



**DISTRICT PROJECT OFFICE  
SAMAGRA SHIKSHA: CUTTACK (ODISHA)**

Phone & Fax: 0671-2509937 / 2509934

E-mail: [dppcuttackssa.osepa@nic.in](mailto:dppcuttackssa.osepa@nic.in)

Notice No. 652/XXII-04/2022 / Date. 16/02/2023



**NOTICE INVITING TENDER (NIT)**

Sealed tenders are invited from the reputed & credible printers / firms / agencies for printing & distribution of Lakhya & Target Poster for Class I – III & Balvatika of Cuttack District for the year 2022-23 in two bid systems (Technical & Commercial Bid) as detailed below. The last date for submission of bid document is 09.03.23 by 5.30 P.M.

The detailed BID document is available in the website [www.cuttack.nic.in/](http://www.cuttack.nic.in/) [www.osepa.odisha.gov.in](http://www.osepa.odisha.gov.in). Corrigendum / addendum, if required, will be uploaded in the above web site.

By the order of Collector - cum – Chairman

  
District Project Co-ordinator,  
Samagra Shiksha, Cuttack



**BID DOCUMENT  
FOR  
PRINTING OF LAKHYA & TARGET POSTER FOR CLASS  
I - III & BALVATIKA OF CUTTACK DISTRICT FOR THE  
YEAR 2022-23**

**OFFICE OF THE DISTRICT PROJECT CO-ORDINATOR  
SAMAGRA SHIKSHA, CUTTACK**

### CONTENTS OF BID DOCUMENT

SI No.	Description of contents	Page Number
1.	Important information to the Bidders	3
2.	Bid Document	4-6
3.	Application-Technical Bid	7-10
4.	Application- Financial Bid	11-12

**IMPORTANT INFORMATION TO THE BIDDER.**

S. No.	Particular	Details
1.	Tender Inviting Authority (TIA)	O/o the DPC SS, Cuttack <a href="http://www.cuttack.nic.in/">www.cuttack.nic.in/</a> <a href="http://www.osepa.odisha.gov.in">www.osepa.odisha.gov.in</a>
2.	Availability of the Bid document	
3.	Date of Issue of the Bid	17.02.2023
4.	Last date and time of receipt of the Bid only through speed post / registered post / courier.	<b>09.3.2023</b> (in all working days ,office hour only)
5.	Date & time for opening of Technical BID	<b>13.3.2023 at 3.30 PM</b>
6.	Date of opening of Financial BID	Will be declared on the date of opening of the technical bid after assessing nos. of participating bidders.
7.	Bid Processing Fee (Non-Refundable)	<b>Rs. 1000/-</b> (Rupees One Thousand Only) for Printing of Lakshya & Target Posters in shape of <b>DD /Banker's Cheque</b> drawn in any nationalized/scheduled bank favouring District Project Coordinator, SS, Cuttack payable at Cuttack which will be annexed with the Technical Bid.
8.	Earnest Money Deposit (EMD) *(Refundable without interest)	<b>Rs.10000/-</b> (Rupees Ten Thousand Only) for Printing of Lakshya & Target Posters in shape of <b>DD /Banker's Cheque</b> drawn in any nationalized/scheduled bank favouring District Project coordinator, SS, Cuttack, payable at Cuttack which will be annexed with the Technical Bid.
9.	Address & mode of submission of proposal	<b>O/o the District Project Co ordinator, Samagra Sikshya,Cuttack</b> <b>At -Collectorate Building, Cuttack ,</b> <b>Po –Chandini Chowk,</b> <b>Dist-Cuttack, PIN-753002</b> <b>Mode of Submission:</b> Speed Post / Registered Post / Courier only to the address as specified above during <b>the office hour only</b> . Submission of proposal through other mode and late bid will be rejected.
10.	Place of Opening of Proposal:	<b>O/o the District Project Co ordinator, Samagra Sikshya,Cuttack</b> <b>At -Collectorate Building, Cuttack ,</b> <b>Po –Chandini Chowk,</b> <b>Dist-Cuttack, PIN-753002</b>
11.	Point of Delivery & Completion of supply	At the block point within <b>15</b> days from the date of work order
12.	Submission of Performance security & Signing of agreement.	within <b>03</b> days of issue of work order

