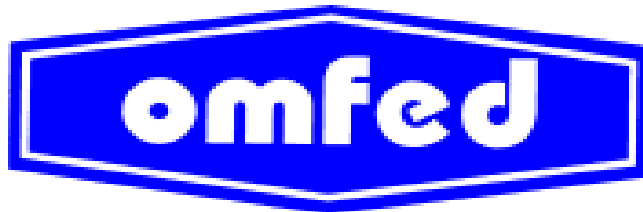


**THE ODISHA STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD.,
D-2, SAHIDNAGAR, BHUBANESWAR-751007**

**TENDER DOCUMENT
FOR
OFFICE PRINTING ITEMS**

2020-21



Date: 30.06.2020

**Cost:Rs.560.00
(inclusive GST)**



TENDER DOCUMENT

for

Office Printing Items

Ref. No.192(A):HRD:P&S:2018-19(Vol-X)

Date: 30.06.2020

Cost of Tender Document—**Rs . 560 . 00 (inclusive GST)**

Sale of Tender Documents

Upto 2 P.M Dt.**15.07.20** and

Last date submission of filled in Tender

Documents up to 3 P.M on 15.07.2020

Address for submission of document &
opening of Tender at 4.00 P.M on 15.07.2020

At: OMFED CORPORATE OFFICE,
D-2, SAHID NAGAR, BHUBANESWAR

Name /Address of the Tenderer:

E-mail:

Tel.No.

Kind Attention for taking Assistance if any, Dy.General Manager(HR)

THE ODISHA STATE CO-OPERATIVE MILK PRODUCERS' FEDERATION LTD

D-2, SAHID NAGAR, BHUBANESWAR

PHONE: 0674 – 2544576/ 2546785

E-Mail: omfed @ yahoo.com

hrd:omfed.com

Website: www.omfed.com

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: 1 :

**THE ODISHA STATE CO-OPERATIVE MILK PRODUCERS' FEDERATION LTD.
D-2, SAHIDNAGAR, BHUBANESWAR-751 007**

Ref.No.192(A):HRD:P&S:2018-19(Vol-X)

Date: 30.06.2020

**TENDER NOTICE FOR OFFICE
PRINTING ITEMS**

Sealed tenders are invited in two bid system (Technical & Financial) from the Agencies/Bidders for supply of Office Printing items. Tender documents can be purchased from the Federation Office between 10 A.M. to 2 P.M from 30.06.2020 on payment of **Rs.560/-** by cash. The tender documents can also be downloaded from our website www.omfed.com which shall be submitted along with Rs.560/- towards the cost of tender & **EMD for Rs.5000/in shape of DD** in favour of OMFED, payable at Bhubaneswar shall be received upto 3 P.M dtd.15.07.2020 which shall be opened on the same day at 4 P.M at the above address, in presence of interested bidders. Bids without EMD shall not be considered.

OMFED reserves the right to accept or reject any or all the tenders or part thereof without assigning any reason.

Dy.General Manager(HR)

I. INSTRUCTIONS TO THE BIDDERS

- 1.0 General Information/
Name of the work : Supply of Office printing
Items.
- 1.1 For Delivery : OMFED Corporate Office,
D-2, Sahidnagar, Bhubaneswar-751 007.
- 1.2 Period of supply : Within 03 (Three) months from the date of receipt
of Purchase Order.

II. Documents to be furnished along with tender papers :

MODE OF PREPARATION & SUBMISSION OF BID:

The offer/bid should be prepared in two bid systems Technical bid and Financial bid. The technical bid should consist of all technical details along with commercial terms and conditions.

- I. Cover 1(**Technical Bid**) shall be superscribed as “Technical bid” duly indicating the Tender Reference No which should contain the following :-
- Application for pre qualification in **Annexure- “ I”**
 - Proof of submission of EMD
 - GST Registration Certificates
 - Income Tax return 18-19(F.Y-2018-19) along with copy of PAN.
 - Details of experience if any on supply of Office Printing Items to any Govt. office/PSU alongwith the copies of Purchase Orders.
 - All requisite supporting documents in support of all claims made in tender document and Annexure-I.
 - Agencies/Bidders not submitted full information/documents at the first instance shall be rejected.

