

Limited Tender

For

Design and Development of

Coffee Table Book



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No: 2587/MSA/22
(76(CR/18)/20
P-1

Dt: 31/10/22

Limited Tender

Limited tender is invited from the intending company/firm/agency having valid GST Clearance Certificate for the design and development of Coffee Table Book for Mo School.

Limited tender should be submitted in a sealed cover superscribed "Limited Tender for design and development of Coffee Table Book, Mo School Abhiyan". The envelope containing tender should be addressed to "The Member Secretary, Mo School, Bhubaneswar" on the top of the sealed envelope. Firm name and full address including email and telephone number should be mentioned at the bottom of the left side of the envelope.

Tender should reach this office on or before 04.11.2022 by 5 P.M. through / registered post/ Courier services/ Speed post. The tender received after the stipulated time and date will not be entertained. The bids for the Coffee Table Book designing and development will be opened on 05.11.2022 at 11.30 A.M. in the office of MSAPS by the tender committee in the presence of the bidders/authorized persons.

The detailed information can be seen in the tender documents uploaded in our website: www.moschool.in

By order of
Member Secretary, MSAPS

Officer on Special Duty, MSAPS

Memo No 2588/MSA/22 /Date 31/10/22

Copy to Notice Board & Website of Mo School Abhiyan Parichalana Sangathan.

Officer on Special Duty, MSAPS

Page -1



Memo No 2589/MSA/22 /Date 31/10/22 /

Copy to P.S to SPD, OSEPA & Member Secretary, Mo School Abhiyan Parichalana Sangathan for kind information of Member Secretary.

Handwritten signature and date: 31/10/22

Officer on Special Duty, MSAPS

Memo No 2590/MSA/22 /Date 31/10/22 /

Copy submitted to Private Secretary to Hon'ble Lokayat, Odisha, Member Secretary, Odisha State Food Commission, Member Secretary, Right to information Commission, State Employment Exchange, Odisha, Bhubaneswar for kind information and necessary action.

Handwritten signature and date: 31/10/22

Officer on Special Duty, MSAPS

IMPORTANT INFORMATION

Important Information about the Limited Tender

Non-refundable tender cost	Rs.500/- (Rupees five hundred only) in the form of demand draft from nationalized or scheduled bank, drawn in favour of Member Secretary, MSAPS.
Last date for submission of Bid	04.11.2022 in the office of MSAPS through registered post and speed post/ courier service. No other means will be accepted.
Opening of Bid	05.11.2022 at 11.30 A.M.

Sealed Limited Tender is invited for the design and development of Coffee Table Book. Bidder must quote for the above activities with the various provisions of this tender document. The selection of content, design and layout of the Coffee Table Book will be done as per the direction of the office of MSAPS.

The hiring rate chart should be quoted inclusive of manpower and all taxes i.e., GST, other tax etc. as per Govt. guidelines and the rate should be valid for one year from the date of finalisation of tender. The rate of the article is negotiable.

The authority reserves all rights to accept or reject the tender without assigning any reason thereof.

Document Submission

- a. A cover letter from the bidder:
 - i. Describing the qualifying technical competence and experience of the bidder.
 - ii. Certifying that the period of validity of the bid is one year from the last date of submission of the bid.
- b. The profile of the bidder.
- c. GST clearance certificate.
- d. Registration certificate.
- e. Permanent account number (PAN) card copy.
- f. Declaration on acceptance of terms and conditions and technical specifications as mentioned in the bid document.
- g. The rate chart is to be quoted in the format attached at Annexure A and to be submitted with tender document in a separate envelope.
- h. Bid security declaration as per Annexure 'B'.
- i. Self-declaration mentioning that the firm is not blacklisted by any Govt. organization.

Terms and Conditions

1. The bidder should submit all the documents as mentioned. If any bidder fails to submit the requisite document, the bidder will be liable for rejection.
2. The Bidder must not have been blacklisted by any Govt. organization.
3. The selected firm must submit the draft copy of Coffee Table Book to the office of MSAPS for review and due approval within 30 days of the issue of work order.
4. The payment will be released after final approval of the Coffee Table Book and submission of 03 digital print hard copies alongside the soft copy.
5. The agency may be called with short notice at any given time including Saturday/ Sunday/ holidays.
6. If any dispute arises, the matter shall be referred to the purchase committee for settlement of the dispute and the decision will be final.
7. The price quoted by the bidders shall be valid for one year from the date of signing of the agreement/finalisation of the tender.
8. Financial Bid of only those firms will be opened, whose technical bids are found technically compliant on technical evaluation.
9. The authority reserves all rights to accept or reject the tender without assigning any reason thereof.
10. The Bid document can be downloaded from the website www.moschool.in

Design and Specifications

1. Paper size: (11*11) inches
2. Interior page count: 100-130 pages (approximately)
3. Interior Paper quality: 170 GSM Mont Blanc imported art paper
4. Print color: 4 colors print aqua coating
5. Bookbinding: Hardbound with section swing

Scope of Work

The company/firm/agency would work under the instructions and overall supervision of the MSAPS officials. The quotation is invited for content development and designing of the said coffee table book, as per the following requirements.

1. Organization of content/ content development (A generous no of interesting stories to be collected for the book)
2. Heading
3. Editing of content preparing the designing/ layout
4. Ensuring quality (editorial and production)
5. Effective coordination with content and reference material and design
6. Design (Sophisticated, up-market design for a published look. The agency needs to use high-resolution digitalized pictures for a crisp and clean effect)
7. All the references to be printed in a consistent format
8. Proof Reading (It will be the sole responsibility of the agency/firm. Dummy print to be provided before final printing)
9. Ensure illustrations and captions are correct.
10. Ensuring high quality of work (The printing must keep the readers intrigued and captivated).

NOTE: The aspect of creativity, innovation and high standard of work will be considered for selection. The capacity to complete the job within the given time frame and with desired quality will also be considered.

Financial Bid

If the Technical Bid is found complete in all respect and responsive, then the financial bid shall be opened.

Charge for design and development of Coffee Table Book-

(To be filled up by the service provider)

- a) The bidder must specify the rate including taxes as per Govt. guidelines.
- b) The rate quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- c) The rate should be quoted in Indian Rupees only. (Both in figures and words)

(In Bidder's letter Head)

[Location, Date]

To:

The Member Secretary,
Mo School Abhiyan Parichalana Sangathan

BID SECURITY (EMD) DECLARATION

This is to declare that if our organisation withdraw or modify our Bids during the period of validity, or failed to sign the contract, if awarded our organisation will be suspended for the period of 03 years from being eligible to submit Bids for contracts with the Mo School Abhiyan Parichalana Sangathan.

Authorized Signatory [*In full and initials*]

Name and Designation of Signatory with Date and Seal:

Address of the Bidder

Page-8

