

ODISHA STATE OPEN UNIVERSITY
G.M. UNIVERSITY CAMPUS, BUDHARAJA, SAMBALPUR, 768004
Contact: 0663-2521-600/700, Mail: office@osou.ac.in

No. - OSOU/2018-19/ 142

Date – 21.01.2019

Tender Call Notice

TENDER NOTICE FOR EMPANELMENT OF PRINTERS FOR PRINTING OF SELF LEARNING STUDY MATERIAL

Sealed tenders in Two-Bids (Technical & Financial) for empanelment of printers from registered Publishing Houses/Printing Press for printing of self-learning study materials (SLM) from the **printers located in Sambalpur, Bhubaneswar and Cuttack only** are invited by Odisha State Open University, Sambalpur, Odisha. The tender should reach the office of "**The Registrar, Odisha State Open University, G.M. University Campus, Budharaja, Sambalpur, 768004**" up to 3 p.m. on Dt.12/02/2019 by **hand / Registered/Speed Post only** which will be opened (technical bid) on 12/02/2019 at 4.00 p.m. in the presence of the bidders, if present. Enclose a Demand Draft for **Rs.1,000/-** (Rupees One thousand) only drawn in favour of **Odisha State Open University, Payable at Sambalpur** from a scheduled bank towards the cost of Tender Paper which is non-refundable. The tender should be accompanied by relevant documents and a EMD (Refundable) duly pledged worth **Rs.50,000/-** (Rupees Fifty thousand) only on account of Earnest Money Deposit (EMD) in favour of **Odisha State Open University, Payable at Sambalpur**. The detailed specification, pre-qualifications criteria and other terms and conditions etc. can be downloaded from the University website i.e. **http://osou.ac.in** or can be obtained from the office of the Registrar, Odisha State Open University, Sambalpur (in between 11:00 AM to 05:00 PM) only.

The tender will be opened on **Dt.12.02.2019 at 04:00 PM** in presence of the authorized representatives (if present) of the firms. All the documents should be enclosed with a sealed envelope which must be superscripted as "**Tender for Printing and supply of Self Learning Study Material to Odisha State Open University**". The Financial Bid of only those tenders will be opened whose technical bids are found in order. The date, time and place of opening of Financial Bid will be communicated after evaluation of Technical Bid. The University shall not be responsible for any Postal delay.

Copy to University Notice Board & Website for wide circulation.


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PRE-QUALIFICATIONS CRITERIA:

1. The bidder should have at least three years of experience of printing of course material.
2. The bidders should be an Income Tax payer with PAN issued by Income Tax Department. Other tax clearances should be made available. Copy of the latest IT return for last three years should be enclosed.
3. The bidder must have valid **GST Registration Certificate, Latest GST Return, PAN and Income Tax Return Certificate (ITR).**
4. The Annual Turnover of the firm should be over Rs.10,00,000/- (Rupees Ten Lakh) only and above during last three financial years for which they have to submit the documentary evidence.
5. Interested and qualified bidders are requested to submit details of prequalification criteria listed above with documents in support of their claim and enclose the same along with technical bid.
6. The bidder will be allowed to bid in Indian Rupees only. The quoted amount should include GST, any other charges if any. No additional cost will be entertained at later stage.
7. The firm should not sublet the order to any other printing press.
8. The firm should have 4 colour printing machine or should have alternate two colour printing machine.
9. The firm should submit the sample of said paper putting their seal and signature and mention the quality of paper.
10. They may also produce a latest sample copy of such printing in their press for proof of their quality.


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TERMS AND CONDITIONS FOR THE SUBMISSION OF TENDERS FOR THE PRINTING AND SUPPLY OF STUDY MATERIAL ON SLM FORMAT FOR OSOU:

1. **Tenders are invited** from printers for printing and supply of study materials as per the detailed syllabus for Courses offered by Odisha State Open University. The material should be prepared in Self Learning Material (SLM) format as per the specification provided by Odisha State Open University.
 - The Study Material shall be supplied in the form of Hard Copy.
 - The number of lessons prepared for each subject will be indicated by University, based on the recommendations of the Subject Committee of respective course coordinators.

