No. 07 /2019-20

Dated: 25.10.2019

QUOTATION CALL NOTICE

Sealed quotations are invited in the prescribed format from the registered firms for Supply of Printing and Annual Branding & Communication Materials to State Mission Management Unit, OLM.The details of the terms and conditions of the above quotation can be downloaded from www.olm.nic.in for use. The interested firms are advised to submit two separate sealed envelopes super scribing "Technical Bid for Printing and Supply of Annual Diary & Calendar" and" Financial Bid for Printing and Supply of Printing and Supply of Annual Diary & Calendar " . Both sealed envelopes must be kept in a sealed third envelope super-scribing "**Printing and Supply of Annual Diary & Calendar** " to the office of the State Mission Director, Odisha Livelihoods Mission Building, SIRD & PR Campus, Unit-8, OLM, Bhubaneswar-751012 by Dt 07.11.2019, 3.00 PM In case of any Addendum/ Clarification /Corrigendum/Extension regarding this tender call notice, the same will be published in the above website. The undersigned reserves the right to accept or reject any or all applications at any time without assigning any reason thereof.

State Mission Director-cum-CEO
OLM, BHUBANESWAR

SIRD Campus, Unit VIII, Bhubaneswar 751012, Odisha
Tel: 0674 2560166, 2560126, Mail: smmu.olm@gmail.com

QUOTATION CALL NOTICE
FOR
PRINTING AND SUPPLY OF ANNUAL DIARY AND CALENDAR

Odisha Livelihoods Mission
SIRD & PR Campus, Bhubaneswar- 751012

Odisha Livelihoods Mission
Panchayati Raj Department & D.W, Govt. of Odisha

"QUOTATION CALL NOTICE"

1. Sealed Tenders are invited in the prescribed format from the Registered Firms having PAN and valid GST certificate for "**PRINTING AND SUPPLY OF ANNUAL DIARY AND CALENDAR**" to the State Mission Management Unit, OLM.

   Details of the items are as follows:-

Sl. No.	SERVICE	UNIT	SPECIFICATION	QUANTITY	PLACE OF DELIVERY
A	B	C	D	E	F
1	Annual Dairy	Unit	As per the annexure –A	As per the annexure –A	SMMU, OLM
2	Annual Calendar				

2. **PRE BID MEETING**: - *With reference to the above quotation call notice a pre-bid meeting will be conducted on* 01.11.2019 *at 15:00 hours at SMMU, OLM. All interested bidders may participate in Pre-bid Conference.*

3. BID PRICE

(a) The contract shall be for the full quantity as described requirement.
(b) Corrections, if any, shall be made by crossing out, initialing, dating and re \writing.
(c) All duties, taxes and other levies payable by the contractor under the contract shall be excluded in the total price.
(d) The rates quoted by the bidder shall be fixed for one year and shall not be subject to adjustment on any account.
(e) The prices shall be quoted in Indian Rupees only.
(f) Quotation shall be evaluated taking all the items together.

4. ELIGIBILITY CRITERIA OF THE BIDDER:-

4.1. The bidder shall furnish the following Self attested Document to establish the bidder's eligibility:-

- Copy of GST registration
- Copy of last three Financial years audited statement
- Copy of PAN Card
- Undertaking that firm is not debarred / blacklisted by Government
- Copy of latest GST return

4.2. Average annual turnover during the last 3 financial years, i.e till 31st March 2019, should be at least Rupees Thirty Lakh or more (Audited financial Statement of last three financial year i.e till 31st March 2019 to be enclosed)

4.3. Should have successfully executed at least **two contracts** of similar nature for any **Government/Semi-Government agencies** during last three financial years. The bidder is required to furnish the copy of the **Work Orders of similar assignments** along with the **Certificate of Successful Performance** issued by the concerned authority/ **executed** agency. These information are to be furnished with Technical Bid only as per the format available in Technical Bid Form-A.

4.4. *EMD* as mentioned in point 5.

4.5. The prices quoted should be Exclusive of all taxes.

4.6. *GSM sample* as per annexure of each item shall be attached with the Tender documents in the sealed envelope. Samples outside the seal envelope will not be accepted in any circumstances.

4.7. Undertaking that firm is not debarred/blacklisted by Government.

4.8. Tender received late and incomplete will not be considered. The bidder should sign and stamp each page of the tender document.

The documents are to be arranged serially as per the order mentioned above duly signed and sealed in each page.

5. **EMD:** Earnest Money Deposit: The bidder must submit the EMD of Rs.12,000/- only in shape of DD/IPO/Banker's cheque in favor of Odisha Livelihoods Mission (NRLM). The EMD shall be refunded to unsuccessful bidders without interest money after awarding of the order.

6. **Performance security:**

The bidder shall furnish bid security of 5% of the price quoted by the selected bidder. However, EMD submitted by the agency at the time of submission of tender may be adjusted to the performance security amount. If firm fails to provide service as mentioned in specification (Annexure –A) security money will be forfeited. The security money will be refunded after successful execution of the contract within 28days after successful completion of assignment.

7. VALIDITY OF TENDER BID:-

Tender bid shall remain valid for a period not less than 60days after the last dates as specified in the tender document.

8. EVALUATION OF TENDER:-

- Technical bid shall be evaluated first for those bidders who fulfil the eligibility criteria.
- The technical bid shall be evaluated and marking shall be awarded based on the bidders credential.
- Financial proposal shall be opened after the technical evaluation is completed. In the financial bid, the bidder with the lowest price shall be

awarded the contract. However, in case two bidders quote the same lowest price, then the firm with the highest annual average turnover shall be awarded the contract.

