  
ACHIEVEMENT OF VARIOUS INITIATIVE  
IN  
ODIA LAGUAGE**

Notice No 4750 /Date 27.12.2023

BDO, Buguda, Ganjam District invites sealed tender from registered intending reputed and experienced firms based in Odisha for PRINTING OF LEAFLETS & BOOKLETS for documentation of achievement of various initiatives at GP and Block level in Odia language up to \_\_\_\_\_ by \_\_\_\_\_, the details of the bidding process are as follows:

Sl. No	Bidding Schedule	Date and Time
1	Date of Issue	27.12.2023
2	Bid Due Date and Time	02.01.2024
3	Opening of Technical Bid	03.01.2024
4	Opening of Financial Bid	03.01.2024

Bidders are required to submit the technical and financial bids separately. The bids in sealed Cover-I containing "Technical Bid" and sealed Cover-II containing "Financial Bid" should be placed in third sealed cover super-scribed "TENDER CALL NOTICE FOR SELECTION OF AGENCY FOR PRINTING OF LEAFLETS & BOOKLETS" must reach the undersigned on or before 08.01.2024 by 5.30 PM through Speed Post/ Regd. Post only in the address i.e The BDO, Buguda, Pin-761118 with Tender Paper Cost of Rs.2000/- (Rupees Two Thousand) in the form of Demand Draft in favour of "BDO, Buguda", and payable at any scheduled commercial Bank at Ganjam.

The bid documents containing eligibility criteria and detail terms and conditions of the tender can be downloaded from the website <https://ganjam.nic.in>.

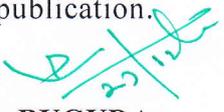
The last date and time for submission of tender document is 02.01.2024 by 5.30 .The Authority shall not be held responsible for postal delay, if any, in case of non-receipt of the same in time.

1. The Authority reserves every right to reject any or all the Tender without assigning any reason thereof.
2. Clarifications on specific Request, if felt necessary by the tender inviting authority, shall be responded through email and general clarifications, affecting all the bidders shall be published in the official website of the tender inviting authority (<https://ganjam.nic.in>). However, it shall be the duty of the prospective bidder to ensure that the clarification sought for has been properly received in time by tender inviting authority.

  
BDO, BUGUDA

Memo No. 4751 / , Date. 27 / 12 /2023

Copy to the DIO, NIC Ganjam to web host the tender call notice for wide publication.

  
BDO, BUGUDA

Memo No. 4752

, Date. 27 / 12 / 2023

Copy to office Notice Boards of Zilla Parishad/ Collectorate Office/Sub-Collector Offices/ All Block Offices/ All Tahasil Offices for wide circulation.

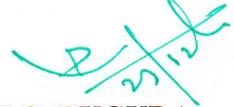


BDO, BUGUDA

Memo No. 4752(A)

, Date. 27 / 12 / 2023

Copy to members of Tender Committee for information. They are requested to attend the opening of tender at scheduled date & time.



BDO, BUGUDA

## GENERAL TERMS & CONDITIONS

**1. SOURCE OF FUNDS:**

The **BDO Buguda** is the funding Agency for Printing of pictorial leaflets and colored Booklets in Odia language

**2. DISCLAIMER:**

This Document includes statements, which reflect various assumptions, which may or may not be correct. Each Bidder should conduct its own estimation and analysis and should check the accuracy, reliability and completeness of the information in this Document and obtain independent advice from appropriate sources in their own interest.

**3.** The authority reserves the rights to cancel the engagement order on violation of any terms and conditions so prescribed without any reason thereof.

**4. COST OF BIDDING:**

The Bidder is expected to examine the Bidding Documents, including all Instructions, Forms, Terms and Specifications. Failure to furnish all information required in the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect will / may result in the rejection of the Bid.

**5. BID PRICE:**

Prices quoted by the Bidder shall be "**Firm**" and not subject to any price adjustment during the performance of the Contract. **A Bid submitted with variable Price or an adjustable price clause shall be treated as non-responsive and rejected out rightly.**

**6. Tender Paper Cost (Non Refundable):** Along with their technical bids, the Bidders are required to submit an **Quotation Paper Cost of Rs.2000/-** in the form of Demand Draft in favour of "BDO Buguda", and payable at any scheduled commercial Bank at Ganjam. Photo/Fax copies of the demand draft will not be accepted.

