



Bhubaneswar Municipal Corporation
SHORT QUOTATION CALL NOTICE

File No: GS-3/26 No. 43852 Dated: 24-7-26

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 Rate Contract) of Registers, Forms, Books, Tickets and Other Printed Materials to Bhubaneswar Municipal Corporation (BMC)**".

The bidder shall submit the application along with the financial proposal on or before **dt: 03.08.2026 till 3:00 PM** only by speed post/registered post/ courier (**No drop box facility & hand delivery is not 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 Deputy Commissioner (Procurement), BMC

Contact Details:

By Order of Commissioner, BMC

Deputy Commissioner (Procurement)
Bhubaneswar Municipal Corporation

Memo No. 43853 Dt: 24-7-26

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

Deputy Commissioner (Procurement)
Bhubaneswar Municipal Corporation

(SQCN Selection of an Agency for Printing and Supply (Annual Rate Contract) of Registers, Forms, Books, Tickets and Other Printed Materials to Bhubaneswar Municipal Corporation (BMC))".

Memo No. 43854 Dt: 24-7-26

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


Deputy Commissioner (Procurement)
Bhubaneswar Municipal Corporation

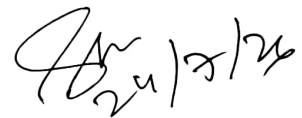
Memo No. 43855 Dt: 24-7-26

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


Deputy Commissioner (Procurement)
Bhubaneswar Municipal Corporation

Memo No. 43856 Dt: 24-7-26

Copy to Office Notice Board for wide Publication.


Deputy Commissioner (Procurement)
Bhubaneswar Municipal Corporation

(SQCN Selection of an Agency for Printing and Supply (Annual Rate Contract) of Registers, Forms, Books, Tickets and Other Printed Materials to Bhubaneswar Municipal Corporation (BMC)".

SHORT QUOTATION CALL NOTICE

No. **43852** BMC Dated. **24.07.2026**

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 Rate Contract) of Registers, Forms, Books, Tickets and Other Printed Materials to Bhubaneswar Municipal Corporation (BMC)"**.

Schedule of Event

Sr. No.	Description	Date & Time
1	Issue of Advertisement	24.07.2026 by 7:00 PM
2	Last date and time for submission of proposal	03.08.2026 by 03:00 PM
3	Opening of the Proposal (Technical Bid)	03.08.2026 by 04:00 PM
4	Opening of the Financial Bid	03.08.2026 by 04:30 PM

1. Eligibility Criteria:

- 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.).
- The Supplier must have a valid GST & PAN and having registered office in locality of Bhubaneswar.
- 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.**
- 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.
- The applicant should have minimum annual turnover of **Rs. 05.00 Lakhs** during any of the FY **2023-2024, FY 2024-25 and FY 2025-26**. (Turnover certificate duly certified by CA and copies of ITR, Balance Sheet and Profit & Loss Account Statement to be submitted) IT returns certificate of last three (3) Financial Year FY **2023-2024, FY 2024-25 and FY 2025-26**.
- 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.
- Conditional proposals submitted by the bidder shall stand cancelled.
- If the tender is not submitted in the proper format, the bid of the concerned bidder shall be outright rejected.

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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 supplied printed materials shall meet the following quality standards:

- All registers, books, forms, tickets, note pads and other printed materials supplied shall be new, unused, of first quality, and free from manufacturing defects, smudging, improper printing, torn pages, binding defects, moisture damage, or any other deficiencies.
- The paper quality, size, GSM, number of pages, binding, printing pattern, and other specifications shall strictly conform to the Technical Specifications and BOQ.
- The paper used shall be of superior quality and conform to the specified GSM. Printing shall be clear, legible, uniform, and resistant to fading under normal storage conditions.
- Hard-bound registers shall have durable board covers with proper stitching and binding to ensure long-term use.
- The BMC Logo and "BMC" printing, wherever specified, shall be clear and accurately reproduced.
- All materials shall be properly packed and protected against moisture, dust, folding, tearing, or transit damage.
- Any material found defective, damaged, improperly printed, or not conforming to the approved specifications shall be liable for rejection and shall be replaced by the supplier at their own risk and cost without any additional financial implication to BMC.
- Any deviation from the approved specification may lead to rejection of the materials at the risk and cost of the supplier.

