



# **NCCF**

## **BHUBANESWAR**

NCCF/BBSR/BUSS./2022-23/150

Date: 16/11/2022

### **SHORT TENDER NOTICE**

NCCF Bhubaneswar Branch invites Tenders from Empanelled/ Non Empanelled Business Associates of NCCF for Printing & supply of SHG, CLF & GPLF Training Modules for DMMU, OLM, Zila Parishad, Jajpur.

Cost of Tender Documents- Rs 2,180/- (non-refundable).  
Earnest Money Deposit (EMD) of Rs.50,000/-.

1. Last Date and Time of Tender Submission- 23.11.2022 at 10 AM.
2. Date and Time of Tender Opening- 23.11.2022 at 11 AM.
3. Place of Tender Opening- Office of Branch Manager, NCCF, Bhubaneswar

### **Terms and Conditions:**

1. Terms and conditions would remain same as mentioned in the tender of Chief Development Officer (CDO)-cum-District Mission Coordinator (DMC), DMMU, OLM, Zila Parishad Jajpur.
2. Selection of bidder will be made on the basis of maximum margin offered for NCCF and lowest rate quoted.
3. Rate of the items should be submitted as per format enclosed in tender schedule.
4. The bidder shall submit the declarations and abide by other terms and conditions as per NCCF norms and clauses in the tender schedule of Chief Development Officer (CDO)-cum-District Mission Coordinator (DMC), DMMU, OLM, Zila Parishad Jajpur.
5. NCCF Shall be at liberty to distribute 40 % of the total tendered quantity of materials amongst other than L1 bidders subject to acceptance of L1 rates by other than L1 bidders and fulfilment of eligibility criteria by them.

6. NCCF shall terminate the empanelment of a Business Associate if they have competed against NCCF in any bid either Individually, as a partner or in a Joint Venture.
7. First Preference shall be given to the empanelled Business Associate of Tendering Branch of NCCF. Second preference ( in case of absence of valid Business Associate of Tendering Branch) shall be given to Empanelled Business Associates of other NCCF Branches and third preference shall be given to Non Empanelled Business Associates with a condition that they shall apply for empanelment with NCCF within a week of being declared successful bidder by submitting required documents as per NCCF Business guidelines and get themselves empanelled with NCCF before issue of formal Letter of Acceptance.
8. The intending bidder must submit Earnest Money Deposit (EMD) of Rs 50,000 (Rupee Fifty thousand) in the NCCF, Bhubaneswar Branch Account and the account details is mentioned below.
  - a. UCO Bank Account No. 04700210002575
  - b. IFSC Code: UCBA0000470
  - c. Branch Name: Bapuji Nagar, Bhubaneswar.
9. **NCCF, Bhubaneswar Branch shall be at liberty to postpone/ cancel the tender and accept or reject any offer at any stage without assigning any reason thereof.**

  
(Alok Panigrahi)  
Branch Manager

Encl: Copy of tender document.





## ଜିଲ୍ଲା ପରିଷଦ, ଯାଜପୁର

(ଓଡ଼ିଶା ଜୀବିକା ମିଶନ, ମିଶନ ଶକ୍ତି ବିଭାଗ)

**ZILLA PARISHAD, JAJPUR**

(Odisha Livelihoods Mission, Deptt. Of Mission Shakti, Jajpur, 755001)

E-mail – [jajpurdpm.olm@gmail.com](mailto:jajpurdpm.olm@gmail.com) , [ori-djajpur@nic.in](mailto:ori-djajpur@nic.in) Tel-06728-222051



No. OLM /JAJ/22-23/ 387

Dated: 10 . 11 .2022

### TENDER CALL NOTICE

Sealed tenders are invited in the prescribed format from the individual/firms/ Company with valid and up to date GST number for **Printing & Supply of SHG, CLF & GPLF Training Modules** for DMMU, OLM, Zilla Parishad, Jajpur.

