

DIRECTORATE OF PRINTING, STATIONERY AND PUBLICATION, ODISHA
MADHUPATNA, CUTTACK-753010.

**SHORT TENDER NOTICE NO.7/FOR PRINTING AND SUPPLY OF
COLOUR BOOKLET, 'AANA-2016'**

Sealed tenders in double sealed covers (documents along with E.M.D. in one cover and price bid in another cover) in prescribed form are invited from reputed private printers having the eligibility criteria for printing and supply of 78,00,000 nos. Booklets by 15th. November, 2016 positively as per specifications in Part-3 and terms and conditions mentioned in the tender documents. The tender details have been hoisted in the Odisha State Government website i.e. www.odisha.gov.nic.in / www.ogpress.nic.in.

Details of tender documents with specification can be obtained from the Accounts Officer(Purchase), Directorate of Printing, Stationery and Publication, Odisha, Madhupatna, Cuttack-10 from **8.10.2016** to **19.10.2016** on every working day during the office hours on payment of Rs.1500/- + V.A.T. (non-refundable) aggregating to Rs.1,575/- in cash only.

The tender documents as required by this office along with E.M.D. in prescribed manner in shape of Postal N.S.C./T.D.R., term deposit receipts of Scheduled Banks/ Nationalised Banks, cheques or Bank Drafts will not be accepted towards E.M.D. shall be received by 3.00 P.M. on **19.10.2016**. The technical bids and the price bids will be opened on **20.10.2016** at 11.30 A.M. and 2.30 P.M. respectively on presence of the tenderer or one of their authorized representatives. Price bid of only those tenderers will be opened who qualify in the technical bid.

The tender documents can also be down loaded from Odisha Govt. Website i.e. www.odisha.gov.nic.in / www.ogpress.nic.in in such cases the tender is to be submitted along with a bank draft of Rs.1,575/- (**Rupees one thousand five hundred seventy five**) only (non-refundable) drawn in favour of Director, Printing, Stationery & Publication, Odisha, Cuttack.

The undersigned reserves the right to reject any or all tenders and to alter/amend the terms & conditions of tender without assigning any reason thereof.

All disputes relating to this tender will come under the jurisdiction of the Courts situated at Cuttack.

Sd/- G.Satpathy
Director
Printing, Stationery & Publication,
Odisha, Madhupatna, Cuttack - 10.

DIRECTORATE OF PRINTING,STATIONERY AND PUBLICATION,ODISHA
MADHUPATNA,CUTTACK-753010.

**TENDER FOR PRINTING AND SUPPLY OF COLOUR BOOKLET,
'AAINA-2016'**

DATE OF ISSUE :

DATE OF TENDER SUBMISSION :

NAME OF THE TENDERER :

ADDRESS AND PHONE NO. OF THE TENDERER :

CONTD...2

**TENDER FOR PRINTING AND SUPPLY OF COLOUR BOOKLET,
'AINA-2016'**

TABLE OF CONTENTS

| | | |
|---------|---|--|
| PART- 1 | TENDER FORM & INVITATION FOR TENDER | |
| PART- 2 | INSTRUCTIONS TO TENDERERS | |
| PART-3 | TECHNICAL SPECIFICATIONS AND PRODUCT ANNEXURE-I | |
| PART-4 | GENERAL TERMS AND CONDITIONS | |
| PART-5 | PRICE SCHEDULE | |

PART-1

INVITATION OF TENDERS

Short Tender No.7/For Printing & Supply of COLOUR BOOKLET, 'AAINA-2016' of I.& P.R. Department.

Date of submission:- Upto 3.00 p.m. on 19.10.2016

Sealed tenders under two bid systems are invited on behalf of I & P.R. Department from the reputed private printers having the eligible criteria for printing and supply of booklets as per specifications in Part-3.

DUE DATE AND TIME:

The tenders should reach the office of the Director, Printing, Stationery & Publication, Odisha, Madhupatna, Cuttack-10, on or before 3.00 P.M. on 19.10.2016. Tenders received after the due date and time will be summarily rejected.

