

CUTTACK MUNICIPAL CORPORATION
CUTTACK
GOVERNMENT OF ODISHA



RFQ NO.- 295

REQUEST FOR QUOTATION

**Annual Rate Contract for Printing & Supply of Booklets under
Cuttack Municipal Corporation.**

QUOTATION CALL SCHEDULE

Availability of Quotation documents	: 07.02.2024 at 11:00 A.M.
Last date for submission of Sealed Quotation	: 14.02.2024 up to 5:00 P.M.
Opening of Technical Bid	: 15.02.2024 at 11:00 A.M.
Opening of Financial bid	: 15.02.2024 at 12:00 P.M.

Issued by:
City Engineer
Cuttack Municipal Corporation



Cuttack Municipal Corporation, Cuttack

Letter No. 295

Dated: 07/02/2024

REQUEST FOR QUOTATION

1.	The City Engineer, Cuttack Municipal Corporation (CMC), Cuttack, Government of Odisha invites technical and financial quotations from reputed implementing Agency/ Firms of National and International repute for "Annual Rate Contract for Printing & Supply of Booklets under Cuttack Municipal Corporation" as detailed in the scope of work in this RFQ. The interested and eligible Agency/Firms with valid Registration Certificate as a Company, as detailed in RFQ, may apply for the same in OFF-LINE mode. (For details visit www.cmccuttack.gov.in).		
2.	Nature of Works	:-	Annual Rate Contract for Printing & Supply of Booklets under Cuttack Municipal Corporation.
3.	Tender (Bid) Cost	:-	Rs.5,900/- (Bid cost-5000/+ GST 18% i.e., 900/-)
4.	EMD	:-	Rs.20,000/-
4.	Availability of bid document in the website	:-	From 11.00 A.M. of 07.02.2024 to 14.02.2024 up to 5:00 P.M.
5.	Last date of receipt of Bid	:-	14.02.2024 up to 5:00 P.M.
6.	Mode of Receipt of Bids	:-	Through Speed Post/ Registered Post (India Post)/ Courier/by no other means.
7.	Date of opening of Technical Bid	:-	Date: 15.02.2024 at 11:00 A.M.
7.	Date of opening Commercial Bid	:-	Date: 15.02.2024 at 12:00 P.M.
8.	Address for Business query and correspondence	:-	Cuttack Municipal Corporation, Biju Bhawan, Choudhary Bazaar, Cuttack-753001 Website-www.cmccuttack.gov.in E-mail Id- mccmc@nic.in / 9438256399
9.	The bidders have to participate in OFF-LINE bidding only. Further details can be seen from the Cuttack District website (www.cmccuttack.gov.in). Any addendum /corrigendum / cancellation of tender can also be seen in the said websites. If any query, then contact E-mail ID - mccmc@nic.in .		

City Engineer
Cuttack Municipal Corporation
Cuttack

DISCLAIMER

- 1) All information's contained in this RFQ subsequently provided are in good faith. This RFQ is not an agreement or an offer by CMC to the prospective applicants or any other person. The purpose of this RFQ is to provide interested parties with information that may be useful to them in the formulation and submission of their applications pursuant to this RFQ.
- 2) CMC accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any applicant upon the statements contained in this RFQ.
- 3) CMC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFQ, without assigning any reason or providing any notice and without accepting any liability for the same.
- 4) The issue of this RFQ does not imply that CMC is bound to select an applicant or to appoint the selected applicant, as the case may be. CMC reserves the right to cancel this request for RFQ and/ or invite afresh with or without amendments to this request for RFQ, without liability or any obligation for such request for RFQ and without assigning any reason. Information provided at this stage is merely indicative.

1.0 Scope of Work

Specifications of Booklet

- Booklet Size – A4 Size
- Paper Quality- 170 GSM Matt Finish
- Print Type – 4 Colour Offset Print
- No. of Pages- 20 Pages
- No. of Copies – 1,16,000

2.0 Bid Price

- a) Bid Price should be the F.O.R to site.
- b) All duties, taxes and other levies payable by the Manufactures/ Authorized Dealer/Suppliers under the contract shall be included in the total price.
- c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) The Price should be quoted in Indian Rupees only.

3.0 Each Bidder shall submit only one quotation:

The bidder can submit the quotation for all items together in one quotation form.

