

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

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**TENDER NOTICE NO.1/FOR PROCUREMENT OF HARD  
CASE BOARD (HIGH QUALITY SURFACE FINISH) WITH  
BIO-DEGRADABLE PAPER COVERS FOR  
GOVERNMENT DIARY-2021.**

Sealed tenders in separate sealed covers (documents along with E.M.D. in one cover and price bid in another cover) in prescribed form are invited from bonafide Manufacturers or their Authorised Dealers/Supplier/Co-operative Societies registered under Societies Act, 1861 for supply of 50,500 nos. of **Hard Case Board (High Quality Surface Finish) with Bio-Degradable paper covers** for Government Diary-2021 as per specification mentioned at Annexure-‘A’ in the tender schedule, as per terms and conditions mentioned in the tender documents.

The details of the tender can be accessed in the Odisha Govt. website [www.odisha.gov.nic.in](http://www.odisha.gov.nic.in) & Govt. Press website [www.ogpress.nic.in](http://www.ogpress.nic.in) or from the office of Accounts Officer (Purchase) of this Directorate during office hours from 11.00 A.M. to 4.00 P.M. on working days from **01.10.2020 to 21.10.2020**.

Sd /- M.PRATAP  
Addl.D.G. of Police-cum-Director  
Printing, Stationery & Publication,  
Odisha, Madhupatna, Cuttack-10.

### ***1. INVITATION TO TENDER***

The **DIRECTOR, Printing, Stationery & Publication, Odisha, Cuttack, PIN-753010** (hereinafter referred to as the 'DIRECTOR') invites sealed tenders in the prescribed form from the *bonafide* manufacturers/authorised dealers/suppliers/Co-operative Societies registered under Societies Act,1861 for supply of 50,500 nos. of **Hard Case Board (High Quality Surface Finish) with Bio-Degradable paper covers** for Government Diary-2021 as per specification mentioned at Annexure- 'A' in the tender schedule attached hereto.

### ***2. SALE OF TENDER PAPER***

Prescribed tender documents may be obtained from the office of the DIRECTOR, P.S &P. Odisha at Madhupatna, Cuttack-753010 on payment of Rs.1,515/- (Rupees one thousand five hundred fifteen) only (including GST) per set of tender documents by cash only. **In no case payment made otherwise shall be accepted.** The payment made for the tender documents is non-refundable. The tender documents may be obtained on any working day between **11.00 A.M. to 4.00 P.M.** from **1.10.2020 to 21.10.2020.**

The tender documents can also be downloaded from Odisha Govt. Website i.e. [www.odisha.gov.nic.in](http://www.odisha.gov.nic.in) and Govt. press website i.e [www.ogpress.nic.in](http://www.ogpress.nic.in). In such cases the tender is to be submitted along with a bank draft of Rs.1,515/- (Rupees one thousand five hundred fifteen) only drawn in favour of Director, Printing, Stationery & Publication, Odisha, Cuttack.

### ***3. EARNEST MONEY DEPOSIT***

Earnest Money deposit amounting to **Rs.77,000/- (Rupees seventyseven thousand)** only to be furnished by the bidder in shape of Postal savings Bank Accounts/P.O.T.D./ National Savings Certificate in the name of the bidder duly pledged in favour of the Director, Printing, Stationery & Publication, Odisha, Cuttack/Deposit Receipt of any Nationalised Banks/Scheduled Banks (except Bank Draft & Cheque) in the name of the Director, Printing, Stationery & Publication, Odisha, Cuttack. Earnest Money Deposit is normally to remain valid for a period of forty-five days beyond the final bid validity period. Request for transfer of any previous deposit or adjustment of earnest money from any claim payable will not be entertained. **Tenders without Earnest Money deposit shall not be considered under any circumstances. Transfer of deposit of E.M.D. towards deposits of security deposit money shall not be permitted.**

2. The tenderer shall not be entitled to any interest on the earnest money, except what may be allowed and paid by the Postal Authorities/Bank Authorities.

3. The earnest money deposit of a successful tenderer (Herein after also referred to as the 'CONTRACTOR' unless repugnant to the context) shall be retained for due fulfillment of the contract by the Contractor until the Contractor furnishes the prescribed security deposit as in Clause-1 of the conditions of contract.