The Description of Printed Materials is as follows:

2. **Production Quality**
 - a) Size of the book and material: A4 size
 - b) DTP and offset printing
 - c) Cover pages – 04 colour (Multi Coloured)
 - d) Cover pages: 220 GSM Art paper
 - e) Inner pages: 70 GSM Map litho paper
 - f) Inner pages: 2 colour (B/W) / 4 Colour (Multi Coloured)
 - g) Design and print of cover in multi colour
 - h) Book to be binded
 - i) Delivery Time: Maximum - 15 days
3. **Execution of Work:** - The Printing and supply of all the books have to be completed Within the time specified by the Competent Authority in each case depending upon the nature and magnitude of work involved and the said work has to be completed by all means within the time specified from the date of issue of orders by the University.
4. **The Competent Authority reserves the right** to call the bidders for negotiations based on the rates Quoted in tenders, if deemed necessary.
5. The total cost should include DTP (Odia, Hindi & English), the cost of paper, other materials, cost of multi colour cover and back page, cost of binding, printing cost and delivery charges to University with all types of taxes payable. If any extra pages are to be added by the University, additional per page will be calculated as per the approved rate.
6. The printing work must be commenced only after obtaining approved proof from the University.
7. The rates quoted by the printers are valid for one year and can be extended further subject to the satisfactory services and agreeableness upon the rate by both the parties.
8. The University is free to empanel more than one printer. The University is not offering any exclusive right.


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9. The bills will be settled normally within sixty days from the date of delivery of study material to the University. The bills shall be prepared in favour of **Odisha State Open University, Sambalpur** and submitted along with an advance stamped receipt for the amount of each bill inclusive of all taxes should be mentioned in each bill. All payment shall be through Bank Transfer only.
10. The specimen paper and cover page board duly signed and stamped by the Printer must be enclosed to the tender form besides, audited statements of turnover, receipts for Commercial tax/GST paid and income tax paid and income tax returns for the last three years as well as a list of major clients during the last three years must also be enclosed with the tender.
11. The books should be printed exactly as per the specifications. The University is entitled to arrange for inspection during the printing work and if the work is not in accordance with the agreed terms & conditions and quality, the printing order can be cancelled without further notice and also the printed books. In this regard no payment will be made to the printer.
12. The bidder is required to enclose a Demand Draft for Rs.1,000/- (Rupees One thousand) only drawn in favour of the **Odisha State Open University, Payable at Sambalpur** towards the cost of Tender Paper. This is non-refundable.
13. The University has within its right even to terminate the contract/agreement without assigning reasons during the currency of the said agreement/contract.
14. The bidder should send the duly filled in tender form in a sealed outer cover (1) Technical Bid (2) Financial Bid) separately.
15. An EMD duly pledged for **Rs.50,000/-** (Rupees Fifty thousand) only from a scheduled bank towards EMD drawn in favour of **Odisha State Open University, Payable at Sambalpur** which should reach the office of "**The Registrar, Odisha State Open University, G.M. University Campus, Budharaja, Sambalpur, 768004**" up to 3 p.m. on Dt.12/02/2019 failing which the tender shall be summarily rejected. Bank guarantee will not be accepted towards EMD.
16. The EMD will be returned without any interest to the unsuccessful bidders within 30 days from the date of evaluation of Tender. EMD for successful bidder shall be returned without any interest after submission of Performance Security. If any firm withdraws/alters his submitted Tender after Due Date, the EMD shall be forfeited.
17. The bidder may please note that the tender once submitted will not be altered after the expiry of the deadline for receipt of tender till the date of validity of proposals and if they do so, their EMD will be forfeited.
18. **Security Deposit:** Security deposit of **Rs.1,00,000/- (Rupees One Lakh only)** (Refundable) to be deposited by the successful bidder in shape of Bank draft from a scheduled bank within 30 days of placement of supply order which should be valid up to one year. The security deposit amount will be forfeited if the work is not satisfactory during the period. The Security Deposit shall be refunded to the supplier without any interest.
19. **Resolution of Dispute:** Any dispute arising out of transaction shall be subject to the jurisdiction of Sambalpur Court.


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20. The date line of the tender opening
- Tenders will be received up to 3.00 P.M. on Dt.12/02/2019
 - The Technical bid will be opened at 4.00 P.M. on Dt.12/02/2019 in presence of the bidder or their authorized representatives if present at the time of opening. The University will communicate the successful bidders who will be called for the opening of financial bid.
 - Financial Bid of only those bidders who qualify in technical bid will only be opened. The time and date of opening of the financial bid will be intimated separately to the successful bidders by the University through email.
21. The bidder should furnish the following information along with the Technical Bid, failing which the tender is liable to be rejected.
- a. Name and full address of the firm.
 - b. Income tax clearance certificate/PAN No and the Income Tax returns for the last three years.
 - c. GST number, GST registration certificate and GST clearance certificate (latest).
 - d. Turn over for last three financial years (for information) (Bidders and or Business Partner) for 2015-16, 2016-17 and 2017-18. (Audited)
 - e. Net Profit for the last three financial years (for information) (Bidders and or Business Partner) - for 2015-16, 2016-17 and 2017-18. (Audited)
 - f. The Printer has to submit latest audited balance sheet.
 - g. The Printer should enclose a list of major clients during the past three years
 - h. Technical Bid & Financial Bid.
 - i. Specimen copy of paper and cover page (Art Card) duly signed and stamped.
22. The University reserves the right either to accept or reject the tenders without assigning any reason thereof. The decision taken by the University in this regard shall be final and binding.
23. In case of any dispute between parties regarding the interpretation of the terms and conditions of this tender notice or otherwise, Hon'ble Vice-Chancellor, Odisha State Open University will be the sole arbitrator, who will adjudicate the matter under arbitration laws and whose decision shall be final and binding upon both the parties.
24. The University will not accept/entertain any tender if there is over writing/corrections.
25. If a firm which is awarded the contract violates any of the terms and conditions, it shall be black listed and its EMD shall be forfeited.
26. The Tender shall be in two parts i.e. Technical Bid (Cover-A) which must be superscripted as Technical Bid and Financial Bid (Cover-B) which must be superscripted as Financial Bid. Both the Technical Bid and Financial Bid shall be put into a big sealed cover along with all the documents which should be enclosed with a sealed envelope and must be superscripted as **“Tender for Printing and Supply of Study Material to Odisha State Open University”**.
27. The Tender shall be submitted by hand/Post addressed to **“The Registrar, Odisha State Open University, G.M. University Campus, Budharaja, Sambalpur-768004”**.
28. Deductions (GST & TDS) and taxes shall be deducted as per the Government guidelines.
29. The Competent Authority shall have the rights to alter, modify or delete any terms or conditions before placing any order.


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30. The competent authority reserves the right to cancel any or all the tenders without assigning any reason thereof.
31. The Materials shall be delivered at University Headquartres, Sambalpur or at Regional Centre, Bhubaneswar or as directed by the Competent Authority at their own cost & risk. The materials shall be insured at suppliers cost till the delivery.
32. 100% payment shall be made after satisfactory supply and delivery within due date and submission of calibration certificate as applicable. Terms of advance payment is not applicable.
33. All purchase shall be subject to approval of appropriate authority
34. The bidder should sign each page of bid document with seal as token of acceptance of all terms & conditions of the bid documents.


Registrar
31.1.18
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Name and full Address of the Firm including contact persons' postal address, Mobile no. and Email _____

Rate to be quoted for:

No. of Copies	Cover Page (INR)	Inner Page One Sheet Two Page (INR)	Binding (INR)	Total Cost (INR)
100 copies (minimum)				
200 copies				
500 copies				
700 copies				
1000 copies				
1500 copies				
2000 copies				
Above 2000 copies				

Rate to be quoted for:

No. of Pages	(DTP and Formatting) per page (INR)		
	Odia	Hindi	English
50 pages (minimum)			
100 pages			
200 pages			
300 pages			
Above 300 Pages			

Date:

Seal:

Signature:

**Signature of the authorized Person
with Seal**