

Terms & Conditions

Sl. No	Terms & Conditions	Documents to be Submitted
1	The Organization should be a bonafide registered body	Valid Registration Certificate
2	The Organization should have PAN/GST holder (Regular)	Photocopy of PAN & GST (Regular)
3	<p>Annual turnover of the bidder</p> <p>a. The average annual turnover of the organization shall be a minimum of Rs.30 lakhs for each of the last three consecutive financial years (i.e., FY 2022-2023, FY 2023-2024, and FY 2024-2025).</p> <p>b. The organization shall submit copies of Income Tax Returns (ITR) and Goods and Services Tax (GST) filings for the last three financial years (i.e., FY 2022-2023, FY 2023-2024, and FY 2024-2025).</p> <p>c. The organization shall submit audited financial statements for the last three financial years, duly certified by a Chartered Accountant.</p> <p>d. The organization, along with its designated website, is welcome to participate in the tender process; however, such participation shall be entirely voluntary.</p>	<p>a. To be issued in the letter head of chartered Accountant with signature and Membership No.</p> <p>b. Also attach photocopies of the audited profit & Loss Account, Balance sheet and Income Tax Return of each year.</p>
4	<p>The Organization will have to submit the Affidavit with following clause:-</p> <p>I. It has not been blacklisted by any Government Organization.</p> <p>II. The organization does not have any legal suit/criminal case pending against it for violation of PF/ESI/MW Act or any other law.</p> <p>III. The CDMO office will have no liability regarding transportation, loading and unloading of materials and all the material orders for shall be delivered at the designated place in good condition and fixing the material at institution level. The defective or damaged printed material if any will be replaced by the organization.</p> <p>IV. The organization will quote prices exclusive of all taxes</p>	One affidavit reflecting all the clauses will do.
5	<p>(i) Tender Paper cost Rs.5600/- (Rupees Five Thousand Six Hundred) only which is non-refundable in shape of DD drawn on any Nationalized Bank in favour of the CDM & PHO Rayagada payable at Rayagada. Tender if not accompanied by EMD and Tender paper Cost will not be considered. EMD of unsuccessful tenders will be returned without interest on finalization of bid but Tender Paper cost shall not be refunded. EMD of Successful bidder will be retained & will be refunded on successful completion of the job without interest.</p> <p>(ii) Tender must be accompanied by security Deposits</p>	Demand draft for Rs.50,000/- towards EMD & Rs.5,600/- (not refundable) towards tender paper cost to be submitted.

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	of Rs. 50,000/- by way of Demand Draft (Must be submitted), drawn on any Nationalized Bank in favour of CDM& PHO, Rayagada, Odisha. Tenders if not accompanied by security Deposit will not be considered. Security of unsuccessful tenders will be returned without interest on finalization of bid. Security of successful tender will be retained & will be refunded on successful completion of the job without interest.	
6	Condition tenders are liable to be rejected. In the event of acceptance, CDM&PHO decision will be final. The tender, which is not as per our required specification, will not be considered.	
7	If the successful bidder fails to supply within the stipulated period i.e. 15 days, liquidated damage @ 05% of the tender value, per week of delay shall be deducted from the final payment. Deduction shall be made till 4% of purchase order rate. If the bidder still fails to supply his order, then it may be considered as cancelled.	
8	The CDM&PHO will be not paying any advance payment to the organization. The organization will have to carry out the entire job on its own and the amount will be paid only after satisfactory completion of the job and submission of bill in this regard.	
9	All information, documents and data coming in the possession of the organization as a result of execution of job shall at all time remain the property of the CDM&PHO. The organization shall not make or allow any of his employee or agents etc. to make unauthorized copy, use, access or other utilization of material commercially or otherwise, directly or indirectly except as agreed to this Office. The Organization shall also ensure complete confidentiality of the information and data provided to it in the course of carrying out the job.	
10	Bidder must have sound knowledge of latest intellectual and property rights Act. The authority who assigns the work is no way responsible for any deviation made by the supplier in this regard.	
11	The CDM&PHO reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.	
12	Under no circumstances the organization shall appoint any sub-contractor or sublease the contract. If it is found that the organization has violated these conditions the contract will be terminated forthwith without any notice and security deposit by the organization shall be forfeited.	
13	The agency must have experience in executing more than three years of work order(s) (minimum 3 nos. of 50 thousand work orders per year/year wise), out of which one must be from the Govt. Institute/Organization. The Bidder must submit End User	Document Proof to be submitted

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	Certificate issued by the last service-providing organization (Govt./ PSU organization) for similar IEC/BCC printing and supply work executed within the last three years (i.e., FY 2022–2023, FY 2023–2024, and FY 2024–2025).	
14	The rates quoted in response to this tender enquiry shall remain valid for a period of 12 months from the date of publication of the approved rates. No requests for rate increases will be considered or accepted during this contract period. The contract may be extended for an additional year based on satisfactory performance.	
15	The head of the organization (Bidder) should submit an authorization and specimen signature with authorized signatory.	
16	The agency to be situated in close proximity to the District Headquarters and be fully equipped with the necessary machinery to manufacture the products to facilitate prompt service delivery in alignment with the directives and requirements of the concerned authorities	
17	All Disputes are subjected to Rayagada district jurisdiction, Odisha.	
18	Tender Paper cost in shape of Demand Draft (DD) of Rs.5,600/- (Five Thousand Six Hundred Rupees Only)	Details of DD along with details of drawer bank
		Draft No :
		Name of the Bank:
		Branch address
		Amount Rs.
19	Earnest Money Deposit (EMD) in shape of Demand Draft (DD) of Rs.50, 000/- (Rupees Fifty thousand only).	Details of DD along with details of drawer bank
		Draft No :
		Name of the Bank:
		Branch address
		Amount Rs.

Place:

Date:

(Signature and seal of the authorised signature)

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