4. The earnest money deposit of unsuccessful tenderer (s) will be refunded soon after expiry of the validity period of tender as possible and latest by 30<sup>th</sup> day after the award to the contract.

5. In the event, the Contractor does not furnish the amount of security deposit in the manner as stipulated in Clause-1 of the conditions of contract and/or fails to execute the agreement within a period of **seven days** from the date of issue of letter of acceptance, the earnest money deposit shall be absolutely forfeited to the said Government of Odisha in respect of the items for which no agreement is executed without prejudice to the right of the Director to such claims/action under these terms and conditions. The performance security shall remain valid for a period of sixty days beyond the date of fulfillment of all contractual obligations of the supplier. Bid security shall be refunded to successful bidder on receipt of performance security.

6. The earnest money deposit shall also be forfeited under the circumstances indicated in Clause-5.1 below, Clauses-1.4.1, 1.10 and 2.2 of the Instructions to Tenderers.

#### ***4. RIGHT OF ACCEPTANCE / REJECTION OF TENDER AND AWARD OF CONTRACT***

1. The right of acceptance of tender and/or award of contract rests with the DIRECTOR who does not bind himself to accept the lowest tender and also reserves to himself the right to reject any or all the tender(s) received and to alter / amend the terms and conditions of tender without assigning any reason thereof.

2. The right of acceptance of tender and award of contract includes, not withstanding anything contained in the tender documents, the right to apportion the contract for the tendered quantity between any two or more parties and/or to increase and/or decrease the tendered and/or contracted quantity of one or more or all of the articles.

3. In accepting the tenders preference will be given to Manufacturers and Co-operative Societies as per rules in force.

4. Disputes, if any, arises are subject to the court of Cuttack jurisdiction.

### **5. VALIDITY OF TENDERS**

1. All the tenders shall remain valid for acceptance till 31.3.2021. If the tenderer withdraws or amends the offer before expiry of the above period without consent of the DIRECTOR, the earnest money furnished by him (them) shall be forfeited in full. Conditional tenders are liable for rejection.

2. No extension of time shall be allowed for submission of tender in any circumstances unless otherwise specifically extended by the DIRECTOR by an advertisement in news papers.

3. For any reason, if the date of submission of tender will declare as Govt. holiday, then the date and time of submission and opening of tender will be the same time of the next working day.

### **6. TENDERER'S UNDERSTANDING OF THE TENDER DOCUMENTS**

The tenderer shall carefully go through the tender documents and fully inform himself as to all the terms and conditions contained herein, before submission of the tender. Should a tenderer, if any discrepancies or omissions or should be in doubt as to their meaning, he should at once notify the DIRECTOR and obtain clarification in writing prior to submission of this tender. Verbal clarifications and/or information given by the DIRECTOR or the employees working under him or his representatives, shall not be binding on the DIRECTOR.

### **7. NO CLAIM OR COMPENSATION FOR SUBMISSION OF TENDER**

No tenderer shall be entitled to claim any costs, charges, expenses of or incidental to or incurred by him through or in connection with submission of this tender even though the DIRECTOR may elect to withdraw the invitation to tender even without notice and without assigning any reason whatsoever.

### **8. TESTING CHARGES**

The testing charges of different varieties of samples of Hard Case Board (High Quality Surface Finish) with Bio-Degradable Paper Covers for Govt. Diary conducted by any Testing Laboratory, shall have to be borne by the bidder. If the testing fee is not deposited by the bidder in due time, the same will be recovered in appropriating in part or whole from the E.M.D. furnished by the bidder.

Sd /- M.PRATAP  
Addl.D.G. of Police-cum-Director,  
Printing, Stationery & Publication,  
Odisha,Cuttack-10.

## **INSTRUCTIONS TO TENDERERS**

### ***1. SUBMISSION OF TENDERS***

1.1. Each set of tender documents shall be serially numbered and each page thereof duly authenticated by the initials/signature of any officer authorised by DIRECTOR and rubber stamp affixed. The tenderer (s) should check the documents immediately after the purchase of the same. Should the set (Tender documents) purchased by the tenderer does not contain the initials/signature and rubber stamp indicated above, he should immediately report the fact to the officer who has issued the tender enquiry along with the cash receipt obtained from the Cashier of the office of the DIRECTOR. This shall, however, under no circumstances be accepted as a ground for extension of time for submission of tender.

