



Bhubaneswar Municipal Corporation **SHORT QUOTATION CALL NOTICE**

No. 52694 Dated:21/12/2023

File No: XXXIVGS 30/23 /BMC

On behalf of the Bhubaneswar Municipal Corporation (BMC), Zonal Commissioner (Procurement) invites Sealed Quotations from manufacturers as Company/ Proprietorship Firm/ /Partnership Firm /Authorized Dealer/ Authorized Business Partner/ Original Equipment Manufacturer (OEM) /Private Limited Company/Limited Company for “**Selection of an Agency for Printing and Supply (Annual Contract) of Receipt Books, Reports, Log Books, LB Books, MB Books, and Other Materials to Bhubaneswar Municipal Corporation (BMC)**”.

The bidder shall submit the application along with the financial proposal on or before **dt: 31.12.2024 till 3:00 PM** only by speed post/registered post/ courier (**No drop box facility & hand delivery available, and submissions via FAX or email will not be considered**). For further details regarding the short quotation call notice, the intending bidders may visit the BMC website <https://www.bmc.gov.in>. The Bidding Document can be downloaded from BMC website.

For any queries, please contact Zonal Commissioner (Procurement), BMC

Contact Details:9337741082 (PMU,BMC)

By Order of Commissioner, BMC

Sd/-

Zonal Commissioner (Procurement)
Bhubaneswar Municipal Corporation

Memo No.52695 Dt 21/12/2023.

Copy submitted to PA to Hon'ble Mayor/PA to Commissioner for kind information of Hon'ble Mayor and Commissioner BMC.

Sd/-

Zonal Commissioner (Procurement)
Bhubaneswar Municipal Corporation

(SQCN for Selection of an Agency for Printing and Supply (Annual Contract) of Receipt Books, Reports, Log Books, LB Books, MB Books, and Other Materials to Bhubaneswar Municipal Corporation (BMC))

Memo No.52696 Dt 21/12/2023.

Copy to Additional Commissioner-I/ Additional Commissioner-II / Additional Commissioner-III /Chief Finance Officer BMC for kind information.

Sd/-

Zonal Commissioner (Procurement)
Bhubaneswar Municipal Corporation

Memo No. 52697 Dt 21/12/2023.

Copy to DC (IT),BMC for information and requested to upload in the BMC website.

Sd/-

Zonal Commissioner (Procurement)
Bhubaneswar Municipal Corporation

Memo No. 52698 Dt 21/12/2023.

Copy to Office Notice Board for wide Publication.

Sd/-

Zonal Commissioner (Procurement)
Bhubaneswar Municipal Corporation

(SQCN for Selection of an Agency for Printing and Supply (Annual Contract) of Receipt Books, Reports, Log Books, LB Books, MB Books, and Other Materials to Bhubaneswar Municipal Corporation (BMC))

SHORT QUOTATION CALL NOTICE

No. 52694 BMC Dated.21/12/2024

Sealed Quotations are invited by the Bhubaneswar Municipal Corporation (BMC) from the firms/ agencies (the "Bidders") to undertake the work of **"Selection of an Agency for Printing and Supply (Annual Contract) of Receipt Books, Reports, Logbooks, LB Books, MB Books, and Other Materials to Bhubaneswar Municipal Corporation (BMC)"**.

Schedule of Event

Sr. No.	Description	Date & Time
1	Issue of Advertisement	21/12/2024 by 7:00 PM
2	Last date and time for submission of proposal	31/12/2024 by 03:00 PM
3	Opening of the Proposal (Technical Bid)	31/12/2024 by 04:00 PM
4	Opening of the Financial Bid	31/12/2024 by 04:30 PM

1. Eligibility Criteria:

- a) The bidder should be a legal entity such as Company/ Proprietorship Firm/ Partnership Firm/ Authorized Dealer/ Private Limited Company/Limited Company Authorized Business Partner registered under relevant act(s)/ rules in India. (with valid registration documents.).
- b) The Supplier must have a valid GST & PAN and having registered office in locality of Bhubaneswar.
- c) The bidder must have experience in supplying similar or higher-rated work **to any Central or State Government bodies/Urban Local Bodies (ULBs)/municipalities/private companies/private organizations/institutions/Public Sector Undertakings (PSUs)/ large organizations in last five years.**
- d) The bidder should provide details of at **least (2) two similar contracts executed in the past (5) five years**, with a total work value **exceeding Rs.50,000/- (Fifty Thousand only)**. (combined value of all works executed). The details should include client names, contract values, and supporting documents such as bills, purchase orders, payment orders, work order, completion certificate or any other relevant documents.
- e) Bidder must not have been barred or blacklisted by the Central Government, any state government, or any of its organisations from participating in any project or being awarded any contract and the bar subsists on the Proposal Due Date (In Bidder's letter Head).
- f) Conditional proposals submitted by the bidder shall stand cancelled.
- g) If the tender is not submitted in the proper format, the bid of the concerned bidder shall be outright rejected.

