



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

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Notice No. 96 /Ped/Date. 12.01.24 (By E-mail)

Short Quotation Call notice for printing and supply of Holistic Progress Card for the year 2023-24

Sealed Quotations are invited in plain paper from the registered **printers** having valid TIN, PAN, Upto date GSTN, Firm Registration certificate etc. for printing & supply of Holistic Progress Card for Cuttack District. The specification of Papers & its quality along with other terms and conditions can be downloaded from the website of OPEPA i.e. www.opepa.in, District website i.e. www.cuttack.nic.in. Quotation without EMD and valid GST Regd./ITCC/DIC Regn./PAN will not be accepted. The last date of receipt of Quotation only through Speed Post /Registered Post is on or before 05.02.2024 **by 5.00 PM**. The Technical Bids will be opened **on 06.02.2024 at 03.00 PM** at Samagra Shiksha Conference Hall, Cuttack.

The Collector –cum- Chairman, Samagra Shiksha, Cuttack reserves the right to cancel all or any quotation without assigning any reason thereof.

By order of Collector cum Chairman, SS, Cuttack


District Project Co ordinator
Samagra Shiksha, Cuttack



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TERMS AND CONDITIONS FOR PRINTING AND SUPPLY OF HOLISTIC PROGRESS CARD, 2023-24

1. Quotation Papers should be submitted in sealed cover addressed to DEO cum DPC, Samagra Shiksha, Cuttack by **speed post, / registered post** only duly super scribed as "Quotation for printing and supply of Holistic Progress card, 2023-24 (Class I to VIII)". Submission of quotation by other means will not be accepted
2. The date and time schedule relating to "Quotation for printing and supply of Holistic Progress card, 2023-24 (Class I to VIII) are cited as under.

Sl.No	Activity	Date and Time
1	Last Date for Submission of Quotation Papers	05.02.2024
2	Opening of Technical Bid	06.02.2024
3	Opening of Financial Bid	06.02.2024

3. Quotations must be accompanied with the following documents failing which the bids shall be outrightly rejected
 - Tender paper Cost of Rs.1000/- in shape of DD drawn on any nationalized bank in favour of the DEO- cum -DPC, Samagra Shiksha, Cuttack payable at Cuttack (Non-Refundable)
 - GST Registration certificate
 - PAN/TAN certificate
 - Copy of IT return filed for the last financial year i.e; for the year 2022-23
 - Registration Certificate under DIC/NSIC/MSME.
 - Full Scape Sample paper to be used in progress card with due seal and signature of the bidder should be submitted. **Colour as per photo copy attached for Foundational, Preparatory and Middle stage.**
 - **EMD of Rs.20000/- (refundable without interest)** in shape of DD drawn on any nationalized bank in favor of DEO-cum -DPC, Samagra Shiksha, Cuttack payable at Cuttack.
 - Affidavit at notary that the firm is not blacklisted or defaulted for similar type of printing order.
 - Experience certificate if any as regards to similar type of printing work issued by the consignee/agency. (No work order copy to be submitted)
4. The successful bidder will have to deposit a performance security deposit @ 5% of the Total Tender Value of the Contract.
5. Exemption Certificate in respect of E.M.D and security deposit will not be accepted.
6. All entries in the Quotation form should be legible and filled clearly. No overwriting or cutting is permitted in the financial bid form.
7. Conditional Quotation shall not be considered.
8. Single rate should be quoted, which should not exceed Rs.4.88/- paisa per card inclusive of all cost and statutory dues.
9. If anybody or firm deviates from this terms & conditions his/ her / its quotation papers will be rejected without assigning any reason thereof.
10. Order for supply will be placed in bulk as per requirement, which is approximately as follows.

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Progress Card				
Class	I & II	III , IV & V	VI, VII & VIII	TOTAL
No. of Progress card	45220	75246	85967	206433

The quantity may increase or decrease as per actual indent.