TENDER BIDS

The tender bid will be in two parts namely, technical bid and price bid.

TECHNICAL BID:

The first envelope should consist of "technical bid with technical and commercial terms without the price". The documents to be inserted in the envelope will be as follows;

1. Instructions to tenderers, duly signed and stamped (as in PART-2).
2. Specifications and terms, duly signed and stamped (as in PART-3).
3. Tender terms and conditions, duly signed and stamped (as in Part-4).
4. Details of the tenderers, duly signed and stamped (as in Annexure-I).
5. Acceptable documents towards EARNEST MONEY DEPOSIT.
6. At least 2 (two) samples of jobs undertaken similar to the specifications, mentioned in the tender have to be submitted along with the tender documents.

CONTD...4

PRICE BID:

The second envelope should consist of the “PRICE BID” in prescribed form duly filled in (part-5).

EVALUATION:

As aforesaid, this tender will be of “TWO BID” system. The first envelope will be opened on the date and time mentioned for evaluation of the technical and the commercial terms.

Only successful tenderer who qualifies in the technical evaluation will be considered for price bid opening. Hence, it is very essential that the price bid need be given in the second envelope only. Those who qualify in the “Technical Bid” shall be invited to attend the opening of the “Price Bid” on the date and time mentioned.

Technical evaluation will be done by the Tender Committee, formed by the Govt. of Odisha in Commerce & Transport (Commerce) Deptt. After opening of the “Technical Bid”, the technical capability of the tenderers and other eligibility details as furnished by the tenderers will be verified in the manner as deemed fit by the Tender Committee and the decision of the tender accepting authority i.e. the Tender Committee will be final.

REJECTION OF LATE TENDERS AND INCOMPLETE TENDERS:

Tenders received late will not be opened. Incomplete tenders and those not in conformity with the tender specifications will not be entertained.

PART-2

INSTRUCTIONS TO TENDERERS

1. Tenderers are requested to carefully study all the tender documents and tender conditions before quoting their rates. No alteration in the Tender will be allowed after the opening of the Tender.
2. Every tender should be strictly in accordance with the terms and conditions and specifications as laid down in the tender document.
3. All entries in the Tender must be written in permanent inks or typewritten and there should be no erasures or overwriting. Corrections, if any, should be attested under the full signature of the tenderers.
4. All rates, given in the Tender must be expressed both in figures and words and where there is a difference between the two, whichever is lesser will be taken into account.
5. Latest valid VAT Clearance Certificates in form V.A.T.-612, duly attested by Gazetted Officer must accompany the tender in respect of the bidders of inside the State.
6. The bidders from outside the State who intend to participate in the tender and who have not been registered under the VAT Act as they have not started any business in the State as yet, may participate in the tender without having any VAT Clearance Certificate subject to the condition that they should submit undertakings in the form of an affidavit indicating therein that they are not registered under the VAT Act as they have not started any business in the State and they have no liability under the Act.
7. No interest will be paid on the Earnest Money Deposit or Security Deposit.
8. Tenderers should furnish particulars of their Printing Press including location, printing and binding machineries installed therein with the capacity of production of those booklets.
9. Tenderers are required to furnish list of parties to whom they have supplied such finished booklets during last three years with quantity proof.
10. The copy of the resolution of Board of Directors, if any, authorising the person to sign the Tender should be enclosed.
11. Tenderer is expected to examine/go through all the instructions, terms, and specifications of the tender document. Failure to furnish all informations required as per the tender document or submission of a tender not substantially responsive to the tender document in any respect will be at the tenderer's risk and may result in the rejection of his tender.