Place :
Date :

Full signature of the tenderer/bidder)
with Seal

- III) Cover 2 (**Financial Bid**) should contain Price only and shall be superscribed as “Price bid’ duly indicating the Tender Reference No. as per **Annexure (Printing Items)**).
- a) The bidder is advised to see the sample quality of paper items, at OMFED Corporate office,D-2, Sahidnagar, Bhubaneswar at his own during office hour from 11.00 A.M to 4.00 P.M .
 - b) The quoted rate shall include cost of material, labours, transport, GST , royalties etc. if any.
 - c) Cover 1 and Cover 2 should be sealed individually and superscribed with the tender reference no. Both covers shall be placed in a third cover which shall also be sealed and superscribed “**TENDER FOR OFFICE PRINTING ITEMS**” along with advertisement **Notice No.** in bold letters on the top of the envelop and same should be addressed to “**Dy.General Manager(HR),OMFED,D-2, Sahidnagar, Bhubaneswar-751007.**”
 - d) Submission of a tender by a Tenderer implies that he has read this notice and all other terms & conditions of Tender documents and has made himself aware of the scope and specifications for submission of tender/execution of the supply Printing items.
 - e) The last date for receipt of the offer is marked in the tender Notice. In case the above date is declared as holiday for OMFED, then the bids will be received up to the given time on the next working day.
 - f) The offer may be sent by registered post/speed post/courier service/by hand so as to reach before/on the last date & time of receipt.
 - g) Tender received after the deadline of receipt indicated in Tender notice, shall not be taken in to consideration.
 - h) For any clarification in this matter, Bidder may contact to Dy.General Manager(HR),OMFED, D-2,Sahidnagar, Bhubaneswar during office hours.
 - i) **Envelop** (Cover) 1 i.e. **Technical Bid** will be opened on the scheduled date and time mentioned in the tender enquiry in OMFED, D-2, Sahidnagar, Bhubaneswar in presence of committee of officials and interested vendors or their authorized representatives. Tenderers may be present at the time of opening of the Tender.
 - ii) **Envelop** (Cover) 2 i.e.**Financial Bid** of only those firms/agencies which satisfy technical requirements will be opened on the scheduled date and time mentioned in the tender enquiry or a date which will be intimated to the qualified bidders after the scrutiny of technical bids and the same will be uploaded on our web site. The bidders, whose Technical Bids are not found acceptable will be informed for the same and their financial bid will not be opened and EMD will be returned to them.

Place :
Date :

Full signature of the tenderer/bidder)
with Seal

GENERAL TERMS & CONDITONS:

1) EARNEST MONEY/SECURITY DEPOSIT:

The bidder shall submit Rs.5,000/- towards EMD(Refundable) deposit in the form of Bank Draft drawn on any Nationalized Bank favoring "OMFED" payable at Bhubaneswar.

- a) Tenders received without EMD shall summarily be rejected.
 - b) No interest shall be paid by OMFED against EMD amount submitted by the bidder.
 - c) The EMD of unsuccessful bidders shall be refunded within 30 days of finalization of tender.
 - d) The EMD of successful bidder shall be refunded within 30 days after 100% supply of printing items against Purchase Order.
 - e) The EMD shall be forfeited in case the bidder fails to supply/unwilling/reluctant to supply for any reasons what so ever as per purchase order condition.
- 2) The bidder shall submit the original tender document with seal and Signature on each page within the stipulated period as a token of acceptance of terms & conditions. Tender documents in any other form and not completed in all respect shall be summarily rejected.
- 3) The quoted rate should be valid for 6 months from the date of opening of financial Bids of Tender Documents.
- 4) Tenders be addressed to OMFED at the following address :-
Dy.General Manager(HR)
The Odisha State Co-operative Milk Producers' Federation Ltd. (OMFED),
D-2, Sahidnagar, Bhubaneswar-751 007.
- 5) The OMFED may, at its discretion extend the deadline for the submission of bids mentioned above, in such case all rights and obligations of the OMFED and bidders shall be valid as mentioned previously to the new deadline as extended.
- 6) The Federation will not be liable for late in receipt of the tender after the due date/time due to any postal delay if sent by post.