b) Specific Material & Durability Criteria:

- All registers shall be made using superior quality paper of specified GSM with durable hard binding and proper page stitching.
- Page numbers shall be printed sequentially wherever specified.
- Printed forms, certificates, tickets, prescriptions, and cards shall be produced using quality paper and printing ink ensuring legibility and durability during normal handling and storage.
- Spiral note pads shall have strong spiral binding and quality paper suitable for routine office use.
- All printed materials shall be free from ink smearing, misprinting, improper cutting, loose binding, missing pages, and other manufacturing defects.
- The cover pages of registers and books shall be sufficiently strong and durable for institutional use.
- All materials supplied shall be safe for prolonged handling and storage and shall conform to standard industry printing practices.

c) Brand Compliance:

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- The bidder shall use only genuine and superior quality paper, binding materials, printing ink, and other consumables conforming to standard industry practices.
- Materials from reputed paper mills and printing manufacturers shall be used.
- Supply of duplicate, substandard, damaged, or inferior-quality materials shall lead to immediate rejection and may result in termination of the contract and blacklisting of the agency.
- Any change in paper quality, GSM, binding material, or printing specifications shall require prior approval from the competent authority of BMC.
- Equivalent or superior quality materials may be accepted subject to approval by the Stores & Procurement Section, BMC.

d) Warranty & Replacement:

- Any defective, damaged, improperly printed, improperly bound, or non-conforming material shall be replaced by the supplier within 7 (seven) working days from the date of intimation, without any additional cost to BMC.
- Replacement shall be made entirely at the supplier's own risk and expense.
- Failure to replace rejected materials within the stipulated period may attract penalties, deductions, or other actions as per tender conditions.

e) Inspection & Compliance:

- The authorized representatives of the Stores & Procurement Section and the concerned user department of BMC shall inspect and verify the quality, quantity, printing, binding, and compliance of all supplied materials at the time of delivery.
- Any material found defective, damaged, improperly printed, improperly bound, or otherwise non-compliant shall be rejected and shall be replaced by the supplier within 7 (seven) working days at no additional cost to BMC.
- Failure to replace rejected materials within the stipulated period may attract penalties or deductions as per the tender provisions.
- The supplier shall ensure that paper, printing ink, and packing materials used are environmentally safe and that waste generated during printing processes is disposed of in accordance with applicable environmental regulations.
- One sample of each item may be required to be approved by BMC before undertaking bulk printing and supply.

f) Technical Specifications: As per mentioned in this Document.

g) Logistics and Delivery: The supplier is expected to deliver the required quantity of materials 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.

h) 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.

i) 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

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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

- j) The successful bidder shall submit a **Performance Security equivalent to 5% (Five Percent) of the Work Order value** within the stipulated time after issuance of the Work Order and prior to commencement of supply. The Performance Security shall remain valid for the entire contract period and shall be released after successful completion of the contract period and fulfillment of all contractual obligations, without any interest.
- k) 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.
- l) **Penalty:** Failure to deliver within the stipulated timeline or to meet the required specifications will result in penalties as per BMC's procurement policies.

m) Technical Specification

Sl. No.	Item Description	Details	Quantity
1	Register No. 4	Size: 30.5 cm × 20 cm; 26 pages; page numbers on every page; BMC Logo and "BMC" printed on every page including cover page; Hard binding cover; 70 GSM paper.	50 Nos.
2	Register No. 6	Size: 30.5 cm × 20 cm; 42 pages; page numbers on every page; BMC Logo and "BMC" printed on every page including cover page; Hard binding cover; 70 GSM paper.	500 Nos.
3	Register No. 8	Size: 30.5 cm × 20 cm; 56 pages; page numbers on every page; BMC Logo and "BMC" printed on every page including cover page; Hard binding cover; 70 GSM paper.	500 Nos.
4	Register No. 10	Size: 30.5 cm × 20 cm; 70 pages; page numbers on every page; BMC Logo and "BMC" printed on every page including cover page; Hard binding cover; 70 GSM paper.	600 Nos.
5	Register No. 12 Half	Size: 30.5 cm × 20 cm; 90 pages; page numbers on every page; BMC Logo and "BMC" printed on every page including cover page; Hard binding cover; 70 GSM paper.	300 Nos.
6	Register No. 16	Size: 30.5 cm × 20 cm; 112 pages; page numbers on every page; BMC Logo and "BMC" printed on every page including cover page; Hard binding cover; 70 GSM paper.	600 Nos.

