

# INSTITUTE OF MATHEMATICS AND APPLICATIONS(IMA)

(Government of Odisha)

Andharua, Bhubaneswar-751029

Advertisement No: IMA/ 07/ 1159 /2023, Dated 11 /12/2023

## **SHORT TENDER NOTICE**

IMA invites bid from the reputed firms/agencies for printing and supply of magazine "Abhinaba Ganita Bichitra(Bilingual)" containing terms and conditions (Annexure I). The tender documents can be downloaded from the website [www.iomaorissa.ac.in](http://www.iomaorissa.ac.in) w.e.f. 11/12/2023. The intending bidder (s) shall have to pay the non-refundable tender cost of ₹400/- (Rupees Four hundred only) to be paid through DD in favour of Director, IMA, BBSR. Interested eligible agencies may submit their sealed quotation as per the tender document so as to reach the same in complete form to the Registrar, IMA on or before 5.00 PM of 22/12/2023 through Registered Post/ Speed Post/By hand only. The tender shall be opened at 5.30 P.M. of 22/12/2023. **Any corrigendum to this notice may be referred to the above website.**

Sd/-  
REGISTRAR



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Institute of Mathematics and Applications  
Andharua, Bhubaneswar-751029

**INSTITUTE OF MATHEMATICS AND APPLICATIONS (IMA)**  
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**Annexure-I**

**TERMS AND CONDITIONS OF SHORT TENDER NOTICE**

1. Specification

**Quantity: 4000 magazines (i.e. 1000 per quarter)**

**SIZE & PRINTING:**

- a. The printing should be done in both Odia & English.
- b. The printing should be done with mathematical figures & symbols. The mode of printing Content Pages shall be off set to ensure good quality printing in Black & White colours.
- c. The size of the book/magazine after final cutting and finishing will be 23cm × 18 cm (crown size).

**INNERPAGE:**

- a. The magazine shall contain approx.60 customized printed sheets (1 sheet=2pages).
- b. The name of the magazine in each page to be printed at the top.

**PAPER:**

- a. The inner text printing pages of magazine will be printed in plain natural shade (off white) paper.
- b. Thickness:70 GSM

**COVER PAGE:**

- a. The mode of printing shall be off set to ensure good quality printing in multi colours.
- b. The cover page of the magazine shall be embossed with IMA Logo and OMS Logo

**BINDING:**

Magazine shall be of quality stapling binding.

## 2. Eligibility Criteria

- a. The Bidder must have at least 3(three) years' experience in the last(05)five years in providing similar service in Government Departments, Public Sector Undertakings, reputed Corporate House and Autonomous body etc. for the purpose.
  - b. The Bidder must have their own Bank Account.
  - c. The Bidder must have registered with Income Tax and GST.
  - d. All the pages of the tender documents should be signed by the bidder or his/its Authorized signatory. In case the tender documents are signed by the authorized signatory, a copy of the power of attorney/authorization must be uploaded.
  - e. A copy of the terms and conditions shall be signed on each page as token of acceptance of terms and conditions.
  - f. There shall not be any criminal case pending against the company / firm / Agency. Blacklisted Company / Firm / Agency shall not be allowed to participate in tender process. In this regard a declaration by MD /Director / Proprietor / Authorized Representative of the Company / Firm / Agency shall be uploaded along with Technical bid.
3. EMD: The bidder shall deposit EMD for Rs.5000/-(Rupees five thousand only) in the shape of DD in favour of Director, Institute of Mathematics and Applications payable at Bhubaneswar. This is refundable in case of unsuccessful bidders. Incase of successful bidders this will be adjusted against performance security deposit. After completion of the work the amount is refundable.
4. The tender must have validity for 3 months.
5. Documents should be submitted along with tender paper.
- a. Photocopy of registration certificate of Firm/Agency/NTT
  - b. Copy of PAN Number, GST Registration Number
  - c. Copies of execution of orders of any government agency
  - d. DD for cost of tender paper & EMD
  - e. Experience certificate-copies of work orders or completion certificate issued by government agency during last 5 years.

6. Forfeiture of EMD: In case of failure to execute the contract IMA has right to forfeit the EMD.

Other Information:

1. The price shall be quoted in the format 'A' attached herewith. The price shall be firm and final during contract. No change or rate will be allowed later.
2. The work order shall be issued to the successful bidder for each quarter. The printing and delivery shall be completed within maximum of 21 days from the date of issue of order.
3. In case of failure to supply within scheduled date, penalty @ 1% per week will be recovered. In case of force majeure the authority may have right to relax the terms and conditions.
4. The bill shall be paid by IMA on quarterly basis after completion the prescribed procedure.
5. Sample copy of the above magazine (printed previously by the Institute) is available for inspection by the perspective bidder.

## Format A

**Tender Notice No.**

**Date:**

**Tender for Ganita Bichitra**

Base price/book let in Rupees	Taxes	Other charges	Total

Total

Rate quoted in words ( )

Date:

Seal & Signature of bidder