9. AWARD OF PURCHASE ORDER:-

9.1. The purchase order will be placed to the sealed bidder (s) whose bid has been determined to be substantially responsive, technically qualify and who has offered the lowest evaluated bid price. The quotations would be evaluated for all the items together.

9.2. The bids are liable to be rejected if any of the above conditions are not complied with proper required documents.

9.3. The bidder whose bid is accepted will be notified of the award of contract by the purchaser prior to expiration of the tender validity period. The terms of the accepted offer shall be incorporated in the purchase order.

9.4. Notwithstanding the above, the OLM reserves the right to accept or reject any quotations and to cancel the bidding process and reject all tenders at any time prior to award of purchase order.

9.5. Any legal disputes arising out of this are subject to jurisdiction of Bhubaneswar only.

9.6. The Bidder shall quote there price of the items excluding all the cost.

10. The tender has been invited in two bid System i.e; Technical bid and Financial bid. The interested agencies are advised to submit two (2) separate sealed envelopes super scribing "**TECHNICAL BID FOR PRINTING OF ANNUAL DIARY & CALENDAR**" and "**FINANCIAL BID FOR PRINTING OF ANNUAL DIARY & CALENDAR**" to SMMU OLM. Both sealed envelopes must be kept in a sealed third envelope super-scribing "**PRINTING AND SUPPLY OF ANNUAL ANNUAL DIARY & CALENDAR".**

11. Interested bidder(s) may submit their sealed tender in the prescribed format mentioning **"PRINTING AND SUPPLY OF ANNUAL DIARY & CALENDAR"** on cover of the envelop to the State Mission Director, Odisha Livelihoods Mission, SIRD & PR Campus, Unit –VIII, Bhubaneswar-751012 latest by Dt 07.11.2019, 3.00 PM.

12. In case of any Addendum/Clarification/Corrigendum/Extension regarding this tender, the same will be published in the official websites only i.e www.olm.nic.in.

13. We look forward to receiving your quotations and thank you for your interest in this project.

SMD-cum-CEO

BIDDER'S INFORMATION
TECHNICAL BID FORM-A

1	Name of the Organization:	
2	Full address of Supplier's shop/showroom Telephone / Mobile no.: Fax no. : Email Address:	
3	Type of Firm: Proprietorship/ Private Ltd.	
4	PAN No. Certificate (Copy to be attached) (YES/NO) Please give details	
5	GST Registration Certificate (Y/N) ,Please give details	
6	Copy of latest GST Return (Y/N)	
7	Copy of sample piece (GSM Paper) for each item to be attached inside sealed, (Yes/No)	
8	Average annual turnover for last 3years (in INR): 2016-17:_____ 2017-18:_____ 2018-19:_____ (Please enclose copies of audited balance sheet and P&L of last 3years, i.e; till 31st March 2019)	
9	Experience of similar work in last 3 years in the field of State Govt./Central Govt./ Semi Govt./ Govt. owned societies/ corporation. (Please submit the certificate/proof for the same)	
10	Whether all documents submitted signed by the authorized signatory of the organization (Yes/No)	
11	EMD details	
12	Undertaking that the firm has not been debarred/ blacklisted by any Govt. Organization / Semi Government Organization / PSUs. *(Attach the undertaking with signature & seal of the Organization)*	

Please furnish all the above mentioned certificates in technical form

I do hereby certify that the mentioned particulars in technical bid form-A are true and correct.

Full Signature of the Bidder:

Date:

Seal

DECLARATION BY THE BIDDER:

It is hereby declared that I the undersigned, have read and examined all the terms and conditions etc of the tender 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. This is also certified that our principal manufacturing firm has no objection in signing the purchase contract if the opportunity for the supply of the items against this tender is given to me/us.

Signature:

Date:

Name:

Address:

Designation:

On behalf of:

FORMAT OF PRICE BID
FINANCIAL BID FORM-B

ITEM No.	ITEMS	SPECIFICATION	UNIT	QTY	Quoted Unit Rate	Total amount in Rs. (Excluding all taxes)
01	02	03	04	05	06	07
1	Printing of annual Dairy	Annexure-A	Nos.	1800		
2	Annual calendar	Annexure-A	Nos.	1800		

TOTAL in INR

Total bid price for all items (excluding all taxes) in Rs. _____ (in numbers)

_____ (in words)

NOTE: The Order may increase or decrease during placing of the purchase order.

(A) In case of discrepancy between unit price and total price, unit price shall be prevail.
We agree to supply the above goods in accordance with the technical specifications for total contract price of Rs._____ (amount in figures) (Rs. _____ amount in words) within a given period from the receipt of purchase order.

(A) We agree to other terms and conditions of the tender and also confirm we will provide the materials as per the standard specified in the document.

Signature of the Bidder
Name of the Firm/ Agencies
Address
Date and Seal

The OLM will not be bound to accept the lowest tender. The decision of the OLM shall be final in this regard.

Annexture-A

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Specification of Annual Diary and Calendar 2020

Diary:

Size- 17 cm*23cm

Quantity- 1800 copies

Paper , pages & printing-

- Inner : 90 GSM maplitho paper, 150 sheets (300 pages), both sided colour printing
- Separator: 130 GSM Art Paper, 13 sheets (26 pages), both side multi colour printing

Cover – 130 GSM Art Paper, Multicolour both side printing which will be pasted on hard board

Lamination- Cover single side mat finish lamination

Binding- Imported Hard wiro binding

Table Calendar:

Size- 17 cm*23 cm

Quantity- 1800 copies

Paper , pages & printing-

All pages 300 GSM Art Paper (Mat finish), 13 Sheets (26 pages), Multi colour both side printing

Lamination – all pages gloss lamination

Binding – wiro binding with Hard board stand