**BID DOCUMENT**  
**FOR**  
**PRINTING & SUPPLY OF LAKHYA & TARGET POSTER FOR CLASS I – III & BALVATIKA OF**  
**CUTTACK DISTRICT FOR THE YEAR 2022-23**

The District Project Co-ordinator, Samagra Shiksha, Cuttack invites bids from the reputed & credible printers / printing firms having office as well as Printing set up in the State of Odisha for printing & supply of Lakhya & Target poster for the year 2022-23 for Cuttack district". The detailed terms & conditions of the above bid are as under;

**SPECIFICATION, TERMS AND CONDITIONS**

The Tender paper should be submitted following the terms and conditions specified here under.

1. **Place, date and timing of receiving Tender:** The sealed Tender paper should reach the **District Project Office, Samagra Shiksha, Cuttack through Registered Post or Speed Post or Courier only** during office hour on or before 09.3.2023 by 5.30PM. The authority will not be held responsible for any postal delay.
2. **Approximate Quantity of printing :** 1772 No of Schools \*8 types of posters
3. **Place, date and time of opening of Tender:** The tender will be opened at District Project Office, Samagra Shiksha, Cuttack, on 13.3.2023, 3.30 PM at Collectorate Conference Hall, Cuttack. The bidders or thier authorised representatives will remain present in tender opening meeting positively, otherwise no claim will be accepted.
4. **EMD: 10000/-** (Rupees Ten Thousand only) is to be deposited along with the tender in shape of bank draft in favour of District Project Coordinator, Samagra Shiksha, Cuttack in any nationalized bank payable at Cuttack (refundable). An amount of **Rs. 1000/-** (Rupees One thousand only) is to be deposited towards cost of tender paper in shape of bank draft in favour of District Project Coordinator, Samagra Shiksha, Cuttack payable at Cuttack (Non-refundable). Exemption of tender paper cost and EMD will not be allowed .
5. Technical bid and financial Bid will be submitted separately in two separate envelopes. The envelope containing the Tender Paper should be superscripted as "**Quotation for printing and supply of Lakhya & Target poster for the year 2022-23 for Cuttack district**"
6. **SECURITY Deposit:** The successful firm is required to deposit 5 % of the contract value as security Deposit (Refundable without interest) in shape of bank draft drawn in favour of District Project Coordinator, Samagra Shiksha, Cuttack payable at Cuttack at the time of execution of agreement before issue of work order. The security Deposit shall be forfeited in

case of any terms and conditions of the contract are infringed or the bidder fails to make complete supply satisfactorily or if work is not completed in time.

7. **Delivery of Printed materials:** Delivery will be made at Block Education Offices of Cuttack District within **15 days** from the date of issue of work order failing which the security deposit will be forfeited.
8. **Rate of Printing:** The printing cost should be inclusive of cost of paper, printing, scanning & planning, DTP, designing, all pre-press expenses, composing, editing, binding, packing, all other charges/levies/duties/taxes, transportation cost & delivery of the complete material at block point. Rates should be quoted per poster in the prescribed format in **Financial Bid-2**.
9. **Signing of Agreement:** The successful bidder will sign an agreement in non-judicial stamped paper worth Rs. 11/- with the undersigned within **03** days of issue of the work order.
10. The successful bidder/s whose bid has been accepted will sign an agreement with the TIA within **03** days of issue of the work order.
11. **Paper Quality: 300 GSM Glossy Art Paper.** Bidder will give the details about the Mill in sample paper with the seal and signature.
12. **Size of Paper:** A-2 size Glossy Art paper
13. **Quality of Printing:** Font size as per the sample with single side printing (Sample to be obtained from District Project Office, Cuttack). The text will be of Multi-colour. The printing must be in offset process using eco-friendly ink (ISO, ISI) standard as directed by the Hon'ble High Court, Odisha. 2% spoilage in paper is allowed.
14. **Packaging :** Lakhya & Target poster shall be packaged by the firm in sealed covers / packets as per the indent by this office i.e., class wise, block wise packets and lastly the packets of each block be packed in gunny bags for safety purpose prior to delivery at block point. The bidder will be responsible for proper counting and packaging of exact number of poster as per the indent. The block wise indent will be provided at the time of issue of supply order to the successful and selected bidder.

