



GOVERNMENT OF ODISHA
OFFICE OF ENGINEER-IN-CHIEF
RURAL WATER SUPPLY AND SANITATION (RWSS)

Bid Identification No. EIC/RWSS/46/2020-21

TENDER CALL NOTICE FOR PRINTING OF LEAFLETS FOR CREATING AWARENESSNESS
UNDER IEC ACTIVITIES

INSTRUCTIONS TO BIDDERS

Engineer-In-Chief, RWS&S Odisha, Bhubaneswar on behalf of Governor of Odisha, Panchayati raj & Drinking Water Department invites tenders in double cover system in sealed tenders from reputed printing firms/ agencies having adequate experience in printing & supply of materials etc. for Government Departments/ PSUs/ Government Organizations for creating awareness under IEC activities.

1. TECHNICAL EVALUATION CRITERIA:

- (i) Sealed tenders are invited from interested reputed agencies having adequate experience in printing and supply of different type of printing assignments for Government Departments/ PSUs/ Government Organizations in the state of Odisha for atleast 10 lakh copies for individual assignment during the last five financial years upto the bid submission deadline. Documentary evidence in the form of Letter of Award or Agreement should be submitted failing which the bid will be rejected.
- (ii) The Bidder should be a registered proprietorship firm/ partnership firm/ company registered in India under the Indian Companies Act 1956/ partnership act or as amended/ or registered under Partnership Act/ Shop and Establishment Act
- (iii) The bidder should have an average annual turnover of Rs. 10 Lakhs during the last three financial years. Chartered Accountant certificate should be submitted
- (iv) The Bidder should not have been blacklisted/ debarred by any State/ Central government organization in India in the last 3 years. The Bidder should provide self-declaration in their company's letter head signed by the Authorized Signatory
- (v) The organization should have registered with GST

The bids will be evaluated based on the above technical criteria.

Bids must be received by the Eligible Firms/ Bidders at the address and no later than the date and time specified in the bid document i.e. 03.00 PM of 8th April 2021 through speed post/ Regd Post/ courier services/ hand only. In the event of the specified date for the submission of Bids being declared a holiday for the Bidder, the Bids will be received up to the appointed time on the next working day. Any clarification or corrigendum or addendum shall be uploaded in the departmental website www.odishapanchayat.gov.in.

2. TECHNICAL BID (ENVELOPE-I)

Documents to be submitted in the Technical Bid otherwise rejected are follows:

- i. Cost of the Document in the form of Demand Draft towards amounting to Rs. 2000/- (Rupees two thousand Only)- in favor of "Executive Engineer, RWS&S Division, Bhubaneswar" payable at Bhubaneswar only Demand Draft from any Nationalized Bank/ Scheduled Bank.

- ii. Bid Security in the form of Demand Draft/ Bankers Cheque towards EMD amounting to Rs. 20,000/- (Rupees twenty thousand Only)/- in favor of "Executive Engineer, RWS&S Division, Bhubaneswar" payable at Bhubaneswar only from any Nationalized Bank/ Scheduled Bank.
- iii. Documentary evidence in the form of Letter of Award or Agreement should be submitted failing which the bid will be rejected.
- iv. Chartered Accountant certificate certifying the years of turnover should be submitted
- v. Registration certificate of the firms.
- vi. Copy of PAN card
- vii. The bidder must furnish copy of GST Registration certificate.
- viii. Forwarding letter/Self-Declaration form on non-judicial papers per Page No-08.
- ix. Sample paper.

3. FINANCIAL BID (ENVELOPE-II)

- i. Hard Copy signed & sealed both in words and figures as per the format provided in the tender
- ii. The Price bid of the technical qualified bidders will only be opened.
- iii. The net quoted price (Cost of Printing along with all taxes & transportation) should both in figures and words. In case of difference in words and figures, words will be taken into consideration for evaluation.

4. BROAD SCOPE OF WORK:-

Brief Specification of the Work

S No.	Name of Item	Specification	Quantity (in Nos.)
1	Leaflet	Size – A4, 29.7 CM X 21.0 CM, Process – Multi Colour Paper – 100 GSM Royal Executive Bond Print- Single side	30,00,000 Nos.

Note: The agency may visit the Office of EIC, RWS&S, Odisha, Bhubaneswar for the quality of paper to be printed.

5. TERMS & CONDITIONS

- (i) The Authority will have no liability regarding transportation, loading and unloading of materials and all the material orders for shall be delivered at the office of EIC, RWSS, Jal O Parimal Bhawan, Unit-V, Keshari Nagar The defective or damaged printed material if any will be replaced by the organization. The items delivered should be as per the specification mentioned with clear visibility of contents. If found defective, the same has to be replaced immediately within seven days & total cost will be borne by the concerned awarded party
- (ii) Conditional Tenders are liable to be rejected. In the event of acceptance, RWS&S decision will be final. The tender, which is not as per our required specifications, will not be considered.
- (iii) **If the successful bidder fails to supply within the stipulated period i.e. 45 days, liquidated damage @ 5% of the tender value, per week of delay shall be deducted from the final payment.** Deduction shall be made till 4% of purchase order rate. If the bidder still fails to supply, his order stand cancelled.
- (iv) The Authority will not pay any advance payment to the organization. The organization will have to carry out the entire job on its own and the amount will be paid only after satisfactory completion of the job and submission of bill in that regard.
- (v) 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 RWS&S, Odisha, 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.

- (vi) Bidder must have sound knowledge of latest intellectual and property right. The authority who assigns the work is no way responsible for any deviation made by the supplier in this regard
- (vii) The cost towards the testing of sample will be borne by the successful bidder
- (viii) The Authority reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.
- (ix) Rates quoted against this tender enquiry shall remain valid up to 12 months after publication of approved rate. No request for increase in rates, if any, will be allowed or entertained during this period
- (x) The head of the organization (bidder) should submit an authorization and specimen signature of their authorized signatory.
- (xi) The bidders shall ensure that each page of the tender document is to be signed with authorized signatory and company seal.
- (xii) Quantities may be increased / decreased by the tender inviting authority as per the requirement
- (xiii) It would be the responsibility of the Bidder's representative (only one person per bidder) to be present at the venue of opening of Bids. In case absence of any bidder then bid document could be opened by the committee members.

6. EVALUATION PROCEDURE:

Only those bidders who are eligible as per the eligibility criteria will be shortlisted and their financial bid shall be opened.

FINANCIAL EVALUATION:

The financial bid shall be evaluated based on lowest cost (L1) quoted by the eligible bidder. In case of tie, decision shall be taken as per the OPWD codal provisions

7. VALIDITY OF THE OFFER

12 months from the date opening of submission

8. SUBMISSION OF TENDER:

The tender document has to be submitted in the prescribed formats along with the relevant documents as asked to be furnished in the relevant formats. The formats duly filled in along with the documents signed by the authorized signatory shall be put in an envelope and the sealed envelope should be super scribed as "Tender for Printing of Leaflets for Creating Awareness Under IEC Activities". The tenders must reach the office of the EIC, RWSS, Jal O Parimal Bhawan, Unit-V, Bhubaneswar on or before 03.00 PM of 8th April, 2021 and shall to be opened on 9th April, 2021 at 11.30 AM.

Envelope No. I (Technical Bid)

First of all, Envelope No. 1 of the bidder will be opened in the presence of stake holders. If the various documents contained in this Envelope do not meet the requirements as stated above, a note will be recorded accordingly by the bid opening authority and the Envelope no. II of such bidders will not be considered for further action and the same will be rejected. However, a bidder may be given a chance to submit some minor documents within a specific time limit after closure of the bid.

Envelope No. II (Commercial Bid)

This envelope shall be opened in front of stake holders through standard procedure after opening of Envelope No. 1 only.

9. LAWS AND REGULATIONS

Governing Law: The RFP documents shall be governed by the laws and by-laws of India, the, State of Odisha and the local bodies in this region.