The tender paper along with details of the terms and conditions of the above tender can be downloaded from [www.jajpur.nic.in](http://www.jajpur.nic.in). The tender paper & sample tender format can be obtained from the DMMU, OLM, Zilla Parishad, Jajpur from **11.11.2022 to 25.11.2022 till 1 PM** during office hour in working days only on payment of Rs. 1000/- (Rupees One Thousand) only in shape of BD in favour of **"Odisha Livelihoods Mission, NRLM, Jajpur"** payable at SBI, Jajpur Town towards cost of tender paper. The tender paper can also be downloaded from the district website, i.e. [www.jajpur.nic.in](http://www.jajpur.nic.in) from **11.11.2022 to 25.11.2022 till 1 PM** and the cost of tender paper of Rs. 1000/- (Rupees One Thousand) only must be submitted along with the tender documents in shape of Bankers cheque/Bank Draft drawn in favour of **"Odisha Livelihoods Mission, NRLM, Jajpur"** payable at SBI, Jajpur Town. Interested bidders may submit their sealed tender in the prescribed format mentioning **"Tender for Printing & Supply of SHG, CLF & GPLF Training Modules"** on cover of the envelop to the **Chief Development Officer (CDO)-cum-District Mission Coordinator (DMC), DMMU, OLM, Zilla Parishad, Jajpur** latest by **28<sup>th</sup> November 2022 by 1.30 PM** through speed post/Regd. Post only and which will be opened on the same day at **3.30 PM**. The bidders may be present in person or through their authorized representative(s) during the opening of the tenders at **Zilla Parishad Mini Conference Hall, Jajpur**. The authority reserves the right to reject all or any tender without assigning any reason thereof.

Ashu. 10/11/2022  
Chief Development Officer-cum-  
District Mission Coordinator,  
Odisha Livelihoods Mission,  
Zilla Parishad, Jajpur.

CC to:

1. The Addl. District Magistrate, Jajpur with a request to affix the quotation call notice in the Collectorate notice board and webhost the quotation call notice & the bid documents in the district website for wider publicity.
2. The State Mission Director-cum-CEO, Odisha Livelihoods Mission, Mission Shakti Department, Govt. of Odisha for favour of kind information and requested to webhost the above quotation call notice and bid documents in the OLM website & Mission Shakti Department website for wider publicity.
3. Copy to Notice Board of Zilla Parishad, Jajpur.



ଜିଲ୍ଲା ପରିଷଦ, ଯାଜପୁର

(ଓଡିଶା ଜୀବିକା ମିଶନ, ମିଶନ ଶକ୍ତି ବିଭାଗ)

ZILLA PARISHAD, JAJPUR

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No. OLM /JAJ/22-23/ 387

Dated: 10. 11. 2022

### Tender for printing of SHG, CLF & GPLF Training Modules

1. Sealed tenders are invited in the prescribed format from individual/firms/ Company having valid up to date GST number for **Printing & Supply of SHG, CLF & GPLF Training Modules** for DMMU, OLM, Zilla Parishad, Jajpur as per the specification given below.

2. Specifications of the list of items to be printed

A) Specification of SHG Training Module for printing (6 nos.)

SI No	Subject	Cover Page		Inner Page		Remarks
		No of Page	Page specification (Colour, size & Quality)	No of Page	Page specification (Colour, size & Quality)	
1	Need & Importance of SHG	4	Multi-colour, Portrait, A4 size, single side print of Front & Back cover page, 220 GSM, glossy paper	30	Multi-colour, Portrait, A4 size, both side printing, 130 GSM, glossy paper	Gum Binding
2	Function & Management of SHG	4		34		
3	Group dynamics, conflict, Resolution & Leadership	4		22		
4	Books of records of SHG & it's maintenance	4		56		
5	Financial Literacy	4		38		
6	Micro Investment Plan	4		18		
<b>Total</b>		<b>24</b>		<b>198</b>	<b>Total Pages-222</b>	

*Handwritten signature*



## B) Flip Book of SHG &amp; CLF Module Training

Sl. No	Name of the training Materials	No of Page (Both Cover and Inner Page)	Page specification (Colour, size & Quality)	Remarks
1	Flip Book	14	Multi-colour, Landscape, A3 size, both side printing, 300 GSM, glossy paper with lamination	Spiral binding
	<b>Total Pages</b>	<b>14</b>		<b>14</b>

