



OFFICE OF THE COLLECTOR, RAYAGADA
(SOCIAL WELFARE SECTION)

Letter No.....32.....XIV-43/2019

Date 03/01/2019

TENDER CALL NOTICE

Sealed item rate tenders are invited in single cover system by "District Social Welfare Officer, Rayagada" from intended reputed Printing Firms/Agencies holding GST Certificate for the following works separately. The Tender must be submitted with all requisite documents in conformity with Terms & Conditions provided in the DTCN duly self - attested all the pages. Failing which Tender is liable for rejection.

Sl. No	Name of the Work	EMD in Rs.	Cost of Tender Paper	Time of Completion
1	2	3	4	5
1	Printing of Leaflet : 1,82,000 nos.	6,000/-	1,000/-	4 Days
2	Printing of Letter of Honorable Chief Minister to SHGs and BLFs : 13,500 nos.			

The bid documents consisting of detailed specification, schedule of quantity and a set of terms and conditions and other necessary documents can be downloaded from the District Website i.e. www.rayagada.nic.in. The tender must be accompanied with money receipt towards cost of Tender Paper as mentioned at Column- 4.

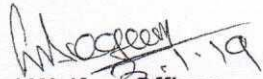
Bids must be accompanied with money receipt of required EMD of as mentioned at column-3. The bid without EMD shall not be considered for acceptance and is liable for rejection.

The bid documents can be downloaded from District website i.e. www.rayagada.nic.in and will be received up to 09.01.2019 till 5.00 PM by Speed Post or Regd. Post or Courier. The bids will be opened on 09.01.2019 at 6.00 P.M. in the office Chamber of DSWO by the tender Committee in the presence of the bidders or their authorized representatives.

The bid documents received after scheduled date and time shall not be considered. The Tender Inviting Authority will not be responsible for late receipt of tenders due to postal delay or any other reasons.

The bids incomplete in any shape shall not be considered for acceptance and liable for rejection.

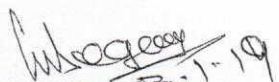
The Authority reserves the right to accept or reject any or all tenders/bids without assigning any reason thereof.


District Social Welfare Officer
Rayagada

Memo No 33 /Date 03/01/19

Copy to the notice board of the Collectorate/Sub-Collector, Rayagada & Gunupur, for information and necessary action.

Copy to DIO, NIC, Rayagada for uploading the tender paper in the District website from till 05.00 PM on 09/01/2019.


District Social Welfare Officer
Rayagada

BID DOCUMENT

FOR THE WORK PRINTING OF LEAFLET

Under

**MISSION SHAKTI
DSWO, RAYAGADA**

BID SUBMISSION CHECK LIST

Annexure – I

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID			
1	Covering letter		
2	GST / GSTIN Certificate		
3	PAN Card		
4	Tender paper cost of Rs. 1000/- in cash to be deposited at DSWO, Rayagada.		
5	EMD of Rs. 6,000/- in cash to be deposited at the Office of DSWO, Rayagada.		
FINANCIAL BID			
1	Price bid		

TERMS AND CONDITIONS/ INSTRUCTION TO BIDDERS FOR:

- i) Printing of Leaflet on Mission Shakti and Shakti Loan & ii) Printing of Letter of Honorable Chief Minister to SHGs and BLFs.
- a) The bidders can purchase bid documents on payment of Rs. 1,000/- in cash at the Office of DSWO, Rayagada.
 - b) The bidders shall deposit E.M.D of Rs. 6,000/- (Rupees Six thousand) in cash at office of the DSWO, Rayagada. The E.M.D. of the successful bidder will be retained with DSWO, Rayagada till satisfactory completion of work and refunded after payment of final bill. Bid without EMD will be rejected.
 - c) The bidders must be a Goods & Services Tax (GST) and PAN card holder. The bidder fails to submit GST & PAN card will summarily be rejected.
 - d) All bidders shall quote their rate including GST & Delivery at the DSWO Office for providing services within 4 days.
 - e) The bidder shall quote their price for all works separately both in words & figures. If any discrepancy found in between the rate quoted in figures & words, the rate quoted in words will be treated as correct.
 - f) The bidders shall quote their rate in the prescribed format.
 - g) The assessment of quality of printing material by the tender committee. The final payment will be made on the basis of the quantity and quality of leaflet supplied as per specification.
 - h) The Bidder shall be responsible for providing proper/ satisfactory supplying the leaflet. The authority will not be held responsible for any breakage, damage due to fire, theft & natural calamity and by other means.
 - i) No part of the contract shall be sub-let without the prior written permission of DSWO.
 - j) The authority is not bound to accept the lowest tender and reserves the right to inspect / verify the quality of Leaflet materials as per specification. Further the undersigned reserves the right to reject any or all tenders without assigning any reasons thereof. If needed and tender committee/ authority desires a table negotiation may also be done.
 - k) **The bids shall be received by District Social Welfare Officer, Rayagada by registered post/ speed post or Courier on or before 9th January-2019 up to 5.00 PM. The bids received after the due date & time shall not be entertained. The closed envelope containing the bid must be super scribed "TENDER FOR PRINTING OF LEAFLET of MISSION SHAKTI".**
 - l) **The bidder or the representative of the bidder shall attend the opening event of the tender with all original documents /papers for verification. The tender will be opened in the office of the DSWO, Rayagada on dated 9th January-2019 at 6.00 PM.**
 - i. The bidders shall submit self attested photocopies of the required documents duly filled in.
 - ii. Tender paper can be obtained from DSWO, Rayagada on payment of Rs.1,000/-. It can also be downloaded from the district website i.e. www.rayagada.nic.in and can be submitted with paper cost of Rs.1,000/- in cash, EMD of Rs.6,000 /- (Rupees SIX thousand) only in cash at the Office of DSWO, Rayagada. The cost of bid documents is non-refundable.
 - iii. Copy of the GST registration certificate and copy of PAN card.

ACCEPTED THE ABOVE TERMS AND CONDITIONS FROM PRE PAGES.

Signature of bidder

**SPECIFICATION FOR WORKS FOR PRINTING OF
LEAFLET under MISSION SHAKTI, DSWO, RAYAGADA**

1.PRINTING OF LEAFLET ON MISSION SHAKTI & MISSION SHAKTI LOAN			
Sl.No.	Name of the Item	Specification	Quantity
1	Leaflet on Mission Shakti Program (attached)	Size:- A5 Paper:- 220 GSM GLOSS PAPER Printing:- Multicolour and Both Side Printing	1,82,000 no.s (Per GP 1000 Copies for 182 GPs)

2.PRINTING OF LETTER OF HONORABLE CHIEF MINISTER TO SELF HELF GROUP & BLFs.			
Sl.No.	Name of the Item	Specification	Quantity
1	Letter of Honourable Chief Minister (attached)	Size:- 22 cm x 28 cm Paper:- 300 GSM GLOSS PAPER Printing:- Multicolour	13,500 no.s

Signature of Bidder

FINANCIAL BID

Name of the Work: Printing Of Leaflet Under Mission Shakti, DSWO, Rayagada

PRINTING OF LEAFLET ON MISSION SHAKTI & MISSION SHAKTI LOAN AND LETTER OF HONOURABLE C.M. TO WSHGS & BLFS.			
Sl.No	Name of the Item	Specification	Unit Cost Per Leaflet/Letter
1	Leaflet on Mission Shakti Program	Size:- A5 Paper:- 220 GSM GLOSS PAPER Printing:- Multicolour and Both Side Printing	
2	Letter of Honourable Chief Minister	Size:- 22 cm x 28 cm Paper:- 300 GSM GLOSS PAPER Printing:- Multicolour	

Signature of Bidder

SAMPLE COPY OF COVERING LETTER (In Bidders Letter Head)

To:

The District Social Welfare Officer,
Rayagada
Odisha-765001

Sub: Submission of Bids For The Work Printing Of Leaflet Under MISSION SHAKTI.

Sir

I, would like to submit my offer for the above said work in conformity with the detail tender call notice for favour of your consideration and acceptance.

Enclosure:-1. DTCN (Terms & Condition booklet duly signed)
2. Financial Bid
3. EMD
4. GST Certificate/PAN Card
5. Receipt of Rs _____ towards Tender Paper cost
6. Work experience Certificate
7. Any other documents.

Yours sincerely

(Bidder)