(SQCN for Selection of an Agency for Printing and Supply (Annual Contract) of Receipt Books, Reports, Log Books, LB Books, MB Books, and Other Materials to Bhubaneswar Municipal Corporation (BMC))

2. Terms & Conditions:

The selected agency will be responsible for the printing and supply of receipt books, reports, and certificates to the Bhubaneswar Municipal Corporation (BMC), delivered to the Central Store at Vivekananda Marg, near Kalpana Square, Nageswar Tangi, Old Town, Bhubaneswar, Odisha 751014.

a) **Quality Standards:**

The air conditioners supplied must meet the following quality standards:

- The supplied paper must meet BIS (Bureau of Indian Standards) quality certifications.
- Paper must be of high opacity, smooth finish, and uniform thickness.
- Free from any manufacturing defects like curling, uneven cutting, or misaligned edges.

b) **Technical Specifications:** As per mentioned in this Document.

c) **Logistics and Delivery:** The supplier is expected to deliver the required quantity of A4 Papers to BMC **within 48 hours after** the issuance of the work order. The agency is responsible for making the necessary transportation arrangements at its own cost, as BMC will not cover any transportation expenses. BMC reserves the right to place orders as per its requirements, without any minimum or maximum quantity obligation.

d) The rate quoted by the bidder shall be valid for the period of 01 (one) year. During the validity period, Bhubaneswar Municipal Corporation (BMC) reserves the right to place orders as per its requirements and for the quantity it deems necessary. BMC is not obligated to procure all the items listed in **Annexure-III** and reserves the right to exclude any item(s) from procurement without assigning any reason. The selected agency shall not be entitled to make any claims or raise disputes regarding the non-procurement of any specific item(s) mentioned in **Annexure-III** or the quantity of items ordered by BMC.

e) The selected agency shall enter into a rate contract with Bhubaneswar Municipal Corporation (BMC) for a period of one year. During this period, the agency is required to supply the items as per BMC's requirements at the approved L1 rate, with no price escalation allowed. The selected agency must sign an agreement with BMC within four (4) days of receiving the Letter of Award (LOA) and submit the required Performance Bank Guarantee as stipulated

f) The bidder must submit a performance security amounting Rs.10,000/-(Ten Thousand Only) on selection. The same shall be returned after assignment duration without any interest.

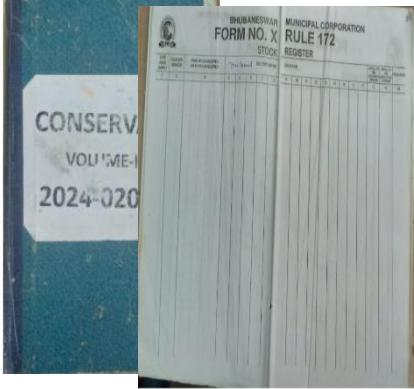
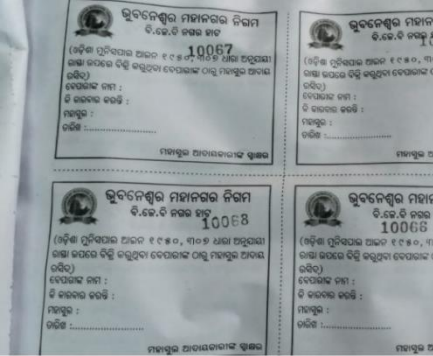
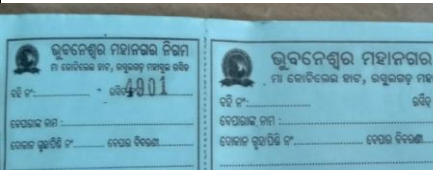
g) The reference photo provided in this SQCN is for illustrative purposes only and is not the final representation of the material. Bhubaneswar Municipal Corporation (BMC) reserves the right to modify the design at its discretion, and no bidder shall claim the reference photo as the actual representation or contest any changes made to the design.

h) Bhubaneswar Municipal Corporation (BMC) is not obligated to procure all items mentioned in the BOQ and reserves the right to add or subtract quantities as per its requirements. The technical specifications and quantities are subject to modification at BMC's discretion, and no claims shall be entertained by the bidders in this regard.