1.1.1. All corrections, additions, alterations, deletions, amendments in the tender documents shall also be authenticated by the initials/signature of the authorised officers as aforesaid, and such corrections, additions, etc. shall also be initialed/signed and rubber stamped by the tenderer as token of his knowledge of the same.

1.1.2. Tender not containing the initials/signature and rubber stamp as in clauses 1.1 and 1.1.1 above will be liable to be rejection.

1.1.3. Scoring, cutting, deleting or mutilation in any form of tender documents unless initialed and duly rubber stamped by an officer authorised by the DIRECTOR will liable for rejection.

1.2. All information in the tender form shall be in English. Information in other language shall be accompanied by its translation in English. Failure to comply this may lead to rejection of the tender.

1.2.1. The tender form shall be filled in clearly typed or written in Ink Ball Point Pen in BLOCK CAPITAL LETTER. **No tender filled in otherwise shall be considered.**

1.2.2. While filling up the tender form, the tenderer shall not erase or overwrite. Any correction in filling up the tender form shall be made clearly and duly signed by the tenderer.

1.2.3. Tender containing ' Overwritten' or ' erased' rate(s) and/or information and/or corrections not made clearly and signed by the tenderer shall be liable for rejection.

1.3. The rate shall be offered for the unit as specified in this tender. It shall be quoted in Indian Currency and both in words and figures.

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1.3.1. The rates to be offered have a definite brand on the quality of articles. To know precisely the quality usually accepted by this Directorate, the tenderers may on application on any working day between 11.00 A.M. to 2.00 P. M. to see the samples of **Hard Case Board(High Quality Surface Finish) with Bio-Degradable paper covers for Govt.Diary** from the Deputy Director (PP) of this Directorate. This will help them in submitting competitive offers.

1.3.2. **One rate shall be offered for one item.** Submission of multiple rates against one item will be considered a demerit. In case there are really different qualities or brands to be offered against one item and all of them, at the minimum, conform to the standard and specifications of the required item, more than one rate can be considered. But it is necessary that in such **specific brand, make and models**, etc. shall be clearly mentioned and samples must be furnished to compare the quality and the rate against the multiple offers.

1.3.3. Tenderer who is a manufacturer of the articles offered by him must furnish requisite documentary evidence to show to the satisfaction of the DIRECTOR that he is manufacturing those articles.

1.3.3.(1) In case of Authorised Dealer, the bidders shall have to furnish Authorisation Certificate of Manufacturing Company.

1.3.4. For failure to adhere to the instructions stipulated in Paras. 1.3.2 and 1.3.3 above, the authorities at their discretion will entertain only the lowest rate, if more than two rates are offered against any item.

1.3.5. The tenderer having place of business inside the State of Odisha shall quote basic rate for sale of the articles which shall be inclusive of all taxes, levies, duties, charges, etc. but shall be exclusive of GST which shall be paid extra as applicable. Rates must be quoted for delivery at the godown of the consignee in the premises of this Directorate at Madhupatna, Cuttack, free of all expenses to the consignee.

1.3.5.1. The tenderers having place of business outside the State of Odisha shall quote basic rates for sale of the articles which shall be inclusive of all taxes, levies, duties, charges, etc. but shall be exclusive of **GST payable at the destination.**

1.3.5.2. Offers stating that surcharges or additional expenses (of any form) will be charged extra over the basic rate shall be summarily rejected.

1.4. No tender will be considered unless accompanied by the samples of required quality as per specification. At least 3 (three) samples of Hard case Board (High Quality Surface Finish) with Bio-Degradable paper covers for Govt. Diary-2021 must be supplied for perfect physical, chemical and visual testing.

1.4.1 Should it at any point of time be noticed that the sample furnished by the tenderer does not conform to the tendered specifications, the Director shall have the right to cancel the supply order, if any placed, forfeit E.M.D. and Security Deposit and determine the contract at the cost and risk of the contractor.

