



STATE INSTITUTE OF PANCHAYAT & RURAL DEVELOPMENT

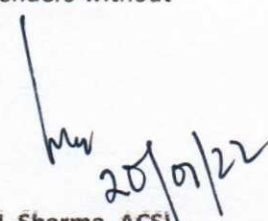
(Apex Centre for Research & Training in Rural Development)
Under Department of Panchayat & Rural Development, Government of Assam
G.S.Road, Khanapara, Guwahati-22

No. SIPRD-97/2020/64

Dated:-20-01-2022

NOTICE INVITING TENDER

Sealed quotations affixing non-refundable court fees stamp of Rs 8.25 are invited from the eligible & Registered Printing press for printing of Booklet of SIPRD, Assam. Interested parties may download the details of tender document from <https://sirdassam.gov.in> from 21-01-2022 onwards. The last date for receipt of the tender is **14.00 Hrs. on 21-02-2022** and will be opened on the same date at **15.00 Hrs.** Director, SIPRD reserves the right to accept or reject any or all tenders without assigning any reason thereof.

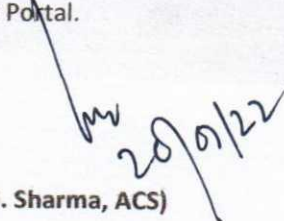

(M. Sharma, ACS)
Director,
SIPRD, Assam

Memo No. SIPRD-97/2020/64-A

Dated:-20-01-2022

Copy to :

1. The D.I.P.R., Assam, for information and he is requested to publish the above notice in one vernacular and one English daily newspaper.
2. Deputy Director (IT)/ Santosh Medok, Faculty member-IT, SIPRD, Assam for information & necessary action for uploading in Institutes website/State Public Procurement Portal.


(M. Sharma, ACS)
Director,
SIPRD, Assam



1. Eligibility Criteria/Terms & Conditions :

- (a) The Printing Firm should possess requisite Registration, Licenses etc. as required for running such services. The firm must possess (i) Registration under Printing & Stationary Department, (ii) Up-to-date Trade License, (iii) GST Registration & (iv) Pan Card.
- (b) The firm must have minimum three (3) years of experience in printing of teaching/study materials, booklets leaflets & other publications etc.; of Govt. Organizations/semi-Govt organizations/Corporations/Public Sector Undertakings/ Autonomous Bodies etc.
- (c) The firm should have average annual financial turnover of Rs. 50.00 lakh in last three years i.e. FY 2018-19, 2019-2020 & 2020-2021 from printing of teaching /study materials, booklets, leaflets & other publications etc.
- (d) The firm should not be blacklisted/debarred/suspended/banned from business dealing by any Ministry/Department of State/Central Government/PSU/Private sector/Autonomous bodies as on date of filling the responses of this tender.
- (e) The scope of work as indicated in the bid document is tentative and subject to change depending on actual requirement.
- (f) Bid Security @2% on the total bid value to with a validity of 180 days should be in the form of **FDR/TDR** drawn in favour of the "Director, SIPRD, Assam" payable at "Guwahati".
- (g) At any time prior to the date of submission of tender, the Tender Inviting Authority may, for any reason, whether on his own initiative or in response to a clarification requested by a prospective Bidder, may modify the tender document by an amendment and that will be binding on them. A pre-bid meeting may be held **07/02/2022 at 15.00 Hrs** to address the query of prospective bidder, if any.
- (h) The last date of receipt of tenders is **14.00 Hrs on 21-02-2022** and the technical bid will be opened at **15.00 Hrs** on the same date in the presence of bidders/authorized representative who choose to attend during opening of the Technical Bid. The schedule for opening financial bid will be on the same day failing which fresh date will be notified separately to the successful technical bidders. The financial bid for those bidders will be opened whose technical bid are found to be responsive.
- (i) At any point of the process, the information furnished/materials supplied by the bidder is found to be incorrect, the bidder shall be liable to be debarred from tendering/taking up of work in SIPRD, Assam. The Institute reserves the right to verify the particulars by the applicant to the Institute, independently.
- (j) The Institute reserves the right to increase or decrease the scope of work. The number and quantity mentioned in the Tender document is the probable number/quantity required to be procured. The same may be increased/decreased and the delivery of the items may be according to the requirement.
- (k) Terms and conditions, which are not specified, herein above will be governed by the decision of the Institution.
- (l) The detailed tender paper will also be a part of the contract agreement.
- (m) The Director, SIPRD, Assam reserves the right to reject any or all tenders without assigning any reason thereof and may increase or decrease the scope of work as indicated.



2. Scope of work :

The SIPRD, Assam intends to undertake printing of Reading Material as per the following particulars.

