

NABARD Odisha Regional Office
Ankur 2/1, Nayapalli Civic Centre,IRC Village,Bhubaneswar -751015
Email:dpsp.bhubaneswar@nabard.org

Ref. No.NB.OD.RO/ 1333 /DPSP/Photocopy service/2023-24
Date: 06.03.2024

Annual Maintenance Contract for photocopying of official documents of NABARD Odisha Regional Office Bhubaneswar

National Bank for Agriculture and Rural Development (NABARD) invites **e- tenders** for Annual Maintenance Contract for photocopying of official documents of NABARD Odisha Regional Office Bhubaneswar for the period from 01.04.2024 to 31.03.2026 (subject to annual review of quality of services and if found satisfactory). Eligible Firms may log on to Government e- Market Place (GeM), Official website of NABARD i.e. www.nabard.org or the Central Public Procurement Portal i.e. <https://eprocure.gov.in> to download the Tender Document for **submitting the same duly filled on GeM by 16.03.2024**

Date of issue of tender document	06.03.2024
Date and time of pre bid meeting	11.03.2024, 11.00 AM
Due date and time for submission of tender documents	16.03.2024, 3.00 PM
Date and time of opening of technical bids	16.03.2024, 4.30 PM
Date and time of opening of financial bids	Will be informed later

Annexure-I

Photocopying of official documents of NABARD, Odisha RO, Bhubaneswar and other related jobs

1.

S No	Type of job to be executed
1	Photocopying, both plain and colour
2	Binding – General, Tape, Spiral etc.
3	Lamination
4	Scanning
5	Any other related job

2. The documents for photocopying or other jobs shall be collected from and delivered at our office, by the agency.

3. The valuable official documents shall have to be handled by the agency with proper responsibility without causing damage to and misplacing them. It is the responsibility of the agency for the safe and timely delivery of the documents handed over to it. In case of loss of any document it shall be the responsibility of the agency to take all necessary step to retrieve the same.

4. The estimated number of pages for print are 1000 nos per month. However, it may vary in every month. The claims will be released on actual basis.

5. The estimated number of spiral binding are 400 nos. However, this may vary based on requirements. The bidder needs to spiral bind the documents as per NABARD direction. The claims will be released on actual basis.

6. All payments for the services rendered by the agency will be made by NABARD against submission of monthly bills along with the job cards duly signed by the agency within 15 days from the completion of the month.

7. All payments will be made by NABARD by e-payment in favour of their agency and applicable TDS, if any, will be deducted at the time of payment of bill as per various statutory provisions.

8. For better official convenience all the jobs shall be assigned to only one agency. Therefore, the agency shall be selected mainly on total value wise evaluation.

9. The contract shall be valid up to 31 March 2026. However, the same may be renewed if the services of the agency are found to be satisfactory, at the sole discretion of NABARD.

10. The bidder should have registered Office at Bhubaneswar.

The contract may be terminated by NABARD at any time without assigning any reason.

11. In case of 02 or more L1/ similar lowest bids, the final selection of bidder is done by GeM through system logic.

ANNEXURE-II

The Chief General Manager
National Bank for Agriculture and Rural Development
Odisha Regional Office
“ANKUR”, 2/1, Nayapalli
Civic Centre
Bhubaneswar - 751015

Dear Sir,

Photocopying of official documents of NABARD, Odisha RO, Bhubaneswar and other related jobs

Please refer to your Letter No dated calling for submission of bid for executing the captioned work. Having examined the “Scope of Work and Other Terms & Conditions” mentioned in Annexure-I of your letter under reference, having visited and examined the sites of the work, having acquired the requisite information relating thereto affecting the tender and having accepted the terms and conditions mentioned therein we hereby offer to execute the works specified in the said letter and quote our rate and furnish other required information in the prescribed proforma as per details below-

1	Name and address of the agency	
2	Telephone No.s & Email ID	
3	Nature of Ownership-Proprietary, Partnership, Regd. Company etc.	
4	Details of Proprietor, Partners, or CEO in case of a regd. Company. Enclose ID proof of the proprietor, copy of partnership deed or Regd. Certificate in case of company.	
5	Income Tax PAN No (Attach self-attested photocopy)	
6	GST Regd. No (Attach self-attested photocopy)	
7	Details of Bank Account:	

(i)	Name of the Account holder	
(ii)	Name of the Bank, Branch & Place	
(iii)	A/c type (Savings or Current)	
(iv)	IFS code	
(v)	Account No. (Attach self-attested photocopy of a cancelled cheque)	
8	Eligibility Criteria of the Agency	
	i) Whether has own colour offset printing machine- Yes/No	
	ii) Whether has own design infrastructure-Yes/No	
	iii) Give name and Contact No of two dedicated designers who will be associated with the work	

4. Institutions which awarded work to the agency during the last 2 years

(Attach documentary evidence)

S No	Name & full postal address of the owner	Work executed in year	Approved amount (Rs.)	Work completed (Yes/No)
1				
2				
3				
4				

5. Rates Quoted (Amount in Rs)

S No	Type of Job	Amount Quoted inclusive GST (Per copy/Unit)

I	Photocopying- A-4 Size-Plain	
2	Photocopying-A-3 Size Plain	
3	Photocopying- A-4 Size-Colour	
4	Photocopying-A-3 Size Colour	
5	Photocopying-Map/Plan-Plain	
6	Photocopying-Map/Plan-Colour	
7	Book Binding-General	
8	Binding-Tape binding	
9	Binding-Spiral-plain- up to 100 pages	
10	Binding-Spiral-Metal-up to 100 pages	
11	Lamination Size-A4 Size	
12	Lamination- A3 Size	
13	Scanning	

- *The estimated number of pages for print are 1000 nos per month. However, it may vary in every month. The claims will be released on actual basis.*
- *The estimated number of spiral bindings are 400 nos. However, this may vary based on requirements. The bidder needs to spiral bind the documents as per NABARD direction. The claims will be released on actual basis.*

Yours faithfully,

Signature and seal of the authorised signatory of the agency

Place:

Date:

Enclosures-1) Self-attested copy of the PAN card

2) Self-attested photocopy of a cheque

3) GST Registration

4) Any other relevant documents