

Government of Odisha

Department of Sports & Youth Services

**TENDER NOTICE FOR PRINTING OF
BOOKLETS/LEAFLETS/POSTERS/OUTDOOR
HOARDINGS**

Date of Tender Issue: -- 14/04/ 2018

Last Date of Tender submission: 30/04/2018

**Government of Odisha
Sports & Youth Services Department
C-1, Nayapalli, Bhubaneswar - 751 012
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**TENDER NOTICE FOR PRINTING OF
BOOKLETS/LEAFLETS/POSTERS/OUTDOOR HOARDINGS**

Sealed Tenders are invited by Sports & Youth Services Department, Government of Odisha, C-1, Nayapalli, Bhubaneswar-751012 from reputed Printing Firms/Agencies having valid PAN and GST Clearance certificate for **“Printing and Supply of Booklets, Posters, Leaflets” both in Odia and English**. The detailed information may be downloaded from the Sports & Youth Services website (www.dsyesodisha.gov.in) along with detail item wise requirements and specifications intended to be procured.

Interested bidders may submit their sealed quotations in the prescribed format mentioning **“Printing & Supply of Booklets, Posters, Leaflets, Banners & Outdoor Hoardings”** on the cover of the envelope to the **Department of Sports & Youth Services, Government of Odisha, TSU Cell (1st Floor), C-1, Nayapalli, and Bhubaneswar-751012** by **30.04.2018 up to 3 P.M.** The Tender documents will be opened on the same day at 4 P.M in presence of the bidders or their authorized representatives. Tenders received after due date and time will not be accepted. This Department shall not be responsible for Postal delay or similar reasons. No Tenders sent through an electronic means shall be accepted.

Sports & Youth Services Department reserves the right to accept or reject any or all tender without assigning any reason thereof.

SCOPE OF WORK

1. Booklets

Quantity	:	10,000
i) Guidelines on Biju Yuva Vahini (English)	:	3000 Copies
ii) Guidelines on Biju Yuva Vahini (Odia)	:	7000 Copies
Specifications:		
Booklet Size	:	A 4 Size
Paper quality (Inner Pages)	:	130 GSM Glossy
Paper quality (Cover page)	:	170 GSM Glossy
Print Type	:	4 Colour Offset Print
No of Pages (Inner Pages)	:	44

2. Posters

Quantity	:	80,000
Specifications:		
Poster Size	:	22"x17"
Paper quality	:	130 GSM Art Paper
Print Type	:	4 Colour Offset Print

3. Leaflets

Quantity	:	4,00,000
Specifications:		
Leaflet Size	:	A 4 Size
Paper quality	:	130 GSM Art Paper
Print Type	:	4 Colour Offset Print

4. Banner and Outdoor Hoardings

Quantity	:	10,000 sq ft
Specifications	:	Flex (Black Back)

Supply Requirements:

The supply of items shall be made to Department of Sports & Youth Services within **5 (Five)** working days of issued for print job.

MINIMUM ELIGIBILITY CONDITIONS

- a) An Indian company/firm engaged in printing work having its capacity to supply within 5 working days of the placement of order.
(Copy of Registration certificate as per existing norms, indicating legal status i.e. company/partnership firm/ proprietorship etc. to be enclosed.)
- b) Firms should have an annual turnover of Rs.20.00 lakh in the last three financial years
- c) An experienced supplier having good track record and client satisfaction of supplying offset printing jobs.
- d) Have a valid Printing/Trading License issued by Municipal/ Locals District Council Authorities as applicable.
- e) Have been registered with Sales Tax/VAT/GST authorities.
(Copy of relevant certificates to be enclosed).
- f) Have valid PAN allotted by IT Department
(Copy of PAN card to be enclosed)
- g) Certificate of Declaration (Form-B)

SUBMISSION OF BIDS

- A. Bids must be submitted in one outer envelope having two separate inner envelopes, **Envelope A** containing “**Technical Bid**” and **Envelope B** containing “**Financial Bid**”. These two inner envelopes should be superscripted as “Technical Bid” and “Financial Bid” respectively. Both envelopes should have name and address of the bidder.
- B. Technical Bid should contain duly filled in **Form-A**, Letter of Authorization for attending Bid opening Agency Details and Documents establishing bidder’s eligibility etc.
- C. **Financial Bid** should contain only the duly filled Price Quotation for the Job Specification and quantity of items mentioned in the Bid document.
- D. The rate quoted should be inclusive of all taxes, packing charges (for 30 districts each with one packet), transportation, Insurance and any other incidental charges should be clearly indicated for the material separately in the Financial Bid. The materials should be delivered at Sports & Youth Services Department, C-1, Nayapalli, Bhubaneswar-12.
The rate quoted by the tenderer should be valid up to 31-03-2019.

- D. Earnest Money Deposit amounting to Rs.10,000/- (Rupees Ten Thousand) in shape of Demand Draft drawn in favour of Under Secretary to Government, Sports & Youth Services Department, Government of Odisha should be submitted with the Technical Bid along with other documents as per Annexure-I and II of this tender document duly signed by the Tenderer /the authorized person in Envelope 'A'. The E.M.D of the unsuccessful bidders shall be returned within seven days of the opening of the bid document and EMD of the successful bidder shall also be returned within seven days of opening of the bid document.
- E. Bids received without E.M.D, and incomplete bids or bids in any respect as well as having cuttings / over writings is liable to be rejected.

