



**WATER AND LAND MANAGEMENT INSTITUTE,
AT: PRATAPNAGARI,
P.O: TELENGAPENTHA, DIST: CUTTACK, PIN: 754001**

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BIDDING DOCUMENT

**SELECTION OF AGENCY/ FIRM
FOR PRINTING OF PANI PANCHAYAT SAMACHAR AND
POSTERS FOR THE YEAR 2018-19**

CONTENTS

SECTION.	DESCRIPTION	PAGE NUMBER
I.	TENDER ENQUIRY	1
II.	KEY INFORMATION	2
III.	INSTRUCTION TO BIDDER	3-6
IV.	TERMS AND CONDITIONS	7-8
V.	PART – 1 TECHNICAL BID	9
	PART – 2 FINANCIAL BID	10
VI.	DECLARATION	11

SECTION – I: TENDER ENQUIRY



WATER AND LAND MANAGEMENT INSTITUTE
(An Autonomous Training Institute under DOWR, Govt. of Odisha)
Pratapnagari, Telengapentha, Cuttack, Odisha, Pin – 754001.
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Email_Id: walmi_orissa@rediffmail.com
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TENDER ENQUIRY No.03/ 2018-19

Sealed Tenders are invited from the qualified agencies/ firms relating to printing of Pani Panchayat Samachar & Posters for the year 2018-19 under “Information, Education and Communication (IEC) plan of Department of Water Resources, Government of Odisha”. The details of tender will be webhosted in the WALMI Website: www.walmiodisha.com. The bidders are to download the tender documents and bid formats from the website and send the filled in formats along with all relevant documents as per the tender enquiry for applying the assignment as mentioned above. The cost of tender document is to be remitted in the form of Bank Draft/ Demand Draft payable to the Deputy Director, WALMI payable at Bhubaneswar or Cuttack. The firms/ agencies are to send their bids to Deputy Director, WALMI with EMD and Tender fee on or before 25.06.2018 by 5.00 P.M which is the last date of receipt of application. The time and date of opening of the Technical Proposal is 26.06.2018 at 3.00 P.M in the Office chamber of Deputy Director, WALMI. The application received after the due date and time due to any reason shall not be entertained.

Sd/-
Deputy Director, WALMI, Odisha

(Full signature of the tenderer/bidder)

With Seal

SECTION – II: KEY INFORMATION

Sealed tenders are invited from experienced printing firms for printing of Pani Panchayat Samachar & Posters for the year 2018-19 under “Information, Education and Communication (IEC) plan of Department of Water Resources, Govt. of Odisha ” on behalf of Director, WALMI.

Last Date for Receipt of bid	: 25.06.2018 (5.00 P.M)
Date & Time of Opening of Technical Proposal	: 26.06.2018 (4.00 P.M)
Pre bid Conference	: 20.06.2018 (3.30 P.M)
Cost of the Bid Document (Non-refundable)	: Rs.1,050/-
EMD (Refundable)	:Rs.5,000/-
Bid to be submitted	: Tender Box kept in the (1) Office Chamber of Deputy Director, WALMI at Pratapnagari. & (2) Room No.329, O/O the Engineer-in- Chief, Water Resources, Secha Sadan, Bhubaneswar.

**Issued by: The Director, WALMI,
Department of Water Resources, Government of Odisha**

Telephone : 0671-2586426

Email : walmi_orissa@rediffmail.com

(Full signature of the tenderer/bidder)

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SECTION – III: INSTRUCTION TO BIDDER

Tender Enquiry in respect of printing of Pani Panchayat Samachar & Posters for the year 2018-19 under “Information, Education and Communication (IEC) plan of Department of Water Resources, Govt. of Odisha ” on behalf of WALMI, Odisha.

1. Objective:

The objective of the assignment is to outsource the printing job of Pani Panchayat Samachar & Posters to publicize the Welfare Policies and Schemes of Department of Water Resources, Government of Odisha.

2.Scope of work:

(I) Pani Panchayat Samachar

- | | |
|--|--|
| A. Title of News Letter | : Pani Panchayat Samachar |
| B. Size of Panchayat Samachar | : 1/ 4 Diemy |
| C. Basic Language | : Odia |
| D. No. of Pages per one booklet (approx.) | : 70 |
| E. No. of copies to be printed every quarter | : 10,000 |
| F. Cover | : 150 GSM, Art Paper, Multi colour. |
| G. Inner Page | : 70 GSM Art Litho, single colour. |
| H. Printing source | : One print CD to be supplied to WALMI. |
| I. No. of issues with books | : (54 th , 55 th , 56 th & 57 th) = 4 no issues with 10,000 copies per issue. |

(II) Posters

- | | |
|---------------------|---------------------------|
| A. Category | 10 |
| B. Numbers to Print | : 5,000 for each category |
| C. Size | : 75 Cm. X 50 Cm. |
| D. Paper | : 130 GSM Art Paper |
| E. Printing | : Multi colour |
| F. Bundling | : Packets of 100 |

