



TENDER DOCUMENT

FOR PRINTING OF

**OMFED SAMACHAR
(Monthly/Bimonthly/Quarterly)**

Cost of Tender Document-Rs .105 .00 (inclusive of VAT)

Sale of Tender Documents

**Upto 12.30 P.M Dt. 20.06.2017 and
submission of filled in Tender
Documents up to 2.00 P.M
Dtd.20.06.2017**

Name of the Tenderer/Printer:

Address: _____

**Opening of Tender at 3 P.M on 20.06.17
At: OMFED CORPORATE OFFICE,
D-2, SAHID NAGAR, BHUBANESWAR**

TELEPHONE NO. _____

FAX NO: _____

**THE ODISHA STATE CO-OPERATIVE MILK PRODUCERS' FEDERATION LTD
D-2, SAHID NAGAR, BHUBANESWAR**

PHONE: 0674 – 2546030/ 2546121/2540417 FAX NO: 0674 – 2540974

E-Mail: *omfed @ yahoo.com*

Website: *www.omfed.com*



The Odisha State Cooperative Milk Producers' Federation Ltd.
D-2,Sahidnagar,Bhubaneswar-751007
Phone No.(0674)2540273,2546030,2540417, 2546121
Website: www.omfed.com

QUOTATION CALL NOTICE

Omfed invites sealed offers from Offset Printing Houses for Printing & supply of OMFED SAMACHAR in the prescribed application duly filled in along with the refundable Earnest Money Deposit of Rs.5000/- in shape of Demand Draft favouring OMFED payable at Bhubaneswar at the above address on or before dtd. 20.06.2017 by 2.00 PM which shall be opened on the same day at 3 PM. Interested Printing Houses may purchase the tender document from PR Division at a cost of Rs.105/- to be deposited at Finance Division, Omfed Corporate Office, in case of downloaded document, an amount of Rs.105/- shall be deposited either in shape of Demand Draft payable to OMFED or to be deposited at Finance Division, Omfed Corporate Office which shall be attached in the Tender Document. For details, please visit our website www.omfed.com. The filled in Tender Document should be superscribed as “Quotation Call Notice for Printing of Omfed Samachar”.

Omfed reserves the right for cancellation of the tender fully/partly without assigning any reason thereof.

General Manager(HR)

TENDER DOCUMENT

- a) Available of Tender Document - The tender document is available at Omfed Corporate Office, D-2, Sahidnagar, Bhubaneswar on payment of Rs.105/- including 5% VAT only in cash during working days upto 12.30 P.M. of 20th June,2017.
- b) Date and time of submission of Tender Document - 20.06.2017, 2.00 P.M.
- c) Date and time for opening of Tender. - 20.06.2017, 3.00 P.M.
- d) If any of the above scheduled date is declared as holiday for the Federation, the said programme will be held on next working day at same time & venue.

OMFED reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

(Full signature of the Tenderer/Printer)

I. GENERAL TERMS AND CONDITIONS

- 1.0 General Information : Printing of Omfed Samachar (Monthly/ Bimonthly/ Quarterly)
- 1.1 FOR Delivery : OMFED Corporate Office,
D-2, Sahidnagar,
Bhubaneswar-751 007.
- 1.3 Period of printing & supply : Within 10 days from the date of receipt of Work Order.

2.0 Documents to be furnished along with tender papers :

2.1 The Bidder shall furnish the following documents:-

- a) The original Tender Document purchased/downloaded by the bidder should be filled in wherever required and submitted with seal and signature in every page as a token of admission and acceptance of contents.
- b) Copy of Registration Certificate, if any.
- c) Copy of latest Income Tax return.
- d) Copy of TIN No. shall be furnished.
- e) Details of EMD/Security Deposit.
- f) Detail required information or E-Transfer of payment may be furnished for payment of bill/return of EMD etc.
 - 1) Name of the Party & Address
 - 2) Bank's Name & Address
 - 3) Account No. & Type of Account
 - 4) IFSC Code
 - 5) PAN Card No.(Xerox copy to be attached)

(Full signature of the Tenderer/Printer)

3.0 EARNEST MONEY/SECURITY DEPOSIT :

The Printer shall submit **Rs.5,000/- (Rupees Five Thousands Only)** towards EMD (Refundable) deposit in the form of Bank Draft drawn on any Nationalized Bank favoring “OMFED” payable at Bhubaneswar.

- 3.1 Tenders received without EMD & Tender document cost i.e. Rs.105/- shall summarily be rejected.
- 3.2 No interest shall be paid by OMFED against EMD amount deposited by the bidder.
- 3.3 The EMD of unsuccessful Printers shall be refunded within 30 days of finalization of tender.
- 3.4 The EMD of successful Printer shall be retained with the Federation & shall be returned free of interest after completion of validity period of the tender.
- 3.5 The EMD shall be forfeited in case the Printer fails to supply/unwilling/reluctant to Print & supply for any reasons what so ever.
- 4.0 The Printer shall submit the original tender document with seal and signature on each page within the stipulated period as a token of acceptance of terms & conditions. Tender documents in any other form and not completed in all respect shall summarily be rejected.
- 4.1 Sealed tenders may be submitted either in person or may be sent by post so as to reach within the stipulated time as mentioned in the tender notice.
- 4.2 Tenders be addressed to OMFED at the following address :-
General Manager(HR)
The Odisha State Co-operative Milk Producers' Federation Ltd. (OMFED),
D-2, Sahidnagar, Bhubaneswar-751 007.
- 4.3 The tender validity period shall be limited to 02 years subject to satisfactory printing & supply of Omfed Samachar.

(Full signature of the Tenderer/Printer)

4.4 The Federation shall not be liable for late receipt of the tender after the due date/time due to any postal delay, if sent by post.

4.5 Any bid received by OMFED after the deadline for submission of bid prescribed by the OMFED, will be rejected.

5.0 Opening of bids by OMFED

5.1 The bids shall be opened by a committee in presence of Printer or their authorized representative at the time and date specified in the tender notice, at Corporate Office of OMFED, Bhubaneswar. The Printers or their authorized representatives who are present shall sign the tender opening document as a proof of their attendance.

6.0 Rejection:

The Printer shall print & supply Omfed Samachar as per Work Order specifications. In case of any deviation and low quality, the material supplied shall be rejected.

7.0 Payment:

After successful supply of the material, the Printer shall submit the bills in duplicate. The payment will be released after verification of materials supplied, through a crossed Account Payee Cheque/or E-Transfer. No interim payment shall be allowed.

8.0 Penalty:

In the event of Printer fails to supply/reluctant/refusal to supply the items within the schedule period, OMFED reserves the right to impose penalty as decided by the Authority and also forfeit the EMD/Security Deposit.

9.0 Disputes:

The Federation and the Printer shall make every effort to resolve any dispute/disagreement in connection with the bid amicably by direct negotiation. However, the decision of Managing Director, OMFED will be final & binding in case there is disagreement or dispute if not resolved by mutual negotiations.

(Full signature of the Tenderer/Printer)

10.0 Legal dispute, if any, concerning to the Printing & Supply shall be subject to Civil jurisdiction at Bhubaneswar.

11.0 Miscellaneous:

OMFED reserves the right to cancel any or all the tenders without assigning any reason thereof.

(Full signature of the Tenderer/Printer)

APPLICATION
FOR SUBMISSION OF DETAIL DOCUMENTS

1. Name of the Printer : _____
2. Cost of Tender Paper : Rs. _____ (Original D/D or M/R is to be enclosed.)
3. Details of Earnest Money Deposit (EMD) : DD No. _____ date _____ of
Rs. _____ drawn on Bank
_____.
4. Name of the Printer along with proof as authorized person to sign the document & deed etc. : _____

5. Full Address of Printing Press : _____

Telephone No. : _____
FAX No. : _____
E-mail Address : _____
6. Name & telephone no. of Authorised Officer / person to liaise with Unit(s) : _____
7. Banker of the Contracor (Details of the Bank with Account No. & IFSC Code No.) : _____
8. PAN Card No. : _____
(Xerox and attested copy to be enclosed)

(Full signature of the Tenderer/Printer)

Seal & Date

APPLICATION
FOR SUBMISSION OF OFFER

To be filled up and submitted for job by the Printer.

Sl.No.	Particulars	Quantity	Unit Rate (in Rs.)	Total (in Rs.)
01.	OMFED SAMACHAR (Monthly/Bimonthly/Quarterly) (Detail specification of the Omfed Samachar) Terms & Conditions: 1) Price inclusive of all taxes. 2) Delivery on F.O.R. Omfed Corporate basis. 3) Entire quantity to be delivered within 7 days from receipt of the Order. 4) Payment will be made by account payee cheque /or E-Transfer after completion & verification of materials.	.		
	TOTAL			

(Full signature of the Tenderer/Printer)

Seal & Date

SPECIFICAION OF OMFED SAMACHAR

- | | | | |
|-----|----------------------|---|---|
| 01. | Printing | : | Offset Multi Colour Printing. |
| 02. | Quantity | : | 10000 nos. |
| 03. | Photographs | : | Insertion of Photographs in the space provided. |
| 04. | Specification of job | : | Scanning, DTP, Plate making & four colour offset printing of 2 leaves – 4 pages |
| 05. | Paper | : | 130 GSM Glossy Paper |
| 06. | Size | : | Demy ¼, (10.5”x8.5”) |
| 07. | Delivery | : | At Omfed Corporate Office within 7(seven) days of the Printing Order |

(Full signature of the Tenderer/Printer)

: 10 :

DECLARATION

I/We declare that I/We have gone through the above mentioned conditions of the contract and agree to accept the terms & conditions of the tender for execution of printing & supply. I am/we also are agreeable to abide by all these conditions until the finalization of tender/completion of the supply in all respect.

Full Signature of Printer

Date :

Address for communication

Place :

Date :

Telephone No.: