

ODISHA BIGYAN ACADEMY

(An Agency under Science & Technology Department, Govt. of Odisha)

ADVERTISEMENT FOR TENDER CALL NOTICE FOR PRINTING OF BOOKS / MAGAZINES

No.: 256/KOP Date: 28/8/19

Odisha Bigyan Academy invites sealed tenders from registered printing agencies (with GST registration having GSTIN) having adequate experience in taking up the works of composing / proof reading/ designing & printing. The tender details regarding the printing of items and terms & conditions may be downloaded from the website www.odishabigyanacademy.nic.in.

The interested bidders are requested to submit the bid documents to the undersigned through post or by hand latest by **31.07.2019 at 12.30 p.m.** The Technical Bid shall be opened on the same day by **3.30 p.m.** The Financial Bid will be opened on **01.08.2019 at 3.30 p.m.** The Authority reserves the right to accept or reject any tender without assigning any reason thereof.

**Secretary, Odisha Bigyan Academy,
B/2, Saheed Nagar, Bhubaneswar-751 007**

TENDER DETAILS

**INSTRUCTION TO BIDDERS, SPECIFICATIONS, TERMS & CONDITIONS FOR
PRINTING & SUPPLY OF BIGYAN DIGANTA & SCIENCE HORIZON**

Section – I (Instruction to Bidders)

01. Sealed tenders are invited from registered printing agencies (with GST registration having GSTIN) having adequate experience in printing & supply of different type of printing assignments.

02. Interested bidders may obtain details terms and conditions from the website for taking up this assignment. The interested bidder may down load the tender document from the website **www.odishabigyanacademy.nic.in**

03. The tender should be submitted in two parts i.e. **Technical Bid (Cover-A)** and **Financial Bid (Cover-B)**. The bidders should submit their **technical** and **financial bid separately in two separate sealed envelopes** and the same should be put into **another sealed cover envelop** superscribed as **“Tender for Printing & Supply of Books “Bigyan Diganta & Science Horizon”**. The Technical & Financial Bid envelopes should be clearly marked as Technical Bid & Financial Bid on the top of the relevant envelopes. The tenders should be addressed to :

The Secretary

Odisha Bigyan Academy

Plot No. B/2, Sahidnagar,

Bhubaneswar, Odisha, PIN - 751007

04. Bidders who qualify technically [as per submission of relevant valid documents as asked to be submitted in Technical Bid – Part 1 - Tender Forms with T2 & T3, fulfilling all the terms & condition of the tender document and inspection of infrastructure of the bidder if required], their **Financial Bid** (Part 2) shall **only** be opened.

05. Schedule of Requirement

[illegible]

06. EMD to be submitted : Rs. 1,00,000/- in shape of DD drawn in favour of **Odisha Bigyan Academy, Bhubaneswar**

07. Tender Document Cost: Rs.1,120 /- (Non-Refundable) by demand draft in favour of **Odisha Bigyan Academy, Bhubaneswar**

08. **Delivery Time:** 7 days from the date of providing of Soft copy of the books (soft copy will be sent in PDF format after finalisation by Editors with help of Printing Press i.e. Bidder) & It will be processed through CTP plates only).

09. **Place of Delivery:**

This consignment after printing has to be delivered at Odisha Bigyan Academy, Bhubaneswar

10. SELECTION CRITERIA:

Technical Evaluation: The paper samples of the tenders which satisfy the eligibility criteria and have submitted all the mandatory documents may be sent to Govt. Testing Laboratory for testing in case of doubt. The sample paper should be submitted in ten full sheet Double Demy size paper by the bidder with seal and signature. Final evaluation will be done by the Committee.