## C) Specification of CLF Training Module for printing:

Sl No	Subject	Cover Page		Inner Page		Remarks
		No of Page	Page specification (Colour, size & Quality)	No of Page	Page specification (Colour, size & Quality)	
1	CLF Management	4	Multi-colour, Portrait, A4 size, single side print of Front & Back page, 220 GSM, glossy paper	84	Multi-colour, Portrait, A4 size, both side printing, 130 GSM, glossy paper	Gum binding
	<b>Total</b>	<b>4</b>		<b>84</b>	<b>Total Pages-88</b>	

## D) Specification of GPLF Training Module (2 nos.) for printing:

Sl No	Subject	Cover Page		Inner Page		Remarks
		No of Page	Page specification (Colour, size & Quality)	No of Page	Page specification (Colour, size & Quality)	
1	GPLF Management	4	Multi-colour, Portrait, A4 size, single side print of Front & Back page, 220 GSM, glossy paper	57	Multi-colour, Portrait, A4 size, both side printing, 130 GSM, glossy paper	Gum binding
2	Financial Management of GPLF	4		73		
	<b>Total</b>	<b>8</b>		<b>130</b>	<b>Total Pages-138</b>	

### 3. Total printing Requirement of Training Modules

SI No	Name of the Training Module for Printing	No of Copies to be printed (Tentative)	Place of Delivery
1	SHG Training Module (1 set @ 6 no of books)	2391 sets	DMMU, OLM, Zilla Parishad, Jajpur within one month from issue of purchase order
2	Flip Book of SHG & CLF Module Training (one book)	2391 books	
3	CLF Training Module (one Book)	2391 books	
4	GPLF Training Module (01 Set @ 2 nos. of Books)	341 sets	

### 4. Bid Price

- The bidder shall quote price for all the items as mentioned in each category in the format of tender otherwise it will be rejected. The format specified in **Annexure- I (Vendor information) & Annexure- II (Financial Bid Document)** should be used. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- All duties, taxes, other levies and transportation cost if any payable by the supplier under the contract shall be included in the total price.**
- 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.
- The Prices should be quoted in Indian Rupees only.

### 5. Bid Security:

The intending bidder must submit Earnest Money Deposit (EMD) of **Rs. 50000/- (Rupees Fifty thousand)** only in shape of Demand Draft in favour of **"ODISHA LIVELIHOODS MISSION, NRLM, Jajpur"** payable at SBI, Jajpur. Any bid submitted without bid security will be rejected. The above bid security will be forfeited if a bidder (i) withdraws its bid during the period of bid validity or (ii) fails to perform the contractual obligations as per the purchase order. The EMD of the unsuccessful bidder will be returned without interest after finalization of the tender. The EMD shall be refunded without interest to the successful bidder after supplying of all the items.

### 6. Cost of tender paper

The tender paper & sample tender format can be obtained from the DMMU, OLM, Zilla Parishad, Jajpur from **11.11.2022 to 25.11.2022 till 1 PM** during office hour in working days only on payment of Rs. 1000/- (Rupees One Thousand) only in shape of BD in favour of **"Odisha Livelihoods Mission, NRLM, Jajpur"** payable at SBI, Jajpur Town towards cost of tender paper. The tender paper can also be downloaded from the district website, i.e. [www.jajpur.nic.in](http://www.jajpur.nic.in) from **11.11.2022 to 25.11.2022 till 1 PM** and the cost of tender paper of Rs. 1000/- (Rupees One Thousand) only must be submitted along with the tender documents in shape of Bankers cheque/Bank Draft drawn in favour of **"Odisha Livelihoods Mission, NRLM, Jajpur"** payable at SBI, Jajpur Town.

### 7. Validity of Tender

Tender shall remain valid for a period not less than 60 days after the deadline date specified for submission.

### 8. Evaluation of tenders



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

- (a) are properly signed ; and
- (b) confirm to the terms and conditions, and specifications
- (c) Filled in Indian Currency
- (d) Quoted in Unit
- (e) submit the PAN Card & GST certificate & Up to date clearance
- (f) Submit the Money receipt of tender paper cost or BD/Bankers cheque
- (g) received on or before the due date & time mentioned in the quotation

The tenders would be evaluated for total price quoted for one unit of Printing & Supply of SHG, CLF & GPLF Training Modules.