12. Tender document is not transferable. Not more than one tender against the tender document shall be submitted by one tenderer.
13. Tenderer shall furnish all informations as called for in different sections of the Tender Document. Tenders not complying with these conditions are liable to be rejected.
14. Tender prepared by the tenderer and all correspondences, documents and literature relating to the tender shall be in English language. All particulars shall be either legibly written in ink or typewritten or printed.
15. All proofs in support of conditions, prescribed in the tender shall accompany the tender application and no tenderer will be allowed to submit any such proof subsequent to the submission of tender.
16. Failure to comply with one or more conditions will disqualify the tenderer to participate in the tender.
17. Furnishing incorrect information will entail forfeiture of Earnest Money Deposit in full or part, as may be decided by the Authority.
18. At any time prior to the deadline for submission of bids, the Director, Printing, Stationery & Publication, Odisha, Cuttack for any reason, whether on his own initiative or in response to a clarification requested by a prospective bidder, may modify the bidding documents by amendment.
19. Tender paper is to be submitted either in original or website downloaded form alongwith cost of tender paper in shape of Bank Draft in favour of Director P. S. & P., Odisha payable at Cuttack with all tender document duly filled in all respect and should be sealed as per procedure as aforesate. Each page of the tender including terms and conditions should be stamped and signed by the tenderer.

Signature of the tenderer alongwith seal
and full address.

PART-3

SPECIFICATION OF THE BOOKLET

SIZE OF BOOKLETS : CROWN SIZE (L-25 CM X W-16 CM)

TOTAL PAGES OF BOOKLETS : INNER 48 PAGES + COVER 4 PAGES

COVER PAGE : 130 GSM ART PAPER

INNER PAGE : 90 GSM ART PAPER

QUANTITY : 78 LAKH

STICHING : CENTRE IS WIRE STICHING

INNER TEXT : MULTICOLOUR PRINTING IN 90 GSM ART PAPER
(GLOSS).

COVER PAGES : MULTICOLOUR PRINTING IN 130 GSM ART PAPER
(GLOSS).

CONTD....8

PART-4
GENERAL TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR TECHNICAL BID.TURNOVER

(1) The tenderer should have an annual turn over of not less than Rs.4.00(four) Crore per annum during preceding three years.

(2) The tenderer shall furnish valid up to date Income Tax Clearance and VAT(or Sales Tax) clearance certificates alongwith their tenders.

EXPERIENCE

(3) The tenderer must have at least 3 years of experience in the field of printing & binding of all types of booklets etc.

(4) The tenderer should have printed similar nature of jobs (multi colour printing in Art Paper) at least in two or more occasions and supplied to various clients including the State/Central Government Department in India.

FACILITIES :

(5) The tenderer should have the facility of latest technology based Pre-Press, Press and post-Press facilities. The press should possess adequate nos. of Multi-Colour High Speed Sheet fed Offset Printing Machines alongwith other modernised pre-press (CTP) and binding machineries so as to have a printing capacity of not less than 10 lakh impressions per day (multi-colour) in Demy size.

(6) The printer has to guarantee/submit an affidavit on Rs.20/- Stamp Paper that the process from Pre-press to the Post-press of the finished booklets shall be/have been done in the Printer's premises only and no job (partially or fully) will be/has been sub-contracted. This may be verified by the Technical team at the time of inspection, if necessary.

(7) The tenderer should not have been blacklisted by any Govt. organisation in previous occasions.

(8) The tenderer should have all requisite infrastructure in his press in terms of technology, skilled manpower etc. to ensure 100% guarantee of supply.

FACTORY ADDRESS TO BE FURNISHED

(9) The tenderer shall be required to furnish the particulars of their press including locations and machinery installed therein with their installed capacity of production. They should enclose proof of Sales Tax Registration number, DIC Registration number/other registration, if any.

PROOF OF FACILITIES & MACHINERIES

(10) The supplier must submit recent photograph of all the machineries showing their functioning in shape of C.D. to show that the photographs are taken around the date of applying for the tender which should be verifiable at the time of inspection (if any) undertaken by the technical team.

(11) The tendering authority may decide for physical verification of printing premises to ascertain the bidder's technical and printing capabilities.

(12) Preference will be given to the press having ISO Certification.