Section - II

TERMS AND CONDITIONS

1. The organization should be a bonafide registered body. Photo copy of the Registration certificate to be submitted.
2. The organization must have GST registration certificate (with mention of GSTIN) and PAN. Photocopy of GST registration certificate (with mention of GSTIN) and PAN to be submitted. The copy of the GST return upto December 2018 and copy of the IT Return / Clearance upto 2017-2018 is to be submitted.
3. Annual turnover of the bidder must be **1 Crore** in each year of last three preceding financial years i.e. 2015-16, 2016-17 & 2017-18. Audited Balance Sheet & P&L account of last three preceding financial years.
4. The organization will have to submit an **Affidavit** (On *original Stamp Paper of Rs. 10/- with rotary registration*) with the following clauses:- (i). It has not been blacklisted by any Government Organization (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. (iii). The Academy will have no liability regarding transportation, loading and unloading of material and all the material ordered shall be delivered at the designated place in good condition. The defective or damaged printed material if any will be replaced by the Organization. (iv). That the organization agrees to abide by all terms & conditions of tender
5. The organization will quote prices exclusive of all taxes.
6. Tender must be accompanied by **EMD** by way of Demand Draft, drawn on any Nationalized / Scheduled Bank in favour of **Odisha Bigyan Academy**, payable at Bhubaneswar. EMD of unsuccessful tenderers will be returned without interest on finalization of the bid. EMDs / Bid Demand Draft Security of successful tenderer will be returned after submission of the Performance Security. The EMD shall be forfeited if the successful tenderer after getting the letter of award withdraws / Express his inability to execute the work.
7. The tenderer should furnish the experience executed in similar type of printing works during the last three years.

8. The head of the organization (bidder) should submit an authorization and specimen signature of their authorized signatory if any.
9. The successful bidder will have to deposit **Performance Security Rs. 2.5 lakhs** of the work order value by way of demand draft drawn on any Nationalized / Scheduled Bank payable at Bhubaneswar in favour of **Odisha Bigyan Academy**. The performance security shall be returned on successful completion of the assignment without interest. The performance security may be forfeited towards compensation for any loss resulting from the successful bidder's failure to fulfill the obligations under the scope of work and terms & conditions of the Order. Performance Security to be submitted at the time of acceptance of the work order
10. Conditional Tenders (like alternative price offers etc.) are liable to be rejected.
11. If required a committee selected by the authority may inspect the printing press of the qualified bidder before finalization of financial bid to verify the capacity of printing & other aspects of the offset press & relevant documents. The bidders must have own Offset Printing Machine of 1 nos of Single colour Sheet fed Offset Machine, CTP Machine, Multicolour(4 colour) offset & binding machines.
12. If the successful bidder/ bidders fails to supply the entire quantity within the stipulated period and it exceeds another 7 days shall amount to cancellation of work order or as decided by the Academy.
13. The authority will not make any advance payment to the organization. The organization will have to carry out the entire job on its own. 100% payment shall be made after delivery of the full quantity. The payments will be paid only after satisfactory completion of the job, submission of bill in that regard & the quality test report from the testing laboratory.
14. All information, documents and data coming in the possession of the organization as a result of execution of the job shall at all time remain the property of the **Odisha Bigyan Academy, Bhubaneswar**. The organization shall not make or allow any of his employee or agents etc. to make an unauthorized copy, use, access or other utilization of this material commercially or otherwise, directly or indirectly except as agreed to by the office. The organization shall also ensure complete confidentiality of the information and data provided to it in the course of carrying out the job.
15. Bidder must have sound knowledge of latest intellectual property right. The authority who assigns the work is in no way responsible for any deviation made by the printer in this regard.
16. The cost towards the testing of paper (as mentioned above) will be borne by the successful bidder.
17. The DTP charges of Bigyan Diganta and Science Horizon including 3 times proof correction alongwith designs / graphics etc. to be borne by bidder for which rate may be quoted separately in the Financial Bid. This work should be done in presence of Editors at Bigyan Academy before taking the final PDF file for printing.
18. Under no circumstance shall the organization 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 deposited by the organization shall be forfeited.
19. **Rates quoted** against this tender notice shall remain valid up to **24 months** after award of contract. No request for increase in rates, if any, will be allowed or entertained during this period.
20. Printing should be as per Specification. Quality Testing (as per IS) of random samples of the paper / booklet shall be made in the Govt. testing Laboratory & the **testing charges** has to be **borne by the selected printing agency**. The tender inviting authority reserves the right to test the paper in more than one Govt. testing laboratory.
21. The bidder should submit a sample full sheet piece of paper which has been utilised for publication of the magazine in that issue mentioning the GSM of the paper with seal and signature of the bidder.
22. Jurisdiction: All legal disputes are subject to the jurisdiction of Bhubaneswar courts only.
23. All documents should be signed by the Authorised Signatory of the bidder.
24. The Authority reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.