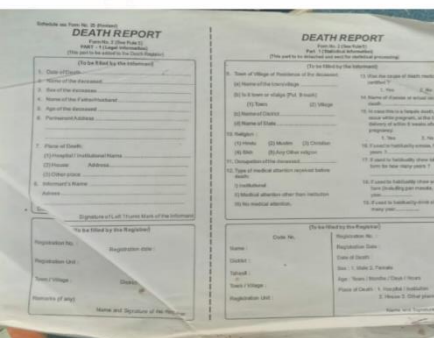

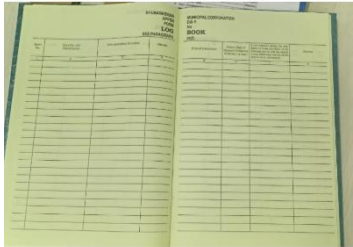

i) **Penalty:** Failure to deliver within the stipulated timeline or to meet the required specifications will result in penalties as per BMC's procurement policies.

(SQCN for Selection of an Agency for Printing and Supply (Annual Contract) of Receipt Books, Reports, Log Books, LB Books, MB Books, and Other Materials to Bhubaneswar Municipal Corporation (BMC))


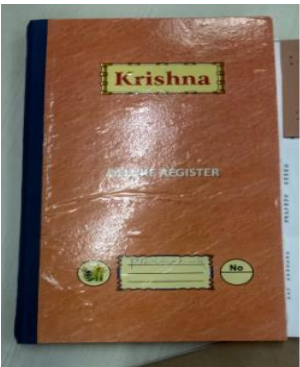
j) Technical Specification

Sl.No	Item Description	Details	Reference Picture	Quantity
1.	Stock Book Register / Inventory Accounting	<ul style="list-style-type: none"> Size: 31 cm × 19.5 cm (L × B) Cover page: Hard-bound; High-quality paper for durability. The BMC logo shall be printed on every page Page No. should be placed/printed on every page. As per Govt. Odisha Rule-172 70- 80 GSM 		100 Nos, each containing 200 pages.
2.	Receipt Book (Design 1) (Hata Book BJB Nagar)	<ul style="list-style-type: none"> Size: 21 cm × 16.8 cm Each page contains 4 sections (8.2 cm × 9.7 cm); Total 400 pages (200 original + 200 duplicate); Duplicate remains after original is removed Page No. should be placed/printed on every page. The BMC logo and BMC shall be printed on every page including Coverpage 70 GSM 		500 Nos,
3.	Receipt Book (Maa Kochilei Haat Receipt Book)	<ul style="list-style-type: none"> Size: 20.5 cm × 8 cm Total 200 pages (100 original + 100 duplicate) Page No. should be placed/printed on every page. The BMC logo and BMC shall be printed on every page including Coverpage 70 GSM 		500 Nos,


(SQCN for Selection of an Agency for Printing and Supply (Annual Contract) of Receipt Books, Reports, Log Books, LB Books, MB Books, and Other Materials to Bhubaneswar Municipal Corporation (BMC))

4.	Death Report	<ul style="list-style-type: none"> Size: 28 cm × 21 cm Standard death report template 70 GSM 		1000 Nos
5.	Death Report Application Form	<ul style="list-style-type: none"> Size: A4 For application submissions 70 GSM 		1000 Nos
6	Birth Application Form	<ul style="list-style-type: none"> Size: A4 For application submissions 70 GSM 		1000 Nos
7	Birth Certificate	<ul style="list-style-type: none"> Size: 21 cm × 27.5 cm 120 GSM 		500 Nos
8	Issue Register	<ul style="list-style-type: none"> Size: 31 cm × 20 cm Each book contains a total of 400 pages Hard binding cover and BMC logo printed on every page; Page numbers printed on every page. As per the standard template used in government offices. As per Govt. Odisha Rule-172 70- 80 GSM 		500 Nos,
9	Diary Register (As per Govt. Odisha Rule)	<ul style="list-style-type: none"> Size: 31 cm × 20 cm Hard binding cover BMC logo printed on every page; Page numbers printed on every page. Each book contains a total of 400 pages As per Govt. Odisha Rule-172 GSM: 70 GSM 		500 Nos,

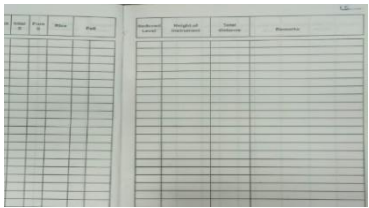
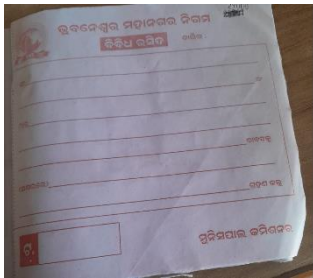
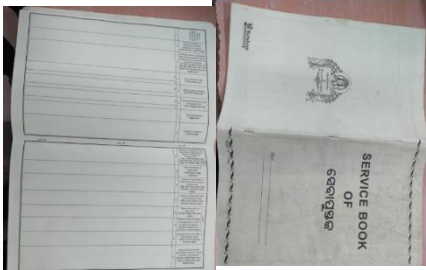
(SQCN for Selection of an Agency for Printing and Supply (Annual Contract) of Receipt Books, Reports, Log Books, LB Books, MB Books, and Other Materials to Bhubaneswar Municipal Corporation (BMC))