4.0 Minimum Eligibility Conditions:

- i. An Indian company/firm engaged in printing work having its capacity to supply within 5 working days of the placement of order. (Copy of Registration certificate as per existing norms, indicating legal status i.e. company/partnership firm/ proprietorship etc. to be enclosed.)
- ii. Firms should have an annual turnover of Rs.20.00 lakh in the last three financial years.
- iii. An experienced supplier having good track record and client satisfaction of supplying offset printing jobs.
- iv. Have a valid Printing/Trading License issued by Municipal/ Locals District Council Authorities as applicable.
- v. Have been registered with Sales Tax/VAT/GST authorities. (Copy of relevant certificates to be enclosed).
- vi. Have valid PAN allotted by IT Department (Copy of PAN card to be enclosed)
- vii. Certificate of Declaration (Form-B)

5.0 Submission of Bids

- i. Bids must be submitted in one outer envelope having two separate inner envelopes, Envelope "A" containing "Technical Bid" and Envelope "B" containing "Financial Bid". These two inner envelopes

should be superscripted as "Technical Bid" and "Financial Bid" respectively. Both envelopes should have name and address of the bidder.

- ii. Technical Bid should contain duly filled in Form-A, Letter of Authorization for attending Bid opening Agency Details and Documents establishing bidder's eligibility etc.
- iii. Financial Bid should contain only the duly filled Price Quotation for the Job Specification and quantity of items mentioned in the Bid document.
- iv. The rate quoted should be inclusive of all taxes, packing charges, transportation, Insurance and any other incidental charges should be clearly indicated for the material separately in the Financial Bid.
- v. Earnest Money Deposit amounting to Rs.20,000/- (Rupees Twenty Thousand) in shape of Demand Draft drawn in favour of City Engineer, Cuttack Municipal Corporation, Cuttack, Government of Odisha should be submitted with the Technical Bid along with other documents as per Annexure-I and II of this tender document duly signed by the Tenderer /the authorized person in Envelope 'A'. The E.M.D of the unsuccessful bidders shall be returned within seven days of the opening of the bid document and EMD of the successful bidder shall also be returned within seven days of opening of the bid document.
- vi. Bids received without E.M.D, and incomplete bids or bids in any respect as well as having cuttings / over writings is liable to be rejected.

6.0 Validity of Quotations

Quotation shall remain valid for a period not less than 60 days after the dead line date specified for submission.

7.0 Bid Opening

- i. CMC shall open bids in the presence of bidders or their authorized representative who wish to be present at the time of opening of bids on due date. Authorization letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening.
- ii. If the Technical Bid is found complete in all respect, then only Financial Bid will be opened, otherwise the financial bid will be returned to the bidder without opening it.

8.0 Evaluation of Quotations

- i. Contract shall be awarded to the firm(s) offering the lowest/net bundled price and not with reference to the lowest prices quoted for the sub-items. However, if prices for each and every item are not quoted. Net-bundled price offered shall not be accepted.
- ii. CMC will award the contract to the tenderer(s) whose tender has been determined to be substantially responsive and who has offered the lowest evaluated tender price as per item list.
- iii. Notwithstanding the above, CMC reserves the right to seek previous work orders, references etc. and to accept or reject any quotations and to cancel the process and reject all tenders at any time prior to award of contract.
- iv. The delivery of goods shall be made by the bidder in accordance with the terms specified by CMC in the conditions of contract. The delivery of Print Job/items should be made within 5 working days from the date of issue of Contract and any contravention thereof shall be deemed as a breach of contract and shall attract penalties as decided by the City Engineer.
- v. The supplier shall warrant that Print works (Booklets) to be supplied shall be in full conformity with specifications. In case the print items provided are not as per specifications, the same will not be accepted. The firm will have to replace the goods as per the actual specifications and requirement.
- vi. CMC shall have the right of awarding the supply order/ work order to one supplier or different suppliers for the supply of Booklets.
- vii. The supplies received, if found not as per the specification are liable to be rejected. CMC will have the right to reject any or all the bids without assigning any reason at any stage.
- viii. CMC will be legally competent to cancel the contract of supply and also take any other action against the supplier including imposing any penalty on the supplier during pendency and till the final execution of the contract of the supply, in case the Supplier/ Agency is ever found to have committed any fraud against CMC in supplying the material or indulge in any other malpractices thereof causing any financial losses during contract period.
- ix. The contract can be terminated or cancelled summarily by CMC in whole or in part any time without assigning any reason, if the supply made by the manufacturer / supplier is found not according to the

approved specification or in case supply is not received within stipulated time.

