



**Government of Odisha**

Department of Social Security & Empowerment of Persons with Disabilities

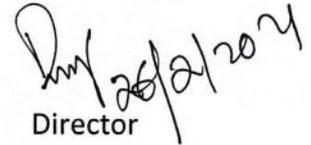
No. 1913 /SSEPD  
PT-1- SSEPD-DA2-DA-0002-2020

Dt. 26.02.2021

**NOTICE**

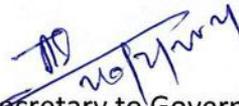
Social Security & Empowerment of PwDs Department (SSEPD) invites bid from the Printing agencies for **printing of Resource Book for Survey of Children with Disability** on Limited Tender basis. The Bid document shall be downloaded from SSEPD web site [www.ssepd.gov.in](http://www.ssepd.gov.in). The Bid should be submitted in the sealed envelope to the Director, SSEPD Department, Govt. of Odisha, Red Building, Lokseva Bhaban, Bhubaneswar - 751001 by speed post / Registered post / courier / hand in all working days up to 4:00 PM of 02/03/2021.

Yours faithfully,

  
Director

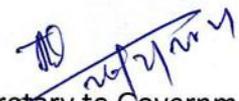
Memo No. 1914 / SSEPD Dated 26.02.2021

Copy to IT/MIS cell to upload Limited tender notice and bid document in SSEPD website.

  
Joint Secretary to Government

Memo No. 1915 / SSEPD Dated 26.02.2021

Copy forwarded to PS to Commissioner-cum-Secretary, SSEPD Deptt. for kind information of Commissioner-cum-Secretary.

  
Joint Secretary to Government

# LIMITED TENDER BID DOCUMENT

FOR

PRINTING OF RESOURCE BOOK FOR SURVEY OF  
CHILDREN WITH DISABILITY

**GOVERNMENT OF ODISHA**

**SOCIAL SECURITY & EMPOWERMENT OF PwDS DEPARTMENT**

**LOKSEVA BHABAN, BHUBANESWAR-751001**

<http://www.ssepd.gov.in>

**LIMITED TENDER FOR PRINTING OF RESOURCE BOOK  
FOR SURVEY OF CHILDREN WITH DISABILITIES**

The Social Security & Empowerment of PwDs Department (SSEPD) invites bid from the Printing Press for printing of Resource Book for Survey of Children with Disability on Limited Tender basis.

**SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS**

**1. Eligibility Criteria:**

**The bidder must have**

- a. Minimum turnover of Rs.5.00 lakh in any one year in last three financial years.
- b. Valid GST registration certificate.
- c. Registration certificate/Trade license from competent Authority.
- d. Must have completed printing jobs in State/Central Govt./undertaking.

**2. Application Procedure:**

- a. The Bid has been invited under Limited Tender systems. The interested bidders are advised to submit their price quotations in their official letter head along with other details and enclosures as mentioned in para-1. The bids should be submitted in sealed envelopes super scribing "Limited Tender Bid for printing of Resource Book for Survey of Children with Disability". The Bid should be addressed to the Director, SSEPD Department, Govt. of Odisha, Red Building, Lokseva Bhaban, Bhubaneswar-751001 by speed post/ Registered post / courier/ hand in all working days up to 4:00 PM of 02/03/2021.
- b. The Bid document shall be downloaded from SSEPD web site [www.ssepd.gov.in](http://www.ssepd.gov.in).
- c. The interested Bidder is to enclose self-attested photocopies of the valid documents as per para-1.
- d. Late Bidders: Any bid received by the authority after the prescribed time and dateline for submission of bids will not be opened and considered. Thus the same is deemed to be rejected.
- e. The Limited Tender bids shall be opened by designated Procurement Committee in the presence of the authorized representatives of the bidders, if any, who wish to be present on the spot at that time. The date, time and venue will be intimated later on.
- f. The Authority may, at its discretion extend the dateline for submission of bids by amending the bid documents in which case all rights and obligations rest on the authority.

**3. Requirement & Specifications:**

- a. The list of items and its specifications may be procured by SSEPD Deptt. are given below. The items should be delivered to SSEPD Department, Govt. of Odisha, Red Building, Lokseva Bhaban, Bhubaneswar within 15 days of issue of supply order.

Sl.	Name of the Equipment & specifications	Quantity
1.	Printing of Resource Book for Survey of Children with Disability (Multi Colour) consisting of 80 pages	1000 nos.

**4. Acceptance or Rejection of the Bids:**

- a. Authority reserves the right to accept or reject any bid and to reject all bids at any time without assigning any reason thereof.
- b. Any bid with incomplete information is liable for rejection.

**5. Selection of suppliers:**

- a. The Bidder / Bidders substantially responsive to the Bid document & who has/have offered the lowest evaluated cost and selected by the procurement committee will be selected for supply of such items.
- b. If a special situation arises, where the lowest evaluated responsive bidder is not in a position to supply quantity required, the remaining quantity as far as possible be ordered to the next higher responsive bidder (s) at the rate offered by the lowest evaluated responsive bidder, after obtaining specific approval from the competent Authority on the specific recommendation of the Procurement Committee. Decisions of the Director, SSEPD Deptt. is final & binding to all the bidders in this regard.
- c. The Director, SSEPD Deptt. will place supply order. The successful bidder/s whose bid has been accepted will supply the items within 7 (seven) days of issue of the supply order.
- d. Failure by the bidder to comply with the requirement of above mentioned clause, the offer shall be rejected and the bidder shall have no claim further.

**6. Delivery Schedule:** The materials are required to be supplied within 7 (seven) days from the date of receipt of supply order. The items so supplied shall be test checked at the time of delivery.

**7. Release of payment:** The payment will be released by the Director, SSEPD within 30 days after receipt of the required documents. No advance payment shall be made or no payment shall be entertained on negotiation through Bank.

**8. Liquidation Damages:** The entire supply is to be completed within 15 (fifteen) days from the date of receipt of the supply order. If the selected bidder fails to supply the items within the stipulated days without any valid reasons, liquidation damages @ 0.5 % per week or part thereof up to 10% of the contract value shall be imposed for the delayed period under orders of the appropriate Authority. If the successful bidder supplies the items whose quality does not commensurate with the specification mentioned in the Bid, penalty as deemed proper will be imposed. The Authority reserves the right to debar the bidder from participating in any other bids of SSEPD Deptt. In such cases, the Authority may write to appropriate Govt. Authorities for blacklisting the firm.

**9. Bid validity period:** The bid validity period is three months from the date of opening of the bid. Accordingly the bidder shall submit the Bid.

**10. Regular monitoring & supervision through after sales service** has to be ensured by the selected bidder.

11. The Authority reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.
12. Corrigendum/Addendum, if any, will be uploaded in the website of SSEPD Deptt. [www.ssepd.gov.in](http://www.ssepd.gov.in)
13. No advance payment will be made to the successful bidder.
14. All disputes relating to the contract is subject to the jurisdiction of the Court at Bhubaneswar.

**Declaration**

I, Shri \_\_\_\_\_ Son/ Daughter/ Wife of Shri \_\_\_\_\_

Proprietor / Director/ Authorized Signatory of the bidder, mentioned above, am competent to sign this declaration and execute this limited tender bid document;

2. I have carefully read and understood all the terms and conditions of the Tender and undertake to abide by them,
3. The information / documents/papers furnished along with the above application are true and authentic to the best of my knowledge and belief. I /We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my bid at any stage besides liabilities towards prosecution under appropriate law.
4. Certified that my firm has well established mechanism for printing & delivery of books.
6. Certified that the entire supply will be completed within the time line given in the Bid document.
7. I also certify that our firm has not been black listed by any Central / State Government / PSUs / Boards / Corporations / Autonomous Body under administrative control of Central or State Govt. etc.
8. This is also certified that neither myself nor my organization will be indulging in any corrupt practices so far as this bidding is concerned.

**Place:**

**BIDDER'S OFFICIAL SIGNATORY**

**Date:**

Name & Designation with Rubber Stamp/

Official Seal of the Firm.