



**SAMAGRA SHIKSHA  
GANJAM, CHATRAPUR.**

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No. 213 / Ped / 2024

Dated. 19 / 10 / 2024

**TENDER CALL NOTICE FOR PRINTING & SUPPLY OF HOLISTIC PROGRESS CARD -2023-24**

Sealed tenders under two bid systems are invited from the reputed offset printers having valid PAN, GST & IT clearance, registration of firm etc for supply of holistic progress Card for class I to VIII students under SS scheme. 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 web site 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. 2000/- (Rupees Two thousand only) drawn in favour 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 receiving of tender paper is 8.02.24 at 2.00 P.M and will be opened on the same day at 3.00 P.M. in the office of the SS, Ganjam in presence of tenderers or their authorized representatives. Corrigendum/addendum if required, will be uploaded in the above web site. Hence potential bidders are requested to go through with the above web site. The authority reserves the right to reject any or all the tenders without assigning any reasons thereof.

Collector cum-Chairman,  
Samagra Shiksha, Ganjam

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## TERMS AND CONDITIONS

1. Tender Papers should be submitted in sealed cover addressed to District Project Coordinator, SS, Ganjam, Chatrapur either by speed post / registered post / Courier for printing and supply of Holistic Progress card 2023-24 (Class I to VIII).
2. The tender has been invited under two bid system i.e Technical Bid and Financial Bid. The interested printers are advised to submit two separate sealed envelopes super scribing ' Technical bid for printing and supply of Holistic Progress card, 2023-24 (Class I to VIII)' and 'Financial Bid for printing and supply of Holistic Progress card, 2023-24 (Class I to VIII)'. Both sealed envelopes should be kept in a third envelope super scribing 'Tender for printing Holistic Progress card, 2023-24 (Class I to VIII)'.  
3. The date and time schedule relating to " Tender for printing and supply of Holistic Progress card, 2023-24 (Class I to VIII) are cited as under .

Sl.No	Activity	Date and Time
1	Issue of tender document	
2	Submission of tender document	8.02.24, 2 PM
3	Opening of Technical Bid	8.02.24, 2 PM
4	Opening of Financial Bid	8.02.24, 3 PM

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/TAN certificate, Adhar Udyog No.
  - Copy of IT return filed for last 3 financial years ( 2020-21,21-22, 22-23 )
  - Bank draft of Rs.2000 /- (non refundable) towards the cost of tender paper downloaded from our web site.
  - Sample paper for printing of Holistic Progress card
  - EMD of Rs.35,000/- (refundable without interest) in shape of DD drawn from any nationalized bank in favor of District Project Coordinator, SS, Ganjam, Chatrapur .

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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. Conditional tender shall not be considered. The successful bidder/s whose bid has been accepted will sign an agreement with the DPC, SS, Ganjam.
9. Only one sample paper 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.
10. Order for supply will be placed in bulk as per requirement, which is approximately as follows.:

Holistic Progress card				
Class	I & II	III, IV & V	VI, VII & VIII	TOTAL
No. of Holistic Progress card	72104	129817	134194	336115

The quantity may increase or decrease.

11. Payment will be made only after obtaining clearance and no objection certificate from the blocks to whom the Holistic Progress card will be duly delivered by the firms and on the basis of testing the quality of papers used as directed by OPEPA, Bhubaneswar.
12. 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.
13. The tender will remain valid up to the period of printing and supply of Holistic Progress card, 2023-24 (Class I to VIII).
14. The bidder should quote the rate of Holistic Progress card (Class I to VIII) including paper cost, printing cost in the prescribed format for financial bid (Annexure-A)

Specifications recommended for printing of Holistic Progress card as follows.

**Printing of Holistic Progress card**

- |          |   |   |
|----------|---|---|
| Size     | : | A4 (Center Stitching)                           |
| Paper    | : | 170 GSM Glossy Art paper                        |
| Printing | : | Multi Color                                     |
| Page     | : | 08 pages per card (4 sheets) both side printing |

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*[Signature]*

*[Signature]*

15. The printing work and day-to-day progress will be verified by DPC/Pedagogy Coordinator or any other officer authorized by Collector/DPC.
16. The printer shall deliver printed materials at 22 BEO point.
17. Printing and supply of holistic progress card 2023-24 (Class I to VIII) must be completed within 15 days of issue of order failing which the security deposit will be forfeited.
18. The DPO, SS, Ganjam shall arrange to pay the bills of printing charges as agreed above immediately after supply of report card on submission of bills and after verification of Paper quality submitted by the firm, which will be sent to the Director Text Book Production Marketing, Bhubaneswar and on receipt of the quality report of the paper the final payment will be made in favour of the firm.
19. Collector-Cum-Chairman, SS, Ganjam reserves the right to accept or reject any or all tender without assigning any reason thereof.

  
District Project Coordinator  
RTE-SSA, Ganjam

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Annexure - A

**Application of Financial Bid**

TENDER FOR PRINTING AND SUPPLY OF HOLISTIC PROGRESS CARD, 2023-24 (Class I to VII).

1. Name and Address of the Bidder :

**Quoted price for Holistic Progress Card**

Item	Quantity	Specifications	Rate quoted per card (Rs.) including tax	Total Quoted rate (Rs.) including tax
Holistic progress card	336115 ( Class wise mentioned at point no.10)	As mentioned under point no.15 of terms & conditions		
* Transportation cost for 22 nos. BEO points :				

Signature of the Tenderer  
With date and seal

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Annexure -B

Application of Technical Bid

TENDER FOR PRINTING AND SUPPLY OF HOLISTIC PROGRESS CARD, 2023-24  
(Class I to VIII).

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 no. \_\_\_\_\_
6. PAN No., GST no. \_\_\_\_\_
7. ITC Certificate.
8. Udyog Adhar no \_\_\_\_\_
9. Name of the proprietor \_\_\_\_\_
10. Details of IT Return of last 3yrs. \_\_\_\_\_
11. Additional information if any \_\_\_\_\_

Signature of the Tenderer  
With date and seal

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*Signature*