

TENDER PAPER

OF

Printing Works

For

SISIR SARAS - 2016

(1st January -13th January 2016)

ORMAS

SIRD Campus, Unit – 8, Bhubaneswar, Odisha, Pin - 751012

Phone No. [0674] 2565871, Fax-2565872, www.ormas.org

DETAILS ON TENDER PAPER, EMD, PRINTING WORKS OF THE SISIR SARAS-2016

Tender paper can be downloaded from the following websites- www.ormas.org or www.odishapanchayat.gov.in. Or can be obtained from the office of ORMAS at "SIRD Campus, Unit – 8, Bhubaneswar, Pin 751012 during office hours.

A) E.M.D (Refundable) : **Rs. 3,000/-** (Rupees three thousand) only in shape of Demand Draft /Pay order in favour of ORMAS payable at Bhubaneswar.

To be filled in by the bidder.

Demand Daft / Pay Order No. Dated/...../ 2015
(DD/PO to be attached with the Tender Paper)

B) NAME AND ADDRESS OR BIDDER:

To be filled in by the bidder.

Bidder Name and Address:

M/s
.....
Signature of the bidder

C) Last Date & Time for Receipt of Tender : **17th December, 2015 latest by 3 PM.**

D) Date & Time of Opening of Tenders : **17th December, 2015 at 3.30 PM at ORMAS Office.**

E) ADDRESS FOR SUBMISSION OF TENDER PAPER

ORMAS (Odisha Rural Development & Marketing Society)
SIRD Campus, Unit – 8, Bhubaneswar, Odisha, Pin - 751012

Terms of Reference for Printing works of SISIR SARAS – 2016

A. About the event SISIR SARAS – 2016:

Ministry of Rural Development, Government of India has sanctioned a **national level marketing event named as “SISIR SARAS” to be held from 1st to 13th January 2016** at the Exhibition Ground, Unit- III, Bhubaneswar. “SISIR SARAS” is being organised by ORMAS (Odisha Rural Development & Marketing Society), an autonomous body under Panchayati Raj Department in collaboration with Odisha Livelihoods Mission (OLM), H & CI, MVSN and NABARD with an objective to provide a platform to the rural producers to showcase their products. This interaction will help them in knowing the taste, preferences of urban consumers and also beneficial in long-term sales tie up.

The exhibition will be designed to create an indigenous village atmosphere where the rural producers/artisans/ entrepreneurs will display, demonstrate and market their skills and products in an environment akin to their own habitat. The entire layout, design and landscaping will be vernacular in approach. It will be a congregation of stalls grouped as per their classification homogeneously. The whole set up would create awareness on rural ethnic products among the masses.

The overall objective of the mela is to popularize the ethnic and other rural products of Odisha and create opportunities for the artisans/producers to build up long term marketing tie-up with prospective buyers.

B. Terms & Conditions:

- i. The text of the materials will be provided by ORMAS well in advance of the exhibition. It is the responsibility of the firm that, the print materials should be provided in time as per the specification; without any mistake.
- ii. Sanctions of any advance will not be considered. The payment will be made on completion of each event.
- iii. The bill should accompany with the Challan of receipt. The offer price should include all taxes, as applicable.
- iv. The tenderers are required to deposit an earnest money of Rs.3,000/- (three thousand only) in shape of demand draft/pay order in favour of ORMAS payable at Bhubaneswar. The E.M.D. amount of the successful tenderer will be refunded within a month on award of contract subject to receipt of Performance Security. Tender papers without E.M.D shall not be accepted.
- v. The successful bidder will submit the Performance Security which is 5 % of the contract value and that will be retained with ORMAS, Bhubaneswar till the completion for a period of one year. In case of any unsatisfactory work and delay in execution of work etc. the Performance Security amount will be forfeited as per the decision of the authority.
- vi. The rate offered by the firm should be valid for the mela period.
- vii. The tenderers have to offer the price for all items or else the tender paper will not be considered.
- viii. The rate offered by the firm shall be including of all taxes and duties including service tax, as applicable.

C) Documents to be submitted by the Bidder:

- i. EMD of Rs. 3,000/- (Rupees three thousand) only in favor of ORMAS in shape of Demand draft/pay order.
- ii. Copy of work orders/ experience certificate for similar nature of works for last three(3) years.
- iii. Copy of the registration certificate of the firm and valid number in favor of the firm from Commercial Tax (VAT), Income Tax (PAN, TAN) and Service Tax (latest deposit Challan) for similar nature of work.
- iv. The bidder has to submit the Audited Financial Statement of last three years duly attested by the Chartered Accountant.
- v. Annual Financial Turnover during the last three year, ending 31st March of the previous financial year, should be at least Rs. 5.00 Lakhs.

C. Details specification:

1. Sisir Saras Identity Card with cover and neck cord (500 – 1000 Pcs.)

- i. Size : 5.5 CM X 9 CM
- ii. Printing : Offset Printing, Both Side
- iii. Colour : **Multi colour**
- iv. Paper : Art Paper Board, 220 GSM
- v. Accessories : Plastic pouch and Clip type Neck Cord

2. Sisir Saras Invitation Card (200-500 Pc.)

- i. Size : 35 CM X 27 CM (Double-folded)
- ii. Printing : Offset Printing
- iii. Colour : **Multi colour**
- iv. Paper : 220 GSM Glossy sheet (Imported)
- v. Envelop : Fit to card, **Bi colour** printing

3. Sisir Saras Brochures : (500- 2000 pcs.)

- i. Size: : 42 CM X 27 CM (Double folded)
- ii. Printing : Offset, Both side Printing
- iii. Colour : **Multi Colour Printing**
- iv. Paper : 220 GSM Glossy sheet (Imported)

4. Sisir Saras Posters: (1000-2000 Pcs.)

- i. Size : 44 CM X 56 CM
- ii. Printing : Offset Printing
- iii. Colour : **Multi Colour**
- iv. Paper : 130 GSM Glossy

5. Sisir Saras Certificate (300-1000 pcs.)

- i. Size : A4
- ii. Printing : Offset Printing
- iii. Colour : **Multi Colour**
- iv. Paper : 300 GSM Art Paper Board

6. Sisir Saras leaflets (10,000 pcs.)

- I. Size : A4
- II. Colour : Multi colour
- III. Paper : 130 GSM Glossy
- IV. Printing : Offset printing

DECLARATION

I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/ we are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by ORMAS. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Signature of the Bidder (With Seal)

Place:

Date:

Quotation for Printing works of SISIR SARAS - 2016

(Last date for submission of duly filled in tender document is 17th December, 2015 3.00 PM)

To

The Executive Director
ORMAS, Bhubaneswar

Sir,

I / We do hereby submit item wise quotation below for printing works of SISIR SARAS- 2016:

S. N	Particulars	Quoted Rate (In Rs.) for				
		300 Pcs.	500 Pcs.	1000 Pcs.	2000 Pcs.	15000 pcs.
1	Identity Card with cover and neck cord					NA
2	Invitation Card					NA
3	Brochure					NA
4	Posters					NA
5	Certificate					NA
6	Leaflets	NA	NA	NA	NA	
Total						

Signature of the Bidder (with seal)