

# **Government of Odisha**

**Department of Panchayati Raj & Drinking Water Department**

## **TENDER DOCUMENT**

**ON**

### **HIRING OF AGENCY FOR PRINTING OF ANNUAL NOTE BOOK & ODIA PANJIKA WALL CALENDAR-2023**



*creating competence and values in rural Odisha*

**Odisha Rural Development and Marketing Society  
Panchayati Raj & Drinking Water Department, Government of Odisha**

SIRD & PR Campus, Unit – VIII, Bhubaneswar, Odisha – 751012  
Tel # 0674-2565870/71, E-mail: [ormashq@gmail.com](mailto:ormashq@gmail.com), URL: [www.ormas.org](http://www.ormas.org)

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## Section – I - DATA SHEET

Sl. No.	Particular	Details
1.	<b>Name of the Client</b>	<b>Chief Executive Officer, ORMAS Panchayati Raj &amp; Drinking Water Department, Government of Odisha</b>
2.	<b>Name of the Contact Person</b>	Ms. Sonali Majumdar Project Executive (Procurement), ORMAS Mobile No. 8328917719
3.	<b>Joint Venture/Consortium</b>	Not Allowed
4.	<b>Date of Issue of Notice Website for downloading the tender Document</b>	15.11.2022  <a href="http://www.ormas.org">www.ormas.org</a>
5.	<b>Last Date and Time for submission of Bid</b>	<b>05.12.2022 by 03:30 P.M.</b>
6.	<b>Date &amp; Time for opening of tender</b>	<b>05.12.2022 at 04:00 P.M.</b>
7.	<b>Declaration of the result</b>	<b>05.12.2022 (04:00 P.M.) or will be intimated later on</b>
8.	<b>Bid Processing Fee (Non-Refundable)</b>	<b>₹1,000/-INR + GST-18 % = ₹1,180/-</b> in shape of Banker's Cheque / Demand Draft in favour of "ORMAS" drawn in any scheduled commercial bank payable at Bhubaneswar
9.	<b>Address for Submission of Bid</b>	<b>The Chief Executive Officer, ORMAS, SIRD &amp; PR Campus, Unit-8, Bhubaneswar PIN-751012, Odisha</b> Mode of Submission: <b>Speed Post / Registered Post / Dropped in the Tender Box at ORMAS office</b> only to the address as specified above during the office hours only. Submission of bid through other mode and late bid will be out rightly rejected.
10.	<b>Place of Opening of Bid:</b>	<b>Conference Hall of ORMAS, SIRD &amp; PR Campus, Unit-8, Bhubaneswar</b>

-sd/-  
Chief Executive Officer, ORMAS

## Section – II - Objective and Scope of Assignment

### 1. Introduction:-

To create different marketing channels for the micro enterprises, rural producers to develop sustainable livelihood through adopting appropriate rural technology, product development & diversification with accepted designs, packaging, certification, branding activities etc, *Government in Panchayati Raj & Drinking Water Department* has created "**Odisha Rural Development and Marketing Society (ORMAS)**" on 14<sup>th</sup> January 1991 and registered under Societies Registration Act-1860, it has been rendering yeomen services in livelihood promotion and rural product marketing in Odisha.

In the past years, ORMAS has played a proactive role in implementing various poverty alleviation schemes sponsored by Ministry of Rural Development, Government of India. Such as:-

- **Skilled-in-Odisha** – through DDU-GKY – Promotion of self-employment through quality skill development training to youth with placement guarantee. Enrolling youths of families who have completed 100 days in MGNREGA work through Project Life.
- **Livelihoods** – Providing livelihoods facilities to the rural women/ poor's in convergence with different sponsored schemes of Govt. of India and Govt. of Odisha
- **Marketing** – Marketing Linkage through Marketing Events (Organisation and Participation both at National/State/District Level), Sales Tie-up with big giants like Mother Dairy, Reliance Fresh, etc., Rural Product Development (by NIFT Young Professionals or Interns)
- **Shakti Gaon Project** - Indian Oil dealership with SHGs – Distribution of LPGs through SHGs
- **Mason Training**

All these activities have received acclaim both nationally and overseas and brought numerous glories to the state government as well as to the organization.

