



ODISHA BIODIVERSITY BOARD

Forest, Environment & Climate Change Department, Govt. of Odisha
Regional Plant Resource Centre Campus
Ekamrakanan, Nayapalli, Bhubaneswar-15, Odisha
Tel No.0674-2552006 Email: msobb@rediffmail.com
www.odishabiodiversityboard.in

No.Estt.195/OBB/2022/ 5415

Date: 21/9/22

SHORT TENDER CALL NOTICE FOR DESIGNING & PRINTING OF BOOK: UDBHIDAJATA MASALA

Sealed tenders are invited from reputed printing houses/printers/firms/Designing Services firms based at Bhubaneswar having valid registration certificates, PAN and GST clearances certificates towards designing and printing of the book on "Udbidhajata Masala" in Odia Language of Odisha Biodiversity Board as per the specifications and quantity given below. Interested firms should collect the tender paper either from the office of OBB or from the website of OBB (www.odishabiodiversityboard.in) and submit all the required documents along with sample copies of books/booklets/brochures printed by them for Govt./Semi-Govt. Agencies/Public Undertakings in sealed covers super scribed as "Bid for designing and printing of Udbidhajata Masala" and addressed to Member Secretary, Odisha Biodiversity Board, Regional Plant Resource Centre Campus, Nayapalli, Bhubaneswar-15, Odisha. Unit cost for printing additional pages may also be quoted in the bid separately. The tenders along with all the enclosures should reach the undersigned on or before **5.30PM of 06.10.22**. The firm should be able to complete printing within 15days of issue of the work order. Interested firms may collect sample text and photographs of the book from OBB office. The soft copy of the final version of the book is to be submitted to OBB before final payment. The tender will be opened at **3.00PM on 07.10.22** by the "Tender Committee" in the presence of bidders who wish to remain present.

Mhas R Nayak
21.09.2022

Member Secretary

Terms and Conditions for Printing of Book

1. Sale of Paper:

The tender papers, containing the detailed specifications of book, list of documents to be submitted etc. will be available at Odisha Biodiversity Board, Bhubaneswar from **21.09.2022** (during the office hours only), on payment of a non-refundable tender fee in-cash or in shape of pay order/demand draft drawn in favour of "**Odisha Biodiversity Board**", payable at **Bhubaneswar (Annexure-1)**. The same can also be down loaded from our website www.odishabiodiversityboard.in and in such a case, the cost of tender paper is to be enclosed in shape of D.D./Bankers Cheque drawn in favour of "**Odisha Biodiversity Board**", payable at **Bhubaneswar** along with the tender. In case of any bid amendment and clarification, responsibility lies with the tenderers to collect the same from the notice board/ website of OBB before last date of submitting the tender document. Non-payment of cost of tender paper will amount to rejection of the tender.

2. The Last Date:

The last date of receipt of tender documents is **06.10.2022 (up to 5.30PM)**. The Technical bids will be opened by the Tender Committee of OBB on **07.10.2022 (at 3.00PM)** in presence of the authorized representatives of the tenderers who like to be present at that time. The date of opening of the financial bids of technically qualified tenderers will be notified latter.

3. Bid System:

a) The tender should be submitted in **two bid system** i.e., "**Technical Bid**" and "**Financial Bid**". The technical bid contains documents as per the tender terms along with cost of tender paper in appropriate shape. The technical documents need to be submitted matching all the specification of the books. In addition, the documents regarding the eligibility criteria of the participating firm mentioned below. The technical bids containing information on price, directly or indirectly, will be liable for rejection. The technical bid and financial bid required to be submitted in two separate envelopes clearly mentioning on top of the envelope "**Technical Bid**" and "**Financial Bid**" respectively and both of these should be placed in a big envelope marked with "**Tender for Designing & Printing of Book**".

- b) Name and Specification of the book are given in **Annexure-II**.
- c) Financial bid contains only the price bid, need to be provided as per the format given in **Annexure-III**. The firms need to consult Dr. Shubhransu Nayak, Coordinator, OBB (9853831959) for the number of pages of the documents and number of photographs to be incorporated in the book.
- d) The rates quoted by the tenderer shall be valid for a period of 90days from the date of submission of tender.

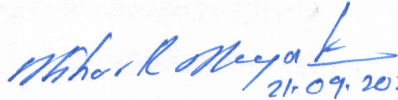
4. The tenders which do not fulfill the conditions shall not be considered and OBB shall be entitled to accept or reject any offer in part or full without assigning any reason thereof.
5. The sealed tenders will be received by **Speed post/Registered post** and can also be put into "**Tender Box**" available in the office of the **OBB**. Telegraphic tenders or tender received through fax/ e-mail /electronic mode/ courier will not be accepted. Incomplete documents and documents received after due date & time shall not be considered.
6. The sealed tenders shall be submitted and addressed to the **Member Secretary, Odisha Biodiversity Board, Regional Plant Resource Center Campus, Nayapalli, Bhubaneswar-751015**.
7. Text and photographs of the book shall be obtained from OBB and the dummy of the book should be approved before final printing.
8. Each page of the quotation documents must be duly signed and stamped by the quotationer as a token of acceptance of all the terms & conditions of the quotation.
9. Penalty can be levied by authority of OBB on account of delay, violation of conditions and non-performance of the contractor. Decision of Chairman, OBB shall be final in this regard.
10. No advance payment will be made by OBB. Full or Part payment will be released by the Board only after finishing the item of work in all respect.
11. Selected firm should complete the assigned job within **15 days** from issue of work order. However, OBB reserves the right to extend the time limit on valid grounds and decision of Chairman and Member Secretary shall be final in this regard.
12. Payment will be made after verification of the received materials and OBB is

entitled to take suitable action as deemed proper on violation of conditions.

13. The decision of the Member Secretary on short listing and selection of firm is final and no claim/ liability etc. would be entertained.

Eligibility Criteria

- a) Submission of price (INR) as per prescribed format.
- b) Copy of PAN, GST registration certificate and upto date GST clearance certificate.
- c) Tender paper cost (Original receipt of tender paper).
- d) Undertaking that the tenderer has not been blacklisted by any Govt. Organization/Institution.
- e) Undertaking that the quoted item qualifies the required technical specification.
- f) The sample copies of book/booklets/brochures printed by them for Govt. /Semi-Govt/Private agencies must be submitted (should submit minimum of three sample copies).
- g) The firm should have the annual turnover of more than 30 Lakhs during the year 2019-20, 2020-21 and 2021-22.
- h) The firm should have performed similar kind of work at least of value 3 lakhs, 4 in number during the years 2017 to 2020.
- i) The firm needs to submit sample copy (three-page document, similar to the specification) related to the topic. The quality of presentation will be evaluated by the experts of the subject since the quality of the book is highly important. The eligibility of the firm depends on the presentation of the matter in the sample. The low-quality presentation will be rejected.


21.09.2022

Member Secretary

Odisha Biodiversity Board

Annexure-I

REQUIRED PAPER COST AND EMD FOR PRINTING OF BOOK

| Sl. No. | Name of book | Tender Paper Cost in Rs. |
|---------|---------------------------------------|--------------------------|
| 1. | Udbidhajata Masala (in Odia language) | 472/- |

Abhishek Nayak
21.09.2022
Member Secretary
Odisha Biodiversity Board

SPECIFICATION OF BOOK

Title: "Udbidhajata Masala" in Odia Language of Odisha Biodiversity Board

- Size: 1/8 Demy (5.5" x 8.5")
- No. of pages: 130
- Paper: Cover 300gsm matt & Inner 130gsm matt Paper
- Binding: Soft Cover
- Printing: 4 color
- Quantity: 100/200 copies
- Specify additional pages

M. K. Nayak
21.09.2021

**Member Secretary
Odisha Biodiversity Board**

Annexure-III

FINANCIAL BID: DETAILED TECHNICAL SPECIFICATION AND PRICE

| Item | Specification | Quantity | Price (INR) |
|------|---------------|----------|-------------|
| | | | |

Abhishek Nayak
21.09.2022

Member Secretary
Odisha Biodiversity Board