EARNEST MONEY DEPOSIT

(13) The tenderer shall deposit earnest money of Rs.10,00,000/-(Rupees Ten lakhs) in shape of National Savings Certificate/Term Deposit Receipts from any Post Office in India, duly pledged in favour of the Director, Printing, Stationery, Publication, Odisha, Cuttack/term deposit receipt of Scheduled Banks/Nationalised Banks duly pledged in the name of the Director, Printing, Stationery & Publication, Odisha, Cuttack(except Bank Draft & Cheque). Tenders without Earnest Money Deposit will not be considered under any circumstances.

Transfer/Adjustment of deposits of EMD towards deposit of Security Money shall not be permitted in any circumstances.

SAMPLE OF BOOKLET

(14) Multi colour printed samples of various jobs done in the press should be enclosed with the tender. The tenderer should also submit the paper sample of 90 GSM & 130 Art paper along with tender.

.VALIDITY OF TENDER

(15) The tender shall be valid upto 31.03.2017.

PERT CHART FOR PRODUCTION

(16) The successful tenderer shall complete the printing and supply of booklets as per the samples supplied by the Director, Printing, Stationery & Publication, Odisha, Madhupatna, Cuttack by 15th November in phased manner failing which the contract will be cancelled and the successful tenderer shall be liable for compensating the loss incurred by the Department for making alternative arrangement for getting the supply. The delivery of booklets shall be as per the schedule to be furnished by the Director, Printing, Stationery & Publication, Odisha, Madhupatna, Cuttack. In this regard the tenderer shall submit a PERT CHART along with the tender paper in technical bid indicating the schedule of delivery.

APPROVAL OF SAMPLES

(17) It will be binding on the tenderer to take up printing works only after approval of proof copy. At the time of approval of the proof sample, technical verification may also be made by the technical committee to ensure that the samples contains the required specification in regard to size, GSM and quality of paper etc.. The samples of booklets may also be subjected to technical evaluation to ascertain whether the products confirm to the technical specifications, indicated in the tender document.

(18) The printer will produce 200 (Two hundred) nos. of sample booklets for approval and reference before actual delivery.

DELIVERY OF BOOKLETS TO CONSIGNEE

(19) The successful tenderer will deliver the printed AAINA-2016 Multi colour booklets to the Odisha Govt. press, Cuttack as per the following delivery schedule;

- a) 50% of the completed booklets by 5th November,2016.
- b) Balance 50% by 15th November,2016.

(20) The number of Booklets to be supplied will be 78 lakh.

(21) Officials duly authorised by the Director, P.S & P, Cuttack may inspect the Press in order to ensure the schedule of delivery as per PERT CHART furnished by the printer.

(22) In case of any lapse by the tenderer leading to damage/loss to Govt. the, Printer will be responsible for such damage/ loss and in such an event, the loss/damage costs shall be recovered from the said Printer.

(23) The Printer shall pack the booklets in such a manner to avoid loss/damage during transportation, loading, unloading etc. as specified in the order with machine strapping.

SECURITY DFEPOSIT

(24) On receipt of work-order, the successful bidder has to execute the agreement within 02 (two) days along with the Security Money deposit (5% of the total cost) in shape of the National Savings Certificate/ T.D.R. from any Post Office duly pledged to the Director Printing, Stationery & Publication, Odisha, Cuttack/Deposit Receipts(except Bank Draft & Cheque) of any Scheduled

Banks in the name of the Director, Printing, Stationery & Publication, Odisha, Cuttack. The security deposit will be released only after satisfactory completion of supply of the Booklets as per the timeline given or extended period as the case may be and after deducting the dues from the Supplier, if any. No interest will be payable by the purchaser on the Security Deposit. The Security Deposit made by the tenderers may be refunded to him/them after completion of the contract and after adjustment of amount, if any, due to the office of the Director, Directorate of Printing, Stationery & Publication, Madhupatna, Cuttack, Odisha.

(25) The Earnest Money Deposit of the successful tenderer shall be refunded after receipt of security deposit and signing of agreement.

