

5. Printing

A. Scope of Work

Scope of work includes D.T.P. work, page layout, cover designing, flex designing, Printing and Binding of different materials required by O.J.A for its national seminar to be held on 29th & 30th September, 2018. The firm is to print Invitation Cards, Technical Session Cards, Flex Banners, Placards, Identity card with card holders, Study Materials, Dining Table mats and any other material if necessary for the said Seminar.

B. There will be two bid systems i.e. Technical Bid and Financial Bid.

- (i) **Technical Bid.** Technical bid is to ascertain the Technical Qualification, Experience and Ability of the Bidder to execute the tendered Job.
- (ii) **Financial Bid.** The financial bids of only those bidders who qualify Technical Bid will be opened. Financial Bid is to be submitted as per Annexure II. Bids in any other format or modified format shall not be acceptable.

C. Sale of tender document

The Tender Document can be downloaded from the website www.orissajudicialacademy.nic.in. The bidders are to deposit the required amount as indicated in the notification page in shape of Demand Draft from any Nationalized Bank in favour of the Director, Odisha Judicial Academy payable at Cuttack, towards Tender Document Cost and submit the same along with Tender document. The cost of Tender Document is non-refundable.

D. EMD/Bid Security

Tender must be accompanied by EMD / Bid Security of Rs 3000/-Rupees (Three thousand) only in the shape of Demand Draft from any Nationalized in favour of the Director, Odisha Judicial Academy payable at Cuttack. Bids without EMD/ Bid Security will be summarily rejected. The EMD shall be forfeited in case of withdrawal from bids or in a situation where the successful bidder after getting the letter of award withdraws / expresses his inability/fails to execute the work.

E. Eligibility.

- (i) The bidder should have the experience of providing Printing services of similar nature in the last three consecutive years in any of the Departments / Autonomous Institutions / Universities /Public Sector Undertakings of the Government of India or Government of Odisha or /any other State Government or Public Sector Banks or Local Bodies/Municipalities. Proof to this effect to be attached with Technical Bid.
- (ii) The Bidding firm/agency/company should have all valid documents required for providing assigned services including Permanent Account Number (PAN) of the Income Tax Deptt; GST Registration Number; Registration No. of the Agency/Firm etc.

- (iii) The Bidder should have valid License to provide printing services under any Acts/Rules;
- (iv) The bidder should submit an undertaking with the Technical Bid to the effect that he or his firm has not been black listed by any of the Departments/Organizations of the Government of India/Government of Odisha and no criminal case is pending against the said firm on the date of submission of this bid (Prescribe Performa as per Annexure III).
- (v) The bidder should have the capacity to print the materials on short notice and should have their own printing machines and other required apparatus and machines for prompt and quick service .
- (vi) Resolution of Board meeting authorizing the person to sign tender document (if applicable).
- (vii) The Bidder should submit the Bid Document sealed and Stamped on each page as mark of unconditional acceptance of terms and Conditions of the Tender.

F. Documents to be Submitted.

- (i) Technical Bid in a Sealed Envelope Marked as “Technical Bid”.
 - (a) Self attested copy of PAN No. card under Income Tax Act;
 - (b) Self attested copy of GST Registration and Latest GST deposit Challan.
 - (c) Self attested copy of Valid Registration No. of the Agency/Firm;
 - (d) Self attested copy of valid License and Number to run printing services under any Acts/Rules;
 - (e) Bid Security of Rs. 3,000/- (**Rupees Three Thousand only**).
 - (f) An undertaking to the effect that the Agency has not been blacklisted by any of the Departments / Organizations of the Government of India/Government of Odisha and no criminal case is pending against the said firm/agency;
 - (g) Terms and conditions duly accepted/signed by authorized signatory with the stamp of the prospective bidder on all pages of the tender document. ;
 - (h) Proof to the effect that bidder has experience of providing similar works for at least last three consecutive years.
- (ii) Financial Bid as per Annexure II in separate Sealed Envelope Marked as “Financial Bid”
Both the Technical Bid and Financial Bid must be placed inside a 3rd Sealed Envelope marked as “**Tender for Providing Printing Service During National Seminar**”

G. Schedule for inviting tender

Name of the Client: **Odisha Judicial Academy.**

The Tender should be submitted physically in a sealed cover, envelope super scribing thereon “**Tender for Providing Printing Service During National Seminar**” along with the requisite documents in the office of the Dy. Director, Odisha Judicial Academy, Sector-1, C.D.A, Abhinav Bidanishi, Cuttack-753014., on or before **15/09/18** up to **11:00 AM**.