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7	Register No. 20	Size: 30.5 cm × 20 cm; 140 pages; page numbers on every page; BMC Logo and "BMC" printed on every page including cover page; Hard binding cover; 70 GSM paper.	500 Nos.
8	Register No. 30	Size: 30.5 cm × 20 cm; 210 pages; page numbers on every page; BMC Logo and "BMC" printed on every page including cover page; Hard binding cover; 70 GSM paper.	500 Nos.
9	Collection Register	Size: 13" × 16"; 70 GSM paper; Hard binding cover page; page numbering; BMC Logo and "BMC" on cover page.	50 Nos.
10	Cash Book	Size: 42 cm × 34 cm; 300 pages; 70 GSM paper; Hard binding cover page; page numbering; BMC Logo and "BMC" on cover page.	50 Nos.
11	Statement of Status of Cheque Received Register	Size: 42 cm × 34 cm; 300 pages; 70 GSM paper; Hard binding cover page; page numbering; BMC Logo and "BMC" on cover page.	50 Nos.
12	Death and Birth Report Form	Size: 21 cm × 27.5 cm; 120 GSM paper; single sheet printed form; BMC Logo and "BMC" printed.	4,000 Nos.
13	Certificate of Causes of Death	Size: 21 cm × 27.5 cm; 120 GSM paper; single sheet printed form; BMC Logo and "BMC" printed.	5,000 Nos.
14	Death and Birth Application Form	Size: 21 cm × 27.5 cm; 120 GSM paper; single sheet printed form; BMC Logo and "BMC" printed.	4,000 Nos.
15	OPD Ticket	1/4 Crown size; printed in black ink; 70 GSM paper; serial numbering; BMC Logo and "BMC" printed.	2,00,000 Nos.
16	OPD & IPD Register	Size: 13" × 16"; 70 GSM paper; Hard binding cover page; page numbering; BMC Logo and "BMC" on cover page.	100 Nos.
17	Bed Head Ticket	Size: 21 cm × 29 cm (1/4 Demy); 70 GSM paper; printed format; BMC Logo and "BMC" printed.	30,000 Nos.
18	Eye Prescription Form	Size: 14 cm × 21 cm; 120 GSM paper; printed format; BMC Logo and "BMC" printed.	20,000 Nos.
19	Pathology Ticket (5 Types)	Size: 21 cm × 29 cm; 70 GSM paper; printed format; BMC Logo and "BMC" printed.	50,000 Nos.
20	User Fees Form	Size: 21 cm × 16.8 cm; 120 GSM paper; printed format; BMC Logo and "BMC" printed.	50 Nos.

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21	Demand Notice	Size: 21 cm × 16.8 cm; 120 GSM paper; printed format; BMC Logo and "BMC" printed.	50 Nos.
22	307-Book	Size: 21 cm × 16.8 cm; 120 GSM paper; Hard binding; page numbering; BMC Logo and "BMC" printed.	300 Nos.
23	Register No. 40	Size: 30.5 cm × 20 cm; 280 pages; page numbers on every page; BMC Logo and "BMC" printed on every page including cover page; Hard binding cover; 70 GSM paper.	500 Nos.
24	Yellow Card	Size: 10.5 cm × 13 cm; 190 GSM paper; printed format; BMC Logo and "BMC" printed.	5,000 Nos.
25	Parking Ticket for Cycle Stand	Size: 21 cm × 16.8 cm; 120 GSM paper; serial numbering; perforated ticket format; BMC Logo and "BMC" printed.	500 Nos.
26	Discharge Record	Size: 21 cm × 27.5 cm; 120 GSM paper; printed format; BMC Logo and "BMC" printed.	10,000 Nos.
27	Note Pad	Spiral bound; Size: 13 cm × 21 cm; 70 GSM paper; BMC Logo and "BMC" on cover page.	100 Nos.
28	RS 20 parking tickets	Specifications as use in BMC	500 Nos
29	RS 50 parking tickets	Specifications as use in BMC	500 Nos
30	ODA Court fly leaf (Green Colour)	Specifications as use in BMC	500 Nos
31	Type-1 ODA Act Note sheet	Specifications as use in BMC	1000 Nos
32	Type-2 ODA Act Note sheet	Specifications as use in BMC	1000 Nos

