



Government of Odisha
Department of Mission Shakti
Odisha Livelihoods Mission
Zilla Parishad: Cuttack

No. 1759/23

TENDER CALL NOTICE

Dt- 06-05-23

Sealed Quotations are invited in plain paper from Odisha Based reputed Printing firms/Agencies with the following term and condition for printing of SHG, CLF and GPLF Training Modules with the following specification. The quotations completed in all respect will be received from **8.05.2023 to 22.05.2023** during office hour through **Registered Post/Speed post** only address to the CDO cum EO, Zilla Parishad, At- Zilla Parishad Building, Post /Dist: Cuttack, Cuttack-753002 and will be opened on **22.05.2023 at 4.00 PM** in the office chamber of CDO cum EO, Cuttack in the presence of the Bidders or their authorized representatives. The outer envelope is to be super scribed with "**QUOTATION FOR PRINTING OF SHG, CLF AND GPLF TRAINING MODULES UNDER OLM**" along with the contact details of the bidder. The undersigned reserves the right to accept or reject any or all the Quotations without assigning any reason thereof.

The details of the Quotation call notice along with terms & condition and the evaluation form can be viewed at the district website i.e., www.cuttack.nic.in

Terms & Conditions

- The bidders must be a reputed printing firm / Agency.
- The bidder can submit only one bid. Multiple bids submitted by any bidder may result in rejection of all his bids.
- The Bidder must have registered under Goods & Services Tax (GST) and must have a valid GSTIN number & PAN (Permanent Account Number).
- Past experience certificate (Self attested photocopy to be attached).
- Self-declaration of the Firm/Bidder that his Firm has not been black listed by any organization till date.
- IT Returns for last 3 years (FY 2019-20, 2020-21, 2021-22).
- Turnover of the firm must be minimum 50 Lakh in last three financial year (FY 2019-20, 2020-21, 2021-22).
- The bidders selected have to supply the items within 20 days from the date of issuance of work order.
- Quotation shall remain valid for a period not less than 90 days after the deadline date specified for submission.
- The Purchaser will evaluate and compare the quotations determined to be substantially responsive.
- The Purchaser will award the contract to the bidder basing on Evaluation of the Technical and Financial proposals which will be based on Quality cum Cost Based Selection mode with weighted average of 70:30 for technical and financial proposals respectively.
- The bidder whose bid is accepted, will be awarded the contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.



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- Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.
- The price quoted should inclusive of cost of material to be supplied per 100 unit & should inclusive of all taxes & charges, packing & transportation cost deliver at BMMU Office o/o, All BDOs of Cuttack District.
- The bidders may be present in person or through one of their representatives(s) during the opening of quotations as per the date and time as fixed. i.e **22.05.2023** at 4.00 PM or if modified will be intimated later.
- The cost of the Tender paper Rs. 1500/- (Rupees one thousand five hundred), entire tender paper is available in district website. The bidder has to furnish tender paper along with the non-refundable cost of tender of Rs. 1500/- (Rupees one thousand five hundred) deposited in shape of **Demand Draft in favour of "Odisha Livelihoods Mission-NRLM (Cuttack)" payable at SBI, Bidhyadharpur, Cuttack**
- A sum of Rs.45,000/- (Rupees Forty five Thousand) only shall be deposited by the intending bidders in shape of **Demand Draft in favour of "Odisha Livelihoods Mission-NRLM (Cuttack)" payable at SBI, Bidhyadharpur, Cuttack** as 3% EMD deposit. After completion of quotation process, the EMD amount will be refunded to unsuccessful bidders.
- The 2nd lowest bidder will be offered for supply if the 1st Lowest Bidder fails to do so which will impose penalty followed by forfeiting the EMD submitted.
- The bidders have to supply the items as per the price quoted & specification mentioned without any additional condition, else the bid will be rejected and the EMD will be forfeited.
- The Bid has been invited under two bid system i.e Technical Bid and Financial Bid. The interested bidders are advised to submit two separate sealed envelopes super scribing Technical Bid and Financial Bid and the sample submitted with tender paper.
- The interested bidders may submit their sealed Quotations through Speed post/Register post only in prescribed format super scribe on cover of the envelope **"QUOTATION FOR PRINTING OF SHG, CLF AND GPLF TRAINING MODULES UNDER OLM"** address to the **CDO cum EO, Zilla Parishad, Cuttack, PIN-753002.**
- Any legal dispute arising out of this is subject to Cuttack jurisdiction only.
- **The authority reserves the right to cancel or reject one or all tender without assigning any reasons thereof.**

The Bid documents to be attached/ Minimum Eligibility Criteria

- Copy of the GSTIN Number and self-attested up to date GST Clearance certificate to be attached
- Copy of the PAN/TAN of the firm.
- Turnover certificate of last three year (FY 2019-20, 2020-21 & 2021-22)
- Income Tax Return for the assessment year 2019-20, 2020-21 & 2021-22
- Rs 45,000/- (Rupees Forty-five Thousand) only in shape of **Demand Draft in favour of "Odisha Livelihoods Mission-NRLM (Cuttack)" payable at SBI, Bidhyadharpur, Cuttack** from any scheduled commercial bank towards EMD.



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- Past experience certificate/ Previous supply orders(Self attested)
- Price in specific format prescribed in the bid document per 100 unit form with the required specifications.

Bid Evaluation Methodology:

Evaluation of the Technical and Financial proposals will be based on Quality cum Cost Based Selection mode with weighted average of 70:30 for technical and financial proposals respectively.

Evaluation of Technical Bid:

The technical proposals shall be evaluated in three phases.

In the first phase the Technical Proposals shall be evaluated on the basis of minimum eligibility criteria as mentioned in this document.

In the second phase, the firms which qualify the minimum eligibility criteria shall be given marks based on Table: 1 of this RFP. Accordingly, firms will be ranked based on the marks allotted to them.

Table: 1

Sl. No.	Description	Marks	Maximum Marks
1	Previous similar work order from Govt. sector		30
	Minimum 3 work orders in Govt. sector	10 Marks	
	Each additional work order from any Govt. office	2 Marks	
2	Turnover		20
	Minimum Turnover of Rs. 50 lakhs	10 marks	
	Each additional turnover of Rs. 10 lakhs	2 marks	
3	Years of Experience		20
	At least 3 years of experience	10 marks	
	Each additional 1 year of experience	1 mark	
4	ISO or any other similar certifications	10 marks	10
5	Demonstration/presentation as per the work order		20

Total Marks	100
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In the third phase the qualified firms will be invited for opening of financial bid.

Technical Score (Ts): The Technical marks of participants shall be as per the point scoring methodology. Zilla Parishad, Cuttack may include a panel of experts to evaluate the technical presentation.



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Opening of Financial Proposal

The financial proposals of the qualified bidders shall be opened.

Financial Score: The lowest financial proposal will be given a financial score of 100 points. The financial scores of other proposals will be computed as follows:

$$F_s = 100 \times FM1/F1$$

(F1 = amount of Financial Proposal as proposed by the bidder; FM1 = Lowest financial quote)

Combined and Final Evaluation

Proposals will finally be ranked according to their combined technical (Ts) and financial (Fs) scores as follows:

$$S = T_s \times T_w + F_s \times F_w$$

(Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be 0.70 and 0.30 respectively).

The Selected Applicant shall be the First Ranked Applicant (having the highest combined score). The Second and third Ranked Applicant shall be kept in reserve and may be invited for negotiations and they shall be considered for engagement at the rate agreed by the selected agency in the event of withdrawal, failure of the selected agency or on the event of increase in volume of work, or for any other reason.

Bid Price Conditions

- a) The transportation charges also to be included in the Bid Price.
- b) All duties, taxes and other levies payable by the supplier under the contract shall be included in the total price.
- c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) The Price should be quoted inclusive of all taxes & charges in INR only.



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Specification of the Materials to be Printed

A. Specification of SHG Training Module (Booklet).

SL No.	Subject	Cover Page		Inner Page		Remarks
		No of Page	Page specification (Colour, size & Quality)	No of Page	Page specification (Colour, size & Quality)	
1	Need & Importance of SHG	4	Multi-colour, Portrait, A4 size, single side print of Front & Back cover page 220 GSM, glossy paper	30	Multi-colour, Portrait, A4 size, both side printing, 130 GSM, glossy paper	Gum binding
2	Function & Management of SHG	4		34		
3	Group dynamics, conflict, Resolution & Leadership	4		22		
4	Books of records of SHG & it's maintenance	4		56		
5	Financial Literacy	4		38		
6	Micro Investment Plan	4		18		

B. Flip Book of SHG & CLF Module Training (Booklet)

SI No	Name of the training Materials	No of Page (Both Cover and Inner Page)	Page specification (Colour, size & Quality)	Remarks
1	Flip Book	14	Multi-colour, Landscape, A3 size, both side printing, 300 GSM, glossy paper with lamination	Spiral binding



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Specification of CLF Training Module (Booklet)

Sl. No.	Subject	Cover Page		Inner Page		Remarks
		No of Page	Page specification (Colour, size & Quality)	No of Page	Page specification (Colour, size & Quality)	
1	CLF Management	4	Multi-colour, Portrait, A4 size, single side print of Front & Back page, 220 GSM, glossy paper	84	Multi-colour, Portrait, A4 size, both side printing, 130 GSM, glossy paper	Gum binding

C. Specification of GPLF Training Module (Booklet)

No.	Subject	Cover Page		Inner Page		Remarks
		No of Page	Page specification (Colour, size & Quality)	No of Page	Page specification (Colour, size & Quality)	
1	GPLF Management	4	Multi-colour, Portrait, A4 size, single side print of Front & Back page, 220	57	Multi-colour, Portrait, A4 size, both side printing, 130 GSM, glossy paper	Gum binding
2	Financial Management of GPLF	4	GSM, glossy paper	73		

Chief Development Officer-cum-EO
Zilla Parishad, Cuttack



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Memo No: 1756 Date: 06-05-23

Copy to notice board of Zilla Parishad, Cuttack to display the Quotation call notice on the notice board of the Zilla Parishad office for wide publication.

