

**DETAILED TENDER PAPER FOR PRINTING OF CALENDAR ON NUA ARUNIMA AND NEW ARUNIMA BOOKLET DURING THE YEAR 2018-19.**

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1. Detailed tender papers can be obtained from the office of the DSWO, Dhenkanal on any working day during office hour from Dt.01.06.2018 to Dt.21.06.2018 up to 5.00 P.M on deposit of a non - refundable amount of Rs. 2000/-.( Rupees Two Thousand) only. The sample copies can be seen in the office of the DSWO, Dhenkanal in office hour on any working days till last date and time of submission of tender. The Money Receipt obtained in token of purchase of tender paper in original shall be submitted along with the tender form. The tender without original money receipt will be summarily rejected. The detailed tender paper should be returned with the tender duly signed by the tenderer as token of acceptance of the terms and conditions.
2. The tenders shall be received in the Office of DSWO, Dhenkanal by registered post/ Speed Post/ Courier till 1.00 P.M on dt.22.06.2018 and will be opened on the same day at 3.30 P.M in the office Chamber of Collector, Dhenkanal in the presence of the Purchase Committee members and the bidders or their authorized representatives. The tender received beyond the date and time shall not be taken into consideration.
3. The detail specification of the Items are :-

**Specification.**

SI No.	Item	For 2000 copies	Estimated Rate
1.	<b>Calendar ( Including Design &amp; taxes)</b>	No of Pages-07 Size-19"X 28" Both Sided Paper Quality: <b>Cover:300 gsm matt</b> Finishing: <b>Wiro Binding</b> Colour: <b>4 Colour</b>	<b>Rs.130.00 each</b>
2.	<b>New Arunima Booklet ( Including Design &amp; Taxes)</b>	No of Pages:12 Size:Crown Paper Quality a) <b>Cover: 300 gsm matt</b> b) <b>170 inner: gsm matt</b> c) <b>Finishing perfect binding</b> Colour : <b>04 Colour.</b>	<b>Rs.30.00 each</b>

The approximate requirement is as detailed below.

Calendar	:	2208
New Arunima Booklet	:	2360

4. The Tender paper should be submitted in sealed cover superscribing in capital letters such as **“TENDER FOR PRINTING OF CALENDAR ON NUA ARUNIMA AND NEW ARUNIMA BOOKLET)”**.
5. The tender paper should be filled in properly and legibly in plain paper/ letter pad without any correction/ over writing and must be a typed / computer typed copy.
6. The price of printing charges is to be quoted per unit only.
7. The price quoted must be inclusive of paper cost/ designing/ printing charge/ all taxes / duties/ transportation cost etc. The rate should be written both in words and figures in the tender. The rate quoted should be final and the tenderer shall not be allowed to change the same under any circumstances. The rate should be within the estimated rate prescribed by Govt. (i.e Rs.130.00 per unit for Calendar & Rs.30.00 per unit for Nua Arunima Booklet)
8. The tenderer has to submit the sample of paper in which the materials will be printed at the time of submission of tender. Further the tenderer has to submit the sample of the design of the materials to be printed along with other documents.
9. The purchase Committee will not be bound to accept the lowest tender .The Committee will verify the sample and the lowest rate quoted and the tender will be finalized taking in to consideration both the rates quoted by the firm and quality of paper & design submitted by the tenderer. The decision of the purchase Committee regarding selection of the firms will be final. If necessary the sample paper of the selected firm shall be sent to EPM Testing laboratory for quality checking and the cost of quality testing shall be born by the firm.
10. The selected Printing Press will deliver the items at the Office of the District Social Welfare Officer, Dhenkanal within 15 days of receipt of the order from D.S.W.O, Dhenkanal.. The items must be neat and clean and of good quality and thickness paper. After composition of the format, the proof copy will be submitted in the Office of the District Social Welfare Officer, Dhenkanal for verification and approval within three days of the selection of the tender..
11. The bidder has to submit the following documents along with the tender paper :
  - a. Original Money Receipt of Tender Paper.
  - b. Copy of Registration Certificate.
  - c. Attested copy of PAN Card.
  - d. Attested copy of up-to-date VAT clearance Certificate & TIN No.
  - e. Attested copy of D.I.C. Registration Certificate.
  - f. Sample of paper in which the materials will be printed. ( Ten Sheets each) & sample of the design of the materials to be printed
  - g) Original tender paper duly signed by the tenderer as token of acceptance of the terms and conditions of the tender.
12. The bidder has to give E.M.D of Rs 20,000/-(Rupees Twenty Thousands) only at the time of submission of tender in shape of N.S.C./ Term deposit duly pledged in favour of D.S.W.O, Dhenkanal. No bidder shall be allowed to withdraw his tender/ earnest money until the tender is finalized. The E.M.D of un-successful bidder shall be refunded where as the E.M.D of successful bidder will be converted as Security Deposit .

13. The Collector, Dhenkanal is not liable for payment of any interest on the Security Deposit or any depreciation there of.
14. The Security Deposit will be released after finalization of supply and settlement of Accounts.
15. The decision of the Purchase Committee regarding selection of the printing press will be final.
16. The successful tenderer will deliver the printing materials within 15 (fifteen) days of indent and failure to supply the materials may lead to forfeiture of security deposit / imposition of penalty.
17. Payment will be made within one month from the date of receipt of bills, subject to availability of funds and no interest will be paid for any delayed payment.
18.
  - a) No advance payment shall be made.
  - b) Payment will be made only after completing the supply of entire quantity
19. Any damaged/torn / illegible/bad quality items detected during receipt will not be accepted.
20. In case of any dispute, the orders / decisions of the District Magistrate and Collector, Dhenkanal will be final and binding.
21. The Collector, Dhenkanal reserves the right to reject any or all the tenders without assigning any reason thereof.

**Sd/-**

**Signature of the bidder with seal**

**Collector, Dhenkanal.**

**“TENDER FOR PRINTING OF CALENDAR ON NUA ARUNIMA AND NEW ARUNIMA BOOKLET FOR THE YEAR 2018-2019”.**

After careful examination of the tender specification referred there in I do hereby tender to Print & supply Calendar on Nua Arunima and New Arunima Booklet to D.S.W.O, Dhenkanal as per the specification laid down in the tender paper complete in all respect.

TENDER SCHEDULE.

1	Name of the Tenderer (IN CAPITAL LETTERS)	
2	Detail Address for Communication with Fax/Phone with STD Code.	
3	Regd. No. of the Firm/Agency	
	Whether submitted the following	
4	Money Receipt No. & Date towards cost of Tender (Original money receipt of Rs.2000/- )	
5.	E.M.D of Rs 20,000/-(Rupees Ten Thousands) only in shape of N.S.C./ Term deposit duly pledged in favour of D.S.W.O, Dhenkanal.	
6.	Copy of Registration Certificate	
7.	Up to date VAT Clearance Certificate in form 612 (Enclose self attested copy)	
8.	Valid Income Tax PAN Number PAN Card (enclose self attested copy)	
9.	<b>Rate quoted for Calendar per Unit</b> ( Including Design , taxes and transportation cost )	
10	<b>Rate quoted for New Arunima Booklet per Unit</b> ( Including Design , taxes and transportation cost )	

I Sri\_\_\_\_\_ Proprietor\_\_\_\_\_ do hereby undertake that the above information are true and correct. I further undertake to abide by the terms and conditions laid down in the tender paper.

Signature of the Tenderer  
with seal of the Firm