Sl	Particulars & specifications	Quantity	Time of completion of the work & place of delivery
1	<p>Printing of Booklet * "SAMARTHYA"</p> <p>Specifications: Size-1/4 demy Total No of Pages-328 Cover -4 Inner Page-324 Cover Paper-300 GSM Art Paper Inner Paper-120 GSM Maplitho Printing- Multicolor Inner -19, Cover – 2, Black And white inner - 305 Binding – Perfect Lamination-Matte (Cover Page only)</p>	1,000 copies	<ul style="list-style-type: none"> • Time of completion : 4 week • Place of delivery Office of the SIPRD, Assam, G.S. Road, Khanapara, Guwahati- 22
2	<p>Printing of Booklet * "Financial Management and Office Procedures for Panchayati Raj Institutions"</p> <p>Specifications: Size-1/4 demy Total No of Pages-92 Cover -4 Inner Page-88 Cover Paper-300 GSM Art Paper Inner Paper-120 GSM Maplitho Printing- Multicolor cover – 2 pages, Black and white inner 88 pages Binding – Perfect Lamination-Gloss (Cover Page only)</p>	3,000 copies	

*Booklet is available for inspection.

3. Technical Bid : Form-A

The Bidder should furnish the following documents in a separate cover hereinafter termed "Form-A".

Bidders Profile	As per the format at Form-I
Court Fee Stamp	Court fee stamp of Rs. 8.25 to be affixed on Form-I (Bidders Profile)
Tender fee	Rs. 500/- (five hundred) in the form of Demand Draft/Banker's Cheque in favour of "Director, SIPRD, Assam".



Bid Security	Bid Security amount equivalent to 2% of the quoted value of the tender to be submitted in the form of Fixed Deposit Receipt/Term Deposit Receipt pledged in favour of Director, SIPRD, Assam. Bid Security should be submitted in a sealed envelope.
Registration Certificates	Self-attested copy of (i) Registration Certificate (ii) GST Registration Certificate (iii) PAN (iv) Valid Trade License (v) Income tax return for last 3 years
Annual Turnover	Annual turnover statement for three financial years i.e. 2018-19, 2019-2020 & 2020-2021 in the format given in Form-II duly certified by the Auditor/Chartered Accountant.
Performance Statement	Details of similar orders executed during last three years i.e. 2018-19, 2019-2020 & 2020-21 (Form-III)
Declaration & Affidavit	Declaration & Affidavit-Non-Blacklisting/Debar. (Form-IV)
Checklist of documents	A Checklist for the list of documents enclosed with their page number.

The tender document is required to be signed by the Bidder in all pages with office seal. The above documents should be sealed in a separate cover super scribed as **“Technical Bid- Printing of Booklet”** addressed to the Director, State Institute of Panchayat & Rural Development, Assam, G.S. Road, Khanapara, Guwahati- 781022, Assam.

4. Financial Bid : Form-B

The Bidder should furnish the following documents in a separate cover hereinafter called **“Financial Bid”**.

- (i) The bidder shall have to submit the Price Bid stating, specification of the item, rate, taxes and carriage to destination as per schedule give at Financial Bid-**Form-V** of the bid document. Price Bid should be duly signed by the Bidder affixing the office seal.
- (ii) The Bid should be typewritten and every correction in the bid should be attested with full signature by the Bidder, failing which the bid will be ineligible. Corrections done with correction fluid should also be duly attested.

The above documents should be sealed in a separate cover super scribed as **“Financial Bid- Printing of Booklet”** addressed to the Director, State Institute of Panchayat & Rural Development, Assam, G.S.Road, Khanapara, Guwahati- 781022, Assam.

The two separately sealed covers **Technical Bid and Financial Bid** shall be placed together inside another cover which shall be sealed and superscripted as **“Tender for Printing of Booklet”** addressed to Director, State Institute of Panchayat & Rural Development, Assam, G. S. Road, Khanapara, Guwahati- 781022.

5. Validity of Bid & Validity of Offer.

Bids shall remain valid for acceptance for a period of 180 days on opening of “Technical Bid. Bids with shorter validity shall be rejected.



6. Other conditions

No Revision/Correction of Rates : No Bidder shall be allowed at any time on any ground whatsoever to claim revision or modification in the rates quoted by him. Representation to make correction in the tender documents on the ground of clerical error, typographical error, etc., committed by the bidders in the Bids shall not be entertained after submission of the bids.

7. Tender Evaluation & Acceptance of Tender

Tender Evaluation: Tenders will be evaluated with reference to technical and financial parameters to determine the qualification bidders. Price Bid of technically qualified bidders will be evaluated with reference to the quoted rates. Supply work should ordinarily be awarded to the lowest evaluated bidder whose bid has been found to be responsive and found eligible and qualified to perform the supply work satisfactorily as per requirement within the terms and conditions incorporated in this bid document. The acceptance of the tenders will be communicated to the successful bidders in writing.

