

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

**SHORT TENDER NOTICE NO.12/ CONSUMABLE RAW MATERIALS & SCHEDULE
ITEMS REQUIRED FOR ENSUING GENERAL ELECTION TO P.R.Is./2016-17.**

Sealed tenders in double sealed covers (Technical bid along with E.M.D. in one cover and price bid in another cover) in prescribed form are invited from bona-fide Manufacturers or their Authorized Dealers/Supplier/S.S.I. Unit/Co-operative Societies registered under Societies Act, 1861 and keeping with the prevailing rules and regulations including the IPR-2007 & M.S.M.E. Development Policy, 2009 of Government of Odisha as per its direction about supply of consumable raw materials & schedule items required for ensuing general election to P.R.Is./2016-17. If local valid Manufacturers do not come up, such items shall be purchased from the out side state Manufacturers.

Details of tender documents with specification of items can be obtained on any working day during office hour at 11.00 A.M. to 4.00 P.M. from **19.12.2016 to 28.12.2016** from the office of the undersigned on payment of **Rs.1,000/- (Rupees one thousand)** only + V.A.T. (non-refundable) in cash by person only.

The tender information can also be obtained by down loading from the Odisha State Government website i.e. **www.odisha.gov.nic.in** and Odisha Govt. Press Website i.e. **www.ogpress.nic.in**. In such cases the tender is to be submitted along with a bank draft **Rs.1,050/- (Rupees one thousand fifty)** only (non-refundable) drawn in favour of Director, Printing, Stationery & Publication, Odisha, Cuttack.

The tender documents as required by this Office along with samples and Earnest Money Deposits in prescribed manner shall be received up to 2.00 P.M. on **29.12.2016** and the Technical bids will be opened on the same date at 3.00 P.M. in the presence of bidders or one of their representatives on the dates indicated in the instructions to the tenderers.

Tender shall be finalised by the Authority.

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

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

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

1. INVITATION TO TENDER

The DIRECTOR, Printing, Stationery & Publication, Odisha, Cuttack (hereinafter referred to as the DIRECTOR) invites sealed tenders in the prescribed form from the bona fide manufacturers/ authorised dealers/Suppliers/ S.S.I. Unit/ Co-operative Societies registered under Societies Act, 1861 in keeping with the prevailing rules and regulations including the I.P.R.,2007 & M.S.M.E. Development Policy,2009 of Government of Odisha for supply of consumable raw materials & schedule items required for ensuing general election to P.R.Is./2016-17.

2. SALE OF TENDER PAPER

Prescribed tender documents may be obtained from the office of the DIRECTOR at Madhupatna, Cuttack-753010 on payment of Rs.1,000/- (Rupees one thousand) only + VAT per set of tender document by cash only. 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 **19.12.2016 to 28.12.2016**.

The tender information can also be obtained by downloading from the Odisha State Government website i.e. **www.odishagov.nic.in**. and Odisha Govt.Press Website i.e. **www.ogpress.nic.in**. In such cases the tender is to be submitted along with a bank draft Rs. **1,050/- (Rupees one thousand fifty)** only (non-refundable) drawn in favour of Director, Printing, Stationery & Publication, Odisha, Cuttack.

3. EARNEST MONEY DEPOSIT

(i) The tenderer shall deposit Earnest Money @ 2% of the highest tendered value of the items in shape of Postal Savings Pass Book/National Savings Certificate/Post Office Time Deposit from any Post Office in India duly pledged in favour of Director, Printing, Stationery & Publication, Odisha, Cuttack/Deposit receipts of Scheduled Banks in the name of the Director, Printing, Stationery & Publication, Odisha, Cuttack (except Bank Draft & Cheque) and Bank Guarantee from any Commercial Banks in an acceptable form etc. The E.M.D. shall remain valid for a period of 45 days beyond the financial bid validity period. **The E.M.D. will not be released before the 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 should not be considered under any circumstances. Transfer of deposits of E.M.D. towards deposits of Security Money shall not be permitted.**

(ii) 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.

(iii) The earnest money deposit of a successful tenderer (Hereinafter also referred to as the 'Bidder' unless repugnant to the context) shall be retained for due fulfilment of the contract by the Contractor until the Contractor furnishes the prescribed security deposit as in Clause 1 of the conditions of contract.

(iv) 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 the 30th day after the award of the contract.

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(v) In the event, the tenderer 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 receipt 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 be remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. Bid security shall be refunded to the successful bidder on receipt of performance security.

