

TENDER PAPER

FOR

Printing of SHG Books of Record

Shree

DETAILS ON TENDER PAPER, EMD, PRINTING WORKS OF SHG BOOKS OF RECORDS

- A) COST OF TENDER PAPER : **Rs. 1,000/-only in shape of DD**
- B) AVAILABILITY OF TENDER PAPER: www.dhenkanal.nic.in
- C) E.M.D (Refundable) : **Rs. 50,000/-**(Rupees Fifty Thousand) only in shape of Demand Draft /Pay order in favour of Odisha Livelihoods Mission- NRLM, Dhenkanal payable at Dhenkanal

To be filled by bidder:

Tender Paper Cost Payment details.

Demand Draft / Pay Order No..... Dated.....
(DD / PO to be attached with the Tender Paper)

EMD Payment details.

Demand Draft / Pay Order No..... Dated.....
(DD / PO to be attached with the Tender Paper)

- D) **NAME AND ADDRESS OF BIDDER:** To be filled in by the bidder.

Bidder Name & Address:

M/s
.....
.....

Signature of the Bidder

- E) LAST DATE & TIME FOR RECEIPT OF TENDER : 20.08.2018 /by 5.00 PM.

- F) DATE & TIME OF OPENING OF TENDERS: 21.08.2018 /at 11.00 AM at DRDA Office, Dhenkanal.

G) ADDRESS FOR SUBMISSION OF TENDER PAPER

Tender Box of OLM Cell of DRDA, Dhenkanal
At: Mahisapat, Dhenkanal-759001, Odisha

1. Name of the items:-

Item	Brief Description of the Items (One Set Contains)	Specification	Place of Delivery	Rates to be Quoted	Quantity Required
SHG Set of Books	<ul style="list-style-type: none">• SHG Minutes Book – 1 no.• SHG Monthly Report Register- 1 no.• SHG Cash Book – 1 no.• Individual Passbook for SHG member- 15 nos.	As per the specification attached.	No. of Set specified for concerned Block at Block Office Point	Rates to be quoted for one set.(in the financial Bid Format)	1500 Sets

2. Bid Price:

- a) The transportation charges for delivery of the goods to be included in Bid price.
- B) The rate will be exclusive of all taxes/GST. The successful bidder will furnish the bill, declaring the fraction value of GST and amount of goods separately.
- D) The price should be quoted in Indian price only.

3. Documents to be submitted by the Bidder:

The Bidder shall furnish the following documents to establish the Bidders eligibility.

- a) Self-attested photocopy of PAN number.
- b) GST Registration Certificate.
- c) BID security as specified in the Tender documents.
- d) The relevant documents, justifying, Similar nature of work done

4. The Tender Paper should be dropped only in the Tender Box of OLM Cell of DRDA, Dhenkanal, At-Mahinshapata, Dhenkanal-759001, Odisha on or before the tender close time positively. The Tender received late and incomplete will not be considered. The Bidder should sign and stamp each page of the Tender document. The financial bid should be submitted in a separate sealed envelope along with the tender paper. The Financial Bid of those bidders will only be considered, who will qualify the technical bid.

5. Bid Security:

The bidder shall furnish bid security of **Rs. 50,000/-(Fifty Thousand Only)** in the shape of Account Payee bank draft drawn in favour the Odisha Livelihoods Mission-NRLM, Dhenkanal Payable at Dhenkanal along with the Tender Paper. The Bidder shall be present in the tender opening meeting along with a set of prototype with paper quality to be used, before the committee for quality assessment. The Bid security will be refunded to the unsuccessful bidder after finalization of rates. The Bid security of successful Bidder will be refunded after supply of the required quantity to DMMU, OLM, Dhenkanal.

6. Validity of Tender :

Price quoted by the bidder shall remain **valid for this Financial Year or, as desired by the undersigned.**

Important Note for Printing of Full Scape Size different Register of SHG as below

A. SHG Minutes Book				
This register contains many duplicate pages. Follow soft copy and below given description to ascertain no. of duplicate pages before starting print process. 15 nos. of different kind of pages are in this register, which are as follows :-				
Pg no. of given file	Page no will be printed in the each pages	Paper quality/Paper color	(front/back)	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	80 gsm paper or	Individual rate will be quoted with the specified paper as mentioned	
		70 gsm paper or		
		60 gsm paper or		
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 pages on green paper)
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.