BID OPENING

- A. DSYS shall open bids in the presence of bidders or their authorized representative who wish to be present at the time of opening of bids on due date. Authorization letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening
- B. If the Technical Bid is found complete in all respect, then only Financial Bid will be opened, otherwise the Financial bid will be returned to the bidder without opening it.

EVALUATION & AWARD OF CONTRACT

- A. Contract shall be awarded to the firm(s) offering the lowest/net bundled price and not with reference to the lowest prices quoted for the sub-items. However, if prices for each and every item are not quoted. Net-bundled price offered shall not be accepted.
- B. DSYS will award the contract to the tenderer(s) whose tender has been determined to be substantially responsive and who has offered the lowest evaluated tender price as per item list.
- C. Notwithstanding the above, DSYS reserves the right to seek previous work orders, references etc. and to accept or reject any quotations and to cancel the process and reject all tenders at any time prior to award of contract.
- D. The delivery of goods shall be made by the bidder in accordance with the terms specified by DSYS in the conditions of contract. The delivery of Print Job/items should be

made within 5 working days from the date of issue of Contract and any contravention thereof shall be deemed as a breach of contract and shall attract penalties as decided by the Director -cum- Additional Secretary.

The supplier shall warrant that Print works (Booklets) to be supplied shall be in full conformity with specifications. In case the print items provided are not as per specifications, the same will not be accepted. The firm will have to replace the goods as per the actual specifications and requirement.

- E. Sports & Youth Services Department, Odisha shall have the right of awarding the supply order/ work order to one supplier or different suppliers for the supply of Booklets.
- F. The supplies received, if found not as per the specification are liable to be rejected. Sports & Youth Services Department, Odisha will have the right to reject any or all the bids without assigning any reason at any stage
- G. Sports & Youth Services Department will be legally competent to cancel the contract of supply and also take any other action against the supplier including imposing any penalty on the supplier during pendency and till the final execution of the contract of the supply, in case the Supplier/ Agency is ever found to have committed any fraud against Sports & Youth Services Department, Odisha, Bhubaneswar in supplying the material or indulge in any other malpractices thereof causing any financial losses during contract period.
- H. The contract can be terminated or cancelled summarily by Sports & Youth Services Department, Odisha in whole or in part any time without assigning any reason, if the supply made by the manufacturer / supplier is found not according to the approved specification or in case supply is not received within stipulated time.
- I. The Bidder should furnish all the information as required in the Technical Bid form.
- J. In case any dispute arises in regard to the tender, the decision of the Commissioner-cum-Secretary, Sports & Youth Services Department will be final and binding.
- K. In case of litigation, the courts at Bhubaneswar only will have jurisdiction for deciding case according to the relevant Indian laws in force.
- L. The technical bid of the bidders will be opened first and the financial bid will be opened only of the bidders whose technical bid is accepted / qualified.

- M. The bidders have to quote the unit price of individual items and indicate the total package value.
- N. The bidders are required to quote the price of all the items.
- O. The decision of Sports & Youth Services Department in this regard would be final.
- P. The tenderer/authorized person(s) should sign on each page of the bid document as a token of authenticity of the same.
- Q. Tender (s) received after due date & time shall not be accepted and Sports & Youth Services Department shall not be responsible for delay in postal delivery or any other reasons. I have read and understood all the terms & conditions of the Tender Enquiry and here by undertake to abide by the same.

**SIGNATURE OF THE BIDDER
with Address & Seal**

Form-A

AGENCY DETAILS

1. Name of Agency/Company :
2. Office Address :
3. Owner's name/Director's name :
4. PAN number :
5. Income Tax Details :
(Pl attach proof of Taxes paid in last 3 years)
6. GST number of the Agency/Company :
7. Annual Business Turnover of the Agency :
(Pl attach audited reports of last 3 years)
8. Telephone/Mobile Nos. :
9. Banker's Name & Address :
10. Experience in Printing Works (years) :
11. List of Major Clients :
(Please enclose copy of orders/contracts
along with items, item details,
performance report etc.)
12. Any other information/documents :
which may help DSYS in assessing
Tenderer's capabilities for award of contract

**Signature of Bidder/Authorized
Representative of Bidder**

Form-B

DECLARATION FORM

I _____ Son/Daughter of _____ /
W/O _____ R/O _____
hereby confirm and declare that my/our firm/company
M/s..... is not blacklisted/delisted or debarred by any
company of Private/Public Ltd. or Government Company/Govt. Deptt. from
participating in the tender as on date. In case at any stage, it is found that the
information given by me is false/ incorrect, DSYS shall have the absolute right
to take any action as deemed fit/ without any prior intimation to me.

Signature with Seal

For and on behalf of the Bidder

FINANCIAL BID FORM**(TO BE SUBMITTED IN SEALED COVER SUPERSCRIBED ENVELOPE–‘B’)**

Sl	Name of the Item	Specification	Unit Price (In INR)	Total Numbers Required	Total Price (In INR)
1	Booklet	A 4 Size Paper quality (Inner Pages): 130 GSM Glossy Paper quality (Cover page): 170 GSM Glossy Print Type: 4 Colour Offset Print No of Pages (Inner Pages):44		10,000	
2	Poster	22"x17", 130 GSM art paper, offset printing with 4 colours		80,000	
3	Leaflet	A4 size, 130 GSM art paper, offset printing with 4 colours		4,00,000	
4	Outdoor Hoardings/Banner	FLEX (with Black Back)		10,000 sq ft	

Price quoted should be inclusive of GST, package value and transportation cost.