

EXPRESSION OF INTEREST

Expression of Interest (EoI) is invited from the interested firms to be enlisted as registered suppliers for supply of papers, printing materials, CTP plates and digital printing for the office of the Directorate of Extension Education, Orissa University of Agriculture and Technology, Bhubaneswar. Interested firms / organisations may visit our website www.ouat.nic.in and download common application form and guidelines governing the EoI and submit completed EoI documents on or before Dt.18/08/2018, 5 p.m.

Dean, Extension Education
Orissa University of Agriculture and Technology

**Expression of Interest for
Supply of Papers, Printing Material, CTPs and Digital Printing**

APPLICATION FORM

01	Name of the Firm with Address	
02	Name of the Proprietor	
03	Status of the Firm (Proprietorship/ Partnership/Company/Society etc).	
04	Name of the Authorized person (Enclose Letter of authorization)	
05	Telephone No. Mobile No. Email I.D.	
06	GST Registration No. (attach self-attested GST Regn. certificate along with GST Clearance certificate)	
07	Turnover of Last Three Consecutive Financial Years (Attach self-attested photo -copy of audited statement of accounts)	
08	PAN of the Firm (Enclose Copy)	
09	Bank Account Details (Name of the Bank/Branch/Account No./IFSC Code/MICR Code) To furnish the last 6 month's Bank Account transactions of the firm along with a cancelled Cheque.	
10	Authorized Dealership /Manufacturing Unit if any (Enclose certificate of proof if any)	
11	Details of Empanelment with other Govt. Departments if any (Enclose certificate)	
12	Empanelment applied for the listed SCHEDULE of Goods-i/ii/iii(specify)	
13	Detail of Application Fee with evidence	

I/We hereby undertake to abide by the terms and conditions prescribed by the OUAT, BBSR.

Place

Date

Signature

Seal of the Firm

Detailed Terms and Conditions

1. Empanelment of "Registered Supplier" in the OUAT will be prepared basing on Credentials, Capability, Quality Control System, Past performance, After-Sales Service Facilities and Financial Background etc, of the firms to become eligible.
2. The validity of the empanelment of registered supplier will be for a fixed period (between 01 to 03 financial years) subject to satisfactory performance of service of the firms reviewed by OUAT at least yearly from time to time. The authority reserves the right to refix the period of validity.
3. The list of articles/goods required by OUAT Press has been classified under the category Schedule-I, Schedule-II, Schedule-III & Schedule-IV. The estimated requirements of items as indicated in the classified list are tentative only. Procurement will be made as per actual requirements. The estimated requirement is therefore variable, which may either increase or decrease.
4. The firms may apply for empanelment as **Registered Supplier** for one category of articles/goods or more than one category of the schedule list. The eligibility criteria of Firms/Supplier mentioned in Annexure-A below.
5. Interested parties shall have to apply in the prescribed Application Form along with all relevant documentary evidence in support of their declaration, so as to reach the Directorate of Extension Education, within the working hours. Application received beyond the scheduled time shall not be considered.
6. The application is to be made on "**TRIPLE Envelope System**". The 1st sealed Envelope shall contain the Application form in prescribed format along with the connected documents for credentials etc.(as stated at SI.01 above).The same is to be super scribed as "**Application Form for Expression of interest.**"
7. The 2nd sealed Envelope shall contain the financial offer of each item, against the classified schedule of goods (stated at SI. 03 above).The Rates against each item shall be written legibly without any over writing both in figures and words .All financial offers are to be signed on each page. The same is to be superscribed as "**Financial Offer for EOI**".
8. The financial offers against each item quoted by the firms shall be inclusive of all taxes and delivery of Goods shall be made at OUAT Press (Information and Communication Centre, Directorate of Extension Education, OUAT).
9. Both the afore stated Envelopes shall be placed in another sealed Main Envelope super scribing – "**Empanelment for Registered Suppliers 2018-19**".
10. The application will be evaluated in the University basing on the stipulated criteria for short listing. Incomplete application or application filed by the parties without supporting papers/documents will not be considered.
11. The financial offers of the shortlisted firms only will be opened for comparative analysis and finalization of rate. The Financial offers of the shortlisted firms shall be opened on date and time to be notified latter in the presence of the applicants or their authorized representative.
12. The rate quoted by the firms against the items shall remain valid for at least one year from the date of communication of empanelled list of registered suppliers approved in the department. The rates of the empanelled registered suppliers under no circumstance can be revised prior to the expiry of the validity period.

