

Expression of Interest

“Expression of Interest” in sealed cover is hereby invited for selection of agency for printing, packing and distribution of RAMAYANA books (Patachitra Illustrations).

For details, please visit the office of SIDAC, Handicrafts Complex, Gandamunda, Khandagiri, Bhubaneswar Ph: 0674-2350318 or visit the website www.sidacodisha.org.in. The details of EOI will be available in the website w.e.f. 10.04.2021.

Member Secretary



State Institute for Development of Arts & Crafts

Handlooms, Textiles & Handicrafts Department, Govt. of Odisha

Handicrafts Complex, Gandamunda, Bhubaneswar-750030

Tel. No.+91 (0) 674 2350318,E-mail: sidacorissa@gmail.com, www.sidacodisha.org.in

**EXPRESSION OF INTEREST
ON
SELECTION OF AGENCY
FOR
PRINTING, PACKAGING
&
DISTRIBUTION OF RAMAYANA BOOKS
(Pattachitra Illustrations)**

Implemented By:

State Institute for Development of Arts & Crafts (SIDAC)

Handicrafts Complex, Gandamunda,

Bhubaneswar-30, Tel: (0674) 2350318/2350310

E-mail:sidacorissa@gmail.com

**STATE INSTITUTE FOR DEVELOPMENT OF ARTS & CRAFTS,
HANDLOOMS, TEXTILES & HANDICRAFTS DEPARTMENT,
GOVT. OF ODISHA**

**EXPRESSION OF INTEREST FOR SELECTION OF AGENCY FOR PRINTING,
PACKING & DELIVERING RAMAYANA BOOKS (Pattachitra Illustrations)**

No. 934

Date: 09.04.2021

Expression of Interest (EOI) with requisite documents in one sealed cover are invited from interested & experienced agency having required eligibility and expertise in relevant field to provide end to end service for printing, packaging & delivering of Ramayana Books (Pattachitra Illustrations) at each district headquarters in Odisha. The EOI should be submitted in the prescribed format in two separate bids i.e. "Technical Bid" with requisite documents & "Financial Bid" towards the cost for the services to be rendered. The selection will be made strictly on the basis of **Cost Based Selection** mode. The **EMD of Rs. 10,000/-** is to be deposited in shape of DD in favour of **Member Secretary, SIDAC**, payable at Bhubaneswar. The Bid Document can be downloaded from the website: www.sidacodisha.org.in. The bidder has to submit the cost of documents i.e. Rs. 500/- in shape of DD in favour of **Member Secretary, SIDAC**, payable at Bhubaneswar with the Technical Bid. The last date of receipt of the sealed offer in the office at SIDAC is up to **5.00 P.M. on dt 29.04.2021**. The "Technical Bids" will be opened at **11.00 A.M. on dt 30.04.2021** in presence of the bidders or their authorized representatives. The "Financial Bids" of only qualifying agencies will be opened on suitable date and time under intimation to the selected bidders.

The authority reserves the right to accept or reject any or all the offers without assigning any reason thereof.

**- Sd-
Member Secretary**

DATA SHEET

Sl No	Particulars	Details
1	Name of the Client	State Institute for Development of Arts & Crafts (SIDAC) Handlooms, Textiles & Handicrafts Deptt. Govt of Odisha
2	Method of Selection Proposal validity	Cost Based Selection Mode 120 days
3	Date of Issue of EOI	09.04.2021
4	Deadline for receipt of EOI Proposal	29.04.2021 (up-to 5.00PM)
5	Date of opening of Technical Proposal	30.04.2021 (11.00 AM)
6	Date of opening of Financial Proposal	Will be intimated later
7	Expected date of commencement of Assignment	25 th May 2021
8	Bid processing Fee (Non Refundable)	Rs 500/- (Rupees Five Hundred only) in shape of DD favouring Member Secretary, SIDAC drawn in any scheduled commercial bank payable at Bhubaneswar.
9	Earnest Money Deposit (EMD) Refundable	Rs. 10,000/- (Rupees Ten Thousand only) in shape of DD favouring Member Secretary, SIDAC drawn in any scheduled commercial bank payable at Bhubaneswar
10	Contact Person	1. Sri S.K.Rath Deputy Director (H) Ph: 9437278480 2. Sri Ramakant Khatoi Project Coordinator, SIDAC Ph: 9937489814
11	Postal Address for submission of proposal	Member Secretary, State Institute for Development of Arts & Crafts Handicrafts Complex, Gandamunda Khandagiri, Bhubaneswar Odisha, 751030 Ph: 0674 2350318 E mail: sidacorissa@gmail.com
12	Mode of Submission of proposal	Speed Post/ Registered Post/ Courier only to the address as specified at Sl. No. 11 during the office hour only. Submission of bid through any other mode and late bid will be rejected.
13	Place of opening of proposal	Conference hall, SIDAC, Bhubaneswar.
14	Website to visit for download of bid document.	www.sidacodisha.org.in