(26) The said security shall stand forfeited, appropriately adjusted in full in the event of

- (i) the supplies in part or in full are not effected in accordance with the delivery schedule.
- (ii) in the event of rejection of consignment on account of sub-standard product and not in conformity with the specifications.
- (iii) any act of breach of trust;
- (iv) in case the tenderer, whose tender is accepted, fails to deposit the Security Deposit and execute the agreement as required by the Director, Printing, Stationery & Publication, Odisha, Madhupatna, Cuttack, within 2 days of issuance of work order.
- (v) the Earnest Money Deposit of the unsuccessful tenderers will be returned to them after finalisation of tender. No interest will be paid on the Earnest Money Deposit remitted by the tenderers.

SIGNING OF THE TENDER

(27) (a) The tender is liable to be rejected if complete information is not given therein or if the particulars and data asked for in the tender are not fully filled in. Specific attention must be paid to delivery dates and also to the general conditions of the contract. The decision of the tendering authority shall be final & binding.

(b) An individual signing the tender or any other documents connected with a contract must specify whether he signs it as:

- i) a “Sole Proprietor” of the firm or constituted attorney of such “Sole Proprietor” or

ii) a partner of firm, if it be a Partnership, in which case he must have the authority to refer to arbitration, dispute concerning the business of the partnership either by virtue of the agreement or of a power of attorney, or

iii) a constituted attorney of the "Firm" if it is company.

(c) In case of above, copy of the partnership agreement or general power of attorney in either case, attested by Notary Public, should be furnished with the tender application to the Director, Printing, Stationery and Publication, Odisha, Madhupatna, Cuttack, or an affidavit on stamped paper of all the partners admitting execution of partnership or the general power of attorney should be furnished.

(d) In the case of partnership firm, where no authority to refer disputes concerning the business of partnership has been conferred on any partner, every partner of the firm must sign the tender and all other related documents.

(e) A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to warrant that he has authority to bind such other and if, on enquiry it appears that the person so signing had no authority to do so, the Director, Printing, Stationery and Publication, Odisha, Madhupatna, Cuttack may without prejudice to other civil or criminal remedies cancel the contract and hold the signatory liable for all cost and damages.

(28) OPENING OF TENDER

(i) The tenderers are at liberty to be present at or authorise a representative to be present at the opening of both the tenders i.e technical and price bids, at the date and time as specified. The name and address of the representative who would be attending the opening on behalf of the tenderers should be indicated. The tenderers shall also state the name and address of their permanent representatives, if any, at Odisha.

(29) PRICE

(a) The price, once accepted by the Tender Committee shall remain valid till the successful execution of the order and till the supplies are fully effected and accepted.

(b) The price quoted must be net per one Booklet of crown size(L-25 CM x W-16 CM) and must include all taxes, levies excluding Odisha VAT as applicable as on date as per Government rules and all charges for production, supply and delivery.

(c) The price should also be inclusive of transportation charges, packing, loading, unloading etc. to be incurred by the successful printer for delivery of booklets from their Press premises to Odisha Govt.Press, Madhupatna, Cuttack-10.

(d) The selection will be based on the technical evaluation basing on quality and the Director, Printing, Stationery & Publication, Odisha, Madhupatna, Cuttack, is not bound to accept the lowest price.

(30) COMMUNICATION OF ACCEPTANCE

- i.) The acceptance of the tender by the Authority will be communicated by a letter of acceptance by post or Fax.
- ii) The Authority reserves the right to place order on successful tenderer or tenderers for additional quantity at the approved rates, quoted by the successful tenderer from the date of acceptance of the tender.
- iii) The Director also reserves the right to place order to other qualified bidders at the approved rates in order to meet the time schedule.
- iv) The Director also reserves the right to split the order amongst the willing and eligible parties at L-1 price in order to ensure timely delivery and uninterrupted supply.
- v) The Director, Printing, Stationery & Publication, Odisha, Madhupatna, Cuttack, reserves the right to reject all or any of the tenders without assigning any reason.

