

TENDER CALL NOTICE (PRINTING AND SUPPLY OF PASSBOOKS)

No. 31/06.01.2015/1KL(S) 56/2014

Sealed tenders are invited from printers of repute for printing & supply of Kendu Leaves Pluckers and Binders Pass Book. Detailed terms and conditions of the tender can be obtained from the office of the undersigned on any working day from 11.00 A.M to 4.00 P.M. as per schedule below or can be accessed from the websites: <http://www.odishaforest.in> or <http://www.odisha.gov.in/tender>.

Schedule of Tender

Sale of Tender Document	12-27 January 2015
Cost of Tender Document (non-refundable)	Rs.500/-
Last date of submission of Tender	1 PM of 2 nd February 2015
Opening of Technical Bid	3 PM of 2 nd February 2015
Opening of Financial Bid	3.30 PM of 3 rd February 2015

Downloaded tender document can also be used and in that case the tenderer has to submit cost of tender document in shape of bank draft along with the Technical Bid.

Principal Chief Conservator of Forests,
(Kendu Leaves) Odisha,
Aranya Bhawan, (1st Floor)
Chandrasekharpur,
Bhubaneswar – 751023,

TENDER NOTICE
(PRINTING AND SUPPLY OF PASSBOOKS)

No. /06.01.2015

(Detailed Terms & Conditions)

1. Sealed tenders are invited from printers of repute for printing & supply of Kendu Leaves Pluckers and Binders Pass Book.
2. **Quantities of Materials intended to be procured:**

Sl.No.	Description.	Quantity
1	Pluckers' Passbook	9,00,000
2	Binders' Passbook	30,000

3. SPECIFICATION OF PASS BOOKS.

Description	Size in cms.	Pages	Paper quality
Pluckers' Pass Book	20 x 15	16 pages including two cover pages.	Cover paper shall be pulp board paper of 120 gsm, glossy with lamination. Inside pages shall be of maplitho, glossy & 80gsm.
Binders' pass book	20 x 15	16 pages including two cover pages.	Cover paper shall be pulp board paper of 120 gsm, glossy with lamination. Inside pages shall be of maplitho, glossy & 80gsm.

Contents of the passbook can be obtained from the office of the undersigned.

4. Purchase of Tender Document:

The tender document can be obtained from the office of the Principal Chief Conservator of Forests (KL) Odisha, 1st Floor, Aranya Bhawan, CSPur, Bhubaneswar, on cash payment of **Rs.500/-** towards cost of tender papers (non-refundable) on any working day from **11 AM to 4 PM** during the period indicated in the tender schedule. The format can also be down-loaded from the website <http://www.Odisha.gov.in/tender> or

<http://www.odishaforest.in> and in that case the tenderer shall deposit Rs.500/- in shape of Bank Draft, payable in favour of Asst. Chief Conservator of Forests (KL) Odisha, drawn in any Nationalized Bank payable at Bhubaneswar, along with the technical bid of the tender.

5. About Tender Document:

Tender Document comprises two parts; Technical Bid and Financial Bid. Each part duly filled in shall be separately sealed in envelopes and superscribed in the following manner. "Tender for Printing of Passbook-Technical Bid" for technical bid and "Tender for Printing of Passbook-Financial Bid" for financial bid. The name of the tenderer shall also be mentioned at the left lower portion of each envelope. Both the envelopes shall then be enclosed in another envelope superscribed with the script "Tender for Printing of Passbook" and

sent to/submitted with, The Principal Chief Conservator of Forests (KL), Odisha, Bhubaneswar.

- i. Technical Bid document comprises Format-T/1, Format-T/2, Format-T/3 and Format-T/4 prescribed here under to be submitted with documents as specified.
- ii. Financial Bid document comprises Format-2 prescribed here under.

6. Eligibility Criteria for Tenderer:

- a. Tenderer shall be a registered printer at Bhubaneswar.
- b. Annual Turn Over shall not be less than Rs.25 lakhs in each of last three years.
- c. Must have been registered under State Sales Tax authority.
- d. Must not be under declaration of Ineligibility.
- e. Registered under DIC as a small scale industry.

7. Tender Schedule:

The tender schedule shall be as under;

Sale of Tender Document	12-27 January 2015
Cost of Tender Document (non-refundable)	Rs.500/-
Last date of submission of Tender	1 PM of 2 nd February 2015
Opening of Technical Bid	3 PM of 2 nd February 2015
Opening of Financial Bid	3.30 PM of 3 rd February 2015

8. Earnest Money Deposit (EMD):

Each tender shall be accompanied with a bank guarantee of **Rs. 50000/-** (Rupees thousand only) issued by any Nationalized Bank at Bhubaneswar in favour of the Asst. Chief Conservator of Forests (Kendu Leaves), Odisha, Bhubaneswar towards Earnest Money or Bid Security Money (BSM). The bank guarantee should be valid for 90 days from the date of opening of financial bid. The EMD will be forfeited should the bidder withdraws its bid before opening of the tender or does not deposit security money within specified time in case the bidder's offer is accepted by the competent authority. In other cases it will be refunded. The earnest money will not be accepted in any other form.

9. Submission of Samples:

Each tenderer shall submit samples of both types paper prescribed under specification, sealed transparent packet bearing the signature and seal of the tenderer.

10. Submission of Tender Document:

The document sealed in the manner as prescribed herein can be dropped in the 'Tender Box' in the office of the Principal Chief Conservator of Forests (KL), Odisha or can be sent by registered/speed post at the address of communication. However, the undersigned shall not be responsible for any postal delay nor any tender document received beyond the scheduled time shall be entertained.

11. Documents to be enclosed with Technical Bid:

- a. Copies of Income Tax Returns and audited balance sheet and profit & loss account duly audited by Chartered Accountant Firms for 2011-12, 2012-13 & 2013-14 financial years.
- b. Copy of State Sales Tax registration certificate
- c. Copy of certificate issued by DIC.
- d. Copies of Income Tax Returns of 2011-12, 2012-13 & 2013-14.
- e. Self-Declaration (Format-T/2)
- f. Authorization Letter(Format-T/3)
- g. Tender terms & conditions Acceptance Letter (Format-T/4)
- h. Photocopy of PAN

12. About Financial Bid:

In the financial bid, price shall be quoted separately for basic price, statutory taxes applicable. ***The financial Bid shall be valid for a minimum of 90 days from the date of opening of the financial bid.***

13. Acceptance of Tender Document:

Tender document not submitted as per the terms and conditions spelt out herein shall be summarily rejected.

14. Technical Evaluation of Tender:

The technical bids of tenders received within prescribed time will be opened on the 2nd February at **3.30 PM.**and evaluated by a technical committee to be constituted by the PCCF (KL). The tenderers or their authorized representatives are advised to remain present at the time of opening of the technical bids as scheduled above. After evaluation, the Technical Committee shall declare the names of tenderers who would qualify in the technical bid.

15. Opening of Financial Bid:

The financial bids of the bidders qualified in the technical evaluation shall be opened by the Purchase Committee on **3rd February 2015 at 3.30 P.M.** at the office of the Principal Chief Conservator Forests (Kendu Leaves), Odisha. The final acceptance of the tenders will be decided by the competent authority whose decision will be final.

16. Security Deposit (SD):

The successful bidder shall deposit Rs.2 lakhs towards security deposit including the amount of EMD within seven days of acceptance of the offer in shape of bank guarantee in favour of **Asst. Chief Conservator of Forests (KL), Odisha Bhubaneswar**, issued by any nationalized bank at Bhubaneswar. Security Money shall not be accepted in any other form. SD is liable to be forfeited in case the successful bidder fails to abide by the terms and conditions of this tender.

17. Supply of Passbooks:

The schedule of supply of indented materials shall be as under.

Within 15 days of placement of work order	50% of the indented quantity
Within 30 days of placement of work order	Balance 50% of the indented quantity

18. Payment Schedule:

The successful bidder may submit bills, after completion of the supply raised in favour of the Principal Chief Conservator Forests (Kendu Leaves), Odisha. 90% of the admissible bill amount will be released on satisfactory receipt of the goods according to the specification and after due verification. Balance 10 percent shall be paid within 90 days of completion of satisfactory supply of goods, after recovery of Govt. dues if any outstanding against the supplier for breach of any terms and conditions of the agreement in respect of the supply. All payments will be made through RTGS.

19. Cancellation of Work Order:

In the event of failure to supply the materials as per supply schedule or for breach of any terms and conditions of the contract, the work order will be cancelled by the Principal Chief Conservator of Forests (KL), Odisha, Bhubaneswar, who reserves the right to procure the required quantity from other bidders. Excess cost, if any, incurred for the same and loss if any, sustained by the Government on this account shall be recovered from the Security Deposit and if that is insufficient, then the balance amount will be recovered as arrears of land revenue under Odisha Public Demand Recovery Act. Tenders for part supply of the materials will not be entertained.

20. Address for Communication:

The address for communication shall be as under;
Principal Chief Conservator of Forests (KL), Odisha

1st Floor, AranyaBhawan, Chandrasekharpur, Bhubaneswar-751023

Telephone No.-0674-2300916, Fax No.-0674-2300514.

21. Miscellaneous:

- a. The competent authority is not bound to accept the lowest tender and may reject any or all the tenders without assigning any reason thereof.
- b. The conditions embodied in the tender details will be construed as part of the work order whether specifically mentioned or not.
- c. The very fact of submission of tenders will be treated as acceptance of all the conditions of the tender embodied in the tender details.
- d. Any notice sent to the tenderer by registered post with an acknowledgement on the address furnished by the tenderer at the time of filing tender shall be deemed to have been duly served.
- e. The jurisdiction of this tender shall be at Bhubaneswar. No suit regarding the agreement entered into in this respect and for breach of any condition of the agreement shall lie in any court outside Bhubaneswar, Odisha.
- f. The Principal Chief Conservator of Forests (KL), Odisha, Bhubaneswar reserves the right to modify / cancel any condition on the tender without assigning any reasons thereof before the last date of submission of tender document.

Bhubaneswar
Date: 06.01.2015

PRINCIPAL CHIEF CONSERVATOR OF FORESTS
KENDU LEAVES, ODISHA

**TENDER DOCUMENT FOR PRINTING AND SUPPLY OF
PLUCKERS' AND BINDERS' PASSBOOK**

Technical Bid:

A	Name : (In case of company / firm, notarized copy of power-of Attorney to be enclosed)			
B	Father's/ Husband's Name and address			
C	PAN Card No. (Attach photo copy)			
D	Address for correspondence : (With Tel. No. /Fax. No. with STD code, Mobile)			
E	Photo-Copy of Certificate/License issued by DIC.			
F	Photo copy of Certificate under Odisha Sales Tax Act issued by competent authority.			
G	Annual Turn-over for last 3 years pertaining to printing only	2011-12	2012-13	2013-14
H	Chartered Account certified balance sheet on loss and profit account of last three years audited by Chartered Accounts Firms.			
J	Downloaded copy of Income Tax Return of last three years			
k	Sealed samples of paper to be used			
L	Particulars of E.M.D. deposited.	Issuing Bank		
		Issuing Branch		
		B.G. No.		

Signature of Tenderer

TECHNICAL BID

Format-T/2

**TENDER DOCUMENT FOR PRINTING AND SUPPLY OF
PLUCKERS' AND BINDERS' PASSBOOK**

SELF DECLARATION

Date: _____

Ref: _____

To

The Principal Chief Conservator of Forest (KL), Odisha
Govt. of Odisha,
1st Floor, AranyaBhawan,
Chandrashekharapur,
Bhubaneswar-751023

In response to the tender notice No. _____, Dt: _____, I,
Ms. /Mr. _____, as a _____, I / We
hereby declare that our company _____ is having
unblemished past record and was not declared ineligible for corrupt & fraudulent
practices either indefinitely or for a particular period of time.

Signature of the Bidder

Date:

Place:

**TENDER DOCUMENT FOR PRINTING AND SUPPLY OF
PLUCKERS' AND BINDERS' PASSBOOK**

Letter of authorization

Date: _____

Ref: _____

To

The Principal Chief Conservator of Forest (KL), Odisha
Govt. of Odisha,
1st Floor, AranyaBhawan,
Chandrashekharapur,
Bhubaneshwar-751023

Ms. /Mr. _____ is hereby authorized to sign relevant documents on behalf of the company in dealing with invitation reference No. _____, Dtd: _____. S/He is also authorized to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application.

Thanking you,
Authorized Signatory

Representative's Signature

Signature attested

TECHNICAL BID

Format-T/4

TENDER FOR HESSIAN CLOTH AND TWINE
TENDER DOCUMENT FOR PRINTING AND SUPPLY OF
PLUCKERS' AND BINDERS' PASSBOOK

ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE RFP
DOCUMENTS

To

The Principal Chief Conservator of Forest (KL), Odisha
Govt. of Odisha,
1st Floor, AranyaBhawan,
Chandrashekharapur,
Bhubaneshwar-751023

Sir,

I have carefully gone through the Terms & Conditions contained in the Tender Notice [No. _____] regarding supply of Hessian Cloth & Twines.

I declare that all the provisions of this RFP Document are acceptable to my company. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Signature of the Bidder

Date:

Place:

**TENDER DOCUMENT FOR PRINTING AND SUPPLY OF
PLUCKERS' AND BINDERS' PASSBOOK**

Financial Bid:

- A. Name :
(In case of company / firm attested
Copy of power of Attorney
to be enclosed)
- B. Father's/ Husband's Name
and address:
- C. Address for correspondence :
(with Tel. No. /Fax. No. with STD code)
- D. Price quoted for Passbook

Particulars	Price per Passbook (in Rs.)	Taxes (inRs.)
Pluckers' Passbook		
Binders' Passbook		

N.B: No bid except the specified column in terms of any discount /less shall be accepted.

Signature of Tenderer

