

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-228/2022/17
Dated: 24/05/2023

NOTICE INVITING TENDER

Sealed quotations affixing non-refundable court free stamp of Rs.8.25 are invited from the eligible Firm/Studio/Printing Lab/vendor for **Printing of Photograph** for SIPRD, Khanapara & SIPRD, Kahikuchi under SIPRD, Assam. The Set of tender documents, eligibility criteria and other details may be obtained on written application to the Director, SIPRD, Assam and on payment of non-refundable fee of Rs.500.00 (Rupees five hundred) only as tender processing fee by Demand Draft during office hours from **25/05/2023-12.00 hours to 21/06/2023 till 12.00 hours** The last date for receipt of sealed tenders is **22/06/2023 till 14.00 hours**. Interested parties may also visit the details of tender document at <https://sirpdassam.gov.in>.

The last date for receipt of the tender is **22/06/2023 till 14.00 hours** and will be opened on the same date at 15:00 hours. Director, SIPRD reserves the right to accept or reject any or all tenders without assigning any reason thereof.



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

MemoNo.SIPRD-228/2022/17 -(A)

Dated: 24-05-2023

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. Faculty member-IT, SIPRD, Assam for information & necessary action for uploading in Institutes website/State Public Procurement Portal.



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

1. Eligibility Criteria / Terms & Conditions:

- (a) The Firm/Studio/Printing Lab should possess requisite Registration, Licenses etc. as required for running such services. The firm must possess (i) Up-to-date Trade License, ii) GST Registration & iii) Pan Card.
- (b) The firm must have minimum three (3) years of experience in printing of photograph for Govt. Organizations/Semi-Govt., organizations/Corporations/ Public Sector Undertakings/ Autonomous Bodies etc.
- (c) 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.
- (d) The scope of work as indicated in the bid document is tentative and subject to change depending on actual requirement.
- (e) **The Earnest Money Deposit (EMD) of Rs.2000.00 (Rupees Two Thousand) only have to submit** in the form of **FDR/TDR** drawn in favour of the "Director, SIPRD, Assam" payable at "Guwahati". with a validity of 180 days.
- (f) 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.
- (g) The last date of receipt of tenders is **14:00 hours on 22-06-2023** and the Technical bid and Financial bid will be opened at **15:00 hours** on the same day in the presence of bidders / authorized representatives.
- (h) 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.
- (i) 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.
- (j) Terms and conditions, which are not specified, herein above will be governed by the decision of the Institution.
- (k) The detailed tender paper will also be a part of the contract agreement.
- (l) 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 firm/vendor will provide colour photographs prints (of different sizes, as per official requirement) on training programmes, workshop, meetings and others such occasions.

Sl	Particulars & specifications	Quantity	Time of completion of the work & place of delivery
1	Printing of Photograph <ul style="list-style-type: none">• 4x6 Digital Photo Printing (Colour)• 5x7 Digital Photo Printing (Colour)• 6x8 Digital Photo Printing (Colour)• 8x11 Digital Photo Printing (Colour)• 16x20 Digital Photo Printing (Colour) <p>(All Printing paper should be GLOSSY PAPER)</p>	As per Training Conducted.	1. Delivery to be made at Office of the SIPRD, Assam, G.S.Road,Khanapara, Guwahati-22 & 2. SIPRD, Kahikuchi, Azara, Guwahati.

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".
EMD	The Earnest Money Deposit (EMD) of Rs. 2000.00(Rupees Two Thousand) only have to submit in the form of DD drawn in favour of the "Director, SIPRD, Assam" payable at "Guwahati". 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
Performance Statement	Details of similar orders executed during last three years i.e. 2019-20, 2020-2021 & 2021-22 (Form-II)
Declaration & Affidavit	Declaration & Affidavit-Non- Blacklisting/ Debar. (Form-III)
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 Photograph**" 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-IV** 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 Photograph**" 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 Photograph**" 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 of Rs.10000.00 (Ruppees Ten Thousand) only in the form of FDR/TDR/Bank Guarantee drawn in favour of the "Director, SIPRD, Assam" payable at "Guwahati". 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 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, IAS)
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. :

Performance Statement of the Bidder
Supply works financial years:(2019-20, 2020-2021,2021-2022)

Financial Year	Sl	Name and full address of the purchaser (Workorder to be attached)	Value (Rs. In lakh)
2019-20	1		
	2		
	3		
	4		
	5		
2020-21	1		
	2		
	3		
	4		
	5		
2021-22	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 (On Firm's Letter Head)

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.

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 Photograph.**

Place of delivery : Office of the SIPRD, Khanapara & SIPRD, Kahikuchi.

Sl	Particulars & specifications	Quantity	SIPRD, Khanapara	SIPRD, Kahikuchi
1	Printing of Photograph <ul style="list-style-type: none"> • 4" x 6" Digital Photo Printing (Colour) • 5" x 7" Digital Photo Printing (Colour) • 6" x 8" Digital Photo Printing (Colour) • 8" x 11" Digital Photo Printing (Colour) • 16" x 20" Digital Photo Printing (Colour) 	One One One One One		
	(All Printing paper should be GLOSSY PAPER)			
	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. :