



ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.

(A Govt. of Odisha Undertaking)

Registered Office : C/2, Nayapalli, Bhubaneswar-751012

CIN:U51211OR1980SGC000894

TelNo: 0674-2395391, FaxNo: 0674-2395291, website: www.OSCSC.in

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QUOTATION CALL NOTICE

Sealed quotations are invited from the intending reputed Printing Firms/ Supplier having valid PAN/GST Registration Certificate for printing and binding of Board/ Board level Books. The specifications are stated below.

1. Interested Quotationer may download the document from the official website i.e. www.oscsc.in.
2. The Quotation paper completed in all respect shall reach to the Managing Director, Odisha State Civil Supplies Corporation Ltd., C/2, Nayapalli, Bhubaneswar by Registered Post/ Speed Post/ Courier on or before the scheduled date & time i.e. on 08.09.2025 at 1.00 P.M & the Quotation shall be opened on 08.09.2025 at 5.00 P.M in presence of the bidders or their authorised representatives, if they wish.
3. The Sealed Quotation must be accompanied with a non-refundable amount of Rs.200/- (Rupees Two Hundred) only including GST towards Tender document cost in shape of Bank Draft from any Scheduled Bank drawn in favour of Managing Director, Odisha State Civil Supplies Corporation Ltd., Bhubaneswar-751012 payable at Bhubaneswar.
4. A sum of Rs.2000/- (Rupees Two Thousand) only shall be deposited by the interested quotationer in shape of Bank Draft drawn from any Scheduled Bank in favour of Managing Director, Odisha State Civil Supplies Corporation Ltd., Bhubaneswar-751012 along with the tender document as EMD.
5. The EMD of successful Bidder/ Bidders shall be converted to Performance Security, which will be released after 60 days of expiry of the Contract and successful exit management.
6. EMD of unsuccessful Quotationers will be returned after completion of selection process without interest.
7. The bids shall remain valid for a period of not less 180 days after the last date of submission of bids.
8. All the pages of Quotation shall be duly signed and stamped by the authorized person or persons who signed the Quotation.

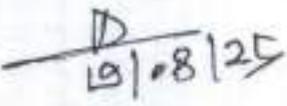
9. Quotations received after the due date and the specified time for any reason whatsoever, shall not be entertained and shall be returned without opening the same.
10. The Bids submitted by telex/ telegram /fax /email etc. shall not be entertained. No correspondence will be entertained in the matter.
11. OSCSC Ltd. shall not be responsible for any postal delay or non-receipt/ non-delivery of documents. No further correspondence on this subject will be entertained. The bid will have to be submitted i.e. Technical & Financial Bid. The formats & documents to be submitted in technical & financial bid are mentioned in the bid document. The bidders should submit their technical & financial bid separately in two envelopes & these two envelopes should be put into another cover envelop superscribed as "Printing and binding of Board Books in reference to Advertisement No. _____ dt. _____". The Technical & Financial Bid envelopes should be clearly marked as Technical Bid & Financial Bid on the top of the relevant envelopes. The Financial proposal should be submitted in the prescribed Financial Bid format only. (In the firm/ Company letter pad only).
12. Rate quoted by the tenderers shall be valid for at least one year.
13. Taxes as applicable shall be deducted as per Govt. norms.
14. The quotation received without any required paper or EMD will summarily be rejected.
15. The financial bids of those Bidders shall be opened whose technical bids are found to be qualified. However, Financial Bid will not be opened in case of single bid, either before technical evaluation or after technical evaluation. In such case, fresh Quotation Call Notice may be invited.
16. In case L1 has not agreed to execute agreement, then EMD of L1 will be forfeited and L2 shall be invited to execute the agreement with L1 rates. In case L2 will not agree to execute agreement, fresh Quotation Call Notice may be invited.
17. During the tenure of the Contract, if successful bidder fails to perform and to address the urgent need, Corporation incur additional expenses for the said works, the same shall be done at the cost and risk of the defaulter tenderer & in that case Corporation has liberty to forfeit the total amount of the Performance Security & debar him for 5 years.
18. The authority reserves the right to modify or add any new terms and conditions or reject any or all quotation without assigning any reasons thereof.


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TERMS & CONDITIONS OF QUOTATION

The following terms and conditions must be fulfilled by the successful Quotationers

1. The quality of paper for printing of Book/ Booklet must be GSM Quality.
2. Must have IT Returns (i.e. A.Y.2021-22, A.Y.2022-23 & A.Y.2023-24).
3. Must have valid PAN & GST Registration Certificate.
4. Must have Registered Office at Bhubaneswar.
5. The period of the contract shall be initially for a period of one year which may be extended for another one year subject to satisfactory performance.
6. If the services are found to be unsatisfactory, the OSCSC shall give one month notice and terminate the contract agreement.
7. In case the service provider intends to terminate the agreement, it shall be mandatory upon him to give two months' notice before such withdrawal of service and termination of agreement.
8. If the bidder violates any of the terms of contract, the Competent Authority shall forfeit the total amount of the performance security amount.


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QUOTATION FORM

Part-I (Technical)

Sl. No.	Name of Document	Documents/Information to be provided	Submitted (YES/NO)	Page No.
1	Name & Address of the Organization/Firm with telephone no, e-mail id	i) Photocopy of PAN Card. ii) Photocopy of GST Registration Certificate.		
2	Previous similar Experience in Govt./ PSUs (If any)	Self-attested copies of Experience Certificate/ Work Order/ any official documents to be submitted.		
3	Name & Contact details of the Authorized signatory.	Power of Attorney/ Authority letter.		
4	Registered Office at Bhubaneswar.	Self attested copy of proper address proof or copy of rent agreement (if any) or any other statutory document in support of its Registered office.		
5	Tender document cost of Rs. 200/- (Including GST) from any Scheduled Bank.	Original Bank Draft of Rs.200/- (Including GST) (Non-refundable).		
6	EMD of Rs.2,000/- from any Scheduled Bank.	Original Bank Draft of Rs.2,000/-.		
7	IT Returns(i.e. A.Y.2021-22, A.Y.2022-23 & A.Y.2023-24)	IT Returns to be Submitted		
8	Bank Account Details Name of Bank: Name of Branch: Type of Account (Savings/ Current): Account No.: IFSC:	Self-attested copy of Bank Pass Book/ Cancelled Cheque/ Any other Bank documents.		

N.B.:- All documents should be self-attested

DECLARATION

I/We hereby certify that the terms and conditions given with the bid notice have been read carefully and acceptable to me/us and that the information furnished above are full and correct to the best of my/our knowledge. I/We understand that in case of any deviation/false information in the above statement at any stage, Our Firm/Agency will be blacklisted/ debarred and will not have any dealing with your organization in future.

Place:

Date:

(Signature & Seal of the Authorized Signatory/ Quotationers)

Part-II (Financial Bid)

Particulars of Printing

Sl. No	Particulars	Fixed Cost for (Separator)	Rate per Page	Total (Excluding GST)
1	2	3	4	5=3+(4x100)
(A)	Spiral Book			
(1)	Upto 12 plastic Spiral Separator			
(B)	Binder Book			
(1)	Upto 12 Colour Print Separator			

Notes

1. **For Spiral Booklet/ Book:-**

The Quotation call is assumed to be for maximum 12 separators. If the book needs more than 12 Separator up to 20 Separator the fixed cost will be increased by 25%. For more than 20 separators, the fixed cost will be increased by 50% respectively.

2. **For Binding Book:-**

The Quotation call is assumed to be for 12 colour print separator. For more than 12 up to 20 colour print separator, the fixed cost will be increased by 10% for calculation of the cost of books. For more than 20 colour print separator, the fixed cost will be increased by 20%.

3. **General Evaluation Methodology:-**

The evaluation for selection of the agency/firm will be made on the least cost method. For calculation of total cost for evaluation purpose 100 pages will be considered. The assumption of 100 pages booklet is for calculation purpose only. The Paper Quality must be greater than or equal to 70 GSM and cover pages must be 250 GSM. The paper quality of Colour Print Separator must be 100 GSM.

Place:

Date:

(Signature & Seal of the Authorized Signatory/ Quotationers)