**7. EARNEST MONEY DEPOSIT (EMD) :**

Along with their technical bids, the Bidders are required to submit an **EMD of Rs.1,00,000/-** in the form of Demand Draft in favour of "BDO Buguda", and payable at any scheduled commercial Bank, Ganjam. Photo/Fax copies of the demand draft will not be accepted. The earnest money of unsuccessful bidders will be returned to them without any interest within thirty (30) days after awarding the contract and on receipt of written request from the Bidders. The earnest money of successful bidder will be returned only after Successful completion of work.

**8. BIDDER'S ELIGIBILITY:**

The intending bidder should qualify all the conditions in the pre-qualification criteria as per Annexure-I.

**9. VALIDITY:**

The offer shall be valid for a period not less than **180 days** from the date of bid opening (Technical).

**10. PAYING OFFICER:**

Payment will be released by BDO Buguda after successfully completion of the work.

**11. EVALUATION OF SAMPLES:** Bidder must submit samples with Tender Documents as per specification given. The price bid of such bidder(s) shall be opened whose sample will be accepted after evaluation.

**12. QUALITY OF WORKMANSHIP:**

If any work is found unsatisfactory by "Owner / Any authorized Representative of the Owner" of the work, the bidder shall have to replace the same without any extra financial cost.

**13. ACCIDENT:**

The bidder shall be responsible for any accident during supply of the products for which he/she has to arrange workmen's compensation insurance. This policy shall also cover the bidder against the claims for injury, disability, diseases or death of his or his sub-contractor's employee's covered under the workmen's compensation act, 1948.

**14. INSURANCE:**

The bidder shall arrange adequate Transit-cum-storage-cum-erection insurance policy and shall submit the copy of the same to the Owner on demand.

**15. COMPLETION PERIOD:**

This office reserves the right to increase or decrease the actual quantity of requirement of Panchayat Samiti. However, the approved rate will remain same, in case, the quantity increased or decreased after finalization of the tender. The bidder shall have to complete the work as communicated by BDO and owner reserves the right to re-schedule the completion period, if required.

## SPECIAL TERMS AND CONDITIONS

1. The pre-qualification conditions which should be submitted in the format specified in **Annexure-I** along with documentary evidence.
2. The bidder who does not meet all the terms and conditions under the pre-qualification will not be entertained for further rounds of selection and their bids will stand disqualified.
3. The bidder should be a registered firm having valid registration certificate and complete address of the office.
4. The bidder must have an annual turnover as mentioned in the pre-qualification table supported by relevant documents or audited balance sheet.
5. The bidder should be registered with GST Authorities and any other Central / State authorities as prescribed by law. Copy of the GST Registration and Copy of the PAN should be enclosed with the bid documents.
6. The Bidder should have to print the leaflets & Booklets as per the content, Picture & design provided by the administration without any addition or deletion. The works include typing (DTP) of the content, designing, layout, printing & photography of projects. High resolution photograph of the projects required for printing of the IEC materials shall be done by the Bidder.
7. **The bidder/Firm has to type data in odia provided by the administration.**
8. The rates quoted in financial Bid should be inclusive of all charges such as GST, other taxes, Transportation, loading & unloading, transit insurance, delivery & Photography. The price/rate should be valid for 180 days from the date of opening of the bid.
9. The bidder must supply the products at delivery point as communicated by concerned authorizes.
10. The agency will supply all the items within **07 days (Seven)** after the issue of award letter. In case of any further delay, otherwise not mutually agreed upon, shall attract a penalty of 0.5% per month of the value of the delivery delayed up to a maximum period of 4 months after which the order will stand automatically cancelled.
11. The Bid shall be opened by the Bid Committee under the Chairmanship of Collector, Ganjam at the Office of CDO-cum-EO, BDO and evaluated by authorized officials of Tender Committee members, Ganjam.
12. The bids not accompanied with **EMD of Rs.1,00,000/- (Rupees One Lakh only)** in shape of Demand Draft drawn in favour of BDO Buguda will be rejected.
13. No advance payment will be made. The payment will be made after successful completion of the work. The Agency is required to submit a triplicate Bill, Completion

certificate along with receipted challan duly signed and sealed from the concerned authority for payment after completion of supply of items.