(vi) The earnest money deposit shall also be forfeited under the circumstances indicated in Clause-5.1 below Clauses-1.4.1.2,1.10 and 2.2 of the Instructions to Tenderers.

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

(i) 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 without assigning any reason thereof.

(ii) The right of acceptance of tender and award of contract includes, notwithstanding 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.

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

5. VALIDITY OF TENDERS

(i) All the tenders shall remain valid for acceptance till 31.3.2017. 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.

(ii) 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 newspapers.

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 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.

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

INSTRUCTIONS TO TENDERERS

1. SUBMISSION OF TENDERS

Preference will be given to original manufacturer /original equipment manufacturer

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. The set (Tender documents) purchased by the tenderer do not contain the initials/signature and rubber stamp indicated above, he should immediately report the fact to the officer who has issued the tender 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 initialled/signed and rubber stamped by the tenderer in 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 initialled 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 schedule. It shall be quoted in Indian Currency and both in words and figures. The rates shall always be for net weight and measure and shall be inclusive of all charges for container packing etc.

1.3.1. The rates to be offered should have a definite quality of articles. To know definitely the quality usually accepted by this Directorate, the tenderers may on application on any working Friday between 11.A.M. to 1.00 P. M. see the samples accepted during 2015-16 from the Accounts Officer(Purchase) of this Directorate. This will help them in submitting competitive offers.

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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 of each item 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.

1.3.4. For failure to adhere to the instructions stipulated in Para- 1.3.2 above, the Authority 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 to 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 only VAT 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 only Central Sales Tax/VAT **payable at the destination.** So far C.S.T. is concerned, declaration in form 'C' will be issued to the contractor. Rates quoted must be for delivery F.O.R., Cuttack by rail on the S.E. Railway or F.O.R. Cuttack by road. Central Sales Tax/VAT will be paid extra as applicable.

1.3.5.2. The tenderers having place of business outside the State of Odisha, they may raise bill through Branch Office/Sales Depot of the Manufacturer inside the State of Odisha in order to protect States consumption base for taxation as per F.D.O.M. No.48317(230)/F., dt.23.11.2010.

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

1.3.5.4 The tenderer(s) must indicate the detailed specification of the articles. The contents of tins, reels, bags, packets, reams bottles etc. shall be clearly stated in the tender failing which the tender(s) will not be taken into consideration.

1.4. No tender will be considered unless accompanied by the samples (of required quality as per schedule) for their offer. The samples must be supplied in reasonable quantity so as to allow perfect physical, chemical and visual testing. Certain specific quantities required against specific items have been mentioned in the respective schedule.

1.4.1. Samples furnished shall strictly conform to the specification mentioned against each item in the Tender Schedule. The samples inferior to the tendered specifications shall be treated as no sample. I.S.I. marked samples and those conforming to relevant I.S.I. specification will be preferred. I.S.I. mark must be given on the product itself besides on packings and other places as may be relevant. The prescribed specifications and standards, as it relates to quality is the minimum required and samples of better quality with competitive prices may be preferred. Tenders for which samples not conforming to specification mentioned in the schedule are submitted, will be liable to be rejected.

1.4.1.2. 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. 3. Where additional materials are furnished with the sample, to show the colour, sizes, etc. it must be so specifically stated. Sample is only to know the quality. Supply shall be as per contracted specifications. The cost of such proportion of the supplies as would be required for testing purpose out of the supplies made, would be borne by the supplier.

1.4.2. Each sample must bear the name, address, seal and signature of the Tenderer, reference to Tender No., Item No. to which the sample relates and rate quoted.

1.4.2.1. Samples shall be securely packed separately.

1.4.2.2. Three copies of lists of samples, clearly written or typed free from erasing or overwriting and duly signed by the tenderer shall be sent; one with the Railways/Roadways Receipts, another with the tender and the third with the Cover or Package containing the samples. Authority will not be responsible for any discrepancy noticed on opening of the Cover/Package.

1.4.3. The samples 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. The sample received late shall not be considered.**

1.4.3.1. 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 along with 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.**

1.4.4. Samples shall be supplied free of charge.

1.4.5. 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.

1.4.5.1. 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 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 30 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.

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1.7. Products of Cottage Industries, Small Scale Industries and those of Departmental undertaking will be given suitable price preference at the time of selection. The articles bearing Indian Standard Institution specification marks will be preferred. Tenderers are requested to note against each item of the article tendered for, whether it is of Indian, or foreign manufacture and always mention the name of the manufacturer and brand. Imported item should be offered from ready stock or against the own stock and sale licence of the firm. No actual users licence can be furnished for items under the present tender.

1.8. The tenderer must calculate the highest tender value against each item basing on which earnest money shall be deposited. The earnest money shall not on any account be less than the amount required.

1.8.1. Earnest Money Deposits of tenders pertaining to items shall be deposited and the Form of tender at page-1 shall be filled in accordingly.

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

1.9. EACH PAGE OF TENDER DOCUMENTS BESIDES THE PAGES 2 AND 5 OF THE TENDER FORM 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 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 by the signature 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.The 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 marked outside tender Notice No.12/Consumable Raw-materials and schedule items required for the ensuing general election to P.R.Is./2016-17. The first Sealed cover will contain all tender documents including E.M.D. except rate of articles and second sealed cover will contain the tenders with rates of articles only. Tender should be furnished in the office chamber of A.O. (Pur.) of this Directorate.

1.11.1. The last date and time for receipt of offers and the time and date of opening are mentioned below.

Group	Last date and time for receipt of tender	Date and Time of opening of tender
1	3	4
Consumable Raw-materials and schedule items required for the ensuing general election to P.R.Is./2016-17	Date – 29.12.2016 till 2.00 P.M	Date – 29.12.2016 at 3.00 P.M

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 above may also be sent by Registered Post addressed to the above authority 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 31-3-2017 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 31-3-2017.

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 tender(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 certificates with regard to their experience and satisfy the authorities calling for tenders on the following points if and when called upon to do so:-

- (i) 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.
- (ii) His ability either as principal or agent or authorised representative to undertake and carry out the supply satisfactory.
- (iii) His ability to supervise supply personally or in the event of ill health or authorised absence therefrom 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-3 of invitation to tender and Clause-1.1 to Clause 4 of Instruction to tenderer, 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, Condition of Contract and Annexures duly signed on each page.**
- (ii) **Earnest Money Deposit as prescribed in Para. 3 of Invitation to Tender**
- (iii) **Samples with two copies of the list of samples as stipulated in Para. 1.4 to 1.4.2.2 of Instruction to Tenderers. One copy of the list should be attached with Tender form and other copy with the sample.**
- (iv) **Authority to sign the Tender as in Para. 1.9 hereinabove**
- (v) **Annexure I (*pro forma*) in duplicate, duly filled in.**
- (vi) **Photocopy of the valid registered deed of Partnership and certificate of Registration as a firm society/or certificate of incorporation as a company.**
- (vii) **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.**
- (viii) **Photo copy of upto date VAT clearance certificate in form VAT-612 must be enclosed by the bidder belonging to the State of Odisha. Valid V.A.T. Clearance Certificate should be furnished at the time of submission of tender, failing which the tender shall be rejected.**
- (ix) **The bidders from outside the State of Odisha who have not been registered under the VAT Act and have not started any business in Odisha, may participate the tender without having any VAT clearance subject to condition that they shall have to submit an undertaking in the form of an affidavit indicating therein that they are not registered under VAT Act since they have no liability under the Act.**
- (x) **In respect of each item, Tenderers could offer three rates with three samples maximum.**

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- (xi) **The Tenderers are required to produce photocopy of Registration Certificates under the VAT Act, C.S.T. Act.**
- (xii) **The Photo Copy of Income Tax PAN must be enclosed.**
- (xiii) **Rates should be offered strictly as per instructions contained at 1.3.5 and 1.3.5.1 of Instructions to Tenderers.**
- (xiv) **Delivery Schedule of supply of materials on acceptance of offers is to be furnished**
- (xv) **All the aforesaid Original Certificates shall be produced at the time of execution of agreement for necessary verification and return.**
- (xvi) **The testing charges of samples conducted by E.P.M. Testing Laboratory shall have to be borne by the bidder. If the testing fee of the samples is not deposited by the bidder in due time, the same will be recovered from their E.M.D./S.D. of the firm concerned.**
- (xvii) **95% payment will be made if the quality of the materials is accepted by the Director, Printing, Stationery and Publication, Odisha,Cuttack in respect of items having I.S. Specification and testing facilities in E.P.M. Testing Laboratory, Cuttack and balance 5% payment will be made after laboratory test.**
- (xviii) **Photocopy of certificate of registration from Director of Export, Promotion and Marketing, Odisha, Bhubaneswar and S.S.I. Unit Certificate from D.I.C.**

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

ANNEXURE-I

PROFORMA

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 both VAT and Central Sales Tax(CST) 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 address or 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 informations 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.

**SHORT TENDER NOTICE NO.12 /CONSUMABLE RAW-MATERIALS & SCHEDULE ITEMS
REQUIRED FOR ENSUING GENERAL ELECTION DURING THE YEAR,2016-17.**

Item No	Description	Approximate Quantity for P.P.Unit.	Approximate Quantity for Forms Unit	Approximate Quantity for Pubn. Branch	Unit for which rate shall be offered	Rate	Remarks
1	2	3	4	5	6	7	8
1.	Computer-H.P.(Core i-7 Processor, 4 G.B. RAM ITB Hard disk DVD Writer, LED Monitor 18.5" multimedia Key board.	Gen.Election-8 nos. State Plan- <u>22 nos.</u> Total:- 30 nos.	--	--	No.		
2.	Printer(H.P.) Model No.1606 (Tracing Paper Printing model)	Gen.Election-1 no. State Plan- <u>17 nos.</u> Total:- 18 nos.	--	--	No.		
3.	U.P.S. for Computer 15 min. back up (A.P.C./Microtek)	Gen.Election-8 nos. State Plan- <u>22 nos.</u> Total:- 30 nos.	--	--	No.		
4.	Printer-cum-Xerox (Ricoh) Model No.MP-1813L (with 3 tonners)	Gen.Election-1 no. State Plan- <u>1 no.</u> Total:- 2 nos.	--	--	No.		
GENERAL ELECTION HEAD							
5.	Inverter Battery(12V,65Alt,single setting 13.8 v of 25 degree c)	36 nos.	--	--	No.		
6.	A-3 size digital duplicator/B&W production printer	2 nos.	--	--	No.		
7.	HP Laser Printer of A-3 size (5200 with tracing facilities	2 nos.	--	--	No.		
8.	Manual Strapping machine, Strap size-6mm-15 mm (width) , thickness 0.5-15 mm Min pack size-60 mmx60mm, Tension-5-50 kg., Speed<3s/cycle, Dimension-895 mm x 565mmx 735 mm.	3 nos.	--	--	No.		

Contd..2

SL No	Description	Approximate Quantity for P.P. Unit	Approximate Quantity for Forms Unit	Approximate Quantity for Pubn.Branch	Unit for which rate shall be offered	Rate	Remarks
1	2	3	4		6	7	8
9.	Rollers(SOM 125/225) (as per sample)						
A	Vibrating roller dampening(56x646)mm sample size.	3 nos.	--	--	No.		
B	Ink roller form(59x646)mm sample size	3 nos.	--	--	No.		
C	Ink roller form(68x646) mm sample size	3 nos.	--	--	No.		
10	Heavy duty stitching machine 38 mm, stitching capacity 0.1 mm to 38 mm, stabbing capacity-35 mm to 55 mm, stitching speed-150 stitches per, motor-1 HP. Single, wire-18 to24 S.W.G.	4 nos.	--	--	No.		
11	Twin book press machine PLC base, Pressure clamp twin size-310 mm x 420 mm., Pressure clamp single size-800 mm x 500 mm, pile height -100-400, Clamp pressure- 6 ton.	1 no.	--	--	No.		
STATE PLAN HEAD							
12.	IBM /H.P.Server(for uninterrupted power supply during power failure) 64 bit ,6 TB(1 TB each) Hard Disc with back-up system,40 computers to be operated at a time.	1 no.	--	--	No.		
13	Electronic weighing machine (Capacity to weigh 10 kg)	--	--	1 No	No.		
14	Industrial Pedestal Stand fan	--	--	4 Nos	No.		
15	Module Plastic Chairs with arms	--	--	40 Nos	No.		