10	Peon Book	<ul style="list-style-type: none"> Size: 30.5 cm × 20 cm BMC logo printed on every page; Page numbers printed on every page. Each book contains a total of 100 pages 65 GSM 		500 Nos,
11	Register No.4	<ul style="list-style-type: none"> Size: 30.5 cm × 20 cm Page numbers printed on every page. Each book contains a total of 26 pages The BMC logo and BMC shall be printed on every page including Cover page Hard Biding cover page 70 GSM 		500 Nos
12	Register No. 6	<ul style="list-style-type: none"> Size: 30.5 cm × 20 cm Page numbers printed on every page. Each book contains a total of 42 pages The BMC logo and BMC shall be printed on every page including Cover page Hard Biding cover page 70 GSM 		500 Nos
13	Register No. 8	<ul style="list-style-type: none"> Size: 30.5 cm × 20 cm Page numbers printed on every page. Each book contains a total of 56 pages The BMC logo and BMC shall be printed on every page including Cover page 70 GSM Hard Biding cover page 		500 Nos
14	Register No.10	<ul style="list-style-type: none"> Size: 30.5 cm × 20 cm Page numbers printed on every page. The BMC logo and BMC shall be printed on every page including Cover page Each book contains a total of 70 pages 		500 Nos

(SQCN for Selection of an Agency for Printing and Supply (Annual Contract) of Receipt Books, Reports, Log Books, LB Books, MB Books, and Other Materials to Bhubaneswar Municipal Corporation (BMC))

		<ul style="list-style-type: none"> • 70 GSM 		
15	Register No.16	<ul style="list-style-type: none"> • Size: 30.5 cm × 20 cm • Page numbers printed on every page. • The BMC logo and BMC shall be printed on every page including Cover page • Each book contains a total of 112 pages • 70 GSM 		500 Nos
16	Register No.20	<ul style="list-style-type: none"> • Size: 30.5 cm × 20 cm • Page numbers printed on every page. • The BMC logo and BMC shall be printed on every page including Cover page • Each book contains a total of 140 pages • 70 GSM 		500 Nos
17	Register No.30	<ul style="list-style-type: none"> • Size: 30.5 cm × 20 cm • Page numbers printed on every page. • The BMC logo and BMC shall be printed on every page including Coverpage • Each book contains a total of 210 pages • 70 GSM 		500 Nos
18	Register No.40	<ul style="list-style-type: none"> • Size: 30.5 cm × 20 cm • Page numbers printed on every page. • The BMC logo and BMC shall be printed on every page including Coverpage • Each book contains a total of 280 pages • 70 GSM 		500 Nos
19	MB Engineering Notebook	<ul style="list-style-type: none"> • Size: 16 cm × 10 cm • Brand: Oxford; Standard quality as per specification. • Each book contains a total of 100 pages. • Standard Binding 		2000 Nos

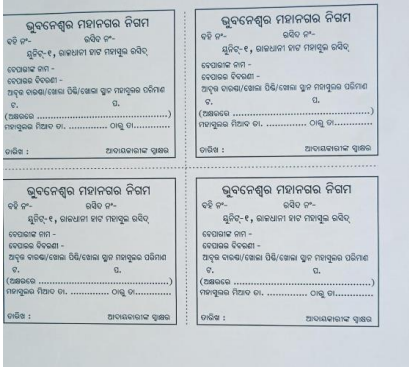
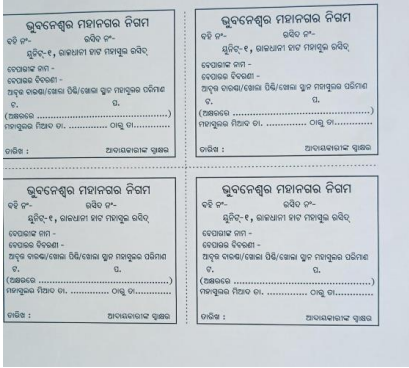
(SQCN for Selection of an Agency for Printing and Supply (Annual Contract) of Receipt Books, Reports, Log Books, LB Books, MB Books, and Other Materials to Bhubaneswar Municipal Corporation (BMC))