1.4.1.1. **Each sample must bear a slip which is easily detachable from the sample and that slip must contain the name, address, quality if any, seal and signature of the tenderer, reference to tender no, to which the sample relates and rate quoted.**

**Any sample containing any type of mark or symbol on the body of the sample will be rejected.**

1.4.1.2. Samples of Hard Case Board (High Quality Surface Finish) with Bio-Degradable paper covers for Govt. Diary-2021 shall be securely packed.

1.4.2. The samples of Hard Case Board (High Quality Surface Finish) with Bio-Degradable paper covers for Govt. Diary should reach the office of the Director, Printing, Stationery & Publication at Madhupatna, Cuttack-753010 **on or before the last date and time specified for submission of tender of that schedule. The sample received late may not be considered.**

1.4.2.1. Samples sent by Railways/Roadways must be despatched "freight Paid" and that by Roadways must be "on door delivery basis". The Railways/Roadways receipt shall be sent separately by registered post and not alongwith tender. Authority will not be responsible, if any, sample is found missing. **Samples sent by V. P. Post or on "Freight to pay" basis will not be accepted.**

1.4.3. Samples shall be supplied free of charge.

1.4.4. Approved samples will be retained but will not be paid for. The tenderer in respect of the approved sample shall not claim the sample under any circumstances.

1.4.4.1. Unapproved samples will be returned to the tenderer, if such samples are not destroyed or consumed during testing or examination. Care must be taken by the tenderer to take back the unapproved sample within one month after the close of the financial year for which the tender is invited. If a tenderer fails to take back the unapproved samples his claim, if any, for the unapproved samples will not be entertained under any circumstances.

**1.5. Like rate and quality of the items, the delivery period is also an important factor which will be a vital consideration at the time of selection. Tenderers are, therefore requested to give their positive delivery Schedule along with their tender. Preference will be given to tenderers who can complete supply within 20 days from the date of supply order. Tenders giving indefinite supply schedule will be rejected outright.**

1.6. Soon after the acceptance of tender, the Director shall call upon the tenderer to execute the agreement and make security deposit within a specified date. If the tenderer fails to execute the agreement and fails to make security deposit, he will be liable to pay up to four times of the E.M.D. as compensation as determined by the Director and also the tenderer is liable to be blacklisted.

1.7. Products of Cottage Industries, Small Scale Industries and those of departmental undertakings will be given suitable price preference at the time of selection.

1.8. Any tender containing clerical or arithmetical mistake(s) may be rejected.

1.9. EACH PAGE OF TENDER DOCUMENTS SHALL BE SIGNED BY THE TENDERER WITH HIS USUAL SIGNATURE.

Tender by Partnership firm may be signed in the firm's name by one of the Partner or Manager as the case may be or any other duly authorised representative followed by the name and designation of the person(s) so signing. Tenders by other than the sole proprietorship firm or a partnership firm may be signed by a person authorised in this behalf and a Power of Attorney or satisfactory proof showing that the person(s) signing the tender document on behalf of the tenderer is duly authorised to do so shall accompany the tender.



1.9.1. With their quotations the tenderer shall sign the invitation to the Tender, Instructions to Tenderers, Tender Form, Conditions of Contract, Annexure, etc. in token of acceptance thereof. The signature on the tender form alone shall be deemed to acceptable for the schedule of rates, specification, terms and conditions stipulated in Invitation to Tender, Instructions to Tenderer, Tender Form, Conditions of Contract, Tender Schedule, Annexure, etc. forming part of the Tender Documents.

1.9.2. Signature of the tenderer shall be attested and address in English of two responsible individuals at page-2 of the tender form.

1.9.3. Witnesses shall be person of status and their address, names and occupations shall be stated below their signature. All signatures shall be dated.

1.10. SUBMISSION OF MORE THAN ONE TENDER BY A PARTICULAR TENDERER UNDER DIFFERENT NAMES IS STRICTLY PROHIBITED. SHOULD IT AT ANY TIME BE DISCOVERED THAT THIS CONDITION HAS BEEN VIOLATED, ALL THE TENDERS SUBMITTED BY THE TENDERER WOULD BE REJECTED OR CONTRACTS CANCELLED AND EARNEST MONEY AND/OR SECURITY DEPOSIT FORFEITED TO GOVERNMENT WITHOUT PREJUDICE TO THE RIGHT OF DIRECTOR TO TAKE SUCH OTHER LEGAL ACTION AS MAY BE DEEMED FIT AND PROPER.