**EXPRESSION OF INTEREST FOR SELECTION OF AGENCY FOR PRINTING,
PACKAGING & DELIVERING OF RAMAYANA BOOKS
TERMS OF REFERENCE (ToR)**

1. Introduction:

- 1.1. "State Institute for Development of Arts & Crafts" (SIDAC) is an organization under Handlooms, Textiles & Handicrafts Department, Government of Odisha, registered under societies registration Act XXI of 1860 bearing no 21959/137 of 2004-05 dated 15.10.2004 with its registered office at Handicrafts Complex, Gandamunda, Bhubaneswar.
- 1.2. It has been created to function as an autonomous agency for all round development of Handicraft sector of the state.

2. Objective:

- 2.1. The objective of the EOI is to select a professional agency to print, package & deliver Ramayana Books (Pattachitra Illustrations) at different locations across the State of Odisha.

3. Scope of the work:

- 3.1. The selected Agency would be required to provide end to end services for successful and timely printing, packing & delivering of 50000 nos. of Ramayana Books (Pattachitra Illustrations) for the Libraries of Govt. of Odisha Schools in different districts as per the specifications, locations and nos. mentioned in Annexure-I.
- 3.2. The agency would have to pack the books as per the numbers given under Point no. B of Annexure-I in all the Categories (1, 2 & 3) for each district & deliver the pack of books category wise to each district.
- 3.3. The entire assignment has to be completed within 90 Days.
- 3.4. The quality of the final printed product would be as per the technical specifications given at Annexure-I (A).
- 3.5. The quality of packaging would be as per the technical specifications given at Annexure-I (B).
- 3.6. The delivery of the final printed products would be as per the requirement given at Annexure-I (C).

4. Mode of Payment: The terms for release of payment are as mentioned below:

- 4.1. **1ST PHASE:** Printing with proper packing and distribution of 20000 Copies successfully without any discrepancy: **75%** of Payment will be done against the submitted invoice **for 20000 copies.**
- 4.2. **2ND PHASE:** Printing with proper packing and distribution of 30000 Copies successfully without any discrepancy: **75%** of the payment will be done against the submitted invoice **for 30000 copies.**
- 4.3. Balance payment will be done after deduction of penalty, if any, within 45 days after successful evaluation.
- 4.4. Deduction of Tax at source, if applicable, shall be made at the appropriate rate, as per prevailing law at the time of payment in accordance with the provisions of Income Tax Act, 1961 as amended from time to time.