20	LB Book	<ul style="list-style-type: none"> Size: 18 cm × 12 cm Brand: Oxford; Standard quality as per specification. Each book contains a total of 100 pages. 		500 Nos
21	Receipt Book (Design-3)	<ul style="list-style-type: none"> Size: 21 cm × 16.8 cm Each page contains 4 sections (8.2 cm × 9.7 cm); Total 400 pages (200 original + 200 duplicate); Duplicate remains after original is removed Page No. should be placed/printed on every page. GSM 65 The BMC logo and BMC shall be printed on every page including Coverpage 		300 Nos
22	BMC Flyleaf	<ul style="list-style-type: none"> Size: 35.2 cm × 26cm The BMC logo and BMC shall be printed in Cover page. 		30,000 Nos
23	Service Book	<ul style="list-style-type: none"> Page numbers printed on every page. The BMC logo and BMC shall be printed on every page including Coverpage Each book contains a total of 30 pages 70 GSM 		300 Nos
24	Proforma Receipt Book	<ul style="list-style-type: none"> Total 100 pages (100 original + 100 duplicate) Page No. should be placed/printed on every page. The BMC logo and BMC shall be printed on every page including Coverpage 75 GSM 		3000 Nos
25	OPD Ticket Allopathy	<ul style="list-style-type: none"> Size: A4 (1/8 demi size) 65 GSM 		3,00,000Nos

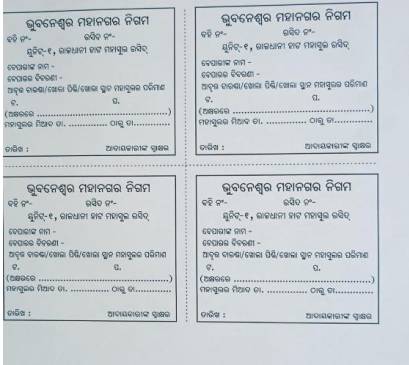
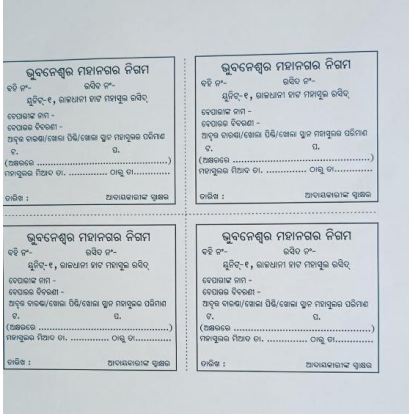
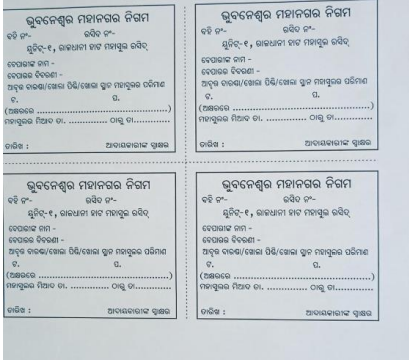
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		<ul style="list-style-type: none"> The BMC logo and BMC shall be printed 		
26	OPD Ticket Homeopathy	<ul style="list-style-type: none"> Size: A4 (1/8 demi size) 65 GSM The BMC logo and BMC shall be printed 		1,00,000Nos
27	X Ray Ticket	<ul style="list-style-type: none"> 1/12 demi size 90 GSM The BMC logo and BMC shall be printed 		10,000 Nos
28	Pathology Ticket	<ul style="list-style-type: none"> 1/4 Crown size 70 GSM The BMC logo and BMC shall be printed 		60,000 Nos
29	Eye Prescription	<ul style="list-style-type: none"> 1/4 Crown size or in A4 70 GSM The BMC logo and BMC shall be printed 		10,000 Nos
30	Bed Head Ticket	<ul style="list-style-type: none"> 1/4 Crown size or in A4 70 GSM The BMC logo and BMC shall be printed 		10,000 Nos
31	Blood Requisition Form	<ul style="list-style-type: none"> 1/4 Crown size or in A4 70 GSM The BMC logo and BMC shall be printed 		10,000 Nos
32	Attendance Register	<ul style="list-style-type: none"> Size: (89X13) 65 GSM The BMC logo and BMC shall be printed on every page including Coverpage 50 page in each Book/register 		300 Nos
33	OPD & IPD Register	<ul style="list-style-type: none"> Size: (13 inch X16 inch) 200 folio 70 GSM The BMC logo and BMC shall be printed The BMC logo and BMC shall be printed on every page including Coverpage Each book contains a total of 400 pages. 		100 Nos

(SQCN for Selection of an Agency for Printing and Supply (Annual Contract) of Receipt Books, Reports, Log Books, LB Books, MB Books, and Other Materials to Bhubaneswar Municipal Corporation (BMC))

