



# OFFICE OF THE ROURKELA MUNICIPAL CORPORATION

Uditnagar, Rourkela, Sundargarh, Pin-769012

Tele. – 0661 – 2500388, e-mail ID:

rourkelamunicipality@gmail.com

No. 111 24

Date 13/09/2024

## TENDER CALL NOTICE

Sealed Tenders are invited from intending Supplier/Firm/Agency/Stockiest for supply of Printed items to Rourkela Municipal Corporation. The rates will be valid for one year and procurement will be made in phased manner during the year from time to time as per the requirement.

The details of the tender papers/Technical specifications along with term and conditions etc. may be seen from the Website of Rourkela Municipal Corporation i.e. [www.rmc.nic.in](http://www.rmc.nic.in).

The tender papers to be sent through Speed Post/Registered post/Courier or may be deposited in Tender Box in the Address of **Municipal Commissioner, Rourkela Municipal Corporation, Udit Nagar, Rourkela, pin-769012**, so that it shall be received by this office on or before 1.00 PM on 24/09/2024. THE TENDERS RECEIVED BEYOND THE PRESCRIBED TIME AND DATE SHALL BE SUMMARILY REJECTED. The tender will be opened in RMC on the same day at 4.30 PM in presence of the bidder or their authorized representatives who ever present. The undersigned reserves the right to accept or reject any of quotations or negotiate with more than one agency without assigning any reason thereof.

Commissioner

Rourkela Municipal Corporation

Memo No. 11125 Date. 13/09/2024

Copy to Office Notice Board, Rourkela Municipal Corporation/MIS for wide publish.

Commissioner

Rourkela Municipal Corporation

Memo No. 11126 Date. 13/09/2024

Copy to Director, I&PR, Govt of Odisha, Bhubaneswar for information and request to publish the copy of above mentioned notice in two Odiya daily Newspapers on dt. 14/09/2024. The font size should be 8 points and rate should be as per I & PR.

Commissioner

Rourkela Municipal Corporation

## TENDER DOCUMENT

Award of contract for Supply of various printed items to RMC for management of day-to-day Office work

Last Date and time for submission of tender document	Upto <u>1.00</u> PM on <u>24/09/2024</u>
Date and time for opening of Tender document	At <u>4.30</u> PM on <u>24/09/2024</u>

### **Content of Tender Document**

Sl No	Description of contents	
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02	Scope of Work and	ANNEXURE-I
03	Eligibility Criteria	ANNEXURE-II
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## SCOPE OF WORK

Supply of various PRINTED items to RMC for management of day-to-day Office work

### Terms & Condition

#### Tender for “Supply of Printed Items to Rourkela Municipal Corporation for Day to day Office work”

1. The Bidder should have valid PAN Number and GST Number.
2. The Bidder should be an authorized Dealer/Supplier/Distributor.
3. Each Bidder shall submit only one Quotation as per the enclosed Bid Format in Annexure-II.
4. The Bidders are required to submit paper cost of Rs.6720/-(non-refundable) in shape of Demand Draft separately in favor of the **“Commissioner, Rourkela Municipal Corporation, Rourkela**. Payable at Rourkela. Bid submitted without paper Cost shall not be accepted.
5. **EMD of Rs.10,000/-** (Rupees Ten Thousand) only must be submitted along with the bid in shape of DD from any nationalized/scheduled bank in favor of Municipal Commissioner, Rourkela Municipal Corporation payable at Rourkela.
6. The quoted rate should be inclusive of all taxes.
7. On the Envelope, it is required to write **Tender for “Supply of PRINTED Items to Rourkela Municipal Corporation for Day-to-day Office work**.
8. The payment will be made to the bidder are subject to deduction of tax as per the Government Rule from time to time.
9. Warranty: Not Less than 24 months on-site replacement warranty from the date of supply against any manufacturing defects.
10. Replacement under warranty clause shall be made by the vendor free on all charges at site including cost of work and other incidental charges.
11. Time Limit : The items should be delivered within 07 days from the date of issue of the purchase order.
12. Payment: 100% payment shall be made within 15 days on the purchase order after successful delivery and on submission of Bills/Vouchers.
13. The accepting authority reserve absolute right to reject any Quotation in full or in part or all quotation received; if no party is found suitable as per the requirement.
14. The authority reserves the right to accept any Quotation, and to cancel/abort the tender process and reject all tenders at any time prior to award or contract, without thereby incurring any liability to the Bidder, or any obligation to inform the affected agency without assigning any reason thereof.