A Printing Firm/ Press/ Agencies will be hired for printing of Annual Note Book- 2023 and DDU-GKY Odia Panjika Wall Calendar-2023.

## **2. Scope of Work:-**

<b>Sl. No</b>	<b>Name of the item</b>	<b>Expected Quantity</b>	<b>Specification</b>
1.	Annual Note Book-2023	300 nos. (Three hundred)	Size:- 22 cm x 14.5 cm Cover:- It shall be hard binding on compact line machine sewing with brown or Tan color PU rexine/leather with stitching as per sample. Paper:- The inner text printing pages of Notebook will be printed in plain natural shade (off white) paper Thickness: 80 GSM Pages:- It shall containing 24 customized printed pages approx. as month separators and folded inside of the Annual Diary. Inner Pages:- 200 pages in Ruled design
2.	Annual Note Book-2023	700 nos. (Seven hundred)	Size:- 21 cm X 14 cm Cover:- It shall be hard binding with Customized Design with Multicolor Print in 130 GSM Art Paper. Paper:- The inner text printing pages of Notebook will be printed in plain natural shade (off white) paper Thickness: 70 GSM Pages:- It shall containing 24 customized printed pages approx. as month separators and folded inside of the Annual Diary. Inner Pages:- 200 pages in Ruled design
3.	Odia Panjika Wall Calendar-2023	37,000 nos. (Thirty-Seven Thousand)	Size: ¼ demy size/ No. of Pages:12 (6 Sheets)/ Paper Type: As per the sample given (GSM: 80-90 Maplitho paper) Printing: Multi-Colour offset printing/ Binding: Tin Biding, hanging tag & clip hole. Each page will contain the promotional matter and image of DDU-GKY

## **Section – III - Bidding terms and Qualification Criteria**

### **1. Evaluation of Eligibility Criteria:-**

The eligibility of the bidders' will be evaluated as per the requirements specified in the tender documents and adopting the qualifying criteria spelt out in this paper. The Bidders are required to submit all required documents in support of the eligibility criteria specified and the required data and information as required for evaluation.

### **2. Eligibility Criteria:-**

Bidders should conform to the eligibility criteria given below and to this effect must produce the required supportive documents /information as indicated against each as part of their technical Bid:-

Sl. No	Eligibility Criteria	Documents required
1.	The Bidder must be incorporated & registered in India, under the India Companies Act or a limited liability Partnership Firm registered under Limited Liability Partnership Act 2008/ Partnership Act registered under relevant Act in India/ Sole Proprietorship under relevant acts and must be in business for last 5 years (as on 31 <sup>st</sup> October'2022)	<ol style="list-style-type: none"> <li>1. Proof of Certificate of Incorporation / Registration of the Agency/ Memorandum &amp; Articles of Association</li> <li>2. Copy of PAN</li> <li>3. Copy of Goods and Services Tax Identification Number (GSTIN).</li> </ol>
2.	The bidder should have an average annual turnover of <b>₹ 5 lakhs</b> from the business (printing work) during the last 3 financial years ( <b>2019-20, 2020-21 and 2021-22</b> ).	Copies of audited balance sheet for the last three financial years and CA certificate certifying that the bidder should have an average annual turnover more than <b>₹ 5 lakhs</b> during the last three financial years from the printing services. (Audited financial statements verified by Chartered Accountant indicating his/her membership no. on his seal)
3.	The bidder should have local office in Bhubaneswar or Cuttack.	Valid Address Proof (Copy of Telephone Bill/ PAN/ Electricity Bill/ Rent Agreement etc.)
4.	Experience of having successfully completed similar works during last three years (2019-20, 2020-21 and 2021-22), should be either of the following. <ol style="list-style-type: none"> <li>i. Three assignments costing not less than the amount equal to Rs.1,00,000/- (Rupees One lakh) OR</li> <li>ii. Two assignments costing not less than the amount equal to Rs.1,50,000/- (Rupees One lakh fifty thousand) OR</li> <li>iii. One assignment costing not less than the amount equal to Rs.2,00,000/- (Rupees Two lakh)</li> </ol>	Work orders/ Contract Document / Completion of Work Certificates from the previous clients to be submitted.
5.	The bidder should not have been blacklisted by Central / State Govt. Institutions for any means of non-obligation.	Self-Declaration from the Bidder as per the format enclosed at Annexure-B.
6.	Bid Processing Fee (Non-Refundable)	<b>₹1,000/-INR + GST-18 % = ₹1,180/-</b> in shape of Banker's Cheque / Demand Draft in favour of " <b>ORMAS</b> " drawn in any scheduled commercial bank payable at Bhubaneswar
7.	Bid Security Declaration	Self-Bid Security Declaration from the Bidder as per the format enclosed at