34	Homeopathy OPD Register	<ul style="list-style-type: none"> Size: (13 inch X16 inch) 200 folio 70 GSM The BMC logo and BMC shall be printed 50 page in each Book/register The BMC logo and BMC shall be printed on every page including Coverpage Each book contains a total of 400 pages. 		60 Nos
35	Unit-1 (Market Receipt Book)	<ul style="list-style-type: none"> Size: 21 cm × 16.8 cm Each page contains 4 sections (8.2 cm × 9.7 cm); Total 100 pages (100 original + 100 duplicate); Duplicate remains after original is removed Page No. should be placed/printed on every page. The BMC logo and BMC shall be printed on every page including Coverpage 60 GSM 		1000 Nos,
36	Unit-IV (Market Receipt Book)	<ul style="list-style-type: none"> Size: 21 cm × 16.8 cm Each page contains 4 sections (8.2 cm × 9.7 cm); Total 100 pages (100 original + 100 duplicate); Duplicate remains after original is removed Page No. should be placed/printed on every page. The BMC logo and BMC shall be printed on every page including Coverpage 60 GSM 		1000 Nos,

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37	Siripur Market Receipt Book	<ul style="list-style-type: none"> Size: 21 cm × 16.8 cm Each page contains 4 sections (8.2 cm × 9.7 cm); Total 400 pages (200 original + 200 duplicate); Duplicate remains after original is removed Page No. should be placed/printed on every page. The BMC logo and BMC shall be printed on every page including Coverpage 70 GSM 		1000 Nos,
38	Nageswar Tangi Haat Receipt Book	<ul style="list-style-type: none"> Size: 21 cm × 16.8 cm Each page contains 4 sections (8.2 cm × 9.7 cm); Total 100 pages (100 original + 100 duplicate); Duplicate remains after original is removed Page No. should be placed/printed on every page. The BMC logo and BMC shall be printed on every page including Coverpage 60 GSM 		1000 Nos,
39	Gadeswar Haat Vss Nagar Market Receipt Book	<ul style="list-style-type: none"> Size: 21 cm × 16.8 cm Each page contains 4 sections (8.2 cm × 9.7 cm); Total 100 pages (100 original + 100 duplicate); Duplicate remains after original is removed Page No. should be placed/printed on every page. The BMC logo and BMC shall be printed on every page including Coverpage 60 GSM 		1000 Nos,

3. Documents to be provided by the bidder:

- The bidder must submit the documents in accordance with the eligibility criteria (Clause 1).

(SQCN for Selection of an Agency for Printing and Supply (Annual Contract) of Receipt Books, Reports, Log Books, LB Books, MB Books, and Other Materials to Bhubaneswar Municipal Corporation (BMC))

- h) The bidder should provide details of at least (2) two similar contracts executed in the past (5) five years, with a total work value exceeding Rs.50,000/- (Fifty Thousand) (combined value of all works executed). The details should include client names, contract values, and supporting documents such as bills, purchase orders, Gem Purchase Order , payment orders, work order, completion certificate or any other relevant documents.
- b) Bidder information document in Annexure-I.
- c) Undertaking for Non-Blacklisting Annexure-II (In Bidder's letter head).
- d) Financial Proposal in Annexure-III (separately sealed).
- e) Valid GST Registration Certificate.
- f) Valid PAN details.

4. Submission of Bids:

- a) "The Tender Document is available for download on the website <https://www.bmc.gov.in>. The cost of the tender paper is **Rs. 708/- (Rupees Seven hundred eight only)**, which is non-refundable. Payment should be made in the form of a Demand Draft in favor of the Commissioner, Bhubaneswar Municipal Corporation, payable at Bhubaneswar, issued by any Nationalized / Scheduled Bank.
- b) **The proposal should be submitted in three parts viz. "Tender Document Cost", "Technical Bid" and "Financial Bid" in the enclosed proforma. All the three envelopes containing the Tender Document Cost (Envelope 1), Technical Bid (Envelope 2) and Financial Bid (Envelope.3) should be sealed and marked separately and be put together in an outer envelope, which shall be sealed. The outer envelope shall bear given identification: Tender Call Notice No., Name of Tender Call Notice, Deadline for submission (Bid due date), Name and address of the bidder.**
- c) Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page.
- d) The submission of bid is in hard copy form and the last date and time for submission of bid (**Bid Due Date**) is **31/12/2024 up to 3:00 PM** at the below mentioned address of BMC, Bhubaneswar, through **Registered Post /Speed Post or Courier Service only (No drop box facility & hand delivery is available, and submissions via FAX or email will not be considered)**. Bids received after the specified time on the Bid Due Date shall not be eligible for consideration and shall be summarily rejected. Bids submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.

