

**TERMS AND CONDITIONS OF THE TENDER FOR PRINTING OF KUNI CALENDAR DURING THE YEAR 2023-24**

1. The detail specification of the Items are :

Sl. No.	Item	Specification	No of Kuni Calendar to be printed.	Delivery	Maximum estimated Rate per calendar
1.	Kuni Calendar: January,2024 to March,2024	Size: 11.5” x 17” Paper: 220 gsm art paper Print: Multi colour single side	<b>146592nos</b>	Office of DSWO, Dhenkanal	1.53/- per kuni calendar

2. The tender paper should be submitted in sealed cover superscribing in capital letter such as “TENDER FOR PRINTING OF KUNI CALENDAR”.
3. The tender will be in two parts i.e. Technical Big (Part-1) and Financial Bil (Part – II). The bidders should submit their Technical Bid and Financial Bid separately in two envelops and put into another cover superscribed as “TENDER FOR PRINTING OF KUNI CALENDAR”. Bidder who qualifies Technical bid will eligible to participate in Financial Bid.
4. 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.
5. The price of printing charges is to be quoted per unit only.
6. 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 tendered shall not be allowed to change the same under any circumstances.
7. The tenderer has to submit the sample of paper in which the materials will be printed at the time of submission of tender.
8. 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 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 borne by the firm.
9. The selected printing press will deliver the items at the Office of the DSWO, Dhenkanal within 7 (Seven) days of receipt of the order. 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.
10. The bidder has to submit the following documents along with the tender paper :
  - a. Original Money Receipt of Tender Paper.
  - b. Attested Copy of PAN Card.
  - c. Attested copy of up-to-date GST Clearance Certificate.
  - d. Self-attested copy of UDYOG AADHAR Registration Certificate.
  - e. ITR return of last year.
  - f. Attested copy of DIC Production Certificate
  - g. Sample of Paper in which the materials will be printed (Ten Sheets each)
  - h. Original tender Paper duly signed by the tenderer as token of acceptance of the terms and condition of the tender.
11. The bidder has to give EMD of Rs. 10000/-(Rupees Ten Thousand) only at the time of submission of tender in shape of N.S.C./Term Deposit duly pledged in favour of DSWO, 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.

12. The Collector, Dhenkanal is not liable for payment of any interest on the Security Deposit or any depreciation thereof.
13. The Security Deposit will be released after finalization of supply and settlement of Account.
14. The successful tenderer will deliver the printing materials within 7 (Seven)days of indent and failure to supply the materials may lead to forfeiture of security deposit/imposition of penalty.
15. 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.
16. a) No advance payment shall be made.  
b) Payment will be made only after complete supply of entire quantity.
17. Any damaged /torn/illegible/bad quality items detected during receipt will not be accepted.
18. In case of any dispute, the orders/ decisions of the District Magistrate and Collector, Dhenkanal will be final and binding.
19. The Collector, Dhenkanal reserves the right to reject any or all tenders without assigning any reason thereof.

**Signature of the bidder with seal**

-Sd-  
**Collector, Dhenkanal**

**TENDER FOR PRINTING OF KUNI CALENDAR FOR THE YEAR 2023-24**

**TENDER FORM (Part – 1)**  
**(Technical Bid)**

1	Name of the Printing Press/ Supplying Agency (IN CAPITAL LETTERS)	
2.	Detail address with Fax/Phone with STD Code/ Mobile number along with mail ID for communication (Mandatory).	
3.	Name of the authorized signatory, (In Block letters)	
4.	Specimen Signature of authorized signatory.	
5.	Telephone number of authorized.	
6.	Production Certificate (Attach attested copy of Production certificate issued from DIC)	
7.	GST Clearance Certificate submitted or not	
8.	PAN submitted or not.	
9.	GST submitted or not	
10.	UDYOG AADHAR Registration Certificate	
11.	ITR return of last year	
12.	Sample Paper attached or not	
13.	The tender must be accompanied with original money receipt of Rs. 2000/- towards cost of tender.	
14.	TDR of Rs. 10,000/- pledged in favour of DSWO, Dhenkanal towards “Bid security”. Exemption of Bid security will never entertain.	
15.	Documents of any past experience of printing and supply of materials to the Govt. Organization if any, (attested copy to be submitted)	
16.	Whether have any legal suit/criminal case pending against it for violation of PF/ESI/MW Act or any other law. (Submit the affidavit of declaration for no case)	
17.	Affidavit of declaration that the Tenderer agrees to abide by all term and conditions of tender.	
18.	Whether all documents submitted signed by the authorized signatory of the organization (Yes/No)	

**DECLARATION**

I /We hereby certify that the terms and conditions specification etc, given with the tender notice have been read carefully acceptable to me/us and that the information furnished above is complete and correct to the best of my/our knowledge. I/We understand that in case of any deviation in the above statement at any state, the Tenderer shall be blacklisted and with not have any dealing with in future.

**Place :** (Signature and seal of the authorized signatory)

**Date :**

**TENDER FORM (Part – II)**  
**(Financial Bid)**

Sl. No	Name of the Item	Specification	Quoted rate per copy/set inclusive of all Tax.
1.	<b>Kuni Callendar for the month of January, 2024 to March, 2024.</b>	Size: 11.5” x 17” Paper: 220 gsm art paper Print: Multi colour single side	

**Place :**

**(Signature and seal of the authorized signatory)**

**Date :**