8. Performance Security

The successful Bidder shall have to submit performance security deposit amounting to 8% of the work order value by way of FDR/Bank Guarantee of a scheduled bank and shall execute an agreement incorporating all terms & conditions of service on a non-judicial stamp paper of value of Rs. 100/- (stamp duty to be paid by the Bidder) within 10 days from the date of issue of work order.

9. Payment provisions

Payments towards the supply work will be made strictly as per rules of the Tender Inviting Authority.

10. Annulment of award, forfeiture of security deposit & fresh award.

Failure of the successful bidder to comply with the requirements of signing of agreement and /or submission of performance security within the time schedule as stipulated above shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security/EMD. Under such a situation, the proposal may be reviewed for award of the contract on the next lowest evaluated technically qualified bidder or go for a fresh bid depending on the circumstances. In case it is decided to go for the next lower bidder, negotiation may be considered to bring down their price nearer to the originally evaluated lowest bidder.

11. Laws Governing the Contract & Jurisdiction.

The contract shall be governed by the laws in force in India. In the event of any dispute arising out of the tender such dispute would be subject to the jurisdiction of the Court at Guwahati in the State of Assam only.

(M. Sharma, ACS)
Director
SIPRD, Assam.



Form

Bidder's Profile
(On Firm's Letter Head)

Sl No.	Essential information to quality technically	Mention the document name submitted as proof of eligibility
1.	Name of the Firm	
2.	Status of the firm (whether proprietorship/ partnership/ Company any other)	
3.	Complete address of the Firm with contact details	
4.	Name of the Proprietor/Managing Partner/etc.	
5.	Date of commencement of business	
6.	Trade License number & validity date	
7.	PAN no.	
8.	GST no.	
9.	The firm should not be blacklisted by any Government Agency/PSU & Letter of Authority	(as per format at Form-IV)
10.	Any other related document/information which the firm desires to inform.	

Signature with date

Name of Signatory

Designation

Office Seal

Name of the Bidder :

Address :

Telephone Number :

Email id. :



Form- II

Annual Turnover Statement

The Annual turnover of M/s _____ for the past three financial years are given below and certified that the statement are true and correct.

(Rs. in lakh)

Sl	Year	Turnover
1.	2018-2019	
2.	2019-2020	
3.	2020-2021	
	Total	
	Average	

Signature of Auditor/Chartered Accountant
Name & Registration Number
Seal



Performance Statement of the Bidder
Supply works financial years: (2018-19, 2019-2020, 2020-2021)

Financial Year	Sl	Name and full address of the purchaser (Work order to be attached)	Value (Rs. In lakh)
2018-19	1		
	2		
	3		
	4		
	5		
2019-20	1		
	2		
	3		
	4		
	5		
2020-21	1		
	2		
	3		
	4		
	5		

(Please use additional sheets if required)

Signature

Name & Designation

Name & Address of the firm.



Undertaking (on Rs. 10 Non-Judicial stamp duly notarized)

Declaration

- 1) I/We (Name & Designation) solemnly affirm that the facts stated above are correct and nothing has been concealed. If any information submitted above, is found to be false or fabricated, I/We may be liable to be debarred from empanelment.
- 2) This is to certify that the Firm has not been blacklisted/debarred/suspended/banned from business dealing by any Ministry/Department of State/Central Government/PSU/Private sector as on date of filling the responses of this EoI/tender.
- 3) I/We also hereby declare that all matters related to SIPRD, Assam, Khanapara, Assam shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.
- 4) Mr./Ms Whose signature is appearing below,/is/are the authorized representative (s) of the firm.
- 5) I/We permit SIPRD, Assam to inspect my/our records to ascertain the above facts.
- 6) I/We permit SIPRD, Assam to cross check the above facts from any other source.
- 7) I/We will abide by the decision of Director, SIPRD, Assam regarding empanelment.
- 8) I/We have read & understood the EOI and agree to all the terms & conditions stated therein.

Signature with date

Name of Signatory

Designation

Office Seal



Price Bid

(On the Letter head of Bidder and should be separately sealed as per instruction)

Name of Work : Printing of Booklet

Place of delivery : Office of the SIPRD, Assam, Khanapara, Guwahati

SI	Particulars & specifications	Quantity	Total Amount
1	Printing of booklet 1. SAMARTHYA 2. FINANCIAL MANAGEMENT AND OFFICE PROCEDURES FOR PANCHAYATI RAJ INSTITUTIONS"	1000 Copies 3000 Copies	
	GST ()		
	Total with GST		
	Total amount in words		

Signature with date

Name of Signatory

Designation

Office Seal

Name of the Bidder :

Address :

Telephone Number :

Email id. :