The undersigned reserves the right to amend or cancel all or any quotation without assigning any reason thereof.



**UNDERTAKING.**

I do hereby undertake that I will abide by all the terms and conditions laid down in the Tender Call Notice No.....date..... of DPC, SS, Cuttack and the terms and conditions of tender for printing and supply of **Lakhya & Target poster for the year 2022-23 for Cuttack district** and will be responsible for any lapses to any terms and conditions and will be liable for action under appropriate law. Our firm is not black listed by any Govt. Organization.

**Seal & Signature of the Tenderer**

↓

Tech-1

**COVERING LETTER**

**(ON BIDDER/S'S LETTER HEAD)**

[Location, Date]

To:

**The District Project Co-ordinator  
SS Cuttack**

**Subject :** Printing & supply of 2022-23 Lakhya & Target poster of Class-I to III & Balvatika.

Madam/Sir,

I/We, the undersigned, request you to participate in the selection process towards Printing & supply of Lakhya & Target poster of Class-I to III & Balvatika 2022-23 in accordance with your Tender Call Notice No \_\_\_\_\_ dated \_\_\_\_\_. I/We are hereby submitting our proposal, which includes Technical Bid and Financial Bid separately.

I/We, hereby declare that all the information and statements made in this Technical BID are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our Bid. Our Bid will be valid for acceptance up to **90 Days** from the date of opening of the financial BID and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

I/We, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the BID document. In case any provision of this BID document are found violated, then TIA shall without prejudice to any other right or remedy be at liberty to reject our Bid including legal action as per law.

I/We remain,

Yours faithfully,

Place:

Date:

BIDDER/S'S OFFICIAL SIGNATORY  
Name & Designation with Rubber Stamp

1

**Bidder/s's Organisation (General Details)**

Sl No.	Description	Full Details
1	<b>Name of the Bidder/s</b>	
	<b>Address for Communication</b>	
2	Tel : Fax: Email id :	
	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder/s:</b>	
3	Mobile No. : Email id :	
	<b>Registration / Incorporation Details</b>	
4	Registration No: Date & Year. :	
	<b>Local office in Odisha</b>	
5	<b>If Yes, Please furnish contact details</b>	Yes / No
	<b>Bid processing fee Details</b>	
6	Amount :Rs.1000/-	
	<b>EMD details</b>	
7	Amount :Rs.10000/-	
8	GSTIN	
9	PAN	
10	Confirm to carry out assignments as per the Bid Document	YES
11	Confirm to accept all the terms and conditions as specified in the Bid Document	YES

Place:

BIDDER/S'S OFFICIAL SIGNATORY

Date:

Name &amp; Designation with Rubber Stamp

## Check list of documents &amp; Items to be enclosed with Technical Bid

Sl. No	Nature and Type of Document/Items	Whether enclosed (with page reference)	
		Yes / No	Page no.
1	Valid Aadhar Udyog Registration for printing works.		
2	Production Certificate of DIC		
3	valid PAN		
4	valid GST Registration Certificate		
5	Filed Income Tax Return for the Assessment Year 2020-21, 2021-22, 2022-23.		
6	DD/Banker's cheque amounting to Rs.1000/- as bid processing fee		
7	EMD amounting to Rs.10000/- in shape of Demand Draft / Banker's cheque		
8	Duly filled in, signed & sealed Tech-1, Tech-2, Tech-3 & Tech-4 formats.		
9	Sample papers duly signed & sealed mentioning the GSM		
10	Duly filled in FIN-1 & FIN-2 Form (to be submitted separately in envelope)		

Place:  
Date:

BIDDER/S'S OFFICIAL SIGNATORY  
Name & Designation with Rubber Stamp/  
Official Seal of the Firm.