### **3. Documents to be submitted:-**

The bidders have to furnish the following documents duly signed in along with their Technical Bid:

- i. Filled in Bid Submission Check List in Original (**Annexure-A**)
- ii. Format for affidavit certifying that bidder is not blacklisted (**Annexure-B**)
- iii. Format for Bid Security Declaration (**Annexure-C**)
- iv. Covering letter (**TECH – 1**) on bidder's letterhead requesting to participate in the tender process.
- v. Bid Processing Fee as applicable.
- vi. Copy of Certificate of Incorporation/ Registration of the Agency/ Memorandum & Articles of Association.
- vii. Copy of PAN.
- viii. Copy of Goods and Services Tax Identification Number (GSTIN).
- ix. Copy of Valid Address Proof (Copy of Telephone Bill/ PAN/ Electricity Bill/ Rent Agreement etc.)
- x. General Details of the Bidder(TECH – 2)
- xi. Financial Details of the bidder (TECH – 3) along with all the financial statements (Balance Sheet etc.) duly signed as per the instruction.
- xii. List of completed assignments of similar nature (Past Experience Details, TECH – 4) along with copies of contracts / work orders / completion certificate from previous clients.
- xiii. Financial Bid (FIN FORM-1)

***NB: Bidders should submit the supporting documents mentioned as above. Bids of agencies not conforming to the eligibility criteria listed above will be summarily rejected. Submission of forged documents will also result in rejection of the bid.***

### **4. Language of the Proposal:-**

The proposal and all correspondence and documents shall be written in English.

### **5. Disqualification:-**

ORMAS may at its sole discretion and at any time during the evaluation of application, disqualify any applicant, if the applicant:

- i. Submitted the application after the response deadline;
- ii. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
- iii. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years;
- iv. Submitted an application that is not accompanied by required documentation or is non-responsive;
- v. Failed to provide clarifications related thereto, when sought;
- vi. Submitted more than one application on its own;***

- vii. Was declared ineligible/blacklisted by the Government of India/State/UT Government;
- viii. Is in litigation with Government of India/ Govt. of Odisha.

#### **6. Submission of Bid:-**

The tender will have to be submitted in two parts i.e. **Technical Bid** (which includes Tech-1, Tech-2, Tech-3, Tech-4, Annexure-A & B and all eligibility criteria documents) and **Financial Bid** (Only Financial Bid- FIN Form-1). The formats & documents to be submitted in technical & financial bid are mentioned in the tender document. The bidders should submit their technical and financial bid separately ***in two sealed envelops and*** these two envelops should be put into another cover envelop with proper labeling of following information in bold:-

#### **CONFIDENTIAL/ OPEN ONLY BEFORE THE COMMITTEE**

(Extreme Right hand Side of the Envelope)

**NAME OF THE ASSIGNMENT:  
TENDER NOTICE NUMBER AND DATE:  
DEADLINE FOR SUBMISSION OF BID:**

**To,  
The Chief Executive Officer,  
ORMAS, SIRD & PR Campus,  
Unit-8, Bhubaneswar, Odisha  
Pin- 751012**

**NAME, ADDRESS AND CONTACT NUMBER OF THE BIDDER:**

The Technical & Financial Bid envelops should be clearly marked as Technical Bid & Financial Bid on the top of the relevant envelopes. Bidder must submit their Bids through **Registered Post / Speed Post / Courier and dropped in the Tender Box** only to the specified address on or before the last date and time for submission of Bids as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the Bid. Any Bid received after the deadline will be out rightly rejected.

### **Section – IV - Evaluation and Selection Procedure**

In order to select a bidder, ORMAS will constitute an Evaluation Committee to evaluate the proposals submitted for detailed scrutiny. During evaluation of proposals, ORMAS, may, at its discretion, ask the bidders for clarification on their applications. The process for selection is as given below-

#### **1. Evaluation process:-**

Scrutiny of eligibility criteria mentioned at pre-pages for responsiveness to the tender will be done by the Evaluation Committee to determine whether the documents have been properly signed,



qualification criteria fulfilled and all relevant papers submitted and whether the response to tender is generally in order. The Evaluation Committee can seek additional information from the applicants, if needed. The response to the tender not conforming to requirements, financial turnover requirement, office location and past work record will be rejected. ***The selection of agency will be based on the Least Cost Based Method (LCBS).***

## Section – V- General Terms and Conditions

### **1. Validity of the Proposal:-**

The period of validity of proposal is 180 days from the last date of submission of tender.

### **2. Payment Schedule:-**

For all kinds of works no advance payment shall be made. Payment will be made after supply of the items at consignee place with support of bills and certification of bills by Deputy CEO (Skill), ORMAS.

### **3. Conflict of Interest:-**

ORMAS requires that the Agency provide professional, objective and impartial advice and at all times hold ORMAS's interests paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work.

### **4. Confidentiality:-**

Confidentiality shall be maintained for the information relating to the examination, clarification and comparison of the proposal. Violation of this clause may result in the rejection of the proposal.

### **5. Fraud & Corruption:-**

ORMAS requires that Bidder selected for the particular assignment must observe the highest standards of ethics during the performance and execution of such contract. In pursuance of this policy, Government of Odisha:

- a. Defines, for the purposes of this provision, the terms set forth as follows:
  - i. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of ORMAS or any personnel of Agencies in contract executions.
  - ii. "Fraudulent practice" means a mis-presentation of facts, in order to influence a procurement process or the execution of a contract, to ORMAS and includes collusive practice among Respondents (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive ORMAS of the benefits of free and open competition;

- iii. "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution contract.
  - iv. "Collusive practices" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
  - v. "Undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the Client with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the selection process; or (ii) having a conflict of interest; and
  - vi. "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the selection process.
- b. Will reject a proposal for award, if it determines that the Agency recommended for the award of the Creative Campaign, has been determined by ORMAS to having been engaged in corrupt, fraudulent or unfair trade practices.
  - c. Will declare a firm ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it at any time determines that the firm has engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing, the contract.

#### **6. Change Orders:-**

ORMAS may at any time before completion of work under project awarded to the Agency, change the work content by increasing / reducing the quantities of the services. In such a case, the Agency will have to perform the service in the increased/decreased quantity at the same contract rates within the time stipulated for providing services to ORMAS.

#### **7. Commencement of Work:-**

The assigned work should be completed in all respect and same should be handed over within 15 days of receiving of the work order. Booklets to be printed (as per specification given) should be delivered at ORMAS, Bhubaneswar by their won transportation cost.

#### **8. Penalties:-**

If during execution of the Project, following problems were to be found, then a penalty of 0.5% of the Contract value per week (subject to maximum of 10%) may be imposed by ORMAS:-

- Quality of deliverable is not up to the mark, (till the quality is improved to the required extent)
- Delays in deliverables

## **9. Copyrights:-**

Copyrights in all materials, ideas, work, or any kind generated by the activities of the Agency performed hereunder shall vest in ORMAS, to the extent copyright belongs to the Agency, provided that ORMAS has paid the Agency for its services. The selected agency must return all the data to ORMAS following expiry or termination of the contract.

## **10. Applicable Law:-**

Applicable Law means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time.

## **11. Disputes:-**

- i. The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation. During pendency of the dispute(s) requiring resolution, the Agency shall not stop the work and should proceed further with the activities as per scope of work except in case where ORMAS specifically requested the Agency to stop any part of the scope of work.
- ii. In case of disagreement, the same shall be referred to Executive Committee or designated officer of ORMAS. After referring to Executive Committee or designated officer if the said dispute is not resolved, the same shall be referred to the court subject to Bhubaneswar jurisdiction only.

## **12. Assignments:-**

The Bidder shall not assign the project to any other agency, in whole or in part, to perform its obligation under the work, without the ORMAS's authorized representative's prior written consent. ***Sub-contracting of the services allotted is not allowed in any manner.***

## **13. Termination & Withdrawal:-**

- a. Without prejudice to any other right or remedy it may have, either party may terminate this Agreement at any time by giving three month advance notice in writing to the other party.
- b. ORMAS reserves the right to withdraw the assignment in any of following circumstances:
  - i. Applicant becomes insolvent, bankrupt, resolution is passed for the winding up of the applicant' organization
  - ii. Information provided to ORMAS is found to be incorrect;
  - iii. Tender conditions are not met within the specified time period;
- c. If the bidder does not execute the work to the satisfaction of the ORMAS then the ORMAS may invoke any or all of the following clauses.
  - i. Forfeit the EMD
  - ii. Terminate the assignment without any liability of ORMAS towards the agency.

## Section – VI- TECHNICAL BID SUBMISSION FORMS

### TECH -1 – COVERING LETTER (ON BIDDERS LETTER HEAD)

[Location, Date]

To:

**The Chief Executive Officer, ORMAS,  
Panchayati Raj & Drinking Water Department  
SIRD & PR Campus, Unit-VIII, Bhubaneswar – 751012**

**Sub: Submission of tender documents for printing of Annual Note Book and Odia Panjika Wall Calendar-2023**

Ref:- Notice No. \_\_\_\_\_ dated \_\_\_\_\_, ORMAS, Bhubaneswar

Dear Sir,

I, the undersigned, offer to participate in the selection process for **"PRINTING OF ANNUAL NOTE BOOK & ODIA PANJIKA WALL CALENDAR-2023"** in accordance with your **TENDER CALL NOTICE** No.: \_\_\_\_\_, dated \_\_\_\_\_.

I attach hereto the response as required by the tender, which constitutes our proposal. The details of the Contact Person on behalf of the bidder are given below:

<b>Name</b>	
<b>Designation</b>	
<b>Address for Communication</b>	
<b>Mobile No.</b>	
<b>E-mail Id</b>	

I confirm that the information contained in this response or any part thereof, including its exhibits, and other documents and instruments delivered or to be delivered to client is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its empanelment process.

I fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short listing process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so, for undertaking the assignment. I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I agree for unconditional acceptance of all the terms and conditions set out in the RFP document.