Technical Bid Opening date and time will be on 15/09/18 at 12:00 Noon followed by opening of Financial Bid.

H. Procedure of submission of bids:-

- (i) Bank Guarantee of Rs.3,000/- (Three Thousand only), on account of Earnest Money Deposit (EMD) in favour of **Director, Odisha Judicial Academy**, EMD should be deposited physically in the Office of the Dy. Director, Odisha Judicial Academy, along with the Tender Documents.
- (ii) Financial Bids will be opened only of those firms which qualify technical bid.
- (iii) The Bids will be rejected in the event of information being found false or detected incorrect or incomplete at any stage prescribed in the tender or any ineligibility being detected, and no correspondence thereof shall be entertained, whatsoever.
- (iv) The Bid Security will be forfeited in the following conditions:-
 - (a) If at any stage, any of the information/declaration given by the bidder is found false.
 - (b) If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender.
 - (c) In case of any lapse/default in honoring of the terms and conditions at any stage after submitting the tender.
 - (d) In case of final selection of bidder, if he fails to enter into the contract or fails to furnish Performance Security in accordance with the terms and conditions of the tender.

I. Terms & conditions

- (i) The Bidder should take care that no column in the Technical as well as Financial Bid should be left blank which would be otherwise made the tender liable for rejection. In case if any column has to be left blank, it should be filled as "NOT APPLICABLE".
- (ii) Any act on the part of the Bidder to influence anybody in the Odisha Judicial Academy is liable for rejection of the tender.
- (iii) The successful Bidder shall have to deposit a performance security by way of a Bank Guarantee amounting to the 10% of total bid value in the name of the Director, Odisha Judicial Academy, within 7 Days of award of tender. The amount so deposited will carry no interest and refundable after successful completion of the tendered Job.
- (iv) The successful Bidder shall not engage any sub-Contractor or transfer the contract to any other person/firm/agency in any manner. The Bidder shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
- (v) Tenders not conforming to the requirements of the **Odisha Judicial Academy** will be rejected and no correspondence thereof shall be entertained, whatsoever.

- (vi) Any person who is in Govt. service or an employee of this **Academy** should not be made partner to the contract by the Bidder directly or indirectly in any manner whatsoever.
- (vii) The Bidder shall indemnify the **Odisha Judicial Academy** against all other damages/charges and expenses for which the **Odisha Judicial Academy** may be held liable or pay on account of the negligence of the Bidder or his staff or any person under his control whether in respect of accident, injury to the person or damage to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The **Odisha Judicial Academy** shall not be responsible financially or otherwise for any injury to the person deployed by the Bidder during the course of performing duties.
- (viii) Printer is to provide Three times proof reading facility before final printing.
- (ix) If the successful bidder fails to supply the entire quantity within 2 days from the date of approval of final draft, the defaulting firm shall be blacklisted & the Performance Security deposited by the defaulting firm shall be forfeited.
- (x) Odisha Judicial Academy will have no liability regarding transportation, loading and unloading of material and all the material ordered shall be delivered in the office of the O.J.A in good condition. The defective or damaged printed material if any will be replaced by the Bidder without any extra charge within 4 hours of intimation of the same.
- (xi) The successful bidder has to visit O.J.A to take proper measurement of Flex Banner stands and has to install the Flex Banners at appropriate place 36 hours before the commencement of the Seminar.
- (xii) The quantity as mentioned in the tender may increase or decrease as per requirement.
- (xiii) The soft copies of the final designs are to be made available to this Academy in jpg, pdf, psd and cdr format as applicable on DVD or pen drive (to be returned after retrieval of data). The designs shall be the property of the Academy for all purposes.
- (xiv) The **Odisha Judicial Academy** reserves the right to cancel or reject all or any of the tender without assigning any reason.

J. Penalty

For wrong or defective printing, deviation from approved draft, delay in printing and supply, deduction shall be made to the bills raised by the bidder and the Performance Security of the Bidder will be forfeited along with blacklisting of the Agency.

K. Safety Measures

The Agency shall abide by the governing laws and safety measures for carrying out printing services and shall ensure that his own workmen and other people are not put to any risk due to its activities.