Handwritten signature

B. SHG Monthly Report Register (full scape size)			
This register contains many duplicate pages. Follow soft copy and below given description to ascertain no. of duplicate pages before starting print process.			
Pg no. of given file	Page no will be printed in the each pages	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	80 gsm paper or	Individual rate will be quoted with the specified paper as mentioned
		70 gsm paper or	
		60 gsm paper	
1.	Title page	Single color printing on White paper	Page-1
2.	Page 2-3 are part of one format	(page 2 -3) + 1 duplicate of these pages (Single color printing on 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	(Page6-7)+ 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	(Page 8-9)+ 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.

C. SHG Cash Book Register (Size: Full Scape)			
This register contain many duplicate pages . Follow soft copy and below given description to ascertain no. of duplicate pages before starting print process.			
Pgno . of given file	Page no. in the printed register	Paper quality/Paper color	Register pages after Printing
Cover Front/Back	In Multi-Color	Printing on 90 gsm art paper and pasted on hard board and binding.	
	Inner Pages single colour printing	80 gsm paper or	Individual rate will be quoted with the specified paper as mentioned
		70 gsm paper or	
		60 gsm paper	
1.	Title Page	Single colour printing on White Paper	Page -1

Handwritten signature

2.	Page 2-3 are part of one format with page no. in each page	(Pages2-3)+119 duplicate of these pages (single colour printing on White colour 60-80-gsm paper)	Page – 2-241
3.			Page -242 Blank Page
		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.

D. SHG Member's Pass Book

This Pass Book contains many duplicate pages. Follow soft copy to ascertain no. of duplicate pages before starting print process.

Size: 1/8 Demy

Pgno . of given file	Page no . in the printed register	Paper quality/ Paper color	Remarks
	Size :1/8 Demy		
Cover Front/Black	In Multi -Color	Printed on 300 gsm art paper	
	Inner Pages (24 nos) with page numbers will be in bottom of each page	Single Colour Printing in 90 gsmmaplitho paper	

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

Handwritten mark

TECHNICAL BID

To
Project Director, DRDA, Dhenkanal

From
.....
.....

Sub:- Supply ofreg.

Ref:- Tender Notification No:-_____ Dated:_____

I. TENDERER'S PROFILE

1	Name of the product for which technical bid submitted	
2	Details of EMD paid	a) DD No. : b) DD Date: c) Name of the Bank : d) Amount Rs. :
3	Name & address of the tenderer along with Phone number, Fax number and Email ID	
4	Status of the firm (Tick any one) i) Registered firm ii) Sole proprietorship firm iii) Partnership firm iv) Private limited company/ Public limited company	Please tick () the appropriate furnished documentary proof as shown against each (Registration certificate)(Registration certificate, Name & address of the proprietor-Address proof copy) (Partnership agreement deed and authorized from other partner to bid for this tender)(Certificate of incorporation issued by Ministry of Corporate Affairs, Govt. of India.
5	Name of the authorized contact person who deal with this tender matters	
	a) Name	
	b) Designation	
	c) Mobile Number	
	d) Email ID	
	e) PAN Number	
6	Sale Tax/VAT/GST registration number	GSTIN (..... (Please enclose photo copies of Registration certificate or latest renewal certificate)

Job

II. SUPPLY PROFILE: Furnish the following details

- i) Name & Address of the firm:
- ii) Name of the product to be supplied:
- iii) Supply details for -

IV. CLEARANCES / CERTIFICATES:

Copy of the latest sales tax/VAT/ GST returns filed submitted:

V. DECLARATION BY THE TENDERER

- i) I have read and understood the tender terms and condition relevant to tender notification No:-date and I have submitted the technical bid in accordance with the terms and condition of the above notification and tender documents.
- ii) The information furnished in the Technical bid are true and factual and I clearly understand that our tenders are liable for rejection, if any information furnished is found to be not true and not factual at any point of time.
- iii) I would abide by the terms and conditions governing this tender. In case if I fail to supply as per the departmental requirement, I would be fully responsible for all the consequences that may arise and department can exercise appropriate action like black listing in addition to forfeiting of EMD. I shall pay the difference of higher cost involved and other related expenses paid if any for supply of the product.
- iv) The financial bid is separately submitted against this tender.
- v) He is to submit separate self -declaration in own letter head **of not being black listed** by any department/ agency.

