

DISTRICT PROJECT OFFICE, SAMAGRA SHIKSHA, PURI
(ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY(OSEPA))
(Department of School & Mass Education, Odisha)

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Letter No: 432

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Date: 25/1/2024

NOTICE INVITING TENDER (NIT)

Sealed tenders are invited from the reputed & credible printers / firms / agencies for printing & supply of "Holistic Progress Card" as per specification given in the tender paper.

The sealed tender papers will be received at the District Project office, Samagra Shiksha, Puri on any working day till **06-02-2024 upto 2 PM** through speed post/ registered post only. The same will be opened on **06-02-2024 at 3.00 PM** in the office of the DEO-cum- DPC, Samagra Shiksha, Puri in presence of the bidders/ their authorized representatives & office functionaries. The office will not be held responsible for any kind of postal delay. The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason thereof. The detailed BID document is available in the website i.e. www.puri.nic.in & www.osepa.odisha.gov.in.

Memo No. 433 /SS/ Date 25/1/2024 /

DEO-cum-District Project Coordinator, SS

Copy forwarded to Office Notice Board, SS/ Notice Board of Collector, Puri/ CDO & EO, ZP, Puri/ District Education Officer, Puri/ Sub Collector, Puri/ DIPRO, Puri/ BEO, Puri/ Block Development Officer, Puri Sadar/ DSWO, Puri/ RTO, Puri/ Executive Officer, Puri Municipality for information and they are requested to display the Notice Inviting Tender in their Notice Board for wide publicity for information to general public.

Memo No. 434 /SS/ Date 25/1/2024 /

DEO-cum-District Project Coordinator, SS

Copy forwarded to DIO, NIC, Puri for information and necessary action. He is requested to publish the Tender Call Notice in the District website i.e. www.puri.nic.in for wide publicity for information to all concerned.

Memo No. 435 /SS/ Date 25/1/2024 /

DEO-cum-District Project Coordinator, SS

Copy to Joint Director (MIS), OSEPA for favour of information and necessary action. He is requested to publish the Tender Call notice in the OSEPA Website for information to all concerned.

DEO-cum-District Project Coordinator, SS

M.R.: _____

Demand Draft / Pay Order No: _____

**Bid Document for Printing and Supply of
"HOLISTIC PROGRESS CARD", 2023-24**

Name of the Printer: _____

Address: _____

PAN No: _____

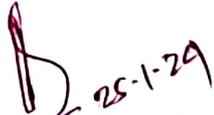
GST Registration No: _____

**TERMS AND CONDITIONS FOR PRINTING AND SUPPLY OF
"HOLISTIC PROGRES CARD", 2023-24.**

1. **Specification of Paper and its quality:**
 - Size: A4 (Centre Stitching)
 - Paper Quality: 170 GSM Glossy Art Paper
 - No. of Pages : 8-Pages per Card
 - Printing: Multi-colour
2. **Sample Paper:** Sample quality paper will be enclosed with the tender paper duly countersigned by the bidder with firm seal, which will be sent to the Director, TBPM for verification of paper quality.
3. **Quality of printing:** Letter size, Fonts as per the sample which can be obtained from the District Project Office, Samagra Shiksha, Puri.
4. **Packeting:** Printed Holistic Progress Card shall be packed block-wise & be supplied to each block point by the firm/ press as per indent (to be provided by Samagra Shiksha, Puri).
5. **Mode of Receipt of Tender:** District Project Office, Samagra Shiksha, Puri for receiving quotation on or before **06-02-2024 by 2 P.M.** through registered post/speed post.
6. **Opening of Tender:** Office of the District Project Office, Samagra Shiksha, Puri on **06-02-2024** at **3 P.M.** in presence of the Tenderers or its authorised representatives having authorization letter from the Bidder.
7. **Documents:** Tender Papers should be submitted along with the following documents duly attested by self. Non-submission of required documents is liable to be rejected.
 - GST Registration certificate.
 - PAN/TAN Certificate
 - Updated Income Tax clearance certificate
 - DIC registration certificate
 - Labour certificate issued by the Labour Commissioner/ DLO.
8. **Sample submitted:** Only one sample paper will be submitted with the quotation.
9. **Deposit of Earnest Money:** Rs. 50,000/- (Rupees Fifty Thousand) only in shape of Bank Draft / Bankers Cheque duly pledged in favour of DPC, Samagra Shiksha, Puri payable at any Nationalized Bank, Puri.
10. **Deposit of Security money:** The successful bidder shall deposit the amount of performance Security @ 5% of the contract price in form of Bank Draft/ Bank guarantee. The security deposit shall be forfeited in case any terms and conditions of the contract are infringed or the bidder fails to make complete supply satisfactorily or complete the work in time.

11. **Obtaining of Tender document and depositing of Processing fee:** The tender documents will be obtained from the District Project Office, Samagra Shiksha, Puri during office hours **from 10 A.M. to 5 P.M. till 05-02-2024** except holidays on payment of Rs.1,000/- (Rupees One Thousand only) (Non-refundable) and the same can also be downloaded from our website www.puri.nic.in and www.opepa.in. The Bidders are to submit their bid document in the prescribed format in the envelope duly marked "**Tender for printing and supply of Holistic Progress Card**" The bidder who download the tender document from the website shall have to submit the document along with DD amounting to Rs.1, 000/- (Rupees One Thousand only) in favour of District Project Coordinator, Samagra Shiksha, Puri payable at any Nationalised Bank towards cost of tender paper. The same should be sent to District Project Co-ordinator, Samagra Shiksha, L.I.C. Colony UGME School Campus, Chandan Hazuri Road, Puri-752001 through Regd. post/Speed post so as to reach by **06-02-2024 till 2 P.M.** Any type of postal delay will not be entertained.
12. **No. of Cards:** Approximately 1,36,182 nos. of Cards (08 pages per card) will be printed. The number may increase or decrease.
13. **Date of Completion of Printing and Supply:** Holistic Progress Cards are to be printed & supplied as per agreement within 15 days from the date of agreement, failing which the security deposit will be forfeited.
14. **Date and Place of Delivery:** Within 15 days from the date of agreement at the block point.
15. **Transportation Cost:** The rate of the Holistic Progress Card will be quoted excluding transportation cost.
16. **Execution of agreement:** The selected Firm / Press will has to execute an agreement in non-judicial stamp paper with the DPC, Samagra Shiksha, Puri soon after the selection and before issue of work order to print and supply the printed Holistic Progress Card as per the term and conditions mentioned in the agreement.
17. **Mode of payment:** Payment will be made only after submission of proper acknowledgement receipt of all BEOs/ ABEO-cum-BRCCs, Samagra Shiksha towards delivery of the Holistic Progress Card, at the block points.

The undersigned reserves the right to cancel all or any tender without assigning any reason thereof.


**DEO-cum-District Project Co-ordinator,
Samagra Shiksha, Puri.**

FORM FOR QUOTATION FOR PRINTING OF "HOLISTIC PROGRESS CARD"

Particulars	Sample	Rate quoted per Card
Holistic Progress Card	01	

RATE QUOTED FOR TRANSPORTATION CHARGE TO DESTINATION

Vehicle to be used	Rate quoted per kilometer
Truck	
Mini Truck	

Signature of Bidder with seal