

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

Ref. No.NB.OD.RO/ 1541 /DPSP/Photocopy service/2023-24
Date: 21.03.2024

Annual Maintenance Contract for photocopying/printing of official documents of NABARD Odisha Regional Office Bhubaneswar -Rate contract

National Bank for Agriculture and Rural Development (NABARD) invites **tenders** for Annual Maintenance Contract for photocopying/printing of official documents of NABARD Odisha Regional Office Bhubaneswar for the period from 01.04.2024 to 31.03.2025 (subject to annual review of quality of services and if found satisfactory).

Date of issue of tender document	21.03.2024
Due date and time for submission of tender documents	25.03.2024, 11.00 AM
Date and time of opening of bids	25.03.2024, 12.00 PM

The bidders are requested to submit their bids latest by 11.00 AM 25 March 2024 at 3rd Floor, DPSP, NABARD Odisha Regional Office, Bhubaneswar.

Annexure-I
Photocopying/printing of official documents of NABARD, Odisha RO, Bhubaneswar and
other related jobs-Rate contract

1.

Sr. No.	Type of job to be executed
1	Photocopying and printing 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 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.

6. The bidders should agree to provide the service at the L1 rate.

7. 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.

8. 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.

9. 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.

10. The contract shall be valid up to 31 March 2025. However, the same may be renewed if the services of the agency are found to be satisfactory, at the sole discretion of NABARD.

11. The bidder should have registered Office at Bhubaneswar.

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

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/Printing 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 & Email ID	
3	Nature of Ownership-Proprietary, Partnership, Regd. Company etc. <i>(Attach self-attested photocopy)</i>	
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 <i>(Attach self-attested photocopy)</i>	
6	GST Regd. No <i>(Attach self-attested photocopy)</i>	
7	Details of Bank Account: Name of the Account holder Name of the Bank, Branch A/c type (Savings or Current) IFSC code <i>(Attach self-attested photocopy of a cancelled cheque)</i>	

8	Whether has own colour offset printing machine-Yes/No	
9	Whether has own design infrastructure-Yes/No	
10	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*)

Sr. No.	Name and full address of owner	Work executed in financial year	Approved amount (Rs.)	Work competed/ ongoing

5. Rates Quoted (Amount in Rs)

Sr. No.	Type of Job	Amount Quoted inclusive GST (Per copy/Unit)
1	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	
14	Printing-A4 size plain	
15	Printing-A4 size color	
16	Printing of envelope/leaflet (per sqinch)-colour	
17	Printing of envelope/leaflet (per sqinch)-plain	
18	Printing of banner (per sqft)- colour	
19	Printing of banner (per sqft)-plain	

- 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.
- The bidder should agree to supply the above items at L1 rate.

Yours faithfully,

Signature and seal of the authorised signatory of the agency

Place:

Date: