

CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS), BHUBANESWAR

Department of Chemicals & Petrochemicals

(Ministry of Chemicals & Fertilizers, Govt. of India)

S-3/79, Sector-A, Zone-B, Mancheswar Industrial Estate,

Bhubaneswar-751010, Odisha

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CIPET सिपेट
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Expression of Interest (Eoi) for Printing & Supply Work

TENDER NO. CIPET: CSTS/BBSR/PRINTING/2022-23/01

LAST DATE FOR SUBMISSION OF BID: 23.05.2022

INSTRUCTIONS TO BIDDERS

A. Introduction

CIPET is a premier national institution under the aegis of the Ministry of Chemicals Fertilizers, Govt. of India fully devoted to Skill Development, Technology Support Services, Academic and Research (STAR). CIPET operates on hub & spokes model with 37 locations -08High Learning Centres(IPT), 23 Centres for Skilling And Technical Support(CSTS),3 Specialized Centres,03 R & D Wings, spread across the country catering to the needs of Polymer and allied industries. 05 more centres are in the process of establishment.

The EOI will be required to submit in two bid system in two separate envelopes as mentioned below:

Envelope No. 1 super-scribed as “**Technical Bid**” should contain an introductory letter of contractor along with copies of documents as evidences. The Individuals/firms/Supplier has to fill up Annexure “A” with his signature along with all supporting documents and samples.

Envelop No. II super/scribed as EOI for “**Financial Bid**” and should contain the EOI form duly signed in each page by contractor/authorized signatory along with priced bid. The Individual/firm has to fill up Annexure “B”.

Both Envelope I & II should be placed in large envelope which should be super-scribed As “**EOI for Printing & Supply Work**” and addressed to CIPET: CSTS, Sector –A ,Zone -B Mancheswar Industrial Estate,Bhubaneswar,Odisha-751010

B. THE BIDDING DOCUMENTS

1. Submission of Bids

A. TECHNICAL BID should include the following:-

- Detailed specification of the products/items.
- Performance Statement along with proof of supplies(PO copies)
- Qualification Criteria.
- GSTIN, PAN card, & IT return for last 03 years.
- The Technical Bids shall be opening on 24.05.2022 @11.00AM, after evaluation of technical bid commercial bid shall be open for the qualified bidders.

B. COMMERCIAL BID should include the following:-

- Statement showing the price of the each items of spare parts which is mentioned in the Technical Bid (the acceptance and rejection of spare parts as per requirement will be at sole discretion of CIPET:CSTS, Bhubaneswar)
- Conditional bids will not be accepted. The condition laid down by CIPET:CSTS, Bhubaneswar is final and binding on all bidders.
- The quote should be in Indian Currency (INR).

- Rate Quoted shall be inclusive of Transportation, Packing, Drawing & Designing and other Charges if any. GST Shall be charge extra as applicable.
- The Principal Director & Head, CIPET:CSTS, Bhubaneswar reserves the right to accept or reject any tender or all tenders at any time prior to award of contract without assigning any reasons whatsoever and no correspondence shall be entertained in this regard.

C. Eligible Criteria for Bidders

- Experience Criteria: The Bidder should have regularly manufactured and supplied same or similar Category Products to any Central / State Govt Organization /PSU / Public Listed Company for 3 years before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the year. In case of bunch bids, the primary product having highest value should meet this criterion.
- Bidder Turn over Criteria: The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be Rs.5 Lakhs. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid.
- Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings should not be bankrupt. Bidder to upload undertaking to this effect with bid.