14. The rates should be quoted in figures and words. In case of mismatch between two, the rates quoted in lowest will be considered.
15. The bidder should have proper license in handling the items, if required, the same is to be submitted on demand and otherwise it will be liable for any damage on any account.
16. All disputes shall be under the jurisdiction of the District Civil court located at Ganjam in the District of Ganjam.
17. The Competent Authority reserves the right to reject or accept any bid without assigning any reason thereto. The decision of the Competent Authority shall be final and binding on the Bidders.

**Seal & Signature of the bidder**

**TECHNICAL BID**

**Annexure-I**

**PRE-QUALIFICATION CRITERIA**

Sl. No.	Criteria	Documentary Evidence	Submission of Document (Yes/No)
1	Address of Office	Address Proof for Office	
2	Tax Registration and Clearance	Odisha GST registration Certificate copy (Odisha GSTIN)	
		Copy of PAN	
3	Registration certificate	DIC Registration certificate	
4	Bidder Turnover	The Bidder should have Average Annual turnover of <b>INR 1.00 Crore (Rupees One Crore) only</b> during last three Financial years (i.e., 2020-21, 2021-22 & 2022-23). Proof to be submitted by the Bidder in form of Audited balance Sheet, Income & expenditure statement and Profit & Loss Account from a Chartered Accountant).	
5	IT return	Bidder must submit IT Return for last three Financial years (i.e., 2020-21, 2021-22 & 2022-23).	
6	Sample Evaluation	Bidder must have to submit samples with Tender Documents as per specification given. The price bid of such bidder(s) shall be opened whose sample will be accepted after evaluation.	
7	EMD	<b>EMD of Rs. 1,00,000/- (Rupees One Lakh only)</b> in shape of Demand Draft drawn in favour of BDO Buguda	
8	Tender Paper Cost	<b>Tender Paper Cost of Rs. 2000/- (Rupees Ten Thousand only)</b> in shape of Demand Draft drawn in favour of BDO Buguda	
9	Undertaking	“Applicant should not be blacklisted by any Govt. entity or by any other organization, not have any legal proceedings within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to Debarment proceedings”. The bidder should furnish an undertaking to this effect through an affidavit in non-judicial stamp paper of Rs.100.00 and duly notarised along with acceptance of the tender terms and conditions.	
10	Experience	Bidder should have similar experience of minimum 3 years of printing and supplying of such item in any Govt undertaking, Institution , PSUs etc. (Work Order/Contract Copy to be enclosed)	

Scope of Work

and

Specification of Printing of Booklets and Leaflets

SL. No.	NAME OF THE ITEMS	SPECIFICATION
1.	Leaflet	<p style="text-align: center;">Pictorial Leaflet printed in coloured pages, 170 GSM, A4 Size, Mat Finish, In Odia Language .</p> <p style="text-align: center;"><b>Maximum pages of leaflet between 16- 20 pages</b></p> <p><b>(Documentation of important achievement at the GP level which includes activities of various Government departments having maximum impact on the community. Pictorial leaflet contains important success stories.)</b></p>
2.	Booklets	<p style="text-align: center;">Coloured Booklet Containing 80-100 pages (Cover page-300 GSM, Inner Page-130 GSM) in Odia Language</p> <p><b>(The booklet shall contain projects taken up in concerned blocks areas having maximum impact on the community. The booklet may contain many of the prominent activities selected for concerned GPs and various other bigger interventions which have made impact on life and livelihoods of people in the block area. This may also include coverage of some big infrastructure projects as well as case studies of some important interventions.)</b></p>

**FINANCIAL BID**

**Financial bid Format for Booklet**

Sl. No	Specification	Quantity (In Nos)	Rate Quoted per booklet including GST (In Rs) (Maximum Price Rs.200.00 per Booklet)
1	Coloured Booklet Containing 80-100 pages (Cover page-300 GSM, Inner Page-130 GSM) in Odia Language	300	

In Word (.....) only

**Financial bid Format for Leaflet**

Sl. No	Specification	Quantity (In Nos)	Rate Quoted for leaflet 01 leaf (2 pages) including GST (In Rs.). Maximum Cost of the leaflet is Rs.30/- for (16-20 pages)
1	Pictorial Leaflet Printed in coloured pages, 170 GSM, A4 Size, Mat Finish in Odia. <b>Maximum pages of leaflet 16- 20 pages.</b>	(Rural Household No. of the Panchayat Samiti x 2) + 10% additional	

In Word (.....) only

**Seal and Signature of the Bidder**