- x. The Bidder should furnish all the information as required in the Technical Bid form.
- xi. In case any dispute arises in regard to the tender, the decision of the City Engineer, CMC will be final and binding.
- xii. In case of litigation, the courts at Cuttack only will have jurisdiction for deciding case according to the relevant Indian laws in force.
- xiii. The technical bid of the bidders will be opened first and the financial bid will be opened only of the bidders whose technical bid is accepted / qualified.
- xiv. The bidders have to quote the unit price of individual items and indicate the total package value.
- xv. The bidders are required to quote the price of all the items.
- xvi. The decision of Sports & Youth Services Department in this regard would be final.
- xvii. The tenderer/authorized person(s) should sign on each page of the bid document as a token of authenticity of the same.
- xviii. Tender (s) received after due date & time shall not be accepted and CMC shall not be responsible for delay in postal delivery or any other reasons. I have read and understood all the terms & conditions of the Tender Enquiry and here by undertake to abide by the same.

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e., which

- (a) Are properly signed and.
- (b) Confirm to the terms & conditions and Specifications.
- (c) The Quotations would be evaluated for each item.

9.0 Award of Contract

- a) The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

- b) The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
- c) Payment shall be made through online after submission of original bill.
- d) Any effort by abider to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of bidder's offer.
- e) Any legal dispute arising out of this is subject to concerned district jurisdiction only.
- f) The City Engineer ,CMC reserves the right to accept or reject any price bid and to cancel the bidding process and reject all bids at any time prior to the issue of Purchase Order.
- g) The Authority reserves right to negotiate with L1 bidder for finalization of goods basing on the specification and quality of the material as per the specification mentioned in the quotation call notice.
- h) The Authority reserves the right to increase/ decrease in quantity of above item. The bidder binds to execute the work with the same term and condition of this Quotation Call Notice.

6.0 Award of Contract

- a) Payment shall be released after successfully supply of the materials at site.
- b) The bidder shall carry out all necessary rectifications of the defect noticed, caused due to any reasons at his own cost within such reasonable period as mentioned in such communication notice from officer in charge.
- c) The bidder shall have his own arrangements for safe keeping of all stock and other things required for supply of the said items.
- d) No claim for damages or compensation for inconvenience in this regard will be entertained.

Bidder Information

1	Name of the Agency	
2	Full address of Agency's: Shop/Showroom: Telephone no. Fax no. E-mail address:	
3	Are you a Dealer/ Supplier? (Dealer Certificate to be attached)	
4	PAN No. (with copy of certificate)	
5	GST Registration Certificate (With Copy of Certificate)	
6	Tender Paper Cost (DD Number)	
7	EMD Cost (DD Number)	
8	Income Tax Detail (Please attach proof of Taxes paid in last 3 years)	
9	Experience in Printing works (Workorders along with experience certificates needs to be attached.)	
10	Any other information's/documents which may help CMC in accessing Tenderer's capabilities for award of contract.	

I/We do hereby certify that the above-mentioned particulars are true and correct.

Full Signature of the Bidder

Date:

Seal

DECLARATION BY THE BIDDER:

It is hereby declared that I / We the undersigned, have read and examined all the terms and conditions etc. of the Quotation Call Notice for which I / We have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me / us and I / We will abide by the conditions of the terms and conditions. This is also certified that our principal manufacturing firm have no objection in signing the purchase contract if the opportunity for the supply of the items against this tender is given to me / us.

Signature:

Seal:

Date:

Address:

Form-B

DECLARATION FORM

I _____ Son/Daughter of _____ /
W/O _____ R/O _____

_____ hereby confirm and declare that my/our firm/company
M/s..... is not blacklisted/delisted or
debarred by any company of Private/Public Ltd. or Government
Company/Govt. Deptt. from participating in the tender as on date. In case
at any stage, it is found that the information given by me is false/
incorrect,CMC shall have the absolute right to take any action as deemed
fit/ without any prior intimation to me.

Signature with Seal
For and on behalf of the Bidder .

PRICE BID

Sl. No.	Item Description	Qty (in nos.)	Unit Rate (in rupees)	Amount (in rupees)
1	Printing & Supply of A4 size , Paper Quality -170 GSM Matt Finish , Offset Print No of Pages- 20 Pages	1,16,000		

Total bid price (including Taxes and Other) in Rs.
_____ (inWords) _____

Note:

- The bid will be evaluated on the basis of amount quoted lowest price
- I/We agree to other terms and conditions of the tender and also confirm we will provide the materials as per the standard specified in the document.
- Qty. as mentioned may increase or decrease.
- The Bidder has to supply the materials within 05 days of issue of work order.
- Replacement of damage products within 24 hrs. & no claim on damaged products shall be entertained.
- The price should be including Transportation Cost, Loading & Unloading Cost.

Signature of Bidder

Date

Place