11. The successful bidder has to submit bill in duplicate after successful completion of the work order along with acknowledgement of receipt from block point.
12. Payment will be made to the party on submission of bill in duplicate after obtaining clearance from the blocks point and on the basis of testing the quality of papers by TBP&M, Bhubaneswar.
13. The successful bidder has to deliver the Progress cards at Block point within 15 days of receipt of Work order. Any deviation will not be considered.
14. If the successful bidder fails to execute the order of supply properly in the schedule date and time, the security money will be forfeited and if necessary possible steps for penalty under rules will be initiated along with legal action
15. The bidder should quote the rate per Progress card (Class I to VIII) inclusive of all cost i.e; paper cost, printing cost , folding, trimming, plate making, centre stitching, Transportation Cost and taxes if any.
16. Specifications recommended for printing of Progress card as follows,

Printing of Progress card for Class I-VIII

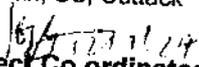
Size : A4 (Center Stitching)
 Paper : 170 GSM Glossy Art Paper
 Printing : Multi-colour(as per sample photo copy)
 Page : 8 pages per card

Printing must be in offset process using eco-friendly ink (I.S.O, I.S.I) standard.
17. Holistic Progress card 2023-24(Class I to VIII) must be packed and delivered at 14 Block point and URCC.
18. The bidders have to submit their technical bid and financial bid as per the format enclosed at annexure- 'A' and 'B' in separate envelope and both the bid should be submitted in a sealed covers through Regd. Post/ Speed Post only on or before 05.02.2024 by 5 P.M.
19. If the agency / firm deviates from this terms & conditions his/ her quotation papers will be rejected without assigning any reason thereof.
20. The envelope containing the quotation should be superscripted as "**QUOTATION FOR PRINTING AND SUPPLY OF "Holistic Progress Card,2023-24"**". The Quotation is to be submitted to the following postal address. Contact no. of the bidder must be mentioned on the envelope for any urgent correspondence.

**District Project Coordinator
 Samagra Shiksha , Cuttack
 Collectorate Building, Cuttack
 At/ Po –Chandini Chowk
 Dist-Cuttack, PIN-753002**

The Collector-Cum-Chairman, SS, Cuttack reserves the right to accept or reject any or all Quotation without assigning any reason thereof.

By the order of the Collector-cum-Chairman, SS, Cuttack


**District Project Co ordinator
 Samagra Shiksha, Cuttack**

Annexure-A

Application for Technical Bid

(To be submitted in separately sealed envelope)

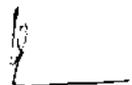
Name of the firm and Address:

Documents Enclosed:

1. Photocopy of GST Registration Certificate : (Yes/No)
2. Photocopy of Firm Registration under DIC / NSIC / MSMSE : (Yes/No)
3. Photocopy of PAN/TAN. (Yes/No)
4. IT return acknowledgement: (Yes/No)
5. Sample Paper duly signed and stamped with seal of the bidder (One full scape for each stage) : (Yes/ No)
6. Copy of PAN.
7. Copy of GST Regn. Cert.
8. EMD Details : Amount :
D.D No / Date: Bank /Branch:
8. Tender Paper cost details: Amount:
D.D No / Date: Bank /Branch:
9. Affidavit by the bidder as regards to black listing/default: (Yes/ No)
10. Experience certificate if any as regards to similar type of work: (Yes/No.)

Date:

Seal & Signature of the Bidder



Annexure-B

Application for Financial Bid

(To be submitted in separately sealed envelope)

Name of the firm and Address:

Sl No	Type of Printing Material	Specification	Cost of printing per card (In Rs.)	Total rate quoted for printing of 206433nos. of Progress Card
1.	Holistic Progress Card	Paper Quality – 170 GSM Glossy Art Paper. Size of Paper –A4(Central Stitching) No of Pages – 8 Pages per Holistic Progress Card		

N.B: Single Rate should be quoted inclusive of all cost, taxes and duties if any.

Date:

Seal and Signature of the Bidder