Yours faithfully,

**Authorized Signatory with Date and Seal:**

**Name and Designation:** \_\_\_\_\_

**Address of the Bidder:** \_\_\_\_\_

TECH -2 – Bidder’s Organisation (General Details)

Sl No.	Description	Full Details
<b>1</b>	<b>Name of the Bidder</b>	
<b>2</b>	<b>Address for communication:</b> Tel : Fax: Email id :	
<b>3</b>	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> Mobile No. : Email id :	
<b>4</b>	<b>Registration / Incorporation Details</b> Registration No: Date & Year. :	
<b>5</b>	<b>Local office in Bhubaneswar/ Cuttack</b> <b>If Yes, Please furnish contact details</b>	Yes / No
<b>6</b>	<b>Bid Processing Fee Details</b> Amount : BC/DD No. : Date: Name of the Bank:	
<b>7</b>	PAN Number	
<b>8</b>	Goods and Services Tax Identification Number (GSTIN)	
<b>9</b>	Accept all the terms and conditions as specified in the TENDER CALL NOTICE	<b>YES</b>

**Authorized Signatory [*In full and initials*]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**TECH -3 – Bidder Organisation (Financial Details)**  
**(To be furnished in the letter head of the Auditor/ Chartered Account)**

The Annual Turnover for the last three consecutive financial years of M/s. \_\_\_\_\_ are given below and certified that the statement is true and correct.

<b>Financial Information in INR</b>			
<b>Details</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>
<b>Annual Turnover from Printing Services (In Rupees)</b>			
<b>Average Annual Turnover (for the above three years) in Rupees -----&gt;</b>			
<p><b>Supporting Documents:</b></p> <p>Audited certified financial statements for the last three FYs (<b>2019-20, 2020-21 &amp; 2021-22</b>) (Submission of copies of Profit/ Loss Account and Balance Sheet for the respective financial years is mandatory along with this form). <b>Provisional Statement of account</b> shall not be considered.</p> <p><b><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the tender failing which the Bid will be out rightly rejected. No scanned copy will be entertained.</i></b></p>			

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***Signature and Seal of the Chartered Accountant with Date in original (with Membership No. on his seal)***

**Authorized Signatory [In full initials with Date and Seal]:** \_\_\_\_\_

**Communication Address of the Bidder:** \_\_\_\_\_

## TECH – 4 – BIDDER'S PAST EXPERIENCE DETAILS

(Previous Assignment Details in last 3 years)

Sl. No.	Name of the Assignment with details there of	Types of Service Provided (Details of printing work)	Name of the Client with complete address and contact number	Duration of the Assignment	*Contract Value (in INR)	Period (Contract Start and end date)	Status (Completed/ Ongoing/ etc.)
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

**Note: Bidders are requested to furnish the list of the assignments undertaken during the last 3 Financial Years (2019-20, 2020-21 & 2021-22) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.**

Authorized Signatory [In full initials with Date and Seal]: \_\_\_\_\_

Communication Address of the Bidder: \_\_\_\_\_

## SECTION – VII – ANNEXURES

### ANNEXURE-A – BID SUBMISSION CHECK LIST

Sl. No	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL BID</b>			
<b>(PART – A)(ORIGINAL)</b>			
1	Filled in Bid Submission Check List <b>(ANNEXURE-I)</b>		
2	Covering Letter <b>(TECH -1)</b>		
3	Bid Processing Fee of ₹ <b>1,180/-</b> in form to DD/ BC		
4	Copy of Certificate of Incorporation / Registration of the Bidder		
5	Copy of PAN		
6	Copy of Goods and Services Tax Identification Number (GSTIN)		
7	General Details of the Bidder <b>(TECH - 2)</b>		
8	Financial details of the bidder <b>(TECH – 3)</b> along with all the supportive documents such as copies of Income-Expenditure Statement and Balance Sheet for the concerned period		
9	List of completed assignments of similar nature (Past Experience Details) <b>(TECH – 4)</b> along with the copies of work orders for the respective assignments/		
10	Undertaking for not have been black-listed by any Central / State Government/any Autonomous bodies during its business career (Annexure-B)		

**Undertaking:**

- *All the information have been submitted as per the prescribed format and procedure.*
- *Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.*
- *All pages of the Bid have been sealed and signed by the authorized representative.*

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**Signature :** \_\_\_\_\_



ANNEXURE-B – FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED

**Affidavit**

I M/s. .... , (the name of the Bidder and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s/chief executive officer/ directors/managers are not barred or blacklisted by any government or government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract, either individually or as member of a consortium and no such bar or blacklisting subsists as on the Proposal Due Date.

