**Odisha Livelihoods Mission**

**Panchayati Raj Department, Govt. of Odisha**

**(Procurement of Goods under Local Shopping Method under NRLM Procurement Manual)**

**QUOTATION CALL FOR PRINTING AND SUPPLY OF FLIP CHART TO SMMU, OLM**

**Sealed quotations are invited from the registered firm for Printing & supply of Flip Chart for SMMU,OLM**

1. **Place, date & time for submission of bid**: Office of the State Mission Director, OLM, Bhubaneswar on or before-17.05.2015 up to 05.00 pm.
2. **Place, date &, time for opening of bid:** Office of the State Mission Director, OLM, Bhubaneswar on-18.05.2015 **at 11.30 am**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl No** | **Goods** | **Specification** | **Quantity****In Nos.** | **Place of Delivery** |
| i. | Flip Chart | * No of Pages : 48
* Size : 20 inch X 15 inch (Crown Size)
* Paper : 250 gsm Art Paper
* Printing : Offset Multi Colour
* Binding : Spiral /Combo Binding with Hard Board Base
* Mattee Lamination of the Front Leaf
 | 1,000 | State Mission Management Unit,OLM, Bhubaneswar |

2. **Bid Price**

1. The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialling, dating and re writing.
2. All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
3. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
4. The Prices should be quoted in Indian Rupees only.
5. Sample for each item.
6. Sample should be inside the sealed envelope.

3. **Validity of** **Quotation**

 Quotation shall remain valid for a period not less than 30 days after the deadline date specified for submission.

4. **Evaluation of Quotations**

 The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

 (a) are properly signed ; and

(b) Confirm to the terms and conditions, and specifications.

(c) Filled in Indian Currency

( d) Quoted in Unit

( e) Sample for GSM.

5. The following documents to be attached without which the document will be treated as non responsive and rejected.

i) Up to date VAT Clearance Certificate

ii) PAN CARD

iii) Sample for GSM.

7. **Award of contract**

 The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the total lowest evaluated quotation price.

8. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

09. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

10. You are requested to provide your offer latest by 17.05.2015(date) by 05.00 p.m (time).

11. We look forward to receiving your quotations and thank you for your interest in this project.

12. Contact Person- Goutam Mohanty (PM- Procurement)
Tel. No. 06742560166

 ( Purchaser )

 Name: State Mission Director

 Odisha Livelihoods Mission

 Address: SIRD,Campus, Bhubaneswar-751012

**FORMAT OF QUOTATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Goods** | **Specifications** | **Qty.** | **Unit** | **Quoted Unit Rate in Rs. including all taxes** | **Total Amount in INR including all taxes** |
| **i** | **Flip Chart** |  |  |  |  |  |
| **TOTAL** |  |

 **Gross Total Cost: Rs...........................**

**Gross Total Cost : Rs ................................................................(in words)**

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. ...........(amount in figures ) (Rs. ........... amount in words) within the period specified in the Invitation for Quotations.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

 **Signature of Supplier**