15. Incomplete offers will not be considered and will be rejected.
16. Under no circumstances shall be successful firm appoint any sub-contractor or sub-lease the contract.
17. In case the contractor fails to cope with the workload or does not supply quality goods or dishonors the contract in any way the contract awarded shall be liable for outright cancellations/terminations summarily, without assigning any reason thereof and the security deposit and payment due to the firm, if any, shall also be forfeited.
18. The Earnest Money shall be refunded to the unsuccessful bidder.
19. If it is found that the tenderer has violated these conditions, the contract will be terminated forthwith without any notice.



Commissioner  
Rourkela Municipal Corporation

**ELIGIBILITY CRITERIA**

The Tenderers shall furnish the following documents attached with tender papers for technical bid failing which the tender will be rejected summarily.

1. Cost of Tender Paper i.e. Rs.6720/-in shape of DD
2. EMD of Rs.10,000/- (Rupees Ten Thousand) only must be submitted along with the bid in shape of DD from any nationalized/scheduled bank in favor of Municipal Commissioner, Rourkela Municipal Corporation payable at Rourkela.
3. Authorization letter in support of dealership/Registration certificate.
4. Self-attested copy of PAN Card.
5. Attested copy of latest IT return by the Agency.
6. Attested copy of GST Registration Certificate.

**ANNEXURE-III**

**TECHNICAL BID**

**PROFORMA FOR SUBMISSION OF TECHNICAL BID FOR SUPPLY OF PRINTED ITEMS TO RMC  
FOR MANAGEMENT OF DAY TO DAY OFFICE WORK**

SL NO	Description	
1	Name & Address of the firm/Agency and E-Mail address	
2	Details of EMD	DD No _____ Date _____ of RS _____ drawn on Bank _____
3	Tender Paper cost in the Name of Commissioner, Rourkela Municipal Corporation from any nationalized Bank.	DD No _____ Date _____ of RS _____ drawn on Bank _____
4	Updated ITR	
5	GST Number	
6	PAN Number	
7	Self -Declaration stating that the firm has not been black listed from any Govt/Ministry/PSU organization.	

Note:- All Documentary proofs to be enclosed for above items.

Name and Signature of the Tenderer with the Seal



TENDER SCHEDULE FOR PRINTING FORM AND REGISTER OF ROURKELA MUNICIPAL CORPORATION.

Tender Call Notice No. \_\_\_\_\_

Paper Issued To \_\_\_\_\_

Dt. \_\_\_\_\_

Dt. \_\_\_\_\_

Sl.No.	Specification of Item	Unit	Rate in Figure	Rate in Words	Remarks
1	2	3	4	5	6
1	Tax Collector Daily Collection Register for Holding Tax (Form No.K(Rule-192)	1 Register (200 Pages)			
2	Tax Collector Daily Collection Register for Shop Rent (Rule-171)	1 Register (100 Pages)			
3	Garbage Collection Receipt	1 Book (each 100 pages with Duplicate)			
4	Miscellaneous Receipt Book (From No.XXXIV(Rule-157)	1 Book (each 100 pages with Duplicate)			
5	Printing of Letter Head 1/5 size in name	1 Pad (100 sheet)			
6	Small Size Letter Head 1/16 size same as SI.No.1	1 Pad (100 sheet)			
7	A-4 size paper printing (single side)	1 page			
8	A-3 size paper printing(single side)	1 page			
9	A-4 size paper colour printing(single side)	1 page			
10	A-3 size paper colour printing(single side)	1 page			
11	A-4 size paper both side printing	1 page			
12	A-3 size paper both side printing	1 page			
13	A-4 size paper both side colour printing	1 page			

14	A-3 size paper both side colour printing	1 page			
15	Visiting card with Sur name printing	100 nos			
16	Salary Bill Register (Form No.IX (Rule-197)	Each register (100 pages)			
17	Index Register APPENDIX-F- (Form No.III)	Each register (100 pages)			
18	Log Book APPENDIX-F(Form No.183)	Each register (100 pages)			
19	Salary Pay slip with Counter Foil	Each Book 50 pages			
20	Register of Letter Received APPENDIX-F- (Form No.1) with Board Binding	Each register (100 pages)			
21	Register of Letter Issued No.16,See Para-15 of Odisha Record Mannual 1964 with	Each register (500 pages)			
22	Contractor Certificate (Form No.W-IV,Rule-343)	Each register (500 pages)			
23	Toll Tax Receipt Book @ Rs.5.00/Rs.10.00 printed in each Receipt	Each Book 50 pages			
24	Note sheet of Rourkela Municipal Corporation in Maplitho paper	Each pad 100 pages			
25	Demand Notice (Form-O) U/s.161 of O.M.Act 1950	Each pad 100 pages			
26	Carriage Tax Receipt Book (Form No. XXX(Rule-154) U/S.157 of OM Act XXIII-	1 book (each 100 pages with Duplicate			
27	Bill Abstract Form (Scheduled -XXV IIIS)	Each Book 100 pages			
28	Office Fly Leaf of Rourkela Municipal Corporation printed in Green Colour	1 nos			
29	General Case Records printing in Yellow colour paper in Blue Letter	Each pad 100 pages			
30	Rubber stamp of Municipal Commissioner (self ink)	1 nos			
31	Flex Board with printing for inside office size 2"x1'	1 nos			



32	Subsidiary Vash Book (Form No.V(A) (Rule-128-A)	1 Register (100 pages)			
33	Cash Book (Form No.XIV(Rule-125)	1 Register (100 pages)			
34	Register of Bill (Form No.VII	1 Register (100 pages)			
35	Abstract Register of Expenditure Form No. XV(Rule-129)	1 Register (100 pages)			
36	Abstract Register of Receipt Form No. XV(Rule-129)	1 Register (100 pages)			
37	Marriage Certificate (Rule-3 Hindu Marriage Register	100 sheet			
38	Marriage register	1 Register (200 pages)			
39	Attendance Register	1 Register (100 pages)			
40	Utilization Note of Meterial	150 page with Triplicate with SI.No.			
41	Issue Note	150 page with Triplicate with SI.No.			
42	Indent Note	150 page with Triplicate with SI.No.			
43	Register of Grants for Accounts	1 Register (100 pages)			
44	Voucher Form Schedule XXVIII	100 sheet			
45	Application Form for Birth Certificate	100 sheet			
46	Application Form for Death Certificate	100 sheet			
47	Service Book Printing in Legal Paper	1 book			
48	Stock register Printing in Legal Paper	1 Register (200 pages)			
49	Treasury Challan	100 sheet			

50	Form of Madhu Babu Pension Yojana	100 sheet		
51	Demand Collection Register of Shop Establishment	1 Register (200 pages)		
52	Register of Collection of Holding Tax	1 Register (200 pages)		
53	Name Plate	per letter		
54	Incumbency chart writing	per letter		
55	Sanitizer Register for Door to Door Collection (Jedger paper)	200 pages		
56	Sensory Park Receipt Book (Adult) on Yellow colour print	100 nos		
57	Sensory Park Receipt Book (Child) on Pink colour print	100 nos		
58	Challan Book (Mo Khata)	100 nos		
59	Madhubabu Pension Yojana Pass Book	01 no. (Ten Page both side)		

No. of Correction in Figure

No. of Correction in Words

No. of Overwriting in Figure

No. of Overwriting in Words

Signature of Tenderer

Date:-

**ANNEXURE-V**  
**TENDER ACCEPTANCE LETTER**

To

The Commissioner,  
Rourkela Municipal Corporation  
Rourkela

Sub:- Acceptance of terms and Conditions of Tender **"Supply of Printed Items to Rourkela Municipal Corporation for Day to Day Office work"**

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned Tender/Work from the website: . [www.rmc.nic.in](http://www.rmc.nic.in) as per your advertisement.
2. I/we hereby certify that I/We have read the entire terms and conditions of the tender document including all documents like Annexures and I/We shall abide hereby by the terms/conditions/clauses obtained therein.
3. I/We hereby unconditionally accept the Tender conditions of above mentioned Tender.
4. In case any provisions of this tender are found violated, then your department/organizations shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said Earnest Money Deposit absolutely.

Yours faithfully

Name and Signature of the Tenderer with the Seal