5. General Terms & Conditions:

- 5.1. This Bid document will be received in sealed cover superscribed "**Printing, Packing & Delivering Ramayana Books (Pattachitra Illustrations)**" (containing sealed technical bid and financial bid in separate sealed covers) by the office at State Institute for Development of Arts & Crafts (SIDAC), Gandamunda, Khandagiri, Bhubaneswar **up to 5.00 PM on dt 29.04.2021.**
- 5.2. The bidders must submit their proposal by **Speed Post/ Registered Post/ Courier only** to the address as specified at **Sl.No. 11 of the DATA SHEET** during the office hour only on or before the last date and time for submission of proposal as specified at **Sl.No. 4 of the DATA SHEET**. Submission of proposal through any other mode and late bid will be rejected. The client will not be responsible for postal delay/ any consequence in receiving of the proposals.
- 5.3. The Printing Agency shall deposit earnest money as prescribed in the EOI as a guarantee of good faith. The amount will be counted towards security for due performance of the contract. In the event of refusal to execute the agreement in schedule time, the same will be forfeited. If the offer of the bidder is not accepted, the earnest money will be refunded without any interest.
- 5.4. The above deposit of Agency shall remain as security for rendering of services for the printing, packing & delivering of the books and on successful completion of the event, the same will be refunded as per agreement.
- 5.5. **Performance Bank Guarantee:**
The qualified bidder shall have to sign an agreement in Non-Judicial Stamp paper of appropriate value with deposit of 10% of the contract value in shape of Performance Bank Guarantee towards performance security within 3 days after acceptance of the EOI proposal. Failure to comply with the conditions of the agreement shall constitute sufficient ground for forfeiture of the PBG. No interest shall be paid on the PBG. The PBG shall be refunded after successful completion of the event.
- 5.6. In case of breach of any term & condition, the performance security deposit of the Agency shall be liable to be forfeited besides annulment of the agreement.
- 5.7. **Contract Negotiation:**
Contract Negotiation, if required will be held at a date, time and address under intimation to the selected bidder. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract.
- 5.8. ***The bids will be opened by a designated committee and the bidders will be called for interaction with the Evaluation committee where the bidders will present their credentials in respect of printing, packing & delivering of the books. The agencies are required to submit/ present the copy of the books printed by them in recent past in front of the Committee for evaluation.***
- 5.9. **The agency will replace the damaged / non-supplied books, if any, at its own cost after being intimated by SIDAC within 15 days for release of payment.**
- 5.10. Modifications if any on printing of books to be made as per the direction of authority of SIDAC.
- 5.11. The agency shall not sublet the work to any other agency under any circumstances.
- 5.12. Bidder has to abide by any other conditions / alterations as imposed by SIDAC from time to time.
- 5.13. The agency will nominate a coordinator who shall be responsible for immediate interaction with the office as and when required.

5.14. **Governing Law and Penalty Clause:**

The schedule given for delivery is to be strictly adhered. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidate damages and thereafter SIDAC holds the opinion for cancellation of the contract for pending activities and complete the same from any other agency. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract prevailing laws of Government of India/ Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty @ 1% per week subject to maximum of 10% of the total contract value. The amount will be deducted from the subsequent payment. In addition the PBG amount shall also be forfeited & the agency may be blacklisted.

5.15 The agency should not have been convicted by any court of law. No adverse orders should have been passed against the agency by any Government authorities. No investigation by any authority as stated above should be pending against the agency.

5.16 The agreement is liable to be terminated in case of non-performance & deviation of terms & conditions of contracts. If any loss or damage is caused, the same shall be recovered from the unpaid bills or adjusted from the performance security deposit.

6. Eligibility Criteria:

- 6.1. The agency should be a registered firm dealing with printing, packing & delivering books.
- 6.2. The agency should have minimum 5 (five) years of experience for Printing & Packing.
- 6.3. The agency must have experience of Printing & packing Books in minimum 3 (three) Govt/ Govt aided organizations in last five years.
- 6.4. The annual turnover of the agency must be Rs 30.00 Lakh and above for the last two financial years. (2018-19, 2019-20)
- 6.5. The agency must have adequate infrastructure and minimum 05 (five) numbers of trained and experienced personnel for providing the service required.
- 6.6. Samples of all bid item(s) as mentioned in "**Annexure-I**": The samples of each item bearing name & signature of the vendor should be submitted on the particular date at Bidder's own cost and risk. The bidder should submit Samples during the submission of tender fee and Earnest Money Deposit. All Samples should be as per specification as mentioned in "**Annexure-I**" with the tender. Non submission of the samples will lead to the rejection of the tender.

7. Technical Bid

- 7.1. The agency has to submit the Technical Bid in the prescribed format i.e Covering letter and other information as per the "**Annexure-V**" along with required documents fulfilling the eligibility Criteria. (***Documents to be submitted***).
- 7.2. The Printing Agency has to submit the following documents in the Technical Bid:
 - 7.2.1. Demand Draft of Rs. 500/- (Rupees Five hundred only) in favour of Member Secretary, SIDAC payable at Bhubaneswar towards bid document cost.
 - 7.2.2. Earnest Money in form of a demand draft of Rs. 10,000/- (Rupees Ten Thousand Only) from scheduled commercial bank drawn in the name of Member Secretary, SIDAC.
 - 7.2.3. GSTIN Registration certificate and upto date return copy of Tax.
 - 7.2.4. Copy of the PAN Card and up-to date return copy of income tax for the last two financial years(2018-19, 2019-20).