Place :

Date :

**Full signature of the tenderer/bidder)
with Seal**

7) Opening of bids by OMFED

- 7.1 The OMFED will open the bids, in the presence of bidders or his authorized representative who choose to attend, at the time and date specified in the tender notice, at the Corporate Office of OMFED, Bhubaneswar. The bidders or his authorized representatives who are present shall sign the tender opening document evidencing their attendance.
- 7.2 The bidders' name, bid prices, written modifications of bid or withdrawals and the presence or absence of the requisite bid security and such other details as the OMFED, at its discretion, may consider appropriate will be announced at the time of opening.
- 7.3 The OMFED shall prepare, for its own records, the minutes of the bid opening, including the information disclosed to those present.
- 7.4 The tenderers shall write the rates both in figure and in words for all its items described. In case of any discrepancy, rate in words shall be considered as correct rate.
- 7.5 Any correction/over writing made by the tenderers in the tender document must be initialed by the tenderers before submission of the tender documents.
- 7.6 The tender, on submission shall become the property of OMFED and the organization shall be under no obligation to return the same to the bidder.

8) Acceptance & finalization of bids:

- 8.1 The bidders are requested to see the samples for all the printing material paper for printing at Omfed Corporate Office from 11.00 AM to 4.00PM during office hour. Accordingly the bidders will be quoted their rates in the tender document for finalization of the tender.

9) Rate & Verification of Sample:

- 9.1 The bidder is advised to see the sample and quality of paper for printing items, at OMFED Corporate office, D-2, Sahidnagar, Bhubaneswar at his own cost and responsibility.
- 9.2 The quoted rate shall include cost of material, labours, transport, GST, royalties etc. if any.

10) Quantities:

- 10.1 The quantities mentioned in the schedule are the estimated quantities only which are not to be taken as the actual and exact quantity to be supplied by the bidder. The OMFED may make any variation of the quantity & quality or any part thereof that may in its opinion be necessary for that purpose as mentioned below :-
- a) Increase or decrease of the quantities as mentioned in the schedule.
- b) Omit any such item if found necessary after issue of Purchase Order, if required.
- c) Change the quality or kind of any such items.
- d) Additional requirement or any item required may be supplied by the bidder as per the cost of purchase order..
- 11) No such variation shall be made by the bidder without an order in writing by OMFED.
- 12) In case of any item where no specification is supplied by OMFED as mentioned in the tender document, such items shall be supplied in accordance with the sample of a reputed company/brand.

Place :
Date :

Full signature of the tenderer/bidder)
with Seal

- 13) In case of default by the bidder, failure or refusal to supply any item OMFED may purchase the same from local market and hold the bidder responsible for any excess cost involved thereby. Furthermore, OMFED reserves the right to terminate the contract in such cases and recover the penalty for the same from any amount due to the contractor or which may become due in future.
- 14) **Issue of Purchase Order:**
OMFED shall issue the provisional purchase order in duplicate to successful bidder. The duplicate copy of the purchase order shall be returned within 7 days of its issue, duly signed and sealed in each page by the bidder as token of acceptance of the purchase order.
The bidder shall start supply of all the items as per Purchase Order within one month of the receipt of the purchase order and shall complete within the periods of 3 (three) month. *The items are to be supplied FOR basis.*
- 15) **Rejection:**
The bidder should supply the printing materials as per the sample. In case of any variation and low quality the material supplied shall be rejected.
- 16) **Payment:**
After successful supply of all the items, the Bidder shall submit the bills in triplicate. The payment will be released after verification of materials supplied & C.M.R received from the Units wherever required, through a crossed account payee cheque/or E-Transfer. No interim payment shall be allowed.
- 17) **Penalty:**
In the event of bidder fails to supply/reluctant/refusal to supply the items, OMFED reserves the right to impose penalty @ 5% of the order value and also forfeit the EMD/Security Deposit.
- 18) **Disputes:**
18.1 The Federation and the bidder shall make every effort to resolve any dispute/disagreement in connection with the bid amicably by direct negotiation. However, the decision of Managing Director, OMFED will be final & binding in case the disagreement or dispute is not resolved by mutual negotiations.
18.2 Legal dispute if any, concerning to this supply shall be subject to such courts as exercising **civil** jurisdiction over Bhubaneswar.
- 19) **Miscellaneous:**
OMFED reserves the right to cancel any or all the tenders without assigning any reason thereof.

Place :
Date :

Full signature of the tenderer/bidder)
with Seal

Ref.No.192(A):HRD:P&S:2018-19(Vol-X)**Date: 30.06.2020****TECHNICAL BID – PRINTING & STATIONERY
(PRE-QUALIFYING REQUIREMENT)**

Sl.No.	Required Information	Details to be filled up by the Bidders Firm/Agency
1	Name of Bidding Firm/ Agency (attach certificates of registration)	
2	Full Address of Registered Office with Telephone No. , FAX No. & Mobile No.	
3	E-Mail ID:	
4	PAN NO/ Income Tax Return for 2018-2019 ANNUAL YEAR. No. (Please Attach copy)	
5	GST Registration No./ GST Return (please attach for last 3 month i.e.Oct19, Nov19 & Dec19 copy GSTR-1 & GSTR-3B).	
6	Name of Proprietor/Owner of Agency & Mobile no.	
7	The bidder should have at least three(3) years experience in work of similar nature of Govt. Offices/PSU(Attach Proof)	
8	Details of EMD	EMD Fee : Rs. _____ through transaction UTR No. _____
9	Details of Bank	Name of Bank: _____ Account No. _____ Type of Account _____ IFSC Code _____ Cancel cheque is to be attached for reference
10	If Agency blacklisted by any organization(attach undertaking)	
11	Name, Address, Designation, Mobile No. & E- mail address of contract person	
12	Whether firms agrees to abide by the terms & conditions of the tender document? In the event of award of the contract	
13	Each & every page of tender document is stamped & signed by Proprietor/Owner of Agency	

Place :**Date :****Full signature of the tenderer/bidder)
with Seal**

: 8 :

COMMERCIAL BID

Ref.No.192(A):HRD:P&S:2018-19(Vol-X)

Date: 30.06.2020

**STATEMENT OF REQUIREMENT OF PRINTING ITEMS FOR OMFED
DURING YEAR 2020**

Sl.No.	Item Description	Unit	Specification	Quantity	Total Amount (Rs.)
1	APPROVAL FORM	PAD	1 X 100 (As per sample)	100	
2	ATTENDANCE REGISTER NO-12	NOS	192 PAGES (As per sample)	10	
3	BANK DEPOSIT SLIP(BIG)(3 PART WHITE,BALASORE DAIRY.	PAD	1 X 100 (As per sample)	10000	
4	BANK PAYMENT VOUCHER	PAD	1 X 100 (As per sample)	100	
5	BANK RECEIPT VOUCHER	PAD	1 X 100 (As per sample)	50	
6	CHEQUE ISSUE REGISTER(160 FOLIO)	NOS	1 X 100 (As per sample)	20	
7	C.L.CARD	NOS	As per sample	800	
8	CREDIT BILL PAD	BOOK	1+3X50 (As per sample)	100	
9	CASH VOUCHER	PAD	1X100 (As per sample)	100	
10	CREAM MILK RECEIPT VOUCHER WITH NUMBERING	PAD	1+2 X 100 (As per sample)	150	
11	CASHBOOK NO.10 WITH FOLIO NUMBER	NOS	220(FOLIO) (As per sample)	10	

Place :
Date :Full signature of the tenderer/bidder)
with Seal

Sl.No	Item Description	Unit	Specification	Quantity	Total Amount (Rs.)
12	CASHBOOK NO.20 WITH FOLIO NUMBER	NOS	450(FOLIO) (As per sample)	5	
13	CCR FORMAT (JR.MANAGER TO TOP MANAGER)	NOS	A3 SIZE (As per sample)	400	
14	DELIVERY CHALLAN WITH PAGE NUMBER	BOOK	1+5X50 (As per sample)	100	
15	DAK RECEIPT REGISTER-20 NO.(RAJDHANI MAKE)	BOOK	NO.-20	10	
16	DAK DESPATCH REGISTER-20 NO.(RAJDHANI MAKE)	BOOK	NO.-20.	10	
17	DAILY REPORT PAD(CFP)	PAD	1+3(BOTH SIDE PRINTING) (As per sample)	20	
18	FLAT FILE	NOS	NOS. (As per sample)	1000	
19	FLY LEAF	NOS	NOS. (As per sample)	600	
20	GATE PASS BOOK	BOOK	1 +2 X50 (As per sample)	40	
21	JOURNAL VOUCHER	PAD	1 X 100 (As per sample)	100	
22	LETTER HEAD PAD(BIG)	PAD	1 X 100(As per sample)	100	
23	MONEY RECEIPT (CASH) WITH NUMBERING	BOOK	1 + 1 X 100 (As per sample)	25	