Zonal Commissioner (Procurement)
Bhubaneswar Municipal Corporation (BMC),
ICOMC Tower, Unit-9, Janpath,
Bhubaneswar- 751022, Odisha,

- e) The Technical Bids will be opened on **31/12/2024 at 04:00 PM** in the 4th Floor Conference Hall of Bhubaneswar Municipal Corporation (BMC). The Financial Bids of technically qualified bidders will be opened on the same day at **04:30 PM**.
- f) All representatives of bidders must be present at the time of the Technical Bid opening. They are required to bring catalogues with photos, where the technical specifications of the equipment are mentioned.
- g) Upon the opening of the financial bids, the shortlisted bidders shall present the materials for which they have submitted their quotations. The quality of these materials shall be evaluated by a designated committee. The committee reserves the right to thoroughly inspect and assess the quality of all items in accordance with the technical specifications provided in the RFP.

(SQCN for Selection of an Agency for Printing and Supply (Annual Contract) of Receipt Books, Reports, Log Books, LB Books, MB Books, and Other Materials to Bhubaneswar Municipal Corporation (BMC))

- h) All agencies that qualify for the financial bid opening are required to present the actual materials they have quoted on the date of financial bid opening. This includes samples of all quoted items relevant materials. If the materials presented by the lowest (L1) bidder are found to be of good quality then the bidder will be confirmed as the L1 bidder and awarded the contract.
- i) If the lowest financial bidder (L1) is found to have submitted materials that do not meet the required quality standards, the committee may instruct the L1 bidder to supply materials of the required quality at the quoted L1 rate. In the event that the L1 bidder refuses or is unable to provide materials of the necessary quality, the committee reserves the right to disqualify the L1 bidder and award the contract to the second lowest bidder (L2), provided that the L2 bidder agrees to match the L1 price.
- j) The decision of the committee regarding material quality and the assignment of work shall be final and binding.
- k) The BMC reserves the right to accept or reject any or all bids and to annul the selection process and reject all bids at any time during the bidding process without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof.
- l) The mode of selection shall be least cost method. The technical qualified bidder quoting the lowest amount in financial proposal (i.e. Annexure-IV) shall be declared as the selected bidder.
- m) BMC also, reserves the right to reject any Proposal if:
 - i. at any time, a material misrepresentation is made or uncovered, or
 - ii. the Agency does not submit in time any information or clarification asked for.

5. Selection Process:

- a) Selection will be based on the evaluation of both the Technical and Financial Bids. Initially, a technical evaluation will be conducted through the scrutiny of documents provided by the bidders. If a bidder meets all the criteria outlined in Clause 1, they will be deemed eligible for the financial bid opening. The mode of selection shall be the Least Cost Method. The technically qualified bidder who quotes the lowest amount in the financial proposal (as per Annexure-III) will be declared the selected bidder.

6. Terms of Payment:

- a) Bills Payment for the Equipment's will be disbursed by the BMC to the selected suppliers upon the satisfactory completion of the delivery process. The payment terms are outlined as follows:
- b) **Initial Payment (80%):**
80% of the total payment will be released to the L1 bidder after the successful delivery of the specified quantities of equipment's as per the technical specifications outlined in the SQCN. Upon delivery, the Procurement Officer, BMC will ensure the quality and quantity and also certify that the products are in good condition. Once the quality and quantity is confirmed to be satisfactory, then the payment will be released.
- c) **Final Payment(20%):**
The final 20% payment will be made after BMC confirms satisfaction with the quality and quantity of the products for a period of 4 months following delivery. During this period, if any defects or issues arise, it could impact the release of this final payment.
- d) In the event of any non-compliance or failure to meet the specified standards, the corresponding 20% may be subject to deduction or retained until satisfactory rectification.
- e) If the quality and quantity of the supplied products do not meet the specifications outlined in the SQCN, the selected supplier will be blacklisted by Bhubaneswar Municipal Corporation (BMC).

(SQCN for Selection of an Agency for Printing and Supply (Annual Contract) of Receipt Books, Reports, Log Books, LB Books, MB Books, and Other Materials to Bhubaneswar Municipal Corporation (BMC))

In such a case, BMC reserves the right to award the contract to the next lowest bidder (L2) without any further notice to the original supplier.

- f) TDS will be charged as per Income Tax rule.

Sd/-
Zonal Commissioner (Procurement)
Bhubaneswar Municipal Corporation

Annexure-I
Bidder's Organization (General Detail)

Sl. No.	Description	Full Details
1	Name of the Agency	
2	Address for communication: Tel : Fax: Email id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha If Yes, Please furnish contact details	Yes / No
6	Bid Processing Fee Details Amount: Demand Draft No. : Date: Name of the Bank:	

(SQCN for Selection of an Agency for Printing and Supply (Annual Contract) of Receipt Books, Reports, Log Books, LB Books, MB Books, and Other Materials to Bhubaneswar Municipal Corporation (BMC))

7	PAN Number	
8	Goods and Services Tax Identification Number (GSTIN)	
9	Willing to carry out assignments as per the scope of work of the Tender Call Notice	YES
10	Willing to accept all the terms and conditions as specified in the Tender Call Notice	YES

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date and Seal: _____

Selection of an Agency for Printing and Supply (Annual Contract) of Receipt Books, Reports, Log Books, LB Books, MB Books, and Other Materials to Bhubaneswar Municipal Corporation (BMC)

Undertaking for Non-Blacklisting
(In Bidder's Letter Head)

I/we, hereby undertake that, our organization has not been blacklisted / debarred by any of the Central / State Government Ministry / Department/ Office/Private Organization or by any Public Sector Undertaking (PSUs) and I/we are not blacklisted by any authority and that no debarment/blacklisting subsists as on the Proposal Due Date.