- 7.2.5. Audited balance sheet of the firm for last two financial years (2018-19, 2019-20) with minimum annual turnover of Rs. 30.00 Lakhs & above per year.
- 7.2.6. Copy of completion certificates / work orders in support of 5 years of experience in Printing & Packing of books.
- 7.2.7. Documents in support of experience of executing three similar assignments/ projects with Govt. /Govt. aided organizations in last five years.
- 7.2.8. Samples of all bid item(s) as mentioned in point no. 'A' of "**Annexure-I**".
- 7.2.9. Undertaking in shape of affidavit for available infrastructure such as own printing press etc.
- 7.2.10. Self attested list of quality/ high range books printed and supplied by the firms.
- 7.2.11. Undertaking that no criminal case is pending with the police at the time of submission of bid. (**Annexure-II**).
- 7.2.12. Undertaking in shape of affidavit for not have been blacklisted by any Central/ State Govt./ any autonomous bodies during the recent past (**Annexure-III**).
- 7.2.13. Undertaking regarding trueness and correctness of the information submitted by the firm (**Annexure-IV**).
- 7.3. No modification to the bid documents shall be allowed once it is received by the authority.
- 7.4. All the pages of the bid document including the tender paper have to be serially numbered, sealed and duly signed by the authorized representative.
- 7.5. Anyone found guilty of furnishing false information shall be blacklisted by the HT&H Department, Govt of Odisha and EMD or performance security deposit or both of such agencies shall be forfeited.

8. The Financial Bid

- 8.1. **The Financial Bid** shall be the cost for "**Printing& Packing**" separately & "**Delivering**" separately for 50,000 books as per the specifications at **Annexure-I**(Point A, B& C) which will be GST free as the book is made for library purpose to be submitted as per Annexure-VII along with the prescribed Covering Letter at **Annexure-VI**. The bidder has to specify the financial quote in both figure and words. No over writing will be accepted.

9. Selection of the Agency:

- 9.1. The **Agency** will be selected on the basis of **Cost Based Selection** mode as assessed by the designated Committee.
- 9.2. **Evaluation of Technical Bids:**
 - 9.2.1. The technical Bid will be evaluated on the basis of documents submitted by the Agencies considering all aspects of eligibility criteria and experience.
- 9.3. **Evaluation of Financial Bids**
 - 9.3.1. After evaluation of Technical Bid, the Financial Bid will be opened and evaluated only for those bidders who qualify(s) in Technical bid.
 - 9.3.2. The evaluation will be **cost based**. Total cost for printing, packaging as well as distribution will be taken for deciding the L1 .

10. The authority reserves the right to accept or reject any or all the offers without assigning any reason thereof.

11. If any dispute arises out of the EOI, the decision of the Commissioner- cum-Secretary to Government, Handlooms, Textiles and Handicrafts Department, Government of Odisha shall be final & binding.

A. Printing of Ramayan Books (Pattchitra Illustrations)

Description of the work	Qty.
Printing of Ramayan Books (Pattachitra Illustrations for distribution to libraries of Govt. of Odisha Schools as per design given by SIDAC in “Adobe InDesign” software. Description: Size of the book 9” x 9” Inner 64 pages Inner Paper 170 GSM Cover Paper 250 GSM Importer Matt finish 32 pages Multi colour & silk Aqueous Coating 32 pages Single colour Cover 4 pages Multi colour Mat Lamination 4 Creases, Folding Type of Paper: Art Glossy	50,000 nos

B. Packaging of Ramayan Books (Pattchitra Illustrations):

Packaging of the final printed books is to be done as per the numbers in 50 copies per packet with bubble packing (Inside the Carton) as mentioned under point “C” below for each category of respective district. The packing is to be done in carton and wrapped in polythene to avoid damage of books. Each category along with the name of the district is to be mentioned clearly on the package (visible from outside).