n) General Specifications

1. All printed materials supplied shall be neat, legible, properly bound, and free from defects such as smudging, improper printing, missing pages, torn sheets, or any manufacturing deficiencies.
2. Paper quality shall strictly conform to the specified GSM and shall be of superior quality as prescribed in the technical specifications.
3. Hard-bound registers and books shall have durable board covers with proper stitching and binding suitable for long-term institutional use.
4. The successful bidder shall submit one sample of each item for approval by Bhubaneswar Municipal Corporation (BMC) before undertaking bulk printing and supply.
5. Quantities mentioned in the BOQ are indicative only and may vary depending upon the actual requirement of BMC during the contract period.
6. All supplied materials shall be properly packed and protected against moisture, dust, folding,

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tearing, and transit damage.

7. The logo, monogram, emblem, colour scheme, layout, printing format, or any other design element indicated in the tender document are indicative in nature. BMC reserves the right to modify, replace, add, or delete any design, including incorporation of the Government of Odisha Logo, Government of India Logo, Swachh Bharat Mission Logo, National Health Mission Logo, BMC Logo, QR Codes, Barcodes, or any other text or graphical content as deemed necessary by the Authority.
8. The final artwork, design, format, colour, page layout, printing matter, and specifications as approved and supplied by BMC from time to time shall be binding upon the successful bidder, and the agency shall print and supply the materials strictly in accordance with such approved design without claiming any additional cost.
9. No deviation in respect of quality, paper GSM, dimensions, binding, colour, printing pattern, or approved design shall be permitted without prior written approval of BMC.
10. Any material found to be inconsistent with the approved sample, specifications, or final design provided by BMC shall be liable for rejection and shall be replaced by the successful bidder at its own risk and cost without any additional financial implication to BMC.

o) Inspection of Sample Materials and Familiarization with Specifications

Interested bidders are advised to visit the Stores & Procurement Section, Bhubaneswar Municipal Corporation (BMC), during office hours prior to submission of bids to inspect the existing registers, forms, books, tickets, and other printed materials presently in use and to familiarize themselves with the required quality, paper specifications, binding, printing standards, dimensions, and overall workmanship.

The bidders shall be deemed to have fully acquainted themselves with the nature, quality, specifications, and requirements of the items before submitting their bids. No claim arising out of lack of knowledge or misunderstanding regarding the quality, design, size, printing pattern, or specifications of the items shall be entertained after submission of the bid.

Interested bidders may contact the Store Keeper, Stores & Procurement Section, BMC, for inspection of sample materials and for obtaining necessary clarifications regarding the specifications and quality requirements. Such inspection shall be at the bidder's own cost and responsibility.

Submission of a bid shall be construed as acceptance by the bidder that they have understood the specifications and quality requirements of the materials and are capable of supplying the same in accordance with the terms and conditions of this SQCN.

p) Basis of Evaluation and Annual Rate Contract:

1. The quantities indicated in the **Bill of Quantities (BOQ)** are **tentative** and have been furnished only for the purpose of **bid evaluation and estimation**. The actual quantity to be procured during the contract period shall depend upon the requirement of **Bhubaneswar Municipal Corporation (BMC)**.
2. **Financial evaluation** shall be carried out on the basis of the **aggregate amount quoted** by the bidders for all items as indicated in the BOQ. The bidder quoting the **Lowest Overall Evaluated Amount (L1)** and fulfilling all technical and eligibility requirements shall be considered for award of the contract.
3. The successful bidder shall enter into an **Annual Rate Contract (ARC)** with BMC for a period of **one (1) year** from the date of issuance of **Letter of Award (LoA)** or execution of **Agreement**, whichever is earlier.
4. The **approved rates** shall remain **firm and fixed** throughout the contract period and **no**

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escalation, revision, or enhancement of rates shall be permitted under any circumstances.