L. Payment terms

The payment shall be made on submission of the bills (In triplicate) after completion of the work assigned satisfactorily, at approved rates after deducting statutory dues &

penalties if any. No advance payment will be made. Income Tax will be deducted at source under Section 194-C of Income Tax Act from the successful bidder at the prevailing rates of such sum as TDS on the income comprised therein.

M. Bid evaluation criteria

- (i) In case it is found that the bidder as per the requirement of the bid has not quoted rate for any specified, item his bid on that particular item shall be evaluated on the basis of lowest quoted rates.
- (ii) Among eligible, the Bid Evaluation Committee shall select the bidders who are charging reasonable rates with due regard to quality of printing.
- (iii) In case of variance of price, OJA may select the lowest bidder in each category separately.
- (iv) In order to ensure completion of work on time, the job may be split among eligible bidders willing to do the same at the lowest quoted price.

TECHNICAL BID

(DETAILS OF THE AGENCY)

Name of the Firm/agency:	
Address	
Address and Tele. No. of the Bidder	
Registration No of the Firm:	
Name, Designation, Address & Tel No. of the Authorized person to deal with:	
Constitution of the Firm (Attach proof):	
GST Registration No	
PAN card Number	
Any other Certificate:	
Experience details of similar work executed.	
Whether the Agency has been blacklisted by any of the Departments/Organizations of the Government of India/ Government of Odisha and any criminal case is pending against the said firm/agency:	
Whether Terms and conditions of Tender duly accepted	
Details of Bid Security	
Details of Tender Document Cost.	
Any other Document relevant to tender	
List of References:	

This is to certify that I/we have carefully read the contents of the tender document and fully understood to all the terms and conditions therein and undertake myself/ourselves to abide by the same.

Place:
Date: ___ / ___/2018

Signature of the Bidder
Name of the Signatory
Name of the Firm/agency
Seal of the Firm/Agency

FINANCIAL BID

Name and address of the Bidder: _____

To,
Dy. Director
Odisha Judicial Academy
Sector-1, CDA, Abhinav Bidanisi,
Cuttack-753014

SI No	Category-A Invitation Card & Batches	Description	Quantity	Rate in Rs per Piece.
1	Invitation Card	Single Sheet, Art Paper with envelop	350	
2.	Different Sessions Card	6 Sessions Cards with Single sheet for each sessions, to be placed inside a Single fold Card having paper pouch. Envelop for the single fold card.	350	
3	Dinner Card	Single Sheet, Art Paper with envelops.	100	
4	Delegate Batches	Printed Batch for each Participant and Other Dignitaries with Cover, Neck Strap and Clip	300	
SI No	Category-B Flex Banner	Description	Quantity	Rate in Rs per per Square Feet.
5	Flex Banner	Dimension 20X10(Feet)	1	
6	Flex Banner	Dimension 15X3(Feet)	3	
7	Flex Banner	Dimension 20X1(Feet)	1	
8	Flex Banner	Dimension 12X8(Feet)	1	
9	Flex Banner	Dimension 4.5X2.5(Feet)	12	
10	Flex Banner	Dimension 6.5X3(Feet)	11	
11	Flex Banner	Dimension 6X3(Feet)	6	
12	Flex Banner	Dimension 10X5(Feet)	2	
13	Flex Banner	Dimension 5X3 (Feet)	7	
14	Standy	Has to Visit O.J.A for Measurement	6	
15	Placards	Dimension 1.1X1.6(Feet)	4	
SI No	Category-C Study Material	Description	Quantity	Rate in Rs per Booklet
15	Printed Study Material	Two Booklets of approximately 250 Pages each in Black and White , with Color cover	250 Booklet each	

Applicable rate of Taxes in %.....

Place:

Date: __ / __ / __

Name of the Signatory _____

Name of the Firm/agency _____

Seal of the Firm/Agency _____

Annexure III

UNDERTAKING

It is certified that my firm/agency/company has never been **black listed** by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of Odisha or any other State Government or Public Sector Banks or Local Bodies/Municipalities and no criminal case is pending against my firm/agency as on _____.

Place:
Date: __ 2018

Signature of the Bidder _____
Name of the Signatory _____
Name of the Firm/agency _____
Seal of the Firm/Agency _____