Yours sincerely,

Authorized Signature

[In full and initials]: _____

Name and Designation of the Signatory:

Name of the Bidder and Address

SQCN for Selection of an Agency for Printing and Supply (Annual Contract) of Receipt Books, Reports, Log Books, LB Books, MB Books, and Other Materials to Bhubaneswar Municipal Corporation (BMC)

FINANCIAL PROPOSAL SUBMISSION FORM

(Annexure-III)

(On the Letter head of The Bidder)

FROM

(NAME OF THE FIRM)

TO

The Zonal Commissioner (Procurement)

Bhubaneswar Municipal Corporation

ICOMC Tower

Janpath, Unit-9

Bhubaneswar - 751022, Odisha

Subject: " Selection of an Agency for Printing and Supply (Annual Contract) of Receipt Books, Reports, Log Books, LB Books, MB Books, and Other Materials to Bhubaneswar Municipal Corporation (BMC)".

Sir,

Being duly authorized to represent and act on behalf of _____

(Name of the Bidder), having reviewed and fully understood all the requirements of the Short Quotation Call Notice issued by BMC vide no. _____ dated _____ for **"Selection of an Agency for Printing and Supply (Annual Contract) of Receipt Books, Reports, Log Books, LB Books, MB Books, and Other Materials to Bhubaneswar Municipal Corporation (BMC)"** .hereby submitting the financial proposal in the prescribed format as given below:

Sl.No.	Description of Item	Quantity Required (A)	Cost in Rs./unit (B)	In Rs. (AxB)	Applicable GST in RS	Total Cost In Rs. Inclusive of GST
1	Stock Book Register / Inventory Accounting	100 Nos				
2	Receipt Book (Design 1) (Hata Book BJB Nagar)	500 Nos,				

3	Receipt Book (Maa Kochilei Haat Receipt Book)	500 Nos				
4	Death Report	1000 Nos				
5	Death Report Application Form	1000 Nos				
6	Birth Application Form	1000 Nos				
7	Birth Certificate	500 Nos				
8	Issue Register	500 Nos				
9	Diary Register (As per Govt. Odisha Rule)	500 Nos				
10	Peon Book	500 Nos				
11	Register No.4	500 Nos				
12	Register No. 6	500 Nos				
13	Register No. 8	500 Nos				
14	Register No.10	500 Nos				
15	Register No.16	500 Nos				
16	Register No.20	500 Nos				
17	Register No.30	500 Nos				
18	Register No.40	500 Nos				
19	MB Engineering Notebook	2000 Nos				
20	LB Book	500 Nos				
21	Receipt Book (Design-3)	300 Nos				
22	BMC Flyleaf	30,000 Nos				
23	Service Book	300 Nos				
24	Proforma Receipt Book	3000 Nos				
25	OPD Ticket Allopathy	3,00,000Nos				
26	OPD Ticket Homeopathy	1,00,000Nos				
27	X Ray Ticket	10,000 Nos				
28	Pathology Ticket	60,000 Nos				
29	Eye Prescription	10,000 Nos				
30	Bed Head Ticket	10,000 Nos				
31	Blood Requisition Form	10,000 Nos				
32	Attendance Register	300 Nos				

33	OPD & IPD Register	100 Nos				
34	Homeopathy OPD Register	60 Nos				
35	Unit-1 (Market Receipt Book)	1000 Nos				
36	Unit-IV (Market Receipt Book)	1000 Nos				
37	Siripur Market Receipt Book	1000 Nos,				
38	Nageswar Tangi Haat Receipt Book	1000 Nos,				
39	Gadeswar Haat Vss Nagar Market Receipt Book	1000 Nos,				
Total Amount in Rs (Inclusive of GST)						
Applicable GST in.....%						

Note: All equipment and materials must meet the quality standards specified in Clause 2.j.

Yours faithfully

Seal & Signature of the Bidder

Full Name of the Bidder

Date:_____

SQCN for Selection of an Agency for the Annual Contract for Printing and Supply of Receipt Books, Reports, Log Books, LB Books, MB Books, and Other Materials to Bhubaneswar Municipal Corporation (BMC)