C. Delivery of Ramayana Books at following District Head Quarters (Pattachitra Illustrations) : During Office Hours/ Week Days/ On Receipt/ Prior Information

District Wise Distribution Plan					
S. N.	District	Category 1	Category 2	Category 3	Total no. of books per District
1	Angul	884	485		1369
2	Balasore	1446	621		2067
3	Baragarh	897	563		1460
4	Bhadrak	995	481		1476
5	Bolangir	1215	783		1998
6	Boudh	495	263		758
7	Cuttack	1258	541		1799
8	Deogarh	314	196		510

9	Dhenkanal	764	494		1258
10	Gajapati	662	434	2	1098
11	Ganjam	2068	912		2980
12	Jagatsinghpur	833	308		1141
13	Jajpur	1232	556		1788
14	Jharsuguda	337	216		553
15	Kalahandi	1486	619	1	2106
16	Kandhamal	1067	666		1733
17	Kendrapara	1053	445		1498
18	Keonjhar	1572	694		2266
19	Khurdha	807	385		1192
20	Koraput	1570	785		2355
21	Malkangiri	848	391		1239
22	Mayurbhanj	2677	1032		3709
23	Nabarangapur	1174	558		1732
24	Nayagarh	654	307		961
25	Nuapada	526	388		914
26	Puri	1185	527		1712
27	Rayagada	1242	547	2	1791
28	Sambalpur	801	399	1	1201
29	Sonepur	507	291		798
30	Sundergarh	1396	686		2082
31	SIDAC Office (Without Logo)				2456
	Total	31965	15573	6	50000

Authorised Signatory
(in full and initials)

Name and Designation of Signatory with Date and Seal: _____

Address of the Bidder: _____

UNDERTAKING

(On the Bidder's Letter Head regarding not having any pending judicial proceedings for any criminal offence)

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/Director/Persons to be deployed by our company.

I/we further certify that Proprietor/Director/Persons to be deployed by our company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Authorised Signature
(in full and initials)

Name and Designation of the Signatory
Name of the Bidder and Address:

UNDERTAKING

(on the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting)

I, hereby undertake that, our organisation has not been blacklisted/debarred by any of the Central/State Government Department/Office or by any Public Sector undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

Authorised Signature
(in full and initials)

Name and Designation of the Signatory
Name of the Bidder and Address:

UNDERTAKING

(On the Bidder's Letter Head regarding trueness of the submitted information)

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal.

Authorised Signature
(in full and initials)

Name and Designation of the Signatory
Name of the Bidder and Address:

TECHNICAL BID COVERING LETTER
(ON BIDDER LETTER HEAD)

[Location Date]

To

[Name and Designation of
Tender Inviting Authority]
[Office Address and Location]

**Sub:-Expression of Interest for printing, packing & delivering Ramayan books
“Pattachitra Illustrations” (Technical Proposal)**

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for ***(Expression of Interest for printing, packing & delivering Ramayan books “Pattachitra Illustrations”)*** in accordance with your Tender Notice No.:----- Dated----- . We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I, hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 120 days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the EOI document. In case any provision of this tender is found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorised Signatory

with Date and Seal

Name and Designation:_____

Address of the Bidder:_____

1	Name of the Bidder	
2	Details of Bid Processing Cost (Demand Draft Details)	DD No: Date: Amount(Rs.) Drawn on Bank.
3	Details of EMD: (Demand Draft Details)	DD No: Date: Amount(Rs.) Drawn on Bank.
4	Name of the Director/Proprietor	
5	Full Address of Registered Office	Postal Address: Telephone No. FAX No. E-Mail Address
6	Name & telephone number of the authorised person signing the bid	
7	Bank Details	Account Number: Bank and Branch Name: IFSC Code
8	PAN No.(Attach self attested copy)	
9	GSTIN (Attach self attested copy)	
10	Acceptance to all the terms & conditions of the tender(Yes/No).	
11	Power of Attorney/authorisation letter for signing of the bid documents (submitted/ not submitted).	
12	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid. (submitted/ not submitted)	
13	Kindly mention the total number of pages in the tender document.	

14. Financial Turnover of the bidder for the last 2 financial years.

Financial Year	Turn over Amount(in INR)	Average Turnover (in INR)
FY1 (2018 - 19)		
FY2 (2019 - 20)		

15. Details of the similar type service provided by the bidder in last five years:

Sl. No	Period	Name of Authority with complete address & Phone No.	Type of services provided with details of manpower/machinery deployed	Contract Amount (in INR)	Duration	
					From	To
1						
2						
3						
4						
5						

16.Declaration

I, ShriSon/Daughter/Wife of Shri _____
Proprietor/Director/Authorised signatory of _____(Name of the Service
Provider), competent to sign this declaration and execute this tender.

I have carefully read and understood all the terms and conditions of the tender and
undertake to abide by them.

The information and documents furnished along with the tender are true and
authentic to the best of my knowledge and belief. I am well aware of the fact that,
furnishing of any false information/fabricated document would lead to rejection of our
tender at any stage besides liabilities towards prosecution under appropriate law.

(Signature of Authorised Representative with seal)

Place:_____

Date_____

Enclosures:

- i. Bid processing Fee in the form of Demand Draft in original.
- ii. EMD in the form of Demand Draft in original.
- iii. Copy of tender document (each page must be signed and sealed)
- iv. Duly filled Technical Bid and Financial Bid
- v. List of Documents as applicable.

FINANCIAL BID COVERING LETTER
(ON BIDDER LETTER HEAD)

[Location Date]

To

[Name and Designation of
Tender Inviting Authority]
[Office Address and Location]

Sub:-**Expression of Interest for printing, packing and delivering Ramayan books
“Pattachitra Illustrations”**[Financial Proposal]

Sir,

I, the undersigned, offer to provide the services for **(printing, packing and delivering Ramayana books “Pattachitra Illustrations”)** in accordance with your Tender No.:----- Dated----- . Our attached financial price is **as per Annexure-VII** .I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of 120 days I have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

Authorised Signatory
(in full and initials)

Name and Designation of Signatory with Date and Seal:_____

Address of the Bidder:_____

Annexure-VII

Price for Printing, Packing and Delivery of Ramayana Books {Pattachitra Illustrations} as per the specifications mentioned in the Annexure I .

(plz mention both in figure and words)

(A)

Description of the work	Qty.	Unit price(Rs)	Amount (Rs)
Printing & Packaging of Ramayana Books (Pattachitra Illustrations) as per the specifications mentioned in the Annexure I (A & B)	50,000 nos		

(B)

Description of the work	Amount
Delivery of Ramayana Books {Pattachitra Illustrations} as per the locations & quantity mentioned in the Annexure-I (C), which includes transportation, loading , unloading , insurance coverage and other incidental expenses. <i>(The Bidder has to quote the price inclusive of Tax as applicable)</i>	

BID SUBMISSION CHECK LIST

SL.NO	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID (ORIGINAL)			
1	Covering letter along with information in Bidders Letter Head.		
2	Bid Processing Fee (Demand Draft)		
3	EMD (Demand Draft)		
4	GSTIN Registration certificate and up-to date return copy.		
5	Copy of the PAN Card and up-to date return copy of income tax for the last two financial years.(2018-19, 2019-20)		
6	Audited balance sheet of the firm for last two financial years (2018-19, 2019-20) with minimum annual turnover of Rs. 30.00 Lakh & above per year.		
7	Copy of completion certificates / work orders in support of five years of experience of printing, packing & delivering books		
8	Documents in support of experience of executing three similar assignments/ projects with Govt./ Govt. aided organizations.		
9	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
10	Undertaking in shape of affidavit for available infrastructure such as own printing press etc.		
11	Self attested list of quality/ high range books printed and supplied by the firm.		
12	Samples of all bid item(s) as mentioned in point no. 'A' of "Annexure-I"		
13	Undertaking for not have been black-listed by any Central/State Govt/any Autonomous bodies during the recent past		
14	Undertaking for not having any police case pending against the bidder.		
15	Undertaking regarding trueness of information submitted.		
FINANCIAL BID (ORIGINAL)			
1	Covering Letter in Bidders Letter Head		
2	Duly filled in Financial Bid		

It is to be ensured that:

All information have been submitted as per the prescribed format only.

Each part has been separately bound with no loose sheets and each page of all the parts are page numbered along with Index Page.

All pages of the proposal need to be sealed and signed by the authorized representative.

Authorised Signatory (in full and initials): _____

Name and Designation with Date and Seal: _____