

Part – C

(Printing of Books, Reports, Newsletter, Banners etc.)

Terms and Conditions

1. The Tender for rate contract of printing works is to be submitted in two bids viz. Technical and Financial Bid in two separate sealed envelopes and should be kept in third envelope latest duly super scribed “Rate Contract for Printing works”.
2. Sample of papers and cards should be provided alongwith the technical bid.
3. Financial bids of only those firms, whose Technical Bids are accepted, will be opened.
4. List of organizations for whom printing work has been executed during the last 3 years should be attached with the technical bid.
5. The firm is required to send samples of their work executed during the last 3 years with their technical bid.
6. All pages of the bids are to be signed and stamped by the tendering firm.
7. Rates are to quoted in the proforma provided at Annexure - I & II
8. The rate contract shall be awarded on overall lowest basis.

(Director, SIRD)

Annexure-I**Price Bid**

1	System Designing with all kind of effects (feathering, background, use of vignettes, shading, etc.)	@ Rs..... per page
2	Cost of translation (English to Oriya), (Oriya to English) & (Hindi to Oriya)	@ Rs.....per1000 words
3	Cost of Typing – DTP (English & Oriya)	@ Rs..... per page
4	Cost of printing including processing, negative, positive, etc. with high quality system output upto 1000 copies and beyond (Multiple in thousand) of same matter (Minimum four pages or multiple of four pages)	Upto 1000 copies
	a) Single Colour (B&W)	Same matter in multiples of 1000
	b) Single Colour	
	c) Double Colour	
	d) Four Colour	
5	Cost of Imported Art Card with size of paper (in inch)	@ Rs. per 1000
	a) 200 GSM	@ Rs. per 1000
	b) 250 GSM	@ Rs. per 1000
	c) 300 GSM	@ Rs. per 1000
6	Cost of Indian Art Paper with size of paper (in inch)	@ Rs.per 1000
	a) 130 GSM	@ Rs.per 1000
	b) 170 GSM	@ Rs.per 1000
	c) 220 GSM	@ Rs.per 1000
7	Slide/Photograph Scanning at 3600 DPI through Drum Scanner with 175 lines.	@ Rs.per slide/Photograph
8	Cost of lamination	@ Rs.per sq. inch
	a) PVC	@ Rs.per sq. inch
	b) Bopp	@ Rs.per sq. inch
	c) Matt	@ Rs.per sq. inch
9	Cost of binding	@ Rs. Per 1000
	a) Perfect Binding	@ Rs. per 1000
	b) Center Pin	@ Rs.per 1000
	c) Side Stitch	@ Rs.per 1000
10	Preparation of ID Card (a) Plastic coated with cover	@Rs.....
	(b) Matt coated with cover	@Rs.....
11	Visiting Card (a) Plastic coated	@Rs.....
	(b) Matt	@Rs.....

Annexure-II**Printing of Banner**

1. Banner (Cotton)	Per Sq. Ft.	@Rs.
2. Banner (Satin)	Per Sq. Ft.	@Rs.
3. Banner (Flex)	Per Sq. Ft.	@Rs.
4. Banner (Special Star)	Per Sq. Ft.	@Rs.
5. Designing of Study Material for Poster	Per Sq. Ft.	@Rs.

(Director, SIRD)

State Institute for Rural Development Bhubaneswar - 12

General Terms and Conditions for the Tender Paper of different items for the year 2010-11

1	The firm should be registered under OST, ACT-1974 and having valid VAT Clearance Certificate etc.
2	Attested copies of valid VAT Clearance Certificate TIN /SRIN No. should be furnished along with the tender paper.
3	Rs. 10,000/- (Rupees Ten thousand only) for single component (part) except component-G (Xeroxing & Spiral binding i.e. Rs. 1000/-) as EMD in shape of Bank Draft / Banker's Cheque favouring the Director, S.I.R.D., Bhubaneswar should be submitted along with the tender paper.
4	The authorization letters if any to be enclosed in the tender with due attestation.
5	The quoted rate will be inclusive of all Taxes. The percentage of VAT is to be mentioned clearly against each items. The rates to be quoted in tabular form.
6	The rates quoted by the tenders should be valid upto 31.03.2011.
7	No conditional tender will be accepted by the authority from the tenderers.
8	No advance payment will be made to the party after acceptance of tender or execution of order.
9	Delivery of the items should be made in the office of the Director, State Institute for Rural Development, Unit-VIII, Bhubaneswar after getting proper requisition order within a day or two and minimum 1 day well in advance.
10	Selection of items will be followed after screening by the purchase committee of the institute
11	Original documents are to be produced for verification by the members of the committee.
12	The tenders are to submit the current price list of the brand product & specification (i.e. Name of the brand and other details) along with the tender.
13	If any information/document furnished by the tenderers with the tender papers are found to be misleading or incorrect at any stage their tenders will be rejected without assigning reasons thereof
14	It is the responsibility of the tenders for timely delivery of the articles to the S.I.R.D., Bhubaneswar at their own cost.
15	The tenders should furnish in a sealed cover (to be sealed on sealing wax) duly superscribed as “ TENDER FOR _____ YEAR 2010-11 on the top to the sealed cover.
16	The tenders received beyond the scheduled date and time will not be entertained / considered at any cost.
17	The undersigned/committee reserves the full right to accept in full or part or reject any or all the tenders without assigning any reason thereof. The undersigned/committee is not bound to accept the lowest rates.
18	In case of any legal dispute, it will be adjudicated within the jurisdiction of Bhubaneswar court only.
19	All pages of the bids are to be signed & stamped by the tenderer.
20	Selection of the items will be followed on finalization of samples whenever is necessary.
21	The duly filled in Tender's Profile as enclosed is submitted along with tender.
22	For any services / supply the firm / organization should not be blacklisted by any Govt. orgn. If found later on, the action deemed to fit will be initiated against the firm as per the law.
23	The Director reserves the rights to terminate the contract at any time without notice if the supplier / firm fails to make the supply within the specified time or in accordance with the specifications & samples

Director

Tenderer's Profile (To be filled in & returned).

1	Full Name of the Firm (In Capital letters)	
2	Firm Address	
3	Telephone No Fax No	Office: - Residence: - Mobile :-
4	Name/ Names of Proprietors Partners/ Directors.	
5	Sales Tax / VAT Regd. No. (Last Sales Tax/ Vat Clearance Certificate must be furnished). The Tax clearance must cover transactions against printing by the firm.	
6	Income Tax account number / PAN Number (Last Income Tax Clearance certificate to be attached)	
7	Details of similar past work and experience of similar nature. (Certificate from the past employer should be enclosed)	

I do hereby certify that the above mentioned particulars are true and correct.

(Signature of the bidder)