



ଓଡିଶା ଗ୍ରାମ୍ୟ ଉନ୍ନୟନ ଓ ବିପଣନ ସମିତି
ପଞ୍ଚାୟତିରାଜ ଓ ପାନୀୟ ଜଳ ବିଭାଗ, ଓଡିଶା ସରକାର
Odisha Rural Development & Marketing Society
creating competence and values in rural Odisha
Panchayati Raj and DW Department, Government of Odisha

ORMAS
BHUBANESWAR

No. 2558 /Admn-12/2020

Date 12.10.2020

Quotation Call Notice

Sealed Quotation Call Notice is invited from interested reputed printing Firm/ Press/ Advertisement & Publicity Agencies for printing of Booklets under DDU-GKY of ORMAS. The details of the required works and eligibility of the firms are given below.

Sealed Quotation completed in all respect should reach the undersigned on or before date: 19/10/2020 by 3:30 PM and dropped in the quotation box kept in the office of ORMAS, SIRD & PR Campus, Unit-VIII, Bhubaneswar, Odisha-751012 and shall be opened on the same date at 04:00 P.M. in presence of the quotationers or their authorized representatives.

The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof:

Details of the required work:

Sl. No	Name of the item	Expected Quantity	Specification	Bid Processing Fee (Non-Refundable)
1.	Booklet	8,000 (Eight thousand)	Size – 24 cm X 18 cm Cover – 4 pages, Text -12 pages, 300 GSM art paper, Cover – 170 GSM art paper-text, Multi Colour	Rs. 1,120/- (1,000/- + GST-12 %)

Terms & Conditions:-

1. Eligibility Criteria:- Bidders have to **enclose the following documents** along with Quotation.
 - a. Copy of the **GST Registration Certificate**
 - b. Copy of the **PAN card**
 - c. Copy of the **Works Experience for similar nature of work**
2. The bidder must submit a bid processing fee of **Rs. 1,120/-** (Rupees one thousand one hundred twenty only) in shape of DD/BC from any scheduled commercial bank in favour of "**ORMAS**" payable at Bhubaneswar.
3. Concept design / subject matter to be printed in Booklet will be provided to the selected party by ORMAS, Bhubaneswar.
4. The assigned work should be completed in all respect and same should be handed over within 15 days of receiving of the work order.



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5. Booklets to be printed (as per specification given) should be delivered at ORMAS, Bhubaneswar by their won transportation cost.
6. Price quoted should be exclusive of GST.
7. Sealed Quotation must be super scribed as **"Quotation for printing of Booklets under ORMAS"** and to be dropped at the Drop Box at Office of the ORMAS, SIRD Campus, unit-VIII, Bhubaneswar, Odisha-751012 from 10:00 A.M to 5:30 P.M (Official working days).
8. Each bidder shall submit one Quotation paper only.
9. Bidders are requested to quote there price in the prescribed format as attached.
10. The 1st Lowest Bidder cannot be claiming to print the items. The undersigned is not bound to place order to the lowest Quotationer.
11. The original certificate may be produced for verification when asked for. Quotation papers received beyond the stipulated date and time, and other required document shall be liable for rejection. The authority will not be held responsible for postal delay in the delivery of the documents or non receipt of the same.
12. Any legal dispute arising out of this is subject to Bhubaneswar jurisdiction only.

Notwithstanding the above, ORMAS, Bhubaneswar reserves the right to accept or reject any quotation and to cancel the procurement process and reject all bids at any time prior to the issue of contract letter.


Chief Executive Officer

Memo No 2559

Date: 12.10.2020

Copy forwarded to the Notice Board, ORMAS, Bhubaneswar/OLM, Bhubaneswar/ SIRD & PR, Bhubaneswar/ MGREGS Society, Bhubaneswar / Panchayati Raj Drinking Water Department, GoO & website of ORMAS/OLM/ SIRD & PR/ PR Deptt. for wide publicity.


Chief Executive Officer



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EVALUATION FORM
(In the letter head of the Organisation)

1.	Name of the Bidder	
2.	Full Address: Telephone No. Fax No. E-Mail Address:	
3.	GST Registration no. with place (Copy to be attached)	
4.	PAN No. (with copy of certificate)	
5.	Bid Processing Fee Details	

DECLARATION BY THE BIDDER:

It is hereby declared that I the undersigned, have read and examined all the terms and condition etc of the tender document for which I have signed and submitted the bid under proper lawful 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 conditions of the terms and conditions. This is also certified that our principal manufacturing firm, have no objection in signing the purchase contract if the opportunity for the supply of the items against this tender is given to me/us.

Full Signature of the Bidder with :

Date:

Name:



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Address:

Format for Submission Quotation for Printing of Booklet
(In the letter head of the Organisation)

To

**Chief Executive Officer
ORMAS, Bhubaneswar**

Sub: Submission of quotation for printing of Booklets – DDU-GKY under ORMAS.

Sir,

I am submitting here with the quotation for printing of Booklets-DDU-GKY for ORMAS.

Details of the required work:-

Sl. No	Name of the item	Specification	Qty (In Nos)	Unit Cost	Total Cost (Exclusive GST)
1.	Booklet	Size – 24 cm X 18 cm Cover – 4 pages, Text -12 pages, 300 GSM art paper, Cover – 170 GSM art paper-text, Multi Colour	8,000 (Eight thousand)		
Total ---→					

In words (Rupees _____)
_____)

Full Signature with Seal.....

Name of the Organization/ agency.....