Place:
Date:

Seal & Signature
of the tenderer



LIST OF ENCLOSURES TO BE SUBMITTED ALONG WITH TECHNICAL BID APPLICATION

Sl	Particular (Self attested copies)	Yes/No
1	Duly filled and signed Technical and financial Bid application.	
2	Copy of the certificate of registration of the firm	
3	A copy of the partnership deed (if it is partnership firm)	
4	A copy of the memorandum & Articles of Association (if it is Limited /Private Limited Company)	
5	An Affidavit of ownership (if it is proprietary firm/Sole distributor)	
6	A copy of Authorization for Signing (If it is a limited / Private Limited Company or a Partnership firm with signature attestation of the authorized person.)	
7	If representative is participating, letter of authorization from the person who has signed the technical and financial Bids to participate in the tender opening & negotiation of rates for items tendered.	
8	GST Registration Certificate (Valid)	
9	Latest Sales Tax/VAT/GST Clearance Certificate.	
10	If the tenderer is a distributor of firm/Firms then a letter of appointment from such firm/firms is to be enclosed.	
11	PAN	
12	Declarations of not being black listed	
13	Cost of Tender Paper of Rs. 1000/- in shape of DD in favour of Project Director, DRDA, Dhenkanal	
14	EMD of Rs. 50,000/-in shape of Demand Draft /Pay order in favour of Odisha Livelihoods Mission- NRLM, Dhenkanal payable at Dhenkanal	
15	Testimonials	
16	Any other mentioned in the Tender paper	

- Note-**
- (i) Legible and readable copies should be attached.
 - (ii) Enclosed document should be dully attested by the component authority.
 - (iii) One set of all documents should be enclosed to each of the technical bid.
 - (iv) All documents enclosed should be in the order be in the given in the checklist.
 - (v) The envelope should be super scribed the name of the product to be supplied.

Signature of the tenderer



FINANCIAL BID

- 1) Submitted to : **Project Director, DRDA, Dhenkanal**
- 2) Submitted by :
- 3) References : Tender notification No: _____, Dtd: _____
- 4) Financial bid submitted for :
- 5) Rate quoted / tendered as per terms & conditions governing (excluding GST, but including all incidental charges such as loading/unloading, transporting etc.):

S L	Description of the Goods	Unit	Tentative total Quantity (in Sets)	Quoted price per set including all incidental charges (inRs.)	Total Price including all incidental charges (inRs.)
1	<ul style="list-style-type: none"> • SHG Minute Book-1 no (inner pages with 60 gsm paper) • SHG Monthly Report Register-1 no. (inner pages with 60 gsm paper) • SHG Cash Book-1 no. (inner pages with 60 gsm paper) • Individual Pass Book for SHG member-15 nos. 	1 Set	1500		
2	<ul style="list-style-type: none"> • SHG Minute Book-1 no (inner pages with 60 gsm paper) • SHG Monthly Report Register-1 no. (inner pages with 60 gsm paper) • SHG Cash Book-1 no. (inner pages with 60 gsm paper) • Individual Pass Book for SHG member-15 nos. 	1 Set	1500		
3	<ul style="list-style-type: none"> • SHG Minute Book-1 no (inner pages with 60 gsm paper) • SHG Monthly Report Register-1 no. (inner pages with 60 gsm paper) • SHG Cash Book-1 no. (inner pages with 60 gsm paper) • Individual Pass Book for SHG member-15 nos. 	1 Set	1500		

Place:**Date:****Seal & Full Signature
of the tenderer**

NB: The financial bid should be submitted in a separate sealed envelope along with the tender paper. The Odisha Livelihoods Mission, DRDA, Dhenkanal will not be compelled to accept the lowest bid price of the Tenderer. The committee will consider only the reasonable & possible price of the goods and the decision of the DRDA, Dhenkanal shall be final in this regard. The authority reserves to reject the tender/s without assigning any reason thereof.



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 personally/under proper lawful 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.

**Full Signature of the Bidder with Seal
Date:**

John