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Chief Development Officer-cum-EO
Zilla Parishad, Cuttack

Memo No: 1757 Date: 06-05-23

Copy forwarded to Additional District Magistrate, Cuttack for information and necessary action. He is requested to display the Quotation call notice on the notice board of the District office for wide publication.

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Chief Development Officer-cum-EO
Zilla Parishad, Cuttack

Memo No: 1758 Date: 06-05-22

Copy to all Sub-Collectors/all Tahasildars/All BDOs/ all Executive Officers of ULBs of Cuttack District for information. They are requested to display the tender call notice on the notice board of their offices for wide publication.

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Chief Development Officer-cum-EO
Zilla Parishad, Cuttack

Memo No: 1759 Date: 06-05-23

Copy forwarded to District Information Officer, NIC, Cuttack for information. He is requested to display the Quotation Call Notice & the Bid paper from 8.05.2023 to 22.05.2023 in the district website for wide publication and use of prospective bidder.

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Chief Development Officer-cum-EO
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FINANCIAL BID

(To be submitted in a separate sealed cover on Letter Head)

To

The CDO-cum-EO
Zilla Parishad, Cuttack

Sir,

I / We do hereby submit the Financial Bid price **For Printing of SHG, CLF and GPLF Training Modules UNDER OLM** as per the prescribed specification & number of pages mentioned in the tender document for your kind consideration

SL.No	Particulars	Specifications	GST	Cost Per 100 Booklet (Excluding GST)	Total Cost Including GST
			(%)	(in ₹)	(in ₹)
1	Need & Importance of SHG	Multi Colour, Portrait, A4 Size, Single side Print of Front & Back cover page, 220 GSM, Glossy Paper(Cover Page) & Multi Colour, Portrait, A4 Size, Both side Printing, 130 GSM, Glossy Paper(Inner Page)			
2	Function and Management of SHG				
3	Group Dynamics, Conflict Resolution and Leadership				
4	Books of Record & its Maintenance				
5	Financial Literacy				
6	Micro Investment Plan				
7	Flip Books of SHG and CLF	Multi Colour, Landscape, A3 Size, Both side Printing, 300 GSM, Glossy paper with lamination			
8	CLF Management	Multi Colour, Portrait, A4 Size, Single side Print of Front & Back cover page, 220 GSM, Glossy Paper(Cover Page) & Multi Colour, Portrait, A4 Size, Both side Printing, 130 GSM, Glossy Paper(Inner Page)			
9	GPLF Management				
10	Financial Management to GPLF				
	Total				



The above Prices are inclusive of all applicable taxes but excluding GST.

Signature with seal of the Bidder



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TECHNICAL BID

(To be submitted in a separate sealed cover on Letter Head)

To

The CDO-cum-EO
Zilla Parishad, Cuttack.

Sir,

I / We do hereby submit the Technical Bid for Printing of SHG, CLF and GPLF Training Modules UNDER OLM for your kind consideration

Sl. No	Particulars	
1	Name of the Authorized Dealer/Vendor/Printing Agencies/Printing Press	
2	Postal Address	
3	Telephone No. with STD Codes	
4	Fax with STD Code	
5	Name of Contact Person	
6	Mobile No	
7	E-Mail ID	
8	Farm Registration Copy (Copy Enclosed)	
9	PAN (Permanent Account Number)(Copy Enclosed)	
10	GST Reg. No (Copy Enclosed)	
11	Annual Turnover (Copy Enclosed) (2019-20,2020-21,2021-22)	
12	IT Returns (Copy Enclosed) (FY 2019-20,2020-21,2021-22)	
13	Experience Certificate	
14	Demand Draft Nos. of Tender Fees of Rs. 4,000/-	
15	Demand Draft Nos. of EMD of Rs. 45,000/-	
16	Blank Paper with signed and sealed as per Specification (with specified GSM)	

Signature with seal of the Bidder



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DECLARATION BY THE BIDDER

It is hereby declared that I the undersigned, have read and examined all the terms and conditions etc. of the quotation document for which I have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the quotation document are fully acceptable to me and I will abide by the terms and conditions mentioned. This is also certifying that our principal manufacturing firm has no objection in signing the purchase contract if the opportunity for the supply of the items against this quotation is given to me/us.

Date:

Signature:

Designation: