

OFFICE OF THE SUPERINTENDENT OF MUSEUM : ODISHA : BHUBANESWAR :

SHORT TENDER CALL NOTICE

NO. 1467 /OSM., Bhubaneswar, Dated the 19.07.2023.

The undersigned is inviting sealed quotations in plain paper/letter pad in prescribed proforma & specification (copy enclosed) from intending registered agencies/firms for DESIGN, DEVELOPMENT, PREPARATION & SUPPLY OF COFFEE TABLE BOOKS (CTBs) "VISITS OF MAHATMA GANDHI TO ODISHA" (ODIA) WITH APPROVED SPECIFICATION for Odisha State Museum, Bhubaneswar. The quotationer all quote the price both in words and figures of the bid separately including different taxes thereon. Valid GST Certificate and PAN (self attested) should be furnished along with the quotation. The quoted price should be valid for a period of 90 days from the date of opening of the quotation.

The quotation should reach the undersigned on or before **26.07.2023**. The quotation shall be opened on **27.07.2023** at **3.00 P.M.** in presence of the quotationers during the office hour.

The quotation received beyond the scheduled date and time will stand automatically cancelled. The undersigned reserves the right to cancel any or all quotations without assigning any reason thereof.

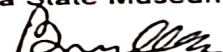
Encl.: Proforma & specification (copy enclosed).


Superintendent of Museum,
Odisha, Bhubaneswar.

Memo No. 1468 /OSM., Dt., 19.07.23
Copy to Publication Officer, Odisha State Museum, Bhubaneswar for
information and necessary action.


Superintendent of Museum,
Odisha, Bhubaneswar.

Memo No. 1469 /OSM., Dt., 19.07.23
Notice Board, Odisha State Museum, Bhubaneswar / Notice Board of
Directorate of Culture / Entrance Gate, Accounts Section, Odisha State Museum,
Bhubaneswar for information of all concerned.


Superintendent of Museum,
Odisha, Bhubaneswar.

1. Terms and Conditions

- a. Proof towards deposit of cost of tender paper Rs 2000/- and EMD Rs 4000/-
 - b. EMD as mentioned above in shape of demand draft drawn on or before Dated 26 07 2023. from any nationalized/scheduled bank payable at Bhubaneswar in favour of the Superintendent of Museum, Odisha Bhubaneswar. The demand draft should be enclosed along with the tender documents and dropped in the Tender Box within specified time
 - c. Affidavit towards authenticity/genuineness of certificates
 - d. Copy of GST Registration Certificate
 - e. Copy of PAN card
 - f. Copies of credential certificates as per Quotation Call Notice.
2. The quotation duly filled in properly must be signed by the agency in each & every page as a token of acceptance of terms, conditions, specifications as laid down in the tender.
 3. The agency shall have to furnish an affidavit in support of the authenticity/ genuineness of the documents/certificates and credentials along with the quotation document. In case of production of forged document, the penalty shall be rejection of their tender. The authority reserves the right to verify the authenticity of documents in case of any doubt or complaint.
 4. The quotation received will remain valid for 90 (Ninety) days from the last date of receipt of tenders and the validity of tenders can also be extended if agreed to by the agencies and the Superintendent Odisha State Museum.
 5. The Agencies shall have to adhere to the terms & conditions of agreement & technical specification.
 6. Qualifying Criteria - For award of the assignment, Bidder should have qualifying criteria as detailed in the quotation.
 7. Conditional offers in no case shall be taken into consideration.
 8. The authority reserves absolute right to accept or reject any or all tenders without assigning any reason thereof.
 9. Any dispute arising out of the above quotation call notice shall be subject to Jurisdiction of Hon'ble High Court of Orissa at Cuttack and their sub-ordinate courts at Bhubaneswar only.

Signature of the Agency/ Quotationer

2. Eligibility Criteria

The Bidders eligible to participate in this tender should fulfill the following Criteria

	Criteria	Required Documents
.1	<p>Technical Criteria The Bidder must have experience of having successfully executed similar work during the last 5 (five) years, which shall be either of the following:</p> <p>i) Three similar completed Services of value not less than INR 5 Lakh each OR ii) Two similar completed Services of value not less than INR 6 Lakh each Note: c. "Similar completed Services" shall mean the Bidder should have successfully executed the work involving content creation, writing, photography & photograph editing and design of Coffee Table Books (CTBs) or books. d. Applicable 5 (five) years shall be preceding five financial years excluding the financial year or floating of the Tender (i.e. FY 2018-19, FY 2019-20, FY 2020-21, FY 2021-22 & FY-2022-2023)</p>	<p>Self-attested copies of</p> <p>a) Relevant contracts or work orders or agreements containing the scope of services the value of the contract or work order or agreement; and b) Completion certificate from their clients/employers, regarding successful completion of the services c) In case value of the contract is not mentioned in the contract or work order or agreement, then the value must be mentioned in the completion certificate issued by the client/ employers</p>
.2	<p>Financial Criteria ii) Average financial turnover of the Bidder during the last 3 (three) financial years should be at least INR 75 Lakh Note: b. Applicable 3 (three) years- FY 2020-21, FY 2021-22 & FY 2022-23.</p>	<p>c) Copies of audited financial statements d) In case the audited financial statements of the last financial year is not yet ready, the Bidder shall submit unaudited financial statements, certified its statutory auditor</p>
.3	<p>Other Criteria</p>	
.3.1	<p>The Bidder can be either iv) A Company (Private or Public, or v) A registered partnership firm, or vi) An LLP firm</p>	<p>Copies of</p> <p>d) Company (Private or Public) • Certificate of Incorporation • Memorandum of Association Articles of Association e) Registered partnership firm • Registration Certificate • Deed of Partnership f) LLP firm • Certificate of Incorporation • Deed of Partnership</p>

32	The Bidder should not have been banned/ blacklisted/ in any department in Odisha/ PSU/ in any State/ Odisha State Museum due to any reasons as on date of submission of Bid	Affidavit to this effect as per the format given in Annexure
33	The Bidder whose Contract/ Agreement with OSM had been terminated/ failed to perform will not be eligible to participate in the bidding	Decision of OSM in this regard is final & binding on all such entities.

- 2.1 The Techno-Commercial Bids shall first be evaluated to determine whether they are complete, whether the required documents have been submitted in the correct formats and whether the documents have been properly signed by the Authorized Signatory and whether the Techno-Commercial Bid is generally in order. It will be determined whether the Techno-Commercial Bid is of acceptable quality, is generally complete and is substantially responsive Techno-Commercial Bid is one that conforms to all the terms, conditions and specifications of the tender documents without any material deviations, objections, conditionalities or reservations.
- 2.2 A Techno-Commercial Bid which is not substantially responsive, may be rejected by OSM and may not subsequently be made responsive by the Bidder by correction of the material deviations.
- 2.3 If required, OSM may ask Bidder to provide clarifications on the submitted documents provided in the Techno-Commercial Bid, if necessary, with respect to any doubts or illegible documents. The officer inviting Tender may ask for any other documents of historical nature during Technical Evaluation of the tender. Non submission of legible documents may render the bid nonresponsive. The authority inviting bid reserves the right to accept any additional document. However, no changes in the Price Bid shall be sought, offered or permitted. No modification of the bid or any form of communication with OSM or submission of any additional documents, not specifically asked for by OSM will be allowed and even if submitted, they may not be considered by OSM.

- 2.4 The responsive Techno-Commercial Bids shall then be evaluated in detail to determine whether they fulfill the eligibility criteria and other requirements of the tender, such as submission of all the requisite documents as sought for.
- 2.5 Techno-Commercial Bids which fulfill the above criteria shall be evaluated further in accordance with the scoring given in Clause 2.6 and a Technical Marks shall be assigned to each such Techno-Commercial Bid. Techno-Commercial Bids which do not fulfill the above criteria shall not be evaluated further and shall not be evaluated further and shall not be considered to be a technically qualified bid. Techno-Commercial Bids which fulfill the above criteria, and which receive Technical Marks of 70 (seventy) or higher out of 100 shall be considered to be technically qualified bids.

Signature of the Agency/ Quotationer

Technical Specifications of the Books

The proposals may be prepared with the following specifications:

Specifications		
Item	Design, Preparation, development & supply of soft cover Coffee Table Book "Visits of Mahatma Gandhi to Odisha" (Odia) (CTB) with approved specification .	
Language	Odia	
Size	8.5 inch..X 10.5 inch	
No of pages	Cover	04 (Four) pages
	Inner	52 (fifty-two) pages
Paper	Inner	Paper : Cordenons - Extra white mont blanc -160GSM
Printing	Cover	2. Printing :5 colour printing with Embossing with Protective Coating.
	Inner	3. 5 colour printing with natural aquas coating.
Binding	The inside pages of the book will be section sewn and perfect binding.	
No. of copies	As mentioned in the BOQ	250nos.
Packing	All the books shrink Wrapped to facilitate dispatch.	
Delivery date	As per the deadlines mentioned in the work order.	

Signature of the Agency/ Quotationer

SPECIAL CONDITION

1. The agency/quotationer has to quote his rate considering the specifications of the Coffee Table Books (CTBs) as mentioned.
2. The Selected L-1 quotationer has to execute the assignment within stipulated period i.e. 03 (Three) months from the date of issue of work order.
3. The agency has to deliver the items to the tender inviting authority duly complied with the specifications and quality as mentioned in the DTCN.
4. The L-1 agency has to bear all the expenses related to lodging, boarding and transportation required for completion of the assignments in scheduled time.
5. No extra payment shall be made to the agency beyond the quoted/ negotiated rates for execution of the above assignment.
6. The Coffee Table Book (CTB) along with the photographs and articles contained therein (soft copy & hard copy) shall be the sole property of Odisha State Museum, Bhubaneswar and in no case, copy right shall be violated by the vendor/ agency/ quotationer.
7. Prior to printing /preparation of required quantity of Coffee Table Book (CTB), the agency has to submit a draft/ proof copy for necessary approval of the same from the Superintendent, Odisha State Museum, Bhubaneswar for which no extra payment shall be made to the agency.
8. Intending Bidders can visit the State Museum on any working day, from 10.00 A.M. to 5.30.P.M. except for Mondays (being weekly holidays) to gate familiarized with the objects for CTBs.
9. In no case, the specifications and quality of the Coffee Table Book (CTB) shall be compromised.

Signature of the Agency/ Quotationer

Annexure-I

**DECLARATION BY AFFIDAVIT
(ON NON-JUDICIAL STAMP PAPER)**

I / We have gone through carefully all the Bid conditions and solemnly declare that I / we will abide by any penal action such as disqualification or black listing or determination of contract or any other action deemed fit, taken by the Odisha State Museum, Bhubaneswar against us, if it's found that the statements, documents, certificates produced by us are false / fabricated.

I / we here by declare that, I / We have not banned/ blacklisted/ in any department in Odisha/ PSU/ in any State/ Odisha State Museum due to any reasons as on date of submission of Bid.

I/we hereby declare that the Technical bid and financial bid are without any deviations and are strictly in conformity with the documents issued by the Client.

Signature of the Bidder

Annexure-II

Bill of Quantities and Price Schedule

Name of the Work: Design, Preparation, development & supply of a soft case Coffee Table Books (CTB) "Visits of Mahatma Gandhi to Odisha"(Odia) with approved specification.

Sl. No.	Description of Item	HSN/ SAC code	Unit	Qty.	Basic Rate	GST	Total Amount	Total Amount in words
	Design, Preparation, development supply of Coffee Table Book "Visits Mahatma Gandhi to Odisha" (Odia) with approved specification and descriptions in Odia.			250 (Two hundred Fifty)				

Signature of the Agency/ Quotationer