10. RESOLVING THE DISPUTES:

In case of any disputes, the decision of the Engineer-in-Chief, RWS&S / Concerned next Higher Authority shall be final and binding.

11. FINAL INSPECTION AND ACCEPTANCE

The Authority shall inspect the printing materials. The defective or damaged printed material if any will be replaced by the organization. The items delivered should be as per the specification mentioned with clear visibility of contents. If found defective, the same has to be replaced immediately within seven days & total cost will be borne by the concerned awarded party

12. TAXES TO BE DEDUCTED AT SOURCE

During the course of contract period the deduction of Income Tax/Work Contract Tax or any other Central/State or local tax required to be deducted at source, will be made as per prevailing rules from the contractors bills and will be remitted to the concerned Departments. Certificate for such deductions will be issued by the RWS&S.

13. WRITTEN NOTICE

Written notice shall be deemed to have been duly served or delivered in person to the individual or member of the firm or to an Engineer of the bidder for whom it was intended, or if delivered at or sent by registered or certified mail to the last business address known to him who gives the notice. The notice on the Fax Message/ E-Mail shall be deemed to have been duly served. The address given in the bidder's bid on which all notices, letters and other communications to the bidder shall be mailed or delivered, except that said address may be changed by the Bidder by notifying the owner in writing. This shall not preclude the service of any notice, letter or other communication upon the Bidder personally.

14. STATUTORY INCREASE IN DUTIES, TAXES ETC.

Goods and Service Tax, other taxes and duties levied by the Central Govt., State Govt. and by Local Bodies at the prevailing rates applicable on the date of receipt of bid, shall be the responsibility of the bidder. Any increase in tax rates till completion of work shall be fully borne by the Bidder and shall not be reimbursed to him on any account.

15. NO INTEREST ON DUES

No interest shall be payable by the RWS&S on amounts, due to selected Bidder pending final settlement of claim. Further, no interest shall be payable by RWS&S on any amount/payment.

16. RECOVERIES

Any recovery advised by the RWS&S shall be recovered from any bill or money retained from this contract. All the recoveries either outstanding or dues under the contract or incidental there to as determined may be, stand recoverable.

17. SIGNING OF CONTRACT

At the same time as the Authority notifies the successful Bidder that the bid has been accepted, the Authority will send the Bidder an acceptance letter informing the Bidder, the further necessary line of action including signing of contract etc.

18. PAYMENT TERMS

The Authority will not pay any advance payment to the organization. The organization will have to carry out the entire job on its own and the amount will be paid only after satisfactory completion of the job and submission of bill in that regard.

19. FOR SPECIAL ATTENTION OF BIDDER

In case of any doubt about any item or data included in the RFP or otherwise, it shall be got clarified by applying in writing to the bid inviting authority at least 3 days before the date of submission of bid. Once the bid is submitted, it shall be concluded with all the details required for completing the work as per bid conditions and specifications.

The Price Bid shall be inclusive of all taxes such as GST and any other taxes. Bidder shall be deemed to have studied the scope of the including general conditions, specifications and shall be deemed to have fully informed himself regarding the scope and nature of the work

There shall be no corrections or overwriting and if any that shall be dully initiated by Bidder himself.

The bidder shall furnish and pay for all labour, supervision, materials, equipment, transportation, equipment protections, safety provisions, and all other facilities like service, incidentals etc. Any nature whatsoever necessary for the satisfactory and acceptable execution, testing and completion of the work in accordance with the tender documents, ready for use and operation by the owner. The cost of all these arrangements shall be deemed to be included in the contract offer and no separate payment shall be admissible thereof.

Format for submission of Financial Proposal

S No	Product Description	Unit Price	Quantity (Nos)	Total Amount	GST	Total Amount
1.	Size – A4, 29.7 CM X 21.0 CM, Process – Multi Colour Paper – 100 GSM Royal Executive Bond Print- Single side		30,00,000			
	GRAND TOTAL					