

## DESIGN DEVELOPMENT PRINTING ACTIVITY

DISTRICT RURAL DEVELOPMENT AGENCY: DEOGARH

### Short Quotation Call Notice


No: 482

Date: 20/01/18

Sealed Quotation are invited from intending reputed flex printing unit owner/printing agency for printing of the following materials for ensuing Pallishree Mela, 2018 to be organized in Deogarh from 16.02.2018 to 20.02.2018. The intending quotationer can drop their quotation in the box available at the office of CE, DSMS Deogarh during office hours till 30.01.2018 upto 3.00PM. The quotation will be opened on dtd.31.01.2018 at 03.30PM by the Tender Finalization Committee of DRDA, Deogarh in presence of quotationer /their authorized representative. The undersigned reserves the right to accept or reject any or all quotation without assigning any reason thereof.

### Details of material to be printed

| Sl No. | Items                                  | Unit Rate to quoted for (including all taxes) | Remarks  |
|--------|--|---|--|
| 01     | Flex Hoarding (20 x 10 size)           | 1 no.   | Specification available with Asst Director ORMAS Deogarh   |
| 02     | Flex Banner 6 x 4 size                 | 1 no.   | Specification available with Asst Director ORMAS Deogarh   |
| 03     | Flex Board with iron framing 5x3 size  | 1 no.   | Specification available with Asst Director ORMAS Deogarh   |
| 04     | Identify card with cover and neck cord | 200 no.                                       | Specification available with Asst Director ORMAS Deogarh   |
| 05     | Leaflet                                | 5000 no.                                      | Specification available with Asst Director ORMAS Deogarh   |
| 06     | Invitation Card                        | 200 no.                                       | Specification available with Asst Director ORMAS Deogarh   |
| 07     | Certificate                            | 150 no.                                       | Specification available with Asst Director ORMAS Deogarh   |
| 08     | Posters                                | 200 no.                                       | Specification available with Asst Director ORMAS Deogarh E |
| 09     | Letter pad                             | 100 no.                                       | Specification available with Asst Director ORMAS Deogarh   |

  
Project Director,  
DRDA, Deogarh

## Detail specification of printing work:

### A. Identify card with cover and neck cord( 200 Nos)

- Size : 5.5 CM x 9 CM
- Printing: Offset Printing both side
- Colour : Multi colour
- Paper : Art paper Board 220 GSM
- Accessories: Plastic pouch and clip type neck cord

### B. Leaflet (5,000)

- Size : 1/8
- Printing: Screen printing
- Colour: Single
- Paper : Good quality

### C. Invitation Card (200 pc)

- Size: 22.5 CM x 10 cm (single Leaf)
- Printing: Off set
- Colour: Bi Colour
- Paper: 220 GSM Glossy Sheet ( Imported)
- Envelope: fit to card, Bi Colour printing

### D. Posters: (200 pcs )

- Size: 44 CM x 56 CM (Single))
- Printing: Offset
- Colour: Multi Colour Printing
- Paper: 170 GSM Glossy Sheet

### F . Certificate (150 pcs)

- Size: A4
- Printing: Offset Printing
- Colour: Multi Colour
- Paper: 300 GSM Art Paper Board

### G . Letter pad ( 100 nos)

- Size: A4
- Printing : Offset printing
- Colour : Multi colour
- Paper:

The quotationer should go through the following term and condition before the submitting the quotation

### **Term and Conditions**


1. The proprietor must have the capacity to take the responsibility for printing work in the ensuing Pallishree Mela, 2018 schedule to be organized at **Pradhanpat Exhibition Ground, Deogarh from 16.02.2018 to 20.02.2018.**
2. 10% of the advance will be given after signing of the tender paper
3. The rate should be quoted including all taxes
4. The interested proprietor/individual/firm should submit valid TIN no, PAN no, up to date Sales Tax clearance certificate, up to date VAT clearance certificate, Income tax return acknowledgement copy of 2016-17, Service tax no. etc in order to be eligible to take part in the quotation/tender call process.
5. In case of non availability of suitable proprietor/individual/firm for the work then the quotation/Tender finalization committee will take decision which will be binding and final.
6. TDS or other tax will be deducted from the bill as applicable.
7. In case the work is found not to the mark then proportionate amount will be deducted from the bill amount as deemed proper.
8. Quotationer should submit an EMD for an amount of Rs.3,000.00(Rupees three Thousand)only in shape of A/c Payee DD or Bankers Cheque in favour of Chief Executive, DSMS, Deogarh Payable at SBI, Deogarh along with quotation.
9. EMD will be refunded to the unsuccessful bidder after the award of bid to the 1<sup>st</sup> Lowest bidder and the same will be refunded to the successful bidder after completion of the assigning the tax within the time limit, otherwise the same will be forfeited.

The quotations would be evaluated for the entire item together.

### **Award of Bid/Quotation**

1. The purchaser will award the Bid/Quotation to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
2. Payment shall be made after completion of the exhibition through A/C payee cheque after submission of the bills and vouchers.
3. Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.
4. Any legal dispute arising out of this is subject to concerned district jurisdiction only.
5. Notwithstanding the above, the DRDA/DSMS, Deogarh reserve the right to accept or reject any quotation and to cancel the bidding process and reject all bids at any time prior to the issue of contract letter. The bidders may be present in person or through one of their representative(s) during the opening of quotations as per the date and time fixed by the Project Director, DRDA, Deogarh


6. The 1<sup>st</sup> lowest bidder cannot be claiming to execute the printing work, as the printing work will be completed as per the specification and quality within the time limit.
- 7.

 20/1/18  
Project Director  
DRDA, Deogarh.

Memo No. 486/1

dated. 20/01/2018


Copy forwarded to Dy. Collector, Nizarat, Collector, Deogarh / all BDOs/Sub-Collector, Deogarh with a request to affix the above tender call notice in their notice board for wide publicity.

 20/1/18  
Project Director,  
DRDA, Deogarh.

Memo No: 489/1

dated. 20/01/18

Copy submitted to the Executive Director, ORMAS, Bhubaneswar for kind information and necessary action.

 20/1/18  
Project Director,  
DRDA, Deogarh

The interested press owner/ proprietor/individual/firm should submit the following documents while submitting Quotation/Tender otherwise it will not be considered.

### EVALUATION FORM

|   |  |  |
|---|--|--|
| 1 | Name of the Supplier   |  |
| 2 | Full address of press owner /individual shop/showroom<br>Telephone no.<br>Fax no.<br>E-mail address:                         |  |
| 3 | A/c payee Bank draft/A/c payee Banker cheque of Rs.3,000 in favour of Chief Executive, DSMS, Deogarh payable at SBI, Deogarh |  |
| 4 | Trade Tax/Sales Tax Registration no/<br>Sales Tax clearance certificate ( 2015-16) (copy to be attached)                     |  |
| 5 | TIN, PAN no (with copy of certificate)/<br>Income tax return acknowledgement copy ( 2015-16) GST registration certificate    |  |
| 7 | Service Tax no:  |  |

I do hereby certify the above mentioned particulars are true and correct.

**Full Signature of the Bidder:**

**Date:**

**Lowest Rate to be quoted for by the quotationer in the following format:**

| SI No. | Items   | Unit Rate to be quoted for ( Including all taxes) | Rate quoted |
|--------|---|---|-------------|
| 01     | <i>Flex Hoarding (20 x 10 size)</i>           | 1 nos   |             |
| 02     | <i>Flex Banner 6 x 4 size</i>                 | 1 nos   |             |
| 03     | <i>Flex Board with iron framing 5x3 size</i>  | 1 nos   |             |
| 04     | <i>Identify card with cover and neck cord</i> | 300 nos   |             |
| 05     | <i>Leaflet</i>                                | 5000 nos  |             |
| 06     | <i>Invitation Card</i>                        | 200 nos   |             |
| 07     | <i>Certificate</i>                            | 150 nos   |             |
| 08     | <i>Posters</i>                                | 200 nos   |             |
| 09     | <i>Letter pad</i>                             | 100 nos   |             |

**DECLARATION BY THE BIDDER:**

It is hereby declared that I the undersigned, have and examined all the terms and conditions etc. of the tender document for which I have signed and submitted the bid under proper power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me and I will abide by the terms and conditions of tender.

Signature:

Date:

Name:

Address:

Designation:

**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, Deogarh . 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.

Place:  
Date :

Signature of the tenderer with seal