We further confirm that we are aware our interest for the work of ORMAS would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this tender at any stage of selection and/or thereafter during the term of the Contract.

Dated this .....Day of....., 2021....

**Authorized Signatory [*In full and initials*]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**Signature :** \_\_\_\_\_

ANNEXURE-C – FORMAT FOR BID SECURITY DECLARATION

To,  
**The Chief Executive Officer, ORMAS,  
Panchayati Raj & Drinking Water Department,  
Government of Odisha, Bhubaneswar, 751012**

**Sub: Submission of document on "BID SECURITY DECLARATION" format.**

Sir,  
I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a. have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b. having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Dated this .....Day of....., 2021....

**Authorized Signatory [*In full and initials*]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**Signature :** \_\_\_\_\_

To be enclosed in separate sealed envelope.

**SECTION – VIII – Financial Bid Submission Form**  
**FIN FORM-1 Covering Letter (In Bidders Letter Head)**

[Location, Date]

To,

**The Chief Executive Officer, ORMAS,  
Panchayati Raj & Drinking Water Department,  
Government of Odisha, Bhubaneswar, 751012**

**Sub: Submission of financial bid for printing of Annual Note Book and Odia Panjika Wall Calendar-2023**

Sir,

I, the undersigned, offer to provide the services for [Insert title of assignment] in accordance with your Tender Call Notice No. \_\_\_\_\_, Dated:\_\_\_\_\_. Our attached Financial Bid is for the sum of [**Insert amount(s) in words and figures\***]. This amount is exclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the TENDER CALL NOTICE document. Items wise rate as per format given in the TENDER CALL NOTICE documents are given below:-

Sl. No	Name of the item	Specification	Qty (In Nos)	Unit Cost (In ₹)	Total Cost (Exclusive GST)
1.	Annual Note Book-2023	Size:- 22 cm x 14.5 cm/ Cover:- It shall be hard binding on compact line machine sewing with brown or Tan color PU rexine/leather with stitching as per sample. Paper:- The inner text printing pages of Notebook will be printed in plain natural shade (off white) paper Thickness: 80 GSM Pages:- It shall containing 24 customized printed pages approx. as month separators and folded inside of the Annual Diary. Inner Pages:- 200 pages in Ruled design	300 nos. (Three hundred)		
2.	Annual Note Book-2023	Size:- 21 cm X 14 cm/ Cover:- It shall be hard binding with Customized Design with Multicolor Print in 130 GSM Art Paper/ Paper:- The inner text printing pages of Notebook will be printed in plain natural shade (off white) paper Thickness: 70 GSM/Pages:- It shall containing 24 customized printed pages approx. as month separators and folded inside of the Annual Diary/ Inner Pages:- 200 pages in Ruled design	700 nos. (Seven hundred)		
3.	Odia Panjika Wall Calendar-2023	Size: ¼ demy size/ No. of Pages:12 (6 Sheets)/ Paper Type: As per the sample given (GSM: 80-90 Maplitho paper) Printing: Multi-Colour offset printing/ Binding: Tin Biding, hanging tag & clip hole. Each page will contain the promotional matter and image of DDU-GKY	37,000 (Thirty SevenThousand)		
Total ---->					

I have carefully read and understood the terms and conditions of the TENDER CALL NOTICE and do hereby undertake to provide the service accordingly. I understand that you are not bound to accept any Bid you receive.

Yours faithfully,

**Authorized Signatory [In full and initials]:**

**Name and Designation of Signatory with Date and Seal:**

**Address of the Bidder:**