

Director Land Records & Surveys, Board of  
Revenue (LR&S Wing), Odisha, Cuttack

Tender call notice

Tender call notice No. 4267 Date- 19/9/2022

Sealed tenders are invited for selection of firms/companies/agencies for printing, supply & transportation of poly coated printed envelopes( having size of length 14 inch, breadth of 10 inch & paper thickness of 100 GSM ) to call Collectors of Odisha. The last date of submission of the tender is by 2.00 P.M on 11.10.2022 . For details of the tender document and downloading the documents please visit the website <http://odisha.gov.in/tender> and <http://www.bor.nic.in>

  
Director

Land Records & Surveys, Odisha, Cuttack

Director Land Records and Surveys ,  
Board of Revenue,(LR&S Wing),Odisha, Cuttack

**Short Tender Call Notice**

TENDER CALL NOTICE NO. <sup>4267</sup> Date : 19/9/2022

NAME OF WORK : PRINTING AND SUPPLY OF ENVELOPES TO THE DISTRICT HEAD  
QUARTERS.

COST OF TENDER DOCUMENT : Rs.2000/-

- 1) D.L.R & S., Board of Revenue, Odisha, Cuttack invites sealed Tenders for Supply & Transportation of poly coated(inner side) printed envelopes (having size of length 14 inch ,breadth of 10 inch & paper thickness of 100 GSM) to all Collectors of Odisha which will remain operational for a period of three years (2022-2025) ,subject to their satisfactory performance.
- 2) Tenders should be on the specified form (Non-Transferable) which can be obtained by downloading from the [http: odisha.gov.in/tender](http://odisha.gov.in/tender) and [http: www.bor.nic.in](http://www.bor.nic.in) and accompanied with a Demand Draft of Rs.2000/- from a scheduled Bank drawn in favour of Director, Land Records& Survey, Board of Revenue, Odisha, Cuttack, Chandinichwk, Pin- 753002(Non- refundable) before 11.10.2022 (2.00 PM).
- 3) The tenders shall be dropped in the Tender Box kept in the Office of D.L.R&S,BOARD OF REVEUE, ODISHA, CUTTACK( 3<sup>rd</sup> Floor of Rajaswa Bhawan). The envelope shall also contain the E.M.D of Rs.60,000/- (Rupees Sixty Thousand ) only in the form of Demand Draft payable in favour of Director ,Land Records & Survey, Board of Revenue, Odisha ,Cuttack/NSC/Fixed Deposit of Bank and Post Office duly pledged in favour of Director, Land Records & Survey, Board of Revenue, Odisha, Cuttack. Without E.M.D. the Tenders will be rejected summarily. The last date of submission of bid is 11.10.2022 at 2.00 P.M.

- 4) The Tenders must be accompanied by a sample copy of poly coated (inner side) printed envelopes(having size of length 14 inch, breadth of 10 inch & paper thickness of 100 GSM ) with pre-adhesive flap cover and necessary documents.
- 5) The techno commercial bid will be accompanied by the tender notice, tender document , sample copy of the poly coated envelope, tender fees and E.M.D in shape of Bank Draft/NSC/Fixed Deposit of Bank and Post Office along with other necessary documents would be sealed by the bidder in separate cover duly superscribed as " Techno Commercial Bid."
- 6) The financial bids would be sealed by the bidder in separate covers duly superscribed as financial bid and the both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed Tender for supply of poly coated (inner side) printed envelopes and supply to District Headquarters. "
- 7) The bids will be opened at 11 A.M on 12.10.2022 in the presence of Tender Evaluation Committee of the D.L.R&S, Board of Revenue,Odisha and representatives of the firms may be present ,they so desire in the office Chamber of Director, Land Records & Surveys.

Date:

Place : Cuttack

  
Director,  
Land Records & Survey,  
Board of Revenue, Odisha,  
Cuttack



## ELIGIBILITY CRITERIA

The contract is subject to the following eligibility criteria :

- i) Only reputed firms registered with GSTN Authorities are only eligible to supply of such items.
- ii) Copies of GST Registration Certificate and PAN CARD should be enclosed with the Techno Commercial.
- iii) The rates shall be valid for the duration of the contract of 3 years.
- iv) After issue of the work order ,any increase in quantity of envelopes will be paid at the approved rates only.
- v) The firms should be ensure that the printing is done on the envelope as per requirement of DLR&S,Odisha i.e. "ON INDIA GOVERNMENT SERVICE ONLY " on top middle portion of the envelope, logo of Government of Odisha and writing as such, if undelivered return to Tahasildar \_\_\_\_\_ District\_\_\_\_\_ and printed envelopes are transported to the District Headquarters within the given time frame.
- vi) In case the firm is not able to undertake supply the envelopes due to any reason, this will be arranged from some other agency by D.L.R& S at the cost of the Supplier.
- vii) The Techno Commercial must be accompanied by Earnest Money of Rs.60,000/- (Rupees Sixty Thousand) only in the form of Demand Draft payable in favour of Director, Land Records & Survey, Board of Revenue, Odisha, Cuttack/NSC/Fixed Deposit of Bank and Post Office duly pledged in favour of Director,Land Records & Survey,Board of Revenue,Odisha, Cuttack . Without E.M.D. the Tenders will be rejected summarily.
- viii) During evaluation of techno commercial bids , the sample of the envelopes submitted by the bidders will be examined as per specifications, mentioned in the Tender Call Notice after which the financial bids of the qualified bidders will only be opened.
- ix) The D.L.R&S reserves to right to reject any or all the tenders without assigning any reason thereof.
- x) The estimated quantity has been indicated in Annexure-I the scheduled requirement. It is a mandatory to fill the unit rate of poly coated envelopes including their transportation to the District Headquarters in the price Bid. Maximum variation in quantity can be as per annual requirement .