1.11. Each offer must be addressed to the Director, Printing, Stationery & Publication, Odisha, Cuttack-753010 in double sealed cover with cloth lining. The cover must be clearly superscribed as **Tender Notice No.1/Hard Case Board(High Quality Surface Finish) with Bio-Degradable paper covers for Government Diary-2021.** Tender shall be submitted in separate two Sealed Covers. The first Sealed cover will contain all tender documents including E.M.D. except rate of articles and second sealed cover will contain the rates of articles only. Tender should be furnished in the office of A.O. (Pur.) of this Directorate.

**1.11.1. The last date and time for receipt of offers is due on 22.10.2020 at 1.30 P.M. and the date of opening of tender is due on 22.10.2020 at 3.00 P.M. for Hard Case Board (High Quality Surface Finish) with Bio-Degradable paper covers for Government Diary-2021 as per Annexure-‘A’.**

Offers will be opened on the due date and time as above at the office of the DIRECTOR in presence of tenderers or their authorised representatives (not more than one person) who may choose to be present. If last date is declared as a holiday by the Government of Odisha, the last date and time for submission and opening of tender shall, respectively, be the time as aforesaid on the next working day.

1.11.2. Tenders sealed and superscribed as **Tender Notice No.1/ Hard Case Board (High Quality Surface Finish) with Bio-Degradable paper covers for Government Diary-2021** may also be sent by Registered Post addressed to the Director, Printing, Stationery and Publication, Odisha, Cuttack-753010 so as to reach him by the due date and time. Any tender even if posted on or before the due date fixed for submission of tender, but received beyond the due date and time will be liable for rejection.

1.11.3. A tender delivered or sent otherwise as stated above will be at the risk of the tenderer.

1.11.4. A tender which is received after the time and date specified above will be rejected.

**1.12. The tenderer shall quote firm rates which shall remain valid till 31.3.2021 and shall not be subject to any revision for any reason whatsoever. Tender containing stipulation as to variation in price may be rejected. Once the tender is accepted, the rate shall remain valid up to 31.3.2021.**

## ***2. REQUEST FOR CLARIFICATION AND/OR MODIFICATION IN TENDER***

2.1. If a tenderer seeks to clarify his quotations or rates this shall only be done in a separate covering letter to the tender. No request for modification(s) to invitation to Tender, Instructions to Tenderers, Tender Form, Condition of Contracts, Tender Schedule, Annexure, etc. will however be entertained. If the contents of the covering letter are to be considered as part of the quotation, this should be specifically mentioned by the tenderer. If any of these conditions admitted for consideration has a financial bearing on the cost quoted, the additional cost arising out of the condition(s) will be added for comparative evaluation of tenders. The decision of the Director as to how much would be additional cost shall be final, conclusive and binding on the tenderer.

**2.2. Any request from the tenderer in respect of additions, alterations, modifications, correction, etc. of either terms and conditions or rates or his tender after opening of the tender may lead to rejection of his tender, forfeiture of E.M.D., etc.**

### **3. NEGOTIATION**

The Director or an Officer authorised on his behalf reserves the right to negotiate with any tenderer/tenderers after opening of the tenders. No compliance by the tenderer(s) to such request for negotiations shall render his/their tender(s) liable to rejection.

4. Tenderer(s) must also submit with the Tender, copies of testimonials with regard to their experience and satisfy the authorities calling for tenders on the following points if and when called upon to do so:-

1. His position as properly accredited agent/representative of the responsible firm in proof of which he must produce the requisite registered power of attorney and / or the express authority of the same firm to act as its agent / representative.
2. His ability either as principal or agent or authorised representative to undertake and carry out the supply satisfactory.
3. His ability to supervise supply personally or in the event of ill health or authorised absence there from to employ a competent and responsible agent who is to be specifically named and approve beforehand.