SL No	Description	Approximate Quantity for P.P. Unit	Approximate Quantity for Forms Unit	Approximate Quantity for Pubn.Branch	Unit for which rate shall be offered	Rate	Remarks
16	Steel storage Racks (Made of 40x40x5mm Ms angles using 18 gauge steel 6 nos shelves front side full open type and size- 6'x8'x18")	--	--	40 Nos.			
17	Steel Book Shelves (three side close, front side Glass fitted 6'x8'x18")	--	--	01 No.			
18	Hand Pallet Trolley (Godrej/Equivalent)	--	--	01 No.			
19	Fake Currency Note Detecting Machine	--	--	01 No.			
20	Folding Aluminium Ladder (4 Footed – 7ft height)	--	--	02 Nos.			
21	Wooden Tools (height 3, fts)	--	--	02 Nos.			
22	Pen Drive	--	--	01 No.			
23	Anti-Virus (Quick-heal/Skaspersky etc.)	--	--	01 No.			
24	Hand Punching Machine (middle size) as per sample	--	--	02 Nos.			
103 & 102-Materials Head							
25	Industrial Vacuum Cleaner(Eureka)	2 nos.	1 no.	--	No.		
26	Scanner(H.P.5590)	1 no.	--	--	No.		
27	High Speed Pedestal Fan 24"Almonard Make)	5 nos.	3 nos.	--	No.		
28	Computer Chair with Hydraulic Arrangements (Godrej Make)	--	3 nos.	3 nos. State Plan head	No.		
29	Computer Table 4'x2'(Godrej Make)	--	3 nos.	3 nos. State Plan head	No.		
30	Monitor(LED)21"(L.G./Phillips)	--	2 nos.	--	No.		

Item No	Description		Approximate Quantity for P.P. Unit	Approximate Quantity for Forms Unit	Approximate Quantity for Publication Branch	Unit for which rate shall be offered	Rate	Remarks
31	20 KVA UPS SYSTEM (IMERSON)		01 no.					
	Material Code	Specfication						
	Technology:	True On-line DSP (Digital Signal Processor) based 20 KVA ups System complete with Battery Backup for 2 Hours.						
	Manufacture,s Certification	The OEM Should be an ISO 9001-2008, ISO 14001- 2004 & CE Certification Company (All Certifactes needs to be enclose.With the Technical Bid)						
	UPS Rating	20 KVA						
	Rcctifire/Inve rter	Both the Inverter & Rectifire should be IGBT based						
	Input							
	Voltage	415V(3 Phase 4 Wire)						
	Voltage Range	415 VAC,+25%-30%						
	Nominial Frequency	50Hz						
	Frequency Range	+/-10%						
	Input Power Factor	Unity						
	Input Current Distortionin ThD	<=5%						

1	2	3	4	5	6	7	8
	Output	230 VAC,+/-1% ,1Phase					
	System Efficiency	90% on full Load					
	OutPut Voltage Regulation	+/-1%					
	Nominial Frequency	50Hz					
	Overload Rating	150% for 1 Min, 125% for 10 Min & 110% for 60 Min					
	Output Voltage Distortion	<2% at Lienear Load					
		<3% at Non Lienear Load					
	Transfer to Bypass	0 Milisecond					
	DC Parameters						
	Battery Back Up	2 Hours					
	Nominial DC Battery Voltage	26 No of 12 Volt 150 AH SMF (Minimum 46800 VAH)					
		Battery Make: Amara Raja Quanta/ Exide Only					
	Phase Sequence Corrector	The Ups Should continue to operate in case of input Phase Sequence Change to Improve the life of the battery.					

1	2	3	4	5	6	7	8	9
	Input to Output Isolation	UPS should have inbuilt isolation transformer at the output for complete isolation of input to output						
	Display :							
		The UPS should have LCD Display to provides information on the status of the UPS, allow parameter monitoring Event logging up to 200 events with system setting & control						
		LED Display for On/Off/Fault, status for input supply/ Rectifier/Battery / Inverter.						
	Static & Maintenance Bypass	UPS should have inbuilt static & maintenance Bypass Switch						
	On Line Battery Testing Feature	The UPS should have the On Line Battery Testing & temperature compensated Battery Charging facility to provide Optimum charging, which can increase the life of the Batteries						

1	2	3	4	5	6	7	8
	Cold Start facility	The UPS should have the facility which can start directly on Batteries even the absence of main supply					
	Communication Over SNMP	The UPS should have the options to provide free Advance Software Option through SNMP Card for Communication & Auto Shutdown over Multilink 3.15					
	Warranty	Warranty: Minimum 12 months.					

1. Authorisation of the Manufacturing Company for branded items shall be furnished along with the tender.
2. **Sample/Catalogue of reasonable quantity must be sent with the tender. Where it is not possible to send the sample, the reason must be clearly indicated, otherwise the tender will not be taken into consideration.**
3. In all cases tenderers shall indicate about their own packing specification which they want to offer. All items shall be supplied in proper size and quality of container suitable for long storing and the containers shall be packed in appropriate boxes and cartoons in convenient units. Packing shall be such that there shall be no loss or damage during transit, storage and handling.
4. The Director, Printing, Stationery & Publication, Odisha, Cuttack-10 reserves the right to decrease or increase the quantities as mentioned above.