The firms are requested to keep in mind the economy in scale while quoting for the same. It will be referred to M.S.M.E Department(Export Promotion and Marketing Testing laboratory Cuttack) for confirmation of qualities acquired the bid will be finalised.

- xi) Tender acceptance letter as per Annexure- II should be filled in with the signature on the letter head of the Company. The D.L.R&S reserves right to accept or reject any tender in full or in part without assigning any reasons thereof. The decision of the D.L.R&S in this regard shall be final and binding on the firm.

#### CONDITIONS OF CONTRACT

- a) Full payment will be paid only after satisfactory completion of the contract on receipt of confirmation from the Collectors of Districts the payment will be released.
- b) If the contractors comments breach of any of the above terms and conditions or in not able to complete the work in time or quality of work/envelopes are not of described level, the contract will be cancelled and security deposit/performance guarantee shall be forfeited and the work will be assigned to another firm at the risk and cost of the contractor.
- c) The representative of the firm will have to pick up the work orders from the Office of the D.L.R&S , Board of Revenue, Odisha, Cuttack for printing of envelopes and will have to deliver the printed envelopes with all the Collectors at the District Headquarters of Odisha. No extra charges will be admissible for the transportation.
- d) As most of the work will be of urgent and time bound nature, the firm will have to be completed within the stipulated time frame.
- e) The firm will ensure that the proofs of printing on envelope are shown to D.L.R.&S and got approved before final printing. In case the printing is done without getting the proofs approved and there is any error any printing, this office will not accept such work and no payment will be made for such work.
- f) No printing work shall be undertaking without prior permission /orders from the Office of D.L.R&S ,Odisha, Cuttack . The D.L.R&S may refuse to make payment for such work.



- g) Very good workmanship and quality of printing and supply are of vital importance . Any shortfall in the workmanship/quality of paper and delay in transportation to the District Headquarters will not be tolerated and the firm may be asked to undertake the work again at no extra cost.

To ensure the quality of the poly coated envelope as per the bid finalized can be verified by the officers of the Directorate from any Tahasil randomly and the firm of the agency can be inspected to verify the stock as per specifications. If any laxity as per the report of testing laboratory is detected the entire amount as paid earlier to the Firm will be treated not as to the quality finalized in the tender and the Bill paid earlier will be recovered fully.

- h) If it is found at any stage that the performance , quality of work and paper is not satisfactory, the contract is liable to be terminated without any notice and the performance security shall be forfeited.
- i) The lowest quoted bidders shall be selected on the basis of unit bid price (including GST and Transportation etc. ) received. The D.L.R&S may consider to appoint more than one contractor on the same rate and in that case, order may be placed on any appointed contractor at sole discretion of the D.L.R&S, Board of Revenue.
- j) The contract shall be awarded to the selected bidders on fixed as for one year. However the contract may be extended for the next 2 years on year to year basis if mutually agreed by both the parties.
- k) The E.M.D of unsuccessful bidder will be returned within 30 working days after submission of application in the prescribed format. The E.M.D of the successful bidder will be returned after submission of the Performance Guarantee" or after furnishing security deposit.
- l) Selected firm is required to submit "performance guarantee"as security money at 5 percent of the contract value in shape of Demand Draft in favour of Director, Land Records & Survey, Board of Revenue , Odisha, Cuttack/NSC/BANK GUARANTEE /FIXED DEPOSIT OF BANK AND POST OFFICE duly pledged in favour of Director,Land Records & Survey,Board of Revenue, Odisha, Cuttack shall be provided by the contractor within 15 days of awarding of contract failing which the contract will be cancelled and EMD will be forfeited. The security deposit is refundable after expiry of the agreement.

The D.L.R&S reserves the right to deduct from the security deposit any amount for deficiencies. The security deposit does not carry any interest.

m) The finalized contract shall be interpreted under Indian Laws. In Case of dispute of any kind the firms shall be abide of the decision of the D.L.R&S, Board of Revenue, Odisha, Cuttack. In the case of settlement of dispute is in the court, it will be in the jurisdiction of courts at Cuttack, Odisha.

Date :

Place : Cuttack

  
Director  
Land Records & Survey,  
Odisha, Cuttack

SCHEDULE OF REQUIREMENT

Sl. No	Item Description	Size/Type	Approximate Quantity Required	Unit Price of the Envelope including Taxes and other costs
1	2	3	4	5
1.	Printing and transportation of envelopes to the District Headquarters	Length 14 inches X Breadth 10 inches and thickness 100 GSM poly coated inner sided), the flap cover of the envelope should have pre-adhesive system to close the envelope smoothly. Color-Pink	3,00,000( Three Lakhs) it may vary subject to requirement.	

Signature of the Tenderer



**TENDER ACCEPTANCE LETTER**  
(To Be Given On Company Letter Head)

To

\_\_\_\_\_

\_\_\_\_\_

Sub: Acceptance of Terms & Conditions of Tender. Tender Reference No : Name of Tender/Work.

\_\_\_\_\_

Dear Sir,

1. I/we have downloaded/obtained the tender documents for the above mentioned Tender/Work from the web sites namely :

\_\_\_\_\_

As per your advertisement given in the above mentioned websites

2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from page No. to (including all documents like annexure(s), schedule(s), etc. which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/Organisation too has also been taken into consideration, while submitted this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) corrigendum(s) in its totally/entirety.

5. I /We do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department/public sector undertaking.

6. I/We certify that all information furnished by the our Firms is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully

Date :

Place:

(Signature of Bidder with Name)