(31) FAILURE AND TERMINATION

If the supplier fails to deliver the Booklets or any instalments thereof within the period fixed for such delivery in the tender, the Director, Printing, Stationery & Publication, Odisha, Madhupatna, Cuttack, may recover damages for breach of the contract and

- i. Procure or authorize to procure elsewhere without notice to the Printer, on the account and at the risk of the supplier.
- ii. Cancel the contract or a portion thereof and if so desired procure or authorise to purchase the Booklets not so delivered.
- iii. Where action is taken under sub-clause (i) or sub-clause (ii) above, the Printer shall be liable for any loss which the procurer may sustain on that account.
- iv. The Printer shall not be entitled to any gain on such purchase and the manner and method of such procurement shall be at the entire discretion of the Director, Printing, Stationery & Publication, Odisha, Madhupatna, Cuttack. It may not be necessary for the procurer to serve any kind of notice of such procurement to the Printer.
- v. In case the Printer fails to supply the required booklets in the specified period, the Security Deposit will be forfeited.

(32). If during the currency of contract, the Printer or/and his representatives, workers and agents are found indulging in any activity which directly or indirectly is prejudicial to the interest of

the Director, Printing, Stationery & Publication, Odisha, Madhupatna, Cuttack, or found guilty of indulging in any malpractice such as forgery, falsification or fabrication of any documents, bills, vouchers, delivery challans etc. or introduction of any liability in connection with the supply of Booklets, which amounts to an offence punishable under Indian Penal Code or any other enactment, the Director, Printing, Stationery & Publication, Odisha, Madhupatna, Cuttack, without prejudice to other legal rights shall have the right to terminate the contract forfeit the Security Deposit and such other amounts that may be lying with this office by way of Bills on Hand. All losses that may be incurred by this office shall be recoverable from the Printer.

(33) Non performance of the tender/contract conditions/providing false information in tender will disqualify the tenderer to participate in the tender in future.

(34) PAYMENT UNDER THE CONTRACT

i. Payment will be made after effecting delivery of booklets subject to inspection and verification of printing quality and quantity of the booklets by the Technical Committee and confirmation of GSM of Inner and Cover paper after E.P.M. Laboratory Testing. The quantity of stock will be received by the designated officer of the Press Proper Unit of the Odisha Govt.Press, Cuttack after verifying the approved samples under due acknowledgement.

ii. No advance payment will be made in this regard.

iii. The period of contract shall be valid upto 31-03-2017 from the date of signing of the contract subject to the condition that if considered necessary, the Director, Printing, Stationery and Publication, Odisha, Madhupatna, Cuttack-10 reserves the right to extend the period of contract of the successful tenderer at its discretion for an additional period after the expiry of the terms of the contract at the same rates as quoted in the tender.

iv. No escalation of price will be provided within the currency of the tender or during the extended period.

v. On receipt of the bills along with all relevant supporting documents (complete in all respects), the payment shall be made to the Printer by I. & P.R. Department as per the instructions of Director, P.S.&P., Odisha.

vi. Part payment may also be made to the Printer in phased manner, according to delivery of booklets and submission of bill.

(35) At any time prior to the deadline for submission of bids, the Director, Printing, Stationery & Publication, Odisha, Madhupatna, Cuttack, for any reason, whether on his own initiative or in response to a clarification requested by a prospective bidder, may modify the bidding documents by amendment.

(36) In case of any deviation on the terms and conditions of tender is noticed/in case of any defective printing, binding/or delay in supplying the finished booklets as stipulated in work order, the Director, Printing reserves the right to withdraw the printing order, forfeit the EMD and Security Deposit and blacklist the Printer in addition to, legal action that may be imposed.

(37) The authority reserves the right to distribute the printing and binding works, amongst the different firms/printers at the approved rate on the basis of their work capacity and their performance. To meet the delivery period of one month, performance of the firm will be monitored by the Technical Committee in terms of quantity and quality which shall be reviewed and in case of any unsatisfactory performance of the firm in terms of output quantities vis-a-vis firm's own commitment, the Director, P.S. & P. may take appropriate decision in distributing the works among other approved printers at approved price so as to ensure timely printing and delivery of the booklets. The rate, once accepted will hold good till the completion of the order. No increase or decreased will be considered on any account at any time.