**9. Award of contract**

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

**10. Checking of Sample printing formats**

The bidder can check the sample copy of the formats for printing of SHG, CLF & GPLF Training Modules (soft copies) available in the DMMU, OLM, Zilla Parishad, Jajpur in all the official working days from 11 AM to 4 PM till 25<sup>th</sup> Nov 2022.

**11.** The bidders are to enclose the self attested copy of the following documents along with the tender paper and the original certificate is to be produced for verification, if felt necessary at the time of finalization of the tender.

- (a) Up to date tax clearance certificate
- (b) Copy of the PAN Card.
- (c) Copy of the GSTIN Registration certificate.

**12.** The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the tender validity period. The terms of the accepted offer shall be incorporated in the purchase order.

**13.** The Successful bidder will ensure the timely supply of items to the DMMU, OLM, Zilla Parishad, Jajpur as per the specification given in the tender. If the selected bidder failed to supply the required articles within the specific time mentioned in the supply order without proper & valid justification, then the order will be cancelled and the security deposit will be forfeited to Govt.

**14.** The rates can be negotiated depending on the situation prevailing at the time of opening and finalization of the tender.

**15.** Payment shall be made after delivery of all the items through PFMS after submission of the bills and vouchers.

**16.** The individual/firm/company shall not be blacklisted by any government organization. If found later on, the action deemed fit will be initiated against the firm as per the law and security deposit will be forfeited.

**17.** The contract shall be comprehensive & no extra charges will be admissible.

**18.** The undersigned reserves the right to reject or cancel any or all tenders without assigning any reason thereof at any time prior to the award of contract.

*Allen*

19. Any legal dispute arising out of this is subject to Jajpur district jurisdiction only.
20. The bidders may be present in person or through one of their authorized representative(s) during the opening of tenders as per the date and time fixed by the DMMU, OLM, Zilla Parishad, Jajpur.
21. Interested bidders may submit their sealed tender in the prescribed format with all the documents mentioning **“Tender for Printing & Supply of SHG, CLF & GPLF Training Modules ”** on cover of the envelop to the **Chief Development Officer (CDO)-cum-District Mission Coordinator (DMC), DMMU, OLM, Zilla Parishad, Jajpur** latest by **28<sup>th</sup> November 2022 by 1.30 PM through Speed/Registered Post only**. DMMU, OLM, Zilla Parishad, Jajpur shall not responsible for any postal delay. Bidders may be present in person or through their authorized representative(s) during the opening of tender at **3.30 PM on the same day** at **Zilla Parishad Mini Conference Hall, Jajpur.**

Ashu  
10/11/2022  
Chief Development Officer-cum-  
District Mission Coordinator,  
Odisha Livelihoods Mission,  
Zilla Parishad, Jajpur.

Ashu



### VENDOR'S INFORMATION

1	Name of the Individual/Firm/Company:	
2	Full address: Telephone no. Fax no. E-mail address :	
3	GSTIN No. (with copy of certificate)	
4	PAN Number with copy of the PAN Card	
5	Up to date tax Clearance Certificate (Copy to be attached)	
6	Particulars of the EMD of Rs. 50,000/-:	Bank & Branch:
		BD/BC No:
		Date:
7	Details of Tender paper cost of Rs. 1000/-:	Money Receipt No & /Date:
		BD/BC No & Date:
		Bank & Branch:

I 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 the undersigned, have read and examined all the terms and conditions etc. of the tender document for which I 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 and I will abide by the conditions of the terms and conditions. This is also certified that our principal manufacturing firm has 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:**

**Date:**

**Name:**

**Address :**

**Designation:**

**On behalf of:**

*Handwritten signature*

## FINANCIAL BID DOCUMENT FORMAT

Annexure-II

SI No	Particulars	Specification	Rate quoted per Unit Excluding tax (INR)	Tax amount (INR)	Total Rate quoted per Unit including tax (INR)
1	SHG Training Module (1 set @ 6 no of books)	As mentioned in the Tender advertisement			
2	Flip Book of SHG & CLF Module Training (one book)				
3	CLF Training Module (one Book)				
4	GPLF Training Module (01 Set @ 2 nos. of Books)				
<b>Total Price</b>					

(NB: Total Price including printing & Supply of the above items.)

**DECLARATION OF THE BIDDER.**

I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/ we are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by OLM. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Signature of the bidder with seal

Place:

Date :