



ODISHA BIODIVERSITY BOARD

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

File No. Estt.2.17/OBB/2023/ 6948

Date: 08-05-23

SHORT TENDER CALL NOTICE FOR DESIGNING & PRINTING OF BOOK "ACTIVITY REPORT OF OBB: 2016-2022"

Sealed quotations are invited from reputed printing houses/printers/firms based at Bhubaneswar having valid registration certificates, PAN and GST clearances certificates towards designing and printing of the book on 'Activity Report of OBB: 2016-2022' as per the specifications and quantity given below. Interested firm should submit sample copies of book/booklets/brochures printed by them for Govt. /Semi-Govt. Agencies/ Public Undertakings in sealed covers super scribed 'Activity Report of OBB: 2016-2022' 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 quotations along with all the enclosures should reach the undersigned on or before 5.30 PM of 17.05.2023. The firms should be able to complete printing within 7 days 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 offer will be opened at 4 PM on 18.05.2023 in presence of bidders who wish to remain present.

Abhishek Nayak
19/05/2023

Member Secretary

Memo No. 6949 /OBB, Bhubaneswar.

Date: 08.05.23

Copy to Dr. Shubhransu Nayak, Scientist for publishing in the website of OBB

Abhishek Nayak
08/05/2023

Member Secretary

Memo No. 6950 /OBB, Bhubaneswar.

Date: 08.05.23

Copy to the notice board of OBB, ICZMP, RPRC & CES for all concerned.

Abhishek Nayak
08/05/2023

Member Secretary

Terms and Conditions for Printing of Book

1. Sale of Tender Paper:

The tender papers, containing the detailed specifications of book's, list of documents to be submitted etc. will be available in the website (www.odishabiodiversityboard.in) and office of Odisha Biodiversity Board, Bhubaneswar from Dt. 08th May, 2023 (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-I). The same can also be downloaded 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 17.05.2023 (up to 5.30 PM). The Technical bids and Financial bids will be opened by the Tender Committee of OBB on Dt. 18.05.2023 (at 4PM) in presence of the authorised 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 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 firm need to consult Dr. Shubhransu Nayak, Project Co-ordinator of OBB (7008219518) 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 90 days from the date of submission of tender.

4. Eligibility Criteria

- a) Submission of price (INR) as per prescribed format.
- b) Copy of PAN, GST registration certificate and up to 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 50 Lakhs during the year 2019-20, 2021-2022 and 2022-2023.
- h) The firm should have performed similar kind of work at least of value 2 lakhs, 10 in number during the years 2019 to 2023.
- i) The firm need 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.

5. Validity of Tender:

- a) The tender shall remain valid for a period of 90 days after the last date as specified in the tender.
- b) Notwithstanding the above, the purchaser reserves the right to accept or reject any bids and to cancel the bidding process and rejects all bids at any time prior to the issue of Purchase order. Mere qualification of the technical specifications asked in the bid may not be accepted by the committee. It is totally depending on the realization of the committee members.

6. Issue of Purchase Order:

- a) The purchase order will be placed on the qualified tenderer whose bid will be selected by the purchaser prior to expiry of the bid validity period. The terms of the accepted offer shall be incorporated in the purchase order.

b) The delivery should be completed within 7days from the date of receipt of the confirmed order as per the quality and specification of the equipment. However, ten digital copies need to be delivered on or before 22.05.23.

c) The packaging should be done in such a way that the quality of the book is not damaged.

d) I hereby declare that the information furnished herein above and enclosures are all true, complete and correct to the best of my knowledge and good belief.

e) Any legal dispute arising out of this is subject to Bhubaneswar jurisdiction only.


05/05/2023

**Member Secretary
Odisha Biodiversity Board
Bhubaneswar**

Annexure-I

REQUIRED PAPER COST AND EMD FOR PRINTING OF BOOK

Sl. No.	Name of book	Tender Paper Cost in Rs.	EMD Cost in Rs.
1.	'Activity Report of OBB 2016-2022'.	400/-	3000/-

Annexure-II

SPECIFICATIONS OF BOOK

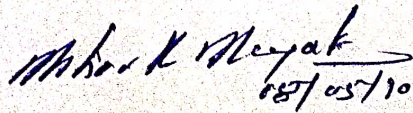
Title: 'Activity Report of OBB 2016-2022'.

- Size: 21 x 28 cm
- No. of pages: Cover +116 Inner
- Paper: Cover 300 gsm & Inner 130gsm althru art paper.
- Printing: Multicolor offset print.
- Binding: Cover matt lamination & Gum Binding
- Quantity: 300 copies
- Specify additional pages (4pages)

Annexure-III

FINANCIAL BID: DETAILED TECHNICAL SPECIFICATION AND PRICE

Item	Specification	Quantity	Price (INR)
1	Designing of the Book	300	
2	Printing of Book		
Total Price in Rs.			
GST (18%)			
Grand Total in Rs.			


18/05/2023
Member Secretary
Odisha Biodiversity Board