(38) LAW GOVERNING THE CONTRACT

i) The law of the land shall govern this contract.

ii) In respect of all the tender conditions, the decision of the Tender Committee shall be final and binding. In the event of any dispute arising out of the tender, such dispute would be subject to the jurisdiction of the Civil Courts or High Court at Cuttack.

Last date of submission of tender form :- up to 3.00 P.M. on 19.10.2016

Date of opening of tender & technical bid :- at 11.30 A.M on 20.10.2016

Date of opening of Price bid :- at 2.30 P.M on 20.10.2016

Signature of the tenderer alongwith seal
and full address.

PART-5

TENDER FORM AND PRICE SCHEDULE.
Tender for Printing & Supply of Colour Booklet, 'AAINA-2016'

PRICE BID FOR COLOUR BOOKLET, 'AAINA-2016'

| ITEM TO BE SUPPLIED | PRICE (TO BE MENTIONED BOTH IN FIGURES AND WORDS) (PRICE FOR ONE NO. BASIS) |
|--|---|
| Booklets (as per specification mentioned in part-3). The price quoted should be per (in figures) Total requirement:- 78 lakhs | Rupees _____ |

The Terms and conditions which form part of this Tender are acceptable to me/us.

The prices are inclusive of transportation, packing, loading, unloading etc. at consignee point, located at Odisha Govt.Press, Cuttack excluding Odisha VAT.

Dated:

Place :

Signature of the tenderer alongwith seal
and full address.

CONTD...17

DIRECTORATE OF PRINTING, STATIONERY AND PUBLICATION, ODISHA
MADHUPATNA, CUTTACK-753010.

ANNEXURE-1
(PART OF TECHNICAL BID)

PARTICULARS OF THE TENDERER

1. Name and Address of the Tenderer :
Office/Press :
2. Nature of Constitution of tenderer :
(Whether Individual, Partnership Firm or
Company Registered under the Companies Act)
(Enclose Certificate).
3. Name of the Chief Executive Officer/Director :
And his phone numbers & Fax Numbers.
4. Name and Address of Proprietor/ :
Partner/Director
5. Particulars of Registration No. and date :
(a) Registration No. and date of Industrial licence,
if any (Attach copy of the registration certificate
issued by Competent Authority).

(a) Sales Tax/VAT Registration No. and date :
(attach copy of registration certificate issued
by the Competent authority)

(b) Income tax PAN CARD :
(Attach copy of PAN CARD and latest IT return).

(c) Income tax clearance certificate and copy of last :
Income tax return furnished
6. (A) Details of Printing and binding Facilities as :
on date.

(a) Press infrastructure in details :

i) Printing Machineries for multi-colour printing :
installed with make and model

ii) Binding Machineries with make and model :

iii) Digitised Machine

How many Heavy-duty Digitised Cutting Machines you have :

iv) How many Stitching Machines you have :

(B)Details of the production capacity of booklet per day :

(C)Details of manpower employed :

(i) Pre-press, CtP, DTP :

(ii)Press (Machines Section) :

(iii)Post-press(Binding Unit) :

(iv) Any other Machine :

Total :

(For Technical Staff, attach details of their Qualifications and Experience) :

7. Give details of Government and non-Government jobs executed by the tenderer in past. (Documentary proof to be attached) :

8. Whether the tenderer has been awarded with ISO Certification, if yes, give details along with supporting documents. :

9. Does the tenderer have any collaboration, joint Venture with any Foreign Printer, If yes, give details along with supporting documents. :

10. How does the tenderer ensures total quantity and quality to be produced at his Press till the time they are delivered. :

11. Copies of experience certificate, if any, in the field of Printing work. :

12. Particulars of Earnest money deposited :

13. List of Annexures :

I Shri _____ (M. D. of Company/Partner of the Printer undertake to abide by the terms and conditions of the tender document.

Dated :
Place :

Full Signature of the tenderer along with seal and full address.