

TENDER

FOR

PRINTING OF SHG BOOKS OF RECORD

AT

DISTRICT MISSION MANGEMENT UNIT

ODISHA LIVELIHOODS MISSION,

DRDA, JAJPUR-755001

(Local Shopping Method under NRLM)



ଜିଲ୍ଲା ଗ୍ରାମ୍ୟ ଉନ୍ନୟନ ସଂସ୍ଥା, ଯାଜପୁର

(ଓଡିଶା ଜୀବିକା ମିଶନ)

DISTRICT RURAL DEVELOPMENT AGENCY, JAJPUR

(Odisha Livelihoods Mission, DMMU, Jajpur)

Jajpur, 755001, E-mail – jajpurdpm.olm@gmail.com , or jajpur@nic.in Tel-06728-222051



Letter No. 528

Date 26/02/2018

INVITATION OF BIDS FOR PRINTING OF SHG BOOKS OF RECORD FOR DMMU, OLM, JAJPUR

- 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 SHGs books of record.
- 2) The Odisha Livelihood Mission now invites sealed quotations from eligible bidders for printing and supply of Standard SHGs Books of Record in Jajpur district as mentioned in the consignee list.
- 3) You are invited to submit your most competitive price for Printing of Standard SHGs books of records 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				
SHG Minute Book (ସ୍ୱୟଂ ସହାୟକ ଦଳର ନିୟମିତ ବୈଠକ ବିବରଣୀ)	Cover Front / Back	In Multi - Color	Printed on 90 gsm art paper and pasted on hard board during binding.			500 sets	Within 7 days of receipt of Purchase Order	Concerned GPLF office of Rasulpur Block	Good quality printing as per the sample form at available in OLM, DMMU, DRDA, Jajpur
		Inner Pages	60-80 gsm paper						
	1.	Content page	White color paper	Single side	1				
	2.				2 Blank				
	3.	Sl. No.1 of content	1 page (white color)	Right side page	3				
	4	Sl.No.2 of content	1 page (white color)	Continuous to previous page (left page)	4				
	5.	Sl. No. 3 of content	1 page (white color)	Right side page	5				
	6.	Sl. No.4 of content	1 page (white color)	Continuous to previous page (left page)	6				
	7.	Sl. No.5 of content	4 different pages (white color)	Continuous printing	7-10				
	8.	Sl.No.6 of content	1 page+ 1 duplicate (white color)	Continuous printing	11-12				
	9.	Sl.No.7 of content	1 page + 5 duplicate (white color)	Continuous printing	13-18				
10.	Sl. No.8 of content	2 different pages + 119 duplicate (of these 2 pages i.e. total 240 pages will be printed) (Off-white green paper)	Continuous printing	19-258 (240 page on green paper)					

Shunja
Project Director
DRDA Jaipur

11.	Sl. No. 9 of content	1 page + 29 duplicate (Pink Paper)	Continuous printing	259-288 (30 pages on pink paper)
12.	Sl.No. 10 of content	1 page + 29 duplicate (Yellow Paper)	Continuous printing	289-318 (30 pages on yellow paper)
13.	Sl.No. 11 of content	1 page + 3 duplicate (White color paper)	Continuous printing	319-322 (4 pages on white paper)
			Total Pages	322

Note: One PDF file is being provided for full scape size register with all the pages. Please confirm before taking up the assignment.

SHG Monthly Report Book
(ସ୍ୱୟଂ ସହାୟକ ଦଳର ମାସିକ ବୈଠକ ବିବରଣୀ)

Pg no. of given file	Page no. in the printed register	Paper quality / Paper color	Register Pages after printing
Cover Front / Back	In Multi - Color	Printed on 90 gsm art paper and pasted on hard board during binding.	
	Inner Pages	60-80 gsm paper	
1.	Title page	(White Paper)	Page-1
2.	Page 2-3 are part of one format	(page2-3) + 1 Duplicate of these pages (White color paper)	Page- 2-5
3.	Page 4-5 are part of one format	White Paper	Page 6-7 (After this leave blank to start another color paper)
4.			(8-9 Blank)
5.	Page 6-7 are part of one format	+29 Duplicate (Light Green Paper)	Page 10-69 (After this leave blank to start another color paper)
6.			(70-71 Blank)
7.	Page 8-9 are part of one format	+3 Duplicate (Yellow Paper)	Page 72-79
8.			Page 80 blank
Total Pages			80

Note: One PDF file is being provided for full scape size register with all the pages. Please confirm before taking up the assignment

SHG Cash Book
(ସ୍ୱୟଂ ସହାୟକ ଦଳର କ୍ୟାସ୍ ବୁକ୍)

Pg no. of given file	Page no. in the printed register	Paper quality / Paper color	Register Pages after printing
Cover Front / Back	In Multi - Color	Printed on 90 gsm art paper and pasted on hard board during binding.	
	Inner Pages	60-80 gsm paper	
1.	Title page	(White Paper)	Page-1
2.	Page 2-3 are part of one format	(page2-3) + 119 Duplicate of these pages (White color paper)	Page- 2-241
3.			Page 242 Blank
Total Pages			242

Note: One PDF file is being provided for full scape size register with all the pages. Please confirm before taking up the assignment.

Bharmya
Project Director
DRDA Jaipur

	Pg no. of given file	Page no. in the printed register	Paper quality / Paper color	Remarks
SHG Member's Pass Book (15 no's per set) (ସ୍ୱୟଂ ସହାୟକ ଦଳର ସଭ୍ୟଙ୍କ ପାଇଁ ବହି)		Size: 1/8 Demy		
	Cover Front / Back	In Multi - Color	Printed on 300 gsm art paper	
		Inner Pages (24 nos.)	90 gsm maplitho paper	
	Note: One PDF file is being provided for full scape size register with all the pages. Please confirm before taking up the assignment.			

4. Bid Price

- 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.
- All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
- Sales tax in connection with the sale shall be shown separately.
- 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.
- 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, Jajpur". 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

- are properly signed ; and
- 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. The successful bidder will have to submit one sample copy of each register to the DMMU, OLM, DRDA, Jajpur 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.

Pradyumn 26/2/18
Project Director
DRDA Jajpur

- 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 (e-fms) 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 Jajpur district jurisdiction only.
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, Jajpur 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, Jajpur.
17. The bidders can collect documents available at DMMU, OLM, Jajpur on all working days (11 AM to 5 PM) or can be downloaded from www.jajpur.nic.in , www.olm.nic.in for use. Interested bidders may obtain further information from DMMU, OLM, DRDA, Jajpur.
18. Interested bidders may submit their sealed quotation in the prescribed format with all the documents mentioning "Quotation for printing & supply of SHG Book of Records" on a cover envelop to the DMMU, OLM, DRDA, Jajpur latest up to 11 AM of 09.03.18. Tenders received late will not be taken into consideration. Bidders/representative of bidders may present during the opening of tender at 4 PM on the same day at DRDA Mini conference hall, Jajpur.

P. Chandra P. 26/2/18
Project Director,
DRDA, Jajpur

EVALUATION FORM

1	Name of the Bidder	
2	Full address of the bidder Telephone no. Fax no. E-mail address :	
3	Trade Tax / Sales Tax Registration no. with Place (Copy to be attached)	
4	TIN / PAN No. (with copy of certificate)	
5	Up to date VAT 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 TENDER *

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	SHG Minute Book (ସ୍ଵୟଂ ସହାୟକ ଦଳର ନିୟମିତ ବୈଠକ ବିବରଣୀ)	Cover Front / Back	In Multi - Color	Printed on 90 gsm art paper and pasted on hard board during binding.				500 Sets		
			Inner Pages	60-80 gsm paper						
		1.	Content page	White color paper	Single side	1				
		2.				2 Blank				
		3.	Sl. No.1 of content	1 page (white color)	Right side page	3				
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		7.	Sl. No.5 of content	4 different pages (white color)	Continuous printing	7-10				
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			Total Pages	322						

2	SHG Monthly Report Register (ସ୍ୱୟଂ ସହାୟକ ଦଳର ମାସିକ ରେଠିକ ବିବରଣୀ)	Pg no. of given file	Page no. in the printed register	Paper quality / Paper color	Register Pages after printing				
		Cover Front / Back	In Multi - Color	Printed on 90 gsm art paper and pasted on hard board during binding.					
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8.			Page 80 blank						
			Total Pages	80					
3	SHG Cash Book Register (ସ୍ୱୟଂ ସହାୟକ ଦଳର କ୍ୟାସ୍ ବୁକ୍)	Pg no. of given file	Page no. in the printed register	Paper quality / Paper color	Register Pages after printing				
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			Total Pages	242					
4	SHG Member's Pass Book (15 no's per set) (ସ୍ୱୟଂ ସହାୟକ ଦଳର ସଭ୍ୟଙ୍କ ପାସ୍ ବହି)	Pg no. of given file	Page no. in the printed register	Paper quality / Paper color	Remarks				
			Size: 1/8 Demy						
		Cover Front / Back	In Multi - Color	Printed on 300 gsm art paper					
			Inner Pages (24 nos.)	90 gsm maplitho paper					

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 7 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 :