2

**(In Bidder's letter Head)**

[Location, Date]

To:  
The District Project Co-ordinator  
SS \_\_\_\_\_

**Undertaking / Declaration**

1. I, \_\_\_\_\_ Son / Daughter / Wife of Shri \_\_\_\_\_ Proprietor / Director/ Authorized Signatory of the bidder, mentioned above, am competent to sign this declaration and execute this bid document;
2. I/we have carefully read and understood all the terms and conditions of the BID document and undertake to abide by them.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I /We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my BID at any stage besides liabilities towards prosecution under appropriate law.
4. I/we also certify that our firm has not been blacklisted / debarred / banned by any State Govt. / UT / Central Govt. /Govt. organization / Govt. Institution / PSU / Govt. run autonomous body, Society / OSEPA and or convicted by any court of law due to (a) Service or quality supplied (b) submission of fake or forged documents (c) submission of incorrect information/ suppression of vital information and facts / misrepresentation of quality certificates (d) non-performance or non-supply (e) any other reasons.
5. This is also certified that neither my-self nor my organization will be indulged in any corrupt practices so far as this bidding is concerned.

**Authorized Signatory [In full and initials]**

**Name and Designation of Signatory with Date and Seal:**

**Address of the Bidder**



**COVERING LETTER**  
**(In Bidder's Letter Head)**

[Location, Date]

To

The District Project Co-ordinator,

SS \_\_\_\_\_

**Subject: Printing & supply of Lakhya & Target poster of Class-I to III & Balvatika -  
FINANCIAL PROPOSAL**

Madam/Sir

I, the undersigned, offer to print & supply of Lakhya & Target poster of Class-I to III & Balvatika 2022-23 in accordance with your Tender Call Notice No. \_\_\_\_\_, Dated: \_\_\_\_\_  
Our attached Financial Proposal is for the sum of  
Rs. \_\_\_\_\_ [*Insert amount(s) in words and figures\**].

The quoted rate is inclusive of cost of paper, printing, scanning & planning, DTP, designing, all pre-press expenses, composing, editing, binding, Subject-wise /Class-wise / School- wise / CRC- wise / Block- wise packing, all other charges/levies/duties, transportation cost & delivery of the complete material at block point. I do hereby undertake that, in the event of acceptance of our bid, the supply shall be made in respect to the terms and conditions as stipulated in the BID document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of 90 days from the date of opening of the Financial bid. I have carefully read and understood the terms and conditions of the Bid document and do hereby undertake to provide the article accordingly.

I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

**Authorized Signatory [*In full and initials*]**

**Name and Designation of Signatory with Date and Seal:**

**Address of the Bidder :**

- Amount must match with the one indicated in FIN-2.

**(In Bidder's Letter Head)**

No. of Lakhya & Target Posters	Rate per Poster ( in Rs.)		Total
	In Figure	In words	
1772 nos. each (8 types posters)			

The per page rate is inclusive of cost of paper, printing, scanning & planning, DTP, designing, all pre-press expenses, composing, editing, binding, Block- wise packing, all other charges/levies/duties/taxes, transportation cost & delivery of the complete material at block point. No additional cost over and above the rate quoted will be accepted

Place:

Date:

BIDDER'S OFFICIAL SIGNATORY  
Name & Designation with Rubber Stamp/  
Official Seal of the Firm.

