

**TENDER PAPER**  
**FOR**  
**PRINTING MATERIAL**  
**Of**  
**STATE LEVEL PALLISHREE MELA-2022**  
**AT**  
**NEAR BADABAGICHA, DEOGARH FROM**  
**27<sup>th</sup> April to 1<sup>st</sup> May, -2022**

**Organized by**  
**DSMS /DRDA, Deogarh & ORMAS, Bhubaneswar**  
Office of DRDA, Purunagarh, Deogarh  
Odisha, Pin- 768119

*Tender paper can be downloaded from the following websites: [www.ormas.org](http://www.ormas.org) or [www.deogarh.nic.in](http://www.deogarh.nic.in).  
can be obtained from the office of DSMS, Deogarh at "DRDA, Building Deogarh during office hours.*

- A) E.M.D (Refundable) : **Rs.3, 000/-** (Rupees three thousand) only in shape of Demand Draft /Pay order in favors of DSMS DEOGARH payable at DEOGARH
- B) Tender Paper cost : **Rs. 500/-** (Rupees five hundred) only in shape of Demand Draft /Pay order in favors of DSMS Deogarh payable at Deogarh.

**To be filled in by the bidder.**

**Demand Daft / Pay Order No. .... Dated ...../...../ 2022**  
(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 : **19<sup>th</sup> April 2022 latest by 3.00 PM.**

D) Date & Time of Opening of Tenders : **19<sup>th</sup> April 2022 at 3.30 PM in DRDA Conference Hall, Deogarh Office.**

**E) ADDRESS FOR SUBMISSION OF TENDER PAPER Speed Post/Registered Post/drop at tender Box available with DRDA, Deogarh Office**

**Office of the Project Director DRDA, Deogarh**

**C/o-District Rural Development Agency (DRDA), Deogarh,**

**Purunagarh, Deogarh, Odisha, Pin – 768119.**

**Terms of Reference for Printing works of State level Pallishree Mela - 2022**

**A. Background:**

Odisha Rural Development and Marketing Society (ORMAS) was constituted in the year 1991 under Societies Registration Act, 1860 as an autonomous body under Panchayati Raj & DW Department, Government of Odisha.ORMAS works in the field of Rural development & rural livelihood. It provides training, technology & marketing support to the rural poor. In the long run enhancing the quality of life of the rural producers. The district units of ORMAS is functioning with the basic objective to help rural poor to make a better living by enabling them to improve their production, processing and marketing. ORMAS,DEOGARH also acts as a facilitating agency for implementation & monitoring of rural livelihoods programmes for the rural producers in the district.

An