### **5. NON-SUBMISSION OF DOCUMENTS / PARTICULARS**

5.1. Tenders not giving full particulars /not complying with any or some or all of the requirements as mentioned in Para. 1 to 1.12 and 4.1 to 4.2 above shall be considered as incomplete and liable for summarily rejection.

5.2. Any tender containing false information / particulars shall be liable to be rejected and tenderers found guilty of furnishing false information/particulars shall be debarred from any future dealing with the Director.

### **6. CANVASSING**

Canvassing in any form is strictly prohibited and the tender(s) submitted by the tenderer(s) who resort to canvassing will be liable to rejection.

## **7. CONTRACT DOCUMENTS**

The Tender Notice, Invitation to Tender, Instructions to Tenderers, Tender Form, Conditions of Contract, Tender Schedule, Annexure, the rates and amount quoted against the items of the tender and the covering letter, if any, shall form the Tender and the letter of intent awarding the contract shall form the contract.

## **8. POWER OF EXEMPTION**

Observance of the above instructions and stipulations on the part of the Tenderer is strictly obligatory. However, the DIRECTOR may, in exceptional cases exempt a particular tenderer from observing one or more of the instructions and/or stipulations for good and sufficient reason.

## **9. SPECIAL INSTRUCTIONS TO TENDERERS:-**

- (i) *The complete tender documents, i.e., Invitation to Tender, Instructions to Tenderers, Tender Form and Annexures duly signed on each page.*
- (ii) *Earnest Money Deposit as prescribed in Para. 3 of Invitation to Tender*
- (iii) *Authority to sign the Tender as in Para. 1.9 hereinabove*
- (iv) *Annexure-I (Pro forma) in duplicate, duly filled in.*
- (v) *Authorisation of Manufacturing Company shall be furnished along with tender in case the firm is a Authorised Dealer.*
- (vi) *The Tenderers are required to produce attested xerox copies of Registration Certificates under the GST Act.*
- (vii) *Photo copy of up to date GST clearance certificate in form GST REG-25.*
- (viii) *Attested xerox copy of valid Certificate of Registration from Director of Export, Promotion and Marketing, Odisha, Bhubaneswar and S.S.I. Unit Certificate from D.I.C./M.S.M.E. registration certificate.*
- (ix) *Photo Copy of Income Tax PAN must be enclosed.*
- (x) *Rates should be offered strictly as per instructions contained at 1.3.5 and 1.3.5.1 of Instructions to Tenderers.*

- (xi) *Delivery Schedule of supply of materials on acceptance of offers is to be furnished.*
- (xii) *All the aforesaid Original Certificates shall be produced at the time of execution of agreement for necessary verification and return.*
- (xiii) *Satisfactory documentary evidence as stipulated in clause 1.3.3 of the Instruction to Tender to show that the tenderer is a manufacturer of the articles tendered for whenever necessary.*
- (xiv) *The Tenderers could offer maximum three rates with separate samples each.*

**Full Signature of the Tenderer  
with date & Seal.**

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**STATEMENT OF INFORMATION**

1. Name and address of the firm:-
2. Whether a Limited Firm or a Public or Private Undertaking Limited Company.
3. (a) The names and addresses of Prop./Partner/Managing Director/Manager/Authorised representative.  
(b) Is the place of business of the tenderer within the State of Odisha ?
4. Financial condition of the firm whether solvent or not, with details thereof.
5. (a) Whether a Manufacturer or an Authorised Distributor.  
(b) If a Distributor, name and address of the Manufacturer.
6. Varieties of articles dealt with and names of the items.
7. Is it a Small Scale Industry or Government Sponsored Cottage Industry ?
8. Is it a Registered Firm under the Partnership Act? If so, Registration No. and date and office of registration should be given.
9. Are you a Registered Dealer and if so, please quote GST Registration Nos.
10. Name of the authorised representative who can hold discussion on your behalf at the time of necessity.
11. The names of the Prop./Partners / Managing Director/Authorised representative with addressor addresses as the case may be who is authorised to receive money in case of an endorsed bill on behalf of the Firm from Government Presses and their specimen signature in quadruplicate for each.
12. Are you an Income Tax Assessee? If so, the last Income Tax clearance Certificate to be furnished.