5. Selection of the successful bidder and award of the contract shall **not guarantee any minimum quantity or minimum value of procurement**. Supply orders shall be issued strictly on an **as-required basis**, depending upon the operational requirements of BMC and availability of budget provisions.
 6. However, if any additional items or extra items requirement in future then the Competent authority of the BMC will ask the L1 agency to furnish three sealed quotations before the committee thereafter the committee will assign the work as per the lowest rate derived in front of the committee.
 7. **Supply Orders** may be placed from time to time by the **Stores & Procurement Section** or any other authorized office/section of BMC during the currency of the contract.
 8. The successful bidder shall be bound to supply the required materials at the **approved rates** during the entire contract period and shall **not refuse any Supply Order** issued by BMC.
 9. The bidder shall have **no claim whatsoever** for compensation, damages, or revision of rates on account of **variation in quantity, frequency of orders, or total value of procurement** during the contract period.
 10. BMC reserves the right to **increase, decrease, omit, or add any item** and to vary the quantity of any item depending upon actual requirement during the contract period, without assigning any reason and without any financial liability.
 11. In the event of failure of the successful bidder to supply the materials as per the **approved specifications, quantity, or delivery schedule**, BMC reserves the right to procure the same from **alternative sources at the risk and cost of the defaulting bidder**, without prejudice to any other action available under the contract.
 12. The **Competent Authority, Bhubaneswar Municipal Corporation (BMC)** reserves the right to **accept or reject any or all bids**, wholly or partly, without assigning any reason thereof, and its decision in this regard shall be **final and binding** on all bidders.
 13. The contract under this tender shall be awarded to a **Single Bidder** on the basis of the **Lowest Overall Evaluated Amount (L1)** for the entire BOQ, subject to fulfillment of all **technical specifications, eligibility criteria, and other terms and conditions** of the tender.
- q) Tentative Quantity: The quantities indicated in the **Bill of Quantities (BOQ)** are purely **tentative and indicative** and have been provided solely for the purpose of bid evaluation and estimation. **Bhubaneswar Municipal Corporation (BMC)** shall place supply orders from time to time strictly as per its actual requirement during the contract period. The successful bidder shall be bound to supply the materials at the approved rates against such supply orders as may be issued by BMC. However, **BMC does not guarantee any minimum quantity or minimum value of procurement** under the contract. BMC reserves the right to increase, decrease, partially procure, or omit any item(s) from the BOQ, either wholly or partly, without assigning any reason thereof and without incurring any financial liability. The bidder, by submission of its bid, shall be deemed to have fully understood and accepted that the quantities mentioned in the BOQ are only indicative in nature and that **no claim, compensation, damages, loss of profit, or any other financial demand whatsoever shall be entertained by BMC on account of variation, reduction, non-procurement, partial procurement, or omission of any item(s) during the contract period**. The decision of Bhubaneswar Municipal Corporation (BMC) in this regard

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shall be final and binding upon the successful bidder.

11. Documents to be provided by the bidder:

- a) The bidder must submit the documents in accordance with the eligibility criteria (Clause 1).
- i) 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.
- j) The applicant should have minimum annual turnover of **Rs. 10.00 Lakhs** during any of the FY **2023-2024, FY 2024-25 and FY 2025-26**. (Turnover certificate duly certified by CA and copies of ITR, Balance Sheet and Profit & Loss Account Statement to be submitted) IT returns certificate of last three (3) Financial Year FY **2022-2023, FY 2023-24 and FY 2024-25**.
- b) Bidder information document in Annexure-I.
- c) Undertaking for Non-Blacklisting Annexure-II (on Non-Judicial Stamp Paper)
- d) Financial Proposal in Annexure-III (separately sealed).
- e) Valid GST Registration Certificate.
- f) Valid PAN details.
- g) Conditional proposals submitted by the Applicant shall stand cancelled.
- h) Cost of Tender Document / tender paper which is non-refundable.
- i) If the tender is not submitted in the proper format, the bid of the concerned Applicant shall be outright rejected
(Failure to submit any required document as per the prescribed list, submission of documents in an incorrect format, or any deviation from the stipulated requirements **shall result in technical disqualification** of the Applicant. The procuring authority reserves the **absolute right** to reject such bids at its sole discretion.)

