


**STATE INSTITUTE OF PANCHAYAT & RURAL DEVELOPMENT**  
Apex Centre for Training & Research in Rural Development  
Under Department of Panchayat & Rural Development, Government of Assam  
G. S. Road, Khanapara, Guwahati –7810 22.

No.SIPRD-119/2021/1  
Dated : 15/09/2021

**NOTICE INVITING TENDER**

Sealed quotations affixing non-refundable court free stamp of Rs.8.25 are invited from the eligible & Registered Printing Press for printing of Training Calendar of SIPRD, Assam. Interested parties may download the details of tender document from <https://sirdassam.gov.in> from **15-09-2021 to 06-10-2021**.

The last date for receipt of the tender is **06/10/2021** and will be opened on the same date at 12:00 hours. Director, SIPRD reserves the right to accept or reject any or all tenders without assigning any reason thereof.


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

MemoNo.SIPRD-119/22021/1A

Dated: 15-09-2021

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 been 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 on **27-09-2021 at 15:00** hours to address the query of prospective bidder, if any.
- (h) The last date of receipt of tenders is **11:00 hours on 06-10-2021** and the technical bid will be opened at **12:00 hours** on the same date in the presence of bidders / authorized representatives 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 furnished 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 Annual Training Calendar as per the following particulars.

Sl	Particulars & specifications	Quantity	Time of completion of the work & place of delivery
1	Cover Page - 4 Inner Page - 160 Cover Paper - Hard Bound Inner Paper 120 GSM Art Paper Lamination - Matte (Cover only) Spot UV - Cover Page Letters, Cover Page Left Light Green Panel, Cover Page SIPRD Logo Binding - Perfect / stitched & pasted Size - 16 cm x 21 cm	500 nos	<ul style="list-style-type: none"><li>• Time of completion: 4 weeks</li><li>• Delivery to be made at Office of the SIPRD, Assam, G.S.Road,Khanapara, Guwahati-22</li></ul>

### 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. <b>Bid Security should be submitted in a sealed envelope.</b>
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 & 2020-21 in the format given in <b>Form-II</b> 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 ( <b>Form-III</b> )
Declaration & Affidavit	Declaration & Affidavit-Non- Blacklisting/ Debar. ( <b>Form-IV</b> )
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 superscribed as "**Technical Bid - printing of Training Calendar**" 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 given 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 Training Calendar**" 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 Annual Training Calendar**" addressed to the Director, State Institute of Panchayat & Rural Development, Assam, G.S. Road, Khanapara, Guwahati-781022, Assam.

### 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 workorder.

## **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 circumstance. In case it is decided to go for the next lowest 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.

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

Sl. no.	Essential information to qualify 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. \_ :

**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 (Workorder 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		

Providing relevant data in respective columns is compulsory

(Please use additional sheets if required)

Signature

Name & Designation

Name & Address of the firm.

## Price Bid

[On the Letter head of Bidder and should be separately sealed as per instruction]

Name of Work : **Printing of Annual Training Calendar**  
 Place of delivery : Office of the SIPRD, Assam, Khanapara, Guwahati

Sl	Particulars & specifications	Quantity	Total Amount
1	Printing of Annual Training Calendar <u>Specification:</u> Cover Page - 4 Inner Page - 160 Cover Paper - Hard Bound Inner Paper 120 GSm Art Paper Lamination - Matte (Cover only) Spot UV - Cover Page Letters, Cover Page Left Light Green Panel, Cover Page SIPRD Logo Binding - Perfect / stitched & pasted Size - 16 cm x 21 cm	500 nos	
	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. \_ :