



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

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Email_Id: walmi_orissa@rediffmail.com

Website: www.walmiodisha.com or www.walmi odisha.org.

BIDDING DOCUMENT

**SELECTION OF AGENCY/ FIRM
FOR PRINTING OF TRAINING MANUAL
(PRASHIKHYANA PUSTIKA) FOR TRAINEES OF PANI
PANCHAYAT IN WALMI**

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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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No.10/ 2017-18
TENDER ENQUIRY

Sealed Tenders are invited from the qualified agencies/ firms relating to printing of “Training Manual (Prashikhyana Pustika) for Trainees of Pani Panchayat in WALMI”. The details of tender will be web-hosted 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 26.10.2017 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 27.10.2017 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

Last Date for Receipt of bid	: 26.10.2017 (5.00 P.M)
Date & Time of Opening of Technical Proposal	: 27.10.2017 (3.00 P.M)
Pre bid Conference	: 20.10.2017 (3.30 P.M)
Cost of the Bid Document (Non-refundable)	: Rs.1,000/-
EMD (Refundable)	:Rs.4,000/-
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)

With Seal

SECTION – III: INSTRUCTION TO BIDDER

1. Objective:

The objective of the assignment is to outsource the printing job of Training Manual for Trainees of Pani Panchayat in WALMI to be distributed to Pani Panchayat farming community during their in-house training at WALMI, Pratapnagari. The book contains various topics related to Pani Panchayat Act & Rules, Agriculture practices etc. to educate the farming communities of the State.

2.Scope of work:

Title of booklet	Training Manual (PRASHIKHYANA PUSTIKA)
Size of booklet:	¼ Diemy
Page:	Cover – 4 Page
Text :	156 Page
Paper:	Cover - 170 GSM Art Paper
Text :	70 GSM Map litho Paper
Printing:	Cover – Multi colour
Text :	Single colour Black ink
Binding:	Perfect Glue binding
Basic Language:	Odia
No. of copies to be printed:	6,000
Printing source:	One print CD to be supplied to WALMI

- Interested agencies may submit the bid for undertaking the job of printing the Training Manual. 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 Training Manual for Pani Panchayat Participants on top of the envelope. The bidder shall submit both the bid documents [Technical bid (PART – 1) and Financial bid (PART - 2) 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.
- The EMD for an amount of Rs.4,000/- and cost of bid document Rs.1,000/- 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. Rs.15,000/- and shall remain with WALMI till the

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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. There is no exemption to MSME bidders towards deposit of EMD and cost of bidding document.

5. ELIGIBILITY CONDITIONS:

1. The firm must be having at least 05 years of proven track experience in the field of printing, designing and publishing of 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 consistently through preceding three financial years as per audit report by CA.

Copies of the following documents should be submitted along with proposal document.

- A. PAN
- B. Registration Certificate of the firm.
- C. GST Registration
- D. Copies of work order and agreement with value of contract & duration for similar services towards past experience of the firm in last 3 years.
- E. Cost towards bid document.
- F. Cost towards EMD.
- G. Photograph of the printing press.
- H. Income Tax Return for last 3 years.
- I. Sample of books/ magazine printed during last 3 years corresponding to evidence enclosed for similar past experience.
- J. Sample of paper for printing of Training Manual.
- K. 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)

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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 Training Manual for Pani Panchayat Participants 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 etc. complete. But GST amount as applicable may be mentioned in the Financial Bid.

10. Pre-bid Conference:

A Pre-bid Conference will be held on 20.10.2017 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)

With Seal

SECTION – IV: TERMS AND CONDITIONS

1. The soft copy of the Training Manual which are to be printed will be supplied by the client. The printing firm will only print the booklets & bind
2. WALMI will not pay any advance to the firm. The firm will have to carry out the entire job on its own and payment will be made only after satisfactory completion of the job and submission of bills in that regard.
3. 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. 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. The firm shall also ensure complete confidentiality of the information and data provided for carrying out the job.
4. The sequence of operation of the task is allowed for one month only.
5. 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.
6. The contract may be cancelled at any time in case the performance of the firm is not found satisfactory.
7. Payment will be made after confirmation on receipt of the all copies of Training Manual in good condition.
8. The firm should have installed capacity, requisite staff and infrastructure to print required copies as per specification mentioned.
9. In case of any dispute between the parties, the arbitration shall be within Cuttack jurisdiction only.
10. The Printing Firm/Agency will have to complete the job as per Terms and Conditions specified.
11. The firm shall deliver the printing in time irrespective of any delay or technical snag or labour disturbance.
12. WALMI reserves the right to terminate the contract in the event of services being found unsatisfactory at any time.

(Full signature of the tenderer/bidder)

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13. WALMI reserves the right to reduce or increase the scope of work at its sole discretion.
14. IT as applicable shall be deducted.
15. GST as applicable may be incorporated.

(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 for the past three years (please attach proof of Work order & Agreement copy).	
5.	Copy of PAN card and copy of previous 3 financial years income tax return (Please attach copy)	
6.	Sample of books / magazines printed during last 3 years (Corresponding to evidence enclosed in Point No.4 above).	
7.	Sample of the Paper for printing of Training Manual (in a separate sealed Envelope)	
8.	GST registration (GSTIN)	
9.	Annual Turnover during last 3 years (please attach proof of P/L account duly certified by CA with CA registration number).	

- Other documents as requested under eligibility condition in SECTION – III Instruction to Bidders are also to be enclosed.

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)

With Seal

SECTION – V (PART – 2) : FINANCIAL BID

Sl. No	Item	Cost per manual including all charges (Rs.)		GST (5%) (Rs.)	Total cost per one manual including GST (Rs.)
		(in words)	(in figures)		
1.	Printing of “Training Manual (PRASHIKHYANA PUSTIKA) for Trainees of Pani Panchayat in WALMI” by qualified firm with 1/4 Diemy size in Odia language having 170 GSM Art paper multi colour cover and 70 GSM Map litho, single colour inner pages along with perfect glue binding and all cost of materials, transportation, binding delivery at WALMI along with all charges complete in all respect as per approved sample. (Total 6000 copies) (Cover – 4 Page) (Text – 156 Page)				

(Full signature of the tenderer/bidder)

With Seal

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 Training Manual for Trainees of Pani Panchayat in WALMI. Terms and conditions of the bid are accepted by me/ us.

(Full signature of the tenderer/bidder)

With Seal