CERTIFICATE-- Certified that the above information furnished by me is true and correct to the best of our/my knowledge and belief. In case any or all the in formations given above is/are found to be incorrect at any time, I undertake the liability to be proceeded with in any manner. Any change or changes in regard to the furnished information will be intimated by us/me as and when such changes occur.

Signature of the Prop./Partner  
Managing Director/Authorised representative.

**ANNEXURE- II**

**TENDER FORM**

Date.....

From

M/s.....

.....

To

The Addl.D.G. of Police-cum- Director  
Printing, Stationery & Publication,  
Odisha, Madhupatna, Cuttack-753010.

Reference- Tender Notice No.....,dated.....

Dear Sir,

In response to your advertisement in the .....  
Dated..... inviting tender for supply of 50,500 nos. of **Hard Case Board (High Quality Surface Finish) with Bio-Degradable paper covers** for Government Diary-2021, I/We, a Company/a Partnership Firm/an Association/Sole Proprietor (in the case of a Firm, an Association or a Syndicate please set out here full name of all Partners or members)

.....  
.....  
.....  
.....

carrying on business as .....

hereby tender to supply of 50,500 nos. of **Hard Case Board (High Quality Surface Finish) with Bio-Degradable paper covers** for Government Diary-2021 at the firm rate quoted in the price bid furnished in sealed cover.

2. I/We agreed that this offer shall remain valid till 31.03.2021 and if the offer is withdrawn before the said date, I/we shall be liable for damages to the extent to be determined by you and pay the same forthwith on demand without protest or demur.

3. I/we hereby agree to abide by and fulfill the terms and conditions set out in the INVITATION TO TENDER, INSTRUCTIONS TO TENDERERS, COVER SPECIFICATION AND ANNEXURES HERETO, which shall be deemed to form a part of this tender and I/we return herewith all these documents attested on each page in token of my/our acceptance thereof.

4. I/we hereby further agree to intimate the Director, Printing, Stationery & Publication, Odisha, Cuttack-753010 at any time whether before or after acceptance of my/our tender, any change in the address as and or constitution of my/our firm/association/syndicate either by death or retirement of any partner or by the admission of a new partner or member (this clause shall apply whether tenderer is a firm/association or syndicate).

5. I/we hereby certify that I am/we are real manufacturers/stockiest/authorized agents/supplier of the overseas suppliers and my/our financial position is quite sound to fulfill the contract.

6. I/we hereby declare that this Tender and your acceptance to be communicated by you to me/us by registered letter or letter delivered by hand or special messenger or by shall constitute a valid and binding contract between us.

In presence of :

1. Signature of Witness

Full Signature of the Tenderer

Address.....

Seal of Tenderer

.....

.....

Telephone No.....

Fax .....

2. Signature of Witness

Address.....

Telephone No.....

.....

Fax.....

.....



ANNEXURE-A

**REQUIRED SPECIFICATIONS OF HARD CASE BOARD FOR  
GOVERNMENT DIARY-2021**

1. **Quantity of Government Diary,2021 -- 50,500 nos.**

**COVER SPECIFICATION OF GOVERNMENT DIARY-2021**

2. Material :- White Board with Bio-degradable Cover
3. Size of hard case cover (cms.): - 17 Cms. x 23 Cms.
4. Thickness of white board used for cover :- 2 mm
5. Quality and colour of Bio-degradable material :- As per Sample to be provided by Office. to be used for cover.
6. Width of inside flap of Bio-Degradable cover materials(in cm.) :- 2 cms. all side.
7. Spine thickness of case cover :- 2 cms.
8. Case cover corner :- Round corner cutting.

**Printing Process**

9. The text and logo shall be printed on each cover by hot golden foiling process ( as per sample to be provided by the office).
10. Font Style and size:- As per sample to be provided by the office.

**General Requirements**

1. Covers shall be supplied in assorted colour shades
2. There should not be any manufacturing defect in the cover
3. Cover should have perfect fitting and finishing
4. The Dummy of the cover will be supplied
5. The suppliers may verify the approved sample available with D.D.(PP),  
Contact No.Mobile- 8249224982 & Office Tel.No.06712344732.

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