

TENDERER'S PROFILE
XEROXING, SPIRAL BINDING & DTP
(To be filled in & returned with the documents)

1.	Name of Proprietor / Partner / Director. (In Capital letters)	
2.	Details of address (Registered Office and Operating Branch)	Office:-
		Residence:- Mobile :- Fax No :- e-mail ID:-
3.	Details of amount towards paper cost.	Rs. 500/- D.D. / B.C. No Date: Drawn on Bank.....
4.	Details of amount of Earnest Money Deposit	Rs. 2,000/- D.D. / B.C. No Date: Drawn on Bank.....
5.	GST Registration No. (Photo copy must be attached)	
6.	Details of up-dated e-filing acknowledgement should be furnished.	
7.	Income Tax Account No. / PAN / GIR No. (Last IT Clearance certificate to be attached)	
8.	Details of credentials of similar nature of work at least for three years in Govt. sector. (Photo copy to be attached)	

DECLARATION

- I Son / Daughter / Wife of Shri Proprietor / Partner / Director / authorized signatory of the Service Provider mentioned above that I am competent to sign this declaration and execute these tender documents.
- I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
- The information / documents furnished along with the above application are true & authentic and to the best of my knowledge and belief. I / we do hereby undertake that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides accruing of liabilities towards prosecution under appropriate law.

Place:
Date:

Signature of Authorized person
Full Name:
Seal:

TERMS & CONDITIONS
XEROXING, SPIRAL BINDING & DTP

1. The firm must be registered under CGST / SGST Act.
2. The tenderers are to deposit **Rs. 500/-** towards cost of tender documents (Non Refundable) in shape of Bank Draft / Banker's Cheque favouring the Director, SIRD & PR, Bhubaneswar. The tender documents submitted without paper cost shall not be entertained at any stage.
3. The tenderers are to deposit **Rs. 2,000/-** as EMD in shape of Bank Draft / Banker's Cheque favouring the Director, SIRD & PR, Bhubaneswar along with the tender documents. The tender documents submitted without EMD shall not be entertained at any stage. The EMD deposited will be refunded (Refundable without interest) to the unsuccessful tenderers soon after completion / finalization of the tendering process.
4. The authorization letters if any to be enclosed in the tender with due attestation.
5. The quoted amount must be excluding of GST, which will be made payment separately.
6. The contract / rates of the successful bidder for the year 2019-20 may be extendable, up-to two years subject to satisfactory performance review by the undersigned at the end of 1st year of contract.
7. The firm / agency should have its own office / organization within one Km. distance from SIRD & PR, Bhubaneswar.
8. No conditional tender will be accepted by the authority from the tenderers.
9. No advance payment will be made to the party after acceptance of tender or execution of order.
10. Delivery of the materials should be made on proper requisition according to the requirement.
11. Original documents are to be produced for verification by the members of the committee.
12. If any information / document furnished by the tenderers with the tender papers are found to be misleading or incorrect at any stage their tenders will be rejected without assigning reasons thereof
13. It is the responsibility of the tenders for timely delivery of the articles at their own cost.
14. The tenders received beyond the scheduled date and time will not be entertained / considered at any cost.
15. The undersigned / committee reserves the full right to accept in full or part or reject any or all the tenders without assigning any reason thereof. The undersigned / committee is not bound to accept the lowest rates.
16. In case of any legal dispute, it will be adjudicated within the jurisdiction of Bhubaneswar court only.
17. All pages of the bids are to be signed & stamped by the tenderer.
18. Details of information are to be submitted following **Two Bids i.e. Technical Bid (Tenderer's Profile with all relevant documents including paper cost & EMD) & Financial Bid**. The technical bid and the financial bid should be sealed by the bidder in separate envelope duly superscribed and both these sealed envelope are to be put in a bigger envelope which should also be sealed and duly superscribed.
19. The tenderers should furnish the particulars in the specific format attached (to be sealed on sealing wax) in a sealed envelope superscribed as "**XEROXING, SPIRAL BINDING & DTP**" on the top to the sealed cover within the date & time specified above by Registered / Speed Post / Courier Service. No tender will be received by hand. The authority shall not be responsible for any postal delay.
20. The technical bid and the financial bid shall be opened on the scheduled date and time in the office of the Director, SIRD & PR, Bhubaneswar in presence of the tenderers or their any authorized representative.
21. The tenderers qualified in the technical bids shall be eligible for the financial bid.
22. For any services / supply, the firm / organization should not be blacklisted by any Government organization. If found later on, the action deemed to fit will be initiated against the firm as per the law.
23. The Interested tenderers may contact Sri Prafulla Kumar Panda of SIRD&PR, Bhubaneswar (Phone No. 9437309905) for any clarification thereof.
24. The Director, SIRD & PR reserves the rights to terminate the contract at any time without notice if the firm fails to provide services within the specified time according to the specifications & samples

DIRECTOR

FINANCIAL BID

Xeroxing, Spiral Binding & DTP

Sl. No.	Description	Qty	Amount quoted (Excluding GST)
1.	Photo copy – A4 - Black & White (Single side) (Both side)	Per Page Per Page	
2.	Photo copy – A3 - Black & White (Single side) (Both side)	Per Page Per Page	
3.	Photo copy – A4 – Colour (Single side) (Both side)	Per Page Per Page	
4.	Photo copy – A3 – Colour (Single side) (Both side)	Per Page Per Page	
5.	Lamination – A4	Per Page	
6.	Different Type of Binding (Spiral Binding) (Tape Binding) (Stick Binding) (Cardboard Binding)	Per Book Per Book Per Book Per Book	
7.	DTP (Odia)– A4 Black & White Colour	Per Page Per Page	
8.	DTP (English)– A4 Black & White Colour	Per Page Per Page	

N.B.: It excludes GST, which will be separately made payment as applicable from time to time.

Signature of the bidder with office seal