3. Interested agencies may submit the bid for undertaking the job of printing the quarterly Pani Panchayat Samachar & Posters. The bid along with relevant documents shall be submitted in a sealed envelope to the Deputy Director, WALMI and be clearly marked Bid document for pre qualification of printing of WALMI's Pani Panchayat Samachar & Posters

(Full signature of the tenderer/bidder)

With Seal

on top of the envelope. The bidder shall submit both the bid documents [Technical (PART – 1) and Financial (PART - 2) bid] in separate sealed envelopes and both the envelopes should be kept in one bigger size envelope. However, WALMI is not responsible if document is received after due date. Tender received after due date will be summarily rejected.

4. The EMD for an amount of Rs. 5,000/- and cost of bid document Rs.1,050/- in the form of Demand Draft/ Bank Draft from a Nationalized Bank in favour of Deputy Director, WALMI along with bid to be submitted. The bid document will be rejected if cost of document & EMD are not enclosed. The EMD of the successful bidder may be adjusted against performance security deposit i.e. the Rs.15,000/- and shall remain with WALMI till the period of contract and the deposit is liable to be forfeited if services are found to be unsatisfactory in any respect. The EMD of unsuccessful bidders will be refunded after finalization of bid.

5. ELIGIBILITY CONDITIONS:

1. The firm must be having at least 03 years of proven track experience in the field of printing, designing and publishing of News paper/ News letter/ Books/Magazines etc.
2. The firm must have a full-fledged and well equipped printing press with adequate manpower preferably located at Bhubaneswar/Cuttack for administrative exigency.
3. The firm must be a registered one & registration certificate to be enclosed.
4. The firm must be having registrations under Income Tax (PAN). Income Tax return for last three years to be enclosed.
5. The firm must be financially sound having a minimum turnover of Rs.50 lakhs per year consistently through preceding three financial years as per audit report by CA. Firms having less annual turnover will be rejected outrightly.
6. Copies of the following documents should be submitted along with proposal document.
 - A. PAN
 - B. Registration Certificate of the firm.
 - C. GST Certificate.
 - D. Copies of work order of media / printing / publication job supplied to WALMI/ Government/ Corporate house/ other organization etc towards similar past experience.
 - E. Cost towards bid document.

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- F. Cost towards EMD.
- G. Photograph of the printing press.
- H. Income Tax Return for last 3 years.
- I. Sample of News paper/ News letter/ books/ magazine printed during last 3 years.
- J. Sample of paper for printing of Pani Panchayat Samachar.
- K. Sample of Poster printed during last 3 years.
- L. Sample of Paper for printing of Posters.
- M. Annual Turnover during last 3 years (P/L account duly verified by CA).

(If any printing firm / agency don't fulfill the above eligibility conditions along with securing minimum pass marks, the Financial Proposal of the firm will not be considered)

6. Bid validity

Bid shall remain valid for not less than 60 days.

7. Evaluation of Tender

The client will evaluate the Technical Proposal & compare the tender determined to be substantially responsive i.e which

- (a) are properly signed
- (b) confirm to eligibility condition & specification
- (c) submitted as per prescribed formats.

As the tender is a two bid system, the technical acceptability of the offers are first determined and thereafter, the financial bids of only the technically acceptable offers are opened for further scrutiny & processing for placement of contract. (Reference: OM No.42284/ F dt.26.09.2011 of Finance Department, Government of Orissa, Guidelines for outsourcing of services and manual on Policy & Procedures for purchase of goods issued by Ministry of Finance Department of Expenditure, Government of India)

8. Observation of samples:

The bidders are advised to see the sample of Pani Panchayat Samachar & Posters on WALMI's website. If the bidders want to see the sample booklet & quality of paper they can come to WALMI for observation at their own cost & responsibility.

9. Rates:

The quoted rate in the Financial Bid shall include cost of materials, labours, transport, octroi, binding & other local taxes if any complete.

(Full signature of the tenderer/bidder)

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10. Pre-bid Conference:

A Pre-bid Conference will be held on 20.06.2018 at 3.30 P.M in the office chamber of Deputy Director. WALMI, Odisha at Pratapnagari. Intending bidders may attend the conference at the scheduled date & time for interaction with the client regarding the said bid. They are free to put their bid related queries only and get themselves appraised so that they will be able to submit the bid as per the requirement.