12. 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 **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 & No 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

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shall be summarily rejected. Bids submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.

Deputy Commissioner (Procurement)
Bhubaneswar Municipal Corporation (BMC),
3rd Floor, ICOMC Tower, Unit-9, Janpath,
Bhubaneswar- 751022, Odisha,

- e) The Technical Bids will be opened on **03.08.2026** 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) If the scheduled date of opening of the Technical Bid is declared a **holiday by the Government** or is affected due to any unforeseen reason, the bids shall be opened on the **next working day** at the same time and venue, unless otherwise notified by Bhubaneswar Municipal Corporation (BMC).
- h) 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.
- i) 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.
- j) The Tender Committee shall evaluate the quality, brands, and quoted rates of the bidders. If the L1 bidder is found to have quoted brands that do not meet the requirements of Bhubaneswar Municipal Corporation (BMC), the Committee shall provide an opportunity for the successful bidder to supply the materials as per the Committee's decision at the lowest quoted rate. In the event that the L1 bidder refuses to comply, the Committee reserves the right to negotiate with the L2 bidder for the execution of the work. The decision of the Committee regarding the evaluation, selection, and assignment of work shall be final and binding on all parties.
- k) 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.
- l) The decision of the committee regarding material quality and the assignment of work shall be final and binding.
- m) All bidders whose **Technical Bids are found responsive** and who qualify for the **Financial Bid opening** shall, if required by Bhubaneswar Municipal Corporation (BMC), submit samples of the actual printed materials/items quoted by them for inspection and evaluation. The samples shall be examined by the **Evaluation Committee / Stores & Procurement Section, BMC** with regard to **paper quality, GSM, printing quality, colour, binding, dimensions, workmanship, and conformity with the prescribed technical specifications**. The bidders shall produce the samples within the time specified by BMC, failing which their bids may be liable for rejection. The

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successful bidder (L1) shall submit one sample of each item for approval before undertaking bulk printing and supply. Bulk printing and supply shall be carried out only after obtaining approval of the samples from BMC. Acceptance of the samples by BMC shall not relieve the successful bidder from the responsibility of supplying materials strictly conforming to the approved samples and specifications. Any deviation in quality, design, paper GSM, printing, colour, dimensions, or binding observed during supply shall render the materials liable for rejection and replacement at the risk and cost of the supplier. The decision of **Bhubaneswar Municipal Corporation (BMC)** regarding acceptance or rejection of the samples shall be **final and binding** on all bidders.