Place :
Date :

Full signature of the tenderer/bidder)
with Seal

Ref.No.192 (A): HRD: P&S: 2019-20(Vol-X)

Date

Sl.No.	Item Description	Unit	Specification	Quantity	Total Amount (Rs.)
24	MONEY RECEIPT(MKTG)WITH NUMBERRING	BOOK	BOOKS (1+2X50) (As per sample)	300	
25	MILK RECEPTION REGISTER(WITH PG.NUMBERING)	NOS	NO.20-320 PG (As per sample)	100	
26	NOTE SHEET	PAD	1 X 100 (As per sample)	200	
27	NON CASH RECEIPT	BOOK	1+2X100 (As per sample)	24	
28	POLYPACK SHIFT REPORT	PAD	1X100 (As per sample)	50	
29	POLY PACK WEIGHMENT REGISTER-256 PGS.	NOS	N0.16 (As per sample)	20	
30	PRODUCTION SLIP, CFP WITH SL.NO	PAD	1+1X100 (As per sample)	10	
31	LABORATORY REPORT,CFP(WITH RECEIPT NO)	PAD	1+1X100 (As per sample)	20	
32	PRODUCTION TRANSFER NOTE, CFP	BOOK	1+1X100 (As per sample)	10	
33	QUALITY MONITORING REPORT	PAD	1x100 (As per sample)	20	

Place :

Date :

Full signature of the tenderer/bidder)
with Seal

File No.192 (A): HRD: P&S: 2019-20(Vol-X)**Date:** _____

Sl.No.	Item Description	Unit	Specification	Quantity	Total Amount (Rs.)
34	REGISTER NO.4(64 pages)	NOS	Sweta/Rajdhani/Capital-make	200	
35	REGISTER NO.6 (96pages)	NOS	-do-	100	
36	REGISTER NO.8(128 pages)	NOS	-do-	150	
37	REGISTER NO.10(160 pages)	NOS	-do-	250	
38	REGISTER NO.12(192 pages)	NOS	-do-	100	
39	REGISTER NO.14(224 pages)	NOS	-do-	100	
40	REGISTER NO.16(256 pages)	NOS	-do-	100	
41	REGISTER NO.20 (320 pages)	NOS	-do-	50	
42	STOCK REGISTER NO.10 (160 pages)	NOS	Sweta/Rajdhani/Capital make	10	
43	STOCK REGISTER NO.12 (192 pages)	NOS	-do-	20	
44	STOCK REGISTER NO.20 (320 pages)	NOS	-do-	40	
45	STORE REQUISITION SLIP	PAD	1 X 100 (As per sample)	100	
46	SAMPLE SLIP CFP	NOS	(As per sample)	2000	
47	T.A BILL	PAD	1X100 (As per sample)	30	
48	T.A ADVANCE PAD	PAD	1 X 100 (As per sample)	20	
49	STORE ISSUE SLIP(.C.F.P)	PAD	1X100 (As per sample)	50	

Place :
Date :

Full signature of the tenderer/bidder)
with Seal

: 12 :

Ref. No.192(A):HRD:P&S:2018-19(Vol-X)

Date: 30.06.2020

III. DECLARATION

I/We declare that I/We have gone through the above mentioned conditions of the contract and agree to accept the same for submission of the tender/execution of the supply. I am/we also agreeable to abide by these conditions until the finalization of tender/completion of the supply in all respect.

**Place :
Date :**

**Full signature of the tenderer/bidder)
with Seal**

**Address for correspondence:
with Tel.No/Mobile No.**