(Full signature of the tenderer/bidder)

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SECTION – IV: TERMS AND CONDITIONS

1. The firm, after allotment of job (receipt of the Pani Panchayat Samachar manuscript) will have to first submit sample proof copy (1st DTP copy) of the job to be carried out for scrutiny by authority, if any change suggested additional proof copy (2nd proof) is to be supplied in incorporating the changes. The final black/ white copy to be provided for further scrutiny & followed with 2 colour copies. The colour copies are to be approved by the competent authority & after approval work order will be issued. After receipt of work order the firm has to deliver the required final print booklets to WALMI within stipulated time period.
2. The soft copy of the Posters will be provided to the qualified firm and the firm has to handover 5000 copies for each category of Poster.
3. WALMI will not pay any advance to the firm. The firm will have to carry out the entire job on its own and regular payment will be made only after satisfactory completion of the job and submission of bills in that regard.
4. All information, document, photos and data coming in possession of firm, as a result of the execution of the job shall at all time remain the property of WALMI & Department of Water Resources, Government of Odisha. The firm shall not make or allow to make any unauthorized copy, use, access or other utilization of these materials commercially or otherwise, directly or indirectly except as agreed to by the WALMI & Department of Water Resources, Government of Odisha. The firm shall also ensure complete confidentiality of the information and data provided for carrying out the job.
5. The sequence of operation of the task as described in Point No.1 of SECTION – IV (Terms & Conditions) is allowed for one month only. If the job is not completed within the stipulated time the contract will be terminated.
6. Under no circumstances, the firm shall appoint any sub contractor or sub lease the contract. If conditions are violated the agreement executed with the firm will be terminated.
7. The contract may be cancelled at any time in case the performance of the firm is not found satisfactory.
8. Payment will be made after confirmation on receipt of the copies of Pani Panchayat Samachar in good condition.

(Full signature of the tenderer/bidder)

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9. The firm should have installed capacity, requisite staff and infrastructure to print required copies as per specification mentioned.
10. In case of any dispute between the parties, the arbitration shall be within Cuttack jurisdiction only.
11. The Printing Firm/Agency will have to complete the job as per term and conditions specified.
12. The firm shall deliver the printing in time irrespective of any delay or technical snag or labour disturbance.
13. The Posters are to be printed preferably on monthly basis.
14. The WALMI reserves the right to terminate the contract in the event of services being found unsatisfactory at any time.
15. WALMI reserves the right to reduce or increase the scope of work at its sole discretion.
16. TDS as applicable shall be deducted.

(Full signature of the tenderer/bidder)

With Seal

SECTION – V (PART – 1) : TECHNICAL BID

Sl. No.	Description	Indicate page number where attached
1.	Name, Address, email and telephone number of the Printing Firm / Agency.	
2.	Name, Designation, Address and telephone no. of the authorized person.	
3.	Location of the Printing Press.	
4.	Detail of similar experience in the field of printing activities in WALMI/ Government/ Corporate Houses for the past three years (please attach proof) (Work order/ Agreement/ MOU with value of the work).	
5.	Copy of PAN card and copy of previous 3 financial years income tax return (Please attach copy)	
6.	Sample of Newspaper / News letter / books / magazines / Posters printed during last 3 years.	
7.	Sample of the Paper for printing of Pani Panchayat Samachar & Posters (in a separate sealed Envelope)	
8.	GST Certificate.	
9.	Annual Turnover during last 3 years (please attach proof of P/L account duly certified by CA with CA registration number).	

DECLARATION:

This is to certify that I/ We before signing this job/ assignment have read and fully understood all the terms and conditions contained in the document and undertake myself/ourselves to strictly abide by them.

(Full signature of the tenderer/bidder)

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SECTION – V (PART – 2) : FINANCIAL BID

Sl. No	Item	Cost per page including all charges (Rs.)		GST (Rs.)	Total cost per page including GST (Rs.)
		(in figure)	(in words)		
1.	Printing of Pani Panchayat Samachar on quarterly basis by qualified firm with 1/4 Diemy size in Odia language having 150 GSM, Art paper, multi colour cover and 70 GSM Art litho, single colour inner pages along with all cost of materials, transportation, binding delivery at WALMI along with all taxes complete in all respect as per approved sample. 54th, 55th, 56th & 57th issue @ 10,000 copies, Totaling to 40,000 copies.				
Sl. No	Item	Cost per each copy including all charges (Rs.)		GST (Rs.)	Total cost per each copy including GST (Rs.)
		(in figure)	(in words)		
2.	Posters: Printing of 10 nos. of different category of Posters @ 5,000 copies monthly as per scope of work including all cost of materials, labour, transportation, bundling & delivery at WALMI along with all charges complete in all respect as per approved samples.				

(Full signature of the tenderer/bidder)

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SECTION – VI: DECLARATION

I/ We have carefully gone through the terms and conditions contained in the “Bidding Document” regarding the printing and delivery of WALMI quarterly PaniPanchayat Samachar & monthly Posters. Terms and conditions of the bid for the printing and supply of WALMI’s quarterly Pani Panchayat Samachar & Posters are accepted by me/ us.

(Full signature of the tenderer/bidder)

With Seal