- **General Instructions and Terms & Conditions**

1. Any EOI received after the scheduled time or incomplete in any manner will not be accepted.
2. The bidder (Individual/firm) is expected to examine all instructions, terms & Conditions, specifications in the EOI form. Failure to furnish information required in every respect will be the Bidders risk and may result into rejection of the bid.
3. Bids must be received by the Purchaser at the address specified under commercial bid not later than 05.30 PM on 23/05/2022
4. The large envelope (containing separate envelope I & II) will be opened first. Thereafter the **envelope I** i.e. Technical Bid will be opened
5. Those bidders who have not enclosed Technical Bid documents & not submitted. In such cases their **Envelope II** which contains the financial bid will not be considered
6. The **envelope II** i.e. Financial Bid will be opened for those parties who have qualified in

the technical evaluation.

7. Sample copy of materials to be enclosed with the technical **envelope -I**
8. No bidder shall contact the purchaser on any matter relating to its bids, from the time of bid opening to the time the contract is awarded.
9. The rate contract shall be valid for one year which can be further extended for two more years based on mutual consent and the satisfactory services.
10. The bidder shall be solely responsible for supplying of materials as per the order given in the time bound manner failing which CIPET has reserves the right to cancel the contract without assigning any reasons whatsoever.
11. The supplier must have a local office in Bhubaneswar or Khordha district.
12. In case of emergency of work the bidder must ensure to supply the delivery within 24 hours of getting work order.
13. Supply of Printing materials to be made at three different location of CIEPT as furnished below as per the requirement of each centers as and when required:
 - CIPET:CSTS, S-3/79,Sector A, Zone B, Mancheshwar Industrial Estate, Bhubaneswar, Odisha 751010
 - CIPET:PPEC, Plastics Park, Siju, Jhimani,Paradeep, Odisha 754141
 - CIEPT, BPUT Campus, chend colony, Rourkela, sundargarh, Odisha.
14. Applicable taxes will be deducted as per prevailing rules and regulations of the Government
15. In the case of dispute or differences arising between the purchaser and Supplier relating to any matter arising out or connected with this agreement, such dispute or differences shall be referred within the Jurisdiction of Bhubaneswar (ODISHA).

Expression of Interest (EOI) for Printing & Supply Work

Individual/Firm/Supplier Details for Technical Evaluation:

Sl. No.	Particulars	
01	Type of the Organization (Public Sector /Limited/Private limited/Partnership/ Proprietary /Society/Any other.)	
02	Name of the Individual/Firm/Supplier	
03	Address	
04	Contact Person	
05	Mobile No.	
06	E- mail	
07	Mandatory documents : (supporting document to be attach)	
	A) GSTIN No.	
	B) PAN No	
	C) Bank Account Details	
	D)Experience Certificate	
	E) Bidder Turn Over Criteria	
	F) Bidder financial standing	
	G)IT Return for last 03 years	
	H) Specification of material /printing work	

Note: Attach extra sheet if required.

Place:

Signature of Proprietor/Partner/Director Date:

Office Seal

Technical Specification details- Annexure "A"				
SI.No	Description of Work	Bidders specification	Remarks	
1	Printing & Supply of Note Book -Multicolor Laminated Cover with Institute Name (As per Sample) (Each Note book consist of 100 pages) Paper-60 GSM Cover-250GSM	Material Sample to be attach		
2	Printing & Supply of Practical Record Book & Daily diary with Institute Name(Asper Sample(Each Daily diary consist of 240 pages & Practical Record consist of 200 pages & LTC practical record -128 pages) Paper-70 GSM	Material Sample to be attach		
SI.No	Description of Work	(Single Side & Both Side)	Cover	Binding
1	Printing & Supply of Course Material Multicolor Laminated Cover with Course name, sponsored name & institution logo (which will variable as per the requirement from time to time)- Multicolour Laminated cover - 250gsm Paper-70 Gsm	Material Sample to be attach	Material Sample to be attach	Material Sample to be attach.
SI.No	Description of Work	Flex materials	Fabric material	
1	Printing & Supply of Flex/Fabric Banner with Frame		Material Sample to be attach	
2	Printing & Supply of Flex/Fabric Banner without Frame			
3	Printing & Supply of Vinyl With sunboard			
4	Printing & Supply of Vinyl with Frame with sunboard			
SI.No	Description of Work	Bidders specification		
1	Printing & Supply of Multicolour 3 Fold Brochure	GSM-130		
2	Printing & Supply of Single Colour A-4 Pamphlet (Single Side)	GSM-60		
3	Printing & Supply of Multicolour A-3 Sticker-size- (Single Side)			
4	Printing & Supply of Multicolour A-3 Poster (Single Side)			
5	Printing & Supply of Multicolour A-8 Pamphlet (Both Side)			
6	Printing & Supply of Sticker 4"X6" Inch Multicolour			
7	Printing & Supply of Multicolour A-4 Pamphlet (Single Side)	GSM-90 GSM-130		
8	Printing & Supply of Letter Head	GSM:100 Paper: Bond Paper		
9	Printing & Supply of Letter Head	GSM:70 Paper: Loose Paper A4 Size		
10	Vouchers-Cash book/bank book Size-A/4	GSM-70		
11	Money receipt- Size-A8	GSM-60		
12	Attendance Sheet-consist of 15 rows Size-12.5"X18"	GSM-220		
13	Attendance Sheet-consist of 10 rows Size-12.5"X18"	GSM-220		
14	General forms Size- A4	GSM-70		

15	Hostel & undertaking form-1/4	GSM-60	
16	Library cards size-3.5"X4.5"	GSM-170	
17	Library cards Packet type Size- 3.5"X7.5"	GSM-170	
18	Library cards size-3.2"X5.5" (Inside cotton paste and packeting)	GSM-170	
19	Student ID card –Plastic Holder, both side Multicolor print & lamination, pasting, fitta with printing		
20	Normal Id card with printing with fitta & Holder		
21	Gate pass book size-1/4	GSM-60	
22	Student food coupon book –(each book contain 1800 nos. coupon) size-1/4 with individual numbering & cutting	GSM-60	
23	Staff food coupon (each book contain 25 leafs) with numbering		
24	IAR book with printing cutting (as per instruction) Size- 6"X11" (for theory & practical)	Cover- GSM -170 Inner GSM-60	
25	Envelop- size-10"X4.5" window with 04 color printing as per instruction	GSM-90	
26	Envelop- size-10"X4.5"	GSM-90	
27	Fly leafs- grey/green/blue/yellow color		
28	Arch file with printing 35CMX28CM Thickness -03mm		
29	Cobra/Spring file with printing 23cmX34cm		
30	03 fold file with less	Good Quality	
31	Polymer stamp/Round/Self ink	Good Quality	
32	Answer book size- ¼ 10 sheets of 25 pages	GSM-60	
33	Certificate issue register (as per instruction) each register- 200 pages	GSM-70	

❖ Materials to be supply by the bidders as and when required by the purchaser.

Place:

Date:

Signature of Proprietor/Partner/Director

Office Seal

Financial Bid- Annexure "B"				
SI.No	Description of Work	Per Piece rate to be quote (in Rs.)		
1	Printing & Supply of Note Book -Multicolor Laminated Cover with Institute Name (As per Sample) (Each Note book consist of 100 pages) Paper-60 GSM Cover-250GSM			
2	Printing & Supply of Practical Record Book & Daily diary with Institute Name(As per Sample)(Each Daily diary consist of 240 pages & Practical Record consist of 200 pages & LTC practical record -128 pages) Paper-70 GSM			
SI.No	Description of Work	(Single Side & Both Side)	Cover	Binding
1	Printing & Supply of Course Material Multicolor Laminated Cover with Course name, sponsored name & institution logo (which will variable as per the requirement from time to time)- Multicolour Laminated cover - 250gsm Paper-70 Gsm			
SI.No	Description of Work-	Flex materials	Fabric material	
1	Printing & Supply of Flex/Fabric Banner with Frame			
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Signature of Proprietor/Partner/Director Office Seal