13. The empanelled registered suppliers shall be required to furnish a “**Performance Security**” of Rs.5000/- (Rupees Five Thousand) only drawn in favour of The Comptroller, OUAT. The Security amount will be refunded to the firms on filing of a written application to the department after adjustment of recoverable dues if any before release of the performance security amount.
14. Once empanelled as “**registered Suppliers**” in OUAT, the firm shall be responsible for timely supply of goods against indent placed with the firm by the University from time to time.
15. In case of default or non-supply as per the terms & conditions of order, such firms shall be suspended from the list of registered suppliers, their Performance Security shall be forfeited without assigning any reason there to and action will be taken for black-listing of the firm.
16. The University assures payment of cost to the firms within one month from delivery of goods as per quantity and quality duly acknowledged in the department and after submission of Tax Invoice in Triplicate.
17. The empanelled registered suppliers shall have to abide the rules & regulations of Government from time to time.
18. The application completed in all respects along with fee of Rs.1000.00 in shape of Bank Draft drawn in favour of Dean, Extension Education, OUAT payable on State Bank of India, OUAT Branch, Bhubaneswar or cash paid in cash counter in the office of the Dean, Extension Education shall reach the Dean, Extension Education, Orissa University of Agriculture and Technology, Siripur, Bhubaneswar-751003 by Registered Post or Courier on or before Dt.18.08.2018, 5 p.m.
19. After empanelment, the suppliers selected shall have to submit the sample copy for inspection in the office of the Dean, Extension Education before indenting.
20. The interested firms can download the CAF and other documents from the OUAT website www/ouat.ac.com.

21. IMPORTANT DATES

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| (A) Advertisement in two different news papers preferable one in English News paper and one in widely circulated Odia News paper | <u>04/08/2018</u> |
| (B) Last day for submission of filled in application and relevant papers | <u>18.08.2018 (5 p.m.)</u> |
| (C) Opening of Tender | <u>20/08/2018(3.30 p.m.)</u> |

Annexure-A : (Eligibility of Registered Suppliers / Manufacturers/ Service Providers)

1. The “Registered Supplier” must be a registered dealer under the GST Act in the State of Odisha.
2. His annual GTO in three preceding consecutive financial year must not be below Rs.10.00 Lakhs.
3. He should be either a manufacturer or dealer or Distributor / Vendor of Goods.
4. The Registration Certificate must contain description of goods he deals in.

Short Description of Goods

- Schedule-I - List of Paper
- Schedule-II - List of Printing Materials and Chemicals
- Schedule-III - List of CTP Plates for colour printing
- Schedule-IV - List of Digital Printing

(Details list of Goods attached)

Schedule-I

List of Paper for OUAT Press for the Year 2018-19

Sl. No.	Name of the Papers	Annual Requirement (Approx.)	Rate
1.	Double Demy Map Litho 16 Kg.(White)	10 Ream	
2.	Double Demy Map Litho 20 Kg.(White)	50 Ream	
3.	Double Demy Map Litho 21.3 Kg.(White)	10 Ream	
4.	Double Demy Map Litho 24 Kg.(White)	5 Ream	
5.	Double Crown 11.6 Kg.(White)	35 Ream	
6.	Double fullscape 7.9 kg (56 gsm)	50 Ream	
7.	Double Demy Glossy 90 GSM (White)	10 Ream	
8.	Double Demy Glossy 130 GSM (White)	5 Ream	
9.	Double Demy Glossy 170 GSM (White)	5 Ream	
10.	Double Demy Glossy 220 GSM (White)	5 Ream	
11.	Double Demy Glossy 250 GSM (White)	2 Ream	
12.	Double Demy Glossy 300 GSM (White)	2 Ream	
13.	Double Crown Glossy 130 GSM (White)	5 Ream	
14.	Double Crown Glossy 170 GSM (White)	3 Ream	
15.	Double Crown Glossy 220 GSM (White)	2 Ream	
16.	Double Crown Glossy 250 GSM (White)	5 Ream	
17.	Double Demy Mat Finish Paper (100 gsm)	5 Ream	
18.	Double Demy Mat Finish Paper (130 gsm)	5 Ream	
19.	Double Demy Mat Finish Paper (170 gsm)	5 Ream	
20.	Double Demy Mat Finish Paper (220 gsm)	3 Ream	
21.	Double Demy Mat Finish Paper (250 gsm)	2 Ream	
22.	West coast Colour Paper (160 gsm)	1000 Sheet	
23.	West coast Colour Board (160 gsm)	500 Sheet	
24.	Ivory Card	500 Sheet	
25.	A4 Paper JK (White)	50 Packet	
26.	A3 Paper JK (White)	5 Packet	
27.	Pitch Board (Straw)	100 Pcs.	
28.	Plastic Coated	5 Ream	
29.	Cox board	500 Sheet	
30.	Fly Leaf (Brown Paper)	500 Sheet	
31.	Conquest Paper	5 Ream	
32.	Texture Paper	1 Ream	

Schedule-II

List of Printing Materials and Chemicals for OUAT Press for the year 2018-19

Sl. No.	Articles	Packing size	Annual Requirement (Approx.)	Rate
1.	Rubber Blanket	Per Piece	2 nos.	
2.	Ultra Found	5 Ltr.	10 ltrs.	
3.	Posi Flash Plus	1 Ltr.	2 Ltr.	
4.	Book Black Ink	1 Kg.	20 Kg.	
5.	Royal Blue	1 Kg.	2 Kg.	
6.	Gloria Red	1 Kg.	2 Kg.	
7.	Brown	1 kg.	2 Kg.	
8.	Yellow	1 Kg.	2 Kg.	
9.	Vivid Green	1 Kg.	2 Kg.	
10.	White	1 Kg.	2 Kg.	
11.	Orange	1 Kg.	2 Kg.	
12.	Peacock Blue	1 Kg.	2 Kg.	
13.	Four Colour Ink Set	4 Kg./1 set	12 Kg. (3 set)	
14.	Tracing Paper A/3	1 Pkt.	2 Pkt.	
15.	Tracing Paper A/4	1 Pkt.	10 Pkt.	
16.	Tracing Paper Legal	1 Pkt.	1 Pkt.	
17.	Swell	200 ml.	4 Nos.	
18.	P.S. Plate (510 x 720)	Per Piece	500 Nos.	
19.	Sponge	Per Piece	12 Nos.	
20.	G.P. Plate Cleaner	1 Ltr.	10 Ltr.	
21.	Damping Cloth (150 mm)	Per Mtr.	20 Mtr.	
22.	Delete	100 ml.	4 nos.	
23.	Aerobic Gum	1 Kg.	2 kg.	
24.	Dryer	500 ml.	1 Ltr.	
25.	Dense Plus	1 Lt.	2 Ltr.	
26.	Benzene	1 Ltr.	3 Ltr.	
27.	Phosphoric Acid	1 Ltr.	1 Ltr.	
28.	Tek Reducer	1 Ltr.	1 Ltr.	
29.	P.S. Developer	1 Pkt.	12 Pkt.	
30.	Cello tape	Per Role	12 Nos.	
31.	Brush	1 Piece	5 Nos.	
32.	Tuli	1 Piece	5 Nos.	
33.	Hand Gloves	1 Piece	2 Pairs.	

Schedule-III

List of CTP Plates for colour printing for OUAT Press for the year 2018-19

Sl. No.	Plate Size	Annual Requirement (Approx.)	Rate
1.	710 x 520 (1 Colour)	5 CTPs	
2.	710 x 520 (2 Colour)	10 CTPs (5 set)	
3.	710 x 520 (3 Colour)	15 CTPs (3 set)	
4.	710 x 520 (4 Colour)	200 CTPs (50 set)	

Schedule-IV

List of Digital Printing for OUAT Press for the year 2018-19

Sl. No.	Printing Size	Annual Requirement (Approx.)	Rate
1.	A3 Semi Gloss (100 GSM)	200 page	
2.	12" x 18" (130 GSM)	500 pages	
3.	12" x 18" (170 GSM)	200 page	
4.	12" x 18" (220 GSM)	500 page	
5.	12" x 18" (250 GSM)	200 page	
6.	12" x 18" (300 GSM)	500 page	
7.	12" x 18" Texture Paper (300, 250, 200 GSM)	200 page	
8.	13" x 19" (300 GSM)	200 page	
9.	13" x 19" Texture Paper (300, 250, 200 GSM)	200 page	