- n) If the Committee finds that for some items, one agency has quoted the lowest rate and the Composite L1 Applicant is not willing to match this price, the Committee may assign the supply of these items to the respective L1 Applicant at their quoted rate.
- o) In the event that the **L1 Applicant (lowest quoted Applicant)** fails to accept the work order, refuses to execute the contract, or is found non-responsive or non-compliant for any reason whatsoever, the **Bhubaneswar Municipal Corporation (BMC)** reserves the **absolute right**, at its sole discretion, to initiate negotiations with the **L2 Applicant (second lowest quoted Applicant)** for undertaking the supply of items at the **L1 rate**. If the L2 Applicant is willing to match the L1 price and is found **eligible in all respects** (both technically and financially), the work may be awarded to the L2 Applicant, subject to the **approval of the Competent Authority**. This provision shall become operative **only upon written refusal, failure to respond, or default by the L1 Applicant**, and shall **not confer any inherent or automatic rights** upon the L2 Applicant to claim award of contract. BMC further reserves the right to take appropriate action against the defaulting L1 Applicant, including **forfeiture of EMD/PBG, blacklisting, or legal proceedings**, as deemed necessary.
- p) After the opening of the Financial Bids, a consolidated statement indicating the L1 rate and the name of the L1 bidder shall be published. All bidders willing to supply the items at the finalized L1 rate (post-negotiation, if any) shall be considered for Selection at the negotiated and approved rates. Subsequently, an Agreement shall be executed with the empanelled agencies for a period of **one (1) year**, based on the finalized rates. BMC reserves the right to Select additional agencies, from among the bidders who participated in the tender process, at the finalized L1 rates for the respective items, for the validity period of one (1) year. The decision of BMC in this regard shall be final and binding.
- q) Since the procurement involves multiple items of different categories, the selection of bidder(s) shall be made on an **item-wise L1 basis**, and the **work order may be split among different L1 bidders for their respective items**, depending upon their lowest evaluated rates and compliance with the technical specifications and tender conditions, as per the requirement of the Stores & Procurement Section, Bhubaneswar Municipal Corporation (BMC), whose decision in this regard shall be final and binding. BMC reserves the right to **split the work order** among multiple bidders based on the **respective lowest rates** for individual items. The allocation shall be made **item-wise** to the respective lowest bidder, ensuring fair and competitive procurement.
- r) The period of contract shall be **one (1) year** from the date of issuance of the Letter of Award (LoA) or execution of the Agreement, whichever is earlier. The selected agency shall supply the required items at the **approved finalized unit rates** during the contract period. The quantities indicated in the BOQ are tentative and may **increase or decrease depending upon actual requirements**, and no claim whatsoever shall be entertained from the selected agency on account of such variation in quantities.

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- s) 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.
- t) The mode of selection shall be least cost method. The technical qualified bidder quoting the lowest amount in financial proposal (i.e. Annexure-III) shall be declared as the selected bidder.
- u) 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.

13. 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.

14. 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). 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.

Deputy Commissioner (Procurement)
Bhubaneswar Municipal Corporation

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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:	

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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
Undertaking for Non-Blacklisting
on Stamp Paper

[On the Stamp Paper of appropriate value in shape of a notarized affidavit]

I/We, [Name of the Applicant], hereby declare and undertake that our organization has not been blacklisted or debarred by Bhubaneswar Municipal Corporation (BMC), any Central or State Government Ministry, Department, Office, or any Public Sector Undertaking (PSU). Furthermore, we confirm that no blacklisting or debarment is in force as of the Proposal Due Date.

If this declaration is found to be false or misleading at any stage, our bid/proposal shall be liable for **immediate rejection**, and we shall be subject to any further action as deemed appropriate by the procuring authority.

Yours sincerely,

Authorized Signature

[In full and initials]: _____

Name and Designation of the Signatory:

Name of the Applicant and Address

FINANCIAL PROPOSAL SUBMISSION FORM

(Annexure-III)

(On the Letter head of The Bidder)

FROM

(NAME OF THE FIRM)

TO

The Deputy Commissioner (Procurement)

Bhubaneswar Municipal Corporation

ICOMC Tower

Janpath, Unit-9

Bhubaneswar - 751022, Odisha

Subject: Selection of an Agency for Printing and Supply (Annual Rate Contract) of Registers, Forms, Books, Tickets and Other Printed 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 “for **Selection of an Agency for Printing and Supply (Annual Rate Contract) of Registers, Forms, Books, Tickets and Other Printed 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	Register No. 4	50 Nos.				
2	Register No. 6	500 Nos.				
3	Register No. 8	500 Nos.				
4	Register No. 10	600 Nos.				
5	Register No. 12 Half	300 Nos.				
6	Register No. 16	600 Nos.				
7	Register No. 20	500 Nos.				

8	Register No. 30	500 Nos.				
9	Collection Register	50 Nos.				
10	Cash Book	50 Nos.				
11	Statement of Status of Cheque Received Register	50 Nos.				
12	Death and Birth Report Form	4,000 Nos.				
13	Certificate of Causes of Death	5,000 Nos.				
14	Death and Birth Application Form	4,000 Nos.				
15	OPD Ticket	2,00,000 Nos.				
16	OPD & IPD Register	100 Nos.				
17	Bed Head Ticket	30,000 Nos.				
18	Eye Prescription Form	20,000 Nos.				
19	Pathology Ticket (5 Types)	50,000 Nos.				
20	User Fees Form	50 Nos.				
21	Demand Notice	50 Nos.				
22	307-Book	300 Nos.				
23	Register No. 40	500 Nos.				
24	Yellow Card	5,000 Nos.				
25	Parking Ticket for Cycle Stand	500 Nos.				
26	Discharge Record	10,000 Nos.				
27	Note Pad	100 Nos.				
28	RS 20 parking tickets	500 Nos.				
29	RS 50 parking tickets	500 Nos.				
30	ODA Court fly leaf (Green Colour)	500 Nos.				
31	Type-1 ODA Act Note sheet	1000 Nos				
32	Type-2 ODA Act Note sheet	1000 Nos				
Total Amount (Exclusive of GST)						
Applicable GST @ _____ %						
Grand Total Amount (Inclusive of GST)						
In words						

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

1. Tentative Quantities:

- The quantities indicated in the Bill of Quantities (BOQ) are tentative and have been furnished only for the purpose of bid evaluation and estimation.
- The actual requirement of registers, books, forms, tickets, and other printed materials may increase, decrease, or vary depending upon the operational requirements of Bhubaneswar Municipal Corporation (BMC) during the contract period.
- BMC reserves the right to increase, decrease, partially procure, or omit any item(s) from the procurement schedule without assigning any reason thereof.
- The selected bidder shall not be entitled to raise any claim, objection, or financial demand on account of variation, partial procurement, or non-procurement of any item listed in the BOQ.

2. Validity of Unit Rates:

- The quoted unit rates shall remain firm and fixed for the entire duration of the Annual Rate Contract (ARC), i.e., one (1) year from the date of execution of Agreement or issuance of Letter of Award (LoA), whichever is earlier.
- No request for **price escalation, revision, surcharge, or modification** of rates shall be entertained during the contract period under any circumstances.
- Variation in the actual quantities procured shall have no effect on the approved unit rates.
- The successful bidder shall be bound to supply the materials at the approved rates throughout the contract period.

3. Payment Terms:

Payment shall be made only for the actual quantity of materials supplied, inspected, verified, and accepted by the Stores & Procurement Section, Bhubaneswar Municipal Corporation (BMC).

No payment shall be made for materials which are:

- not supplied;
- rejected for non-conformity with the approved specifications;
- damaged during transportation or delivery;
- supplied in excess of the quantity mentioned in the supply order.

Payment shall be released subject to submission of:

- Original Tax Invoice;
- Delivery Challan;
- Inspection and Acceptance Certificate issued by the authorized officer of BMC.

Payments shall be made as per availability of funds and in accordance with the prevailing financial rules and procedures.

4. No Compensation for Quantity Variation:

The successful bidder shall not be entitled to any compensation, damages, or additional payment on account of increase, decrease, omission, or irregularity in quantities during the contract period. Submission of the financial bid shall be deemed to constitute the bidder's **unconditional and irrevocable acceptance** of this condition.

5. Taxes and Duties:

The rates quoted by the bidder shall be exclusive of **GST**, which shall be indicated separately in the Financial Bid. All applicable taxes and statutory levies shall be payable as per prevailing Government norms. Any revision in statutory tax rates during the contract period shall be applicable only to the extent of Government notifications, and payments shall be regulated accordingly.

6. Compliance with Tender Conditions:

Submission of the Financial Bid shall constitute the bidder's full, unconditional, and binding acceptance of all terms and conditions of the tender document, including those relating to quantities, rates, payment terms, taxes, specifications, delivery schedules, and other contractual obligations. Any conditional bid, qualification, deviation, or reservation made by the bidder shall render the bid liable for rejection at the discretion of **Bhubaneswar Municipal Corporation (BMC)**. The decision of BMC regarding interpretation of the terms and conditions of the tender and acceptance or rejection of any bid shall be final and binding on all bidders.

Yours faithfully

Seal & Signature of the Bidder

Full Name of the Bidder

Date: _____