FORMATS - Part 1

(To be submitted in Technical Bid Envelope)

(The documents has to be arranged serially as per the order mentioned below)

Tender Notice No. _____ dt. _____ of Odisha Bigyan Academy

1. Name of the Organization :
2. Address of the organization :
3. Name of authorized signatory (in capital letters) :
4. Authorization and specimen signature of the authorized signatory :
5. Telephone number & E-mail Id of authorized signatory / Organization :
6. Registration no (Attach photocopy of registration certificate :
of the Firm / Registration certificate issued from DIC in case
of DIC registered firm)
- 7.(a) GST registration acknowledgement :
(Photocopy of GST registration)
- 7.(b) GSTIN (GST identification number) :
- 7.(c) Photocopy of GST return upto December 2018 :
- 8.(a) PAN (Photocopy of PAN) :
- 8.(b) Photocopy of IT Return upto 2017-18 :
9. Annual turnover certificate duly signed by Chattered Accountant
submitted for last 3 years (Turnover must be **1 Crore** in each year
of last three preceding years)
10. Draft number & date of tender document Cost
(Non-Refundable) of **Rs.1,120/-**
11. Draft number and date of the **EMD of Rs. 1,00,000/-**
12. Affidavit of declaration (*On original Stamp Paper*)
as per Clause 4 of the terms & condition
13. Experience Certificate of works executed :
14. Copy of the terms and condition on Section-II signed by authorised signatory.
15. Whether all documents submitted signed by the authorized
signatory of the organization (Yes/ No)

DECLARATION

I / we hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of my /our knowledge. I / we understand that in case of any deviation/forged information in the above statement at any stage, our Firm/Agency will be blacklisted and will not have any dealing with your organization in future.

(Signature and seal of the authorized signatory)

FORM T2

(To be furnished in the Technical Bid Envelope)

DETAILS OF PRINTING EQUIPMENT & MACHINERIES AVAILABLE WITH THE FIRM

Sl. Name of the printing equipment/machinery	Make/Features	Qty
--	---------------	-----

Authorized Signatory [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Address:

(Company Seal)

FORM T3

(To be furnished in Technical Bid)

PAST EXPERIENCE IN EXECUTING MAJOR PRINTING WORKS

Name of Assignment *

Name/address of the Organization for which similar
printing works have been executed

Date of award of Assignment

Date of completion of assignment

Value of the Work order (Rs.)

Authorized Signatory [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Address: _____

(Company Seal)

TENDER FORM Part -2
(To be submitted in Financial Bid envelop)

Sl.	Name of the Item	* Specification	No. of Units	Price without Tax (Per Issue)	
				Cost of Paper, Printing Binding etc.	+ Cost of Pre-printing work like DTP, Designing etc.
				= Total Price in INR	
1.	Bigyan Diganta	Booklet Size : ¼ Demy Total Pages: Inner 64 Inner Paper : 68 GSM Maplitho Cover Paper : 128 GSM Art (Glossy) Paper Brightness : 77 (Min.) Printing: Inner Both side Black offset printing in CTP Plate Cover Multicolour both side printing Binding : Center Stitching Special Issue : 100 Inner pages (once in a year)	11000 / per month / per issue		
2.	Science Horizon	Booklet Size : ¼ Demy Total Pages: Inner 48 Inner Paper : 68 GSM Maplitho Cover Paper : 128 GSM Art (Glossy) Paper Brightness : 77 (Min.) Printing: Inner Both side Black offset printing in CTP Plate Cover Multicolour both side printing Binding : Center Stitching Special Issue : 80 Inner pages (once in a year)	2000 / per month / per issue		

(GST % and HSN Code _____, _____)

The firm is also agreed to print extra pages and extra copies as required by Odisha Bigyan Academy during the contract period at the proportionate rate of quoted price detailed above.

*Note: Only one price has to be quoted against each item. Alternative pricing against one item is not allowed. The prices should be quoted by taking into account the specification of paper & quantity, place of delivery mentioned against the item and the paper testing procedures as well as cost for pre-printing works.

Evaluation shall be made on the total price (Exclusive of GST) as mentioned for both the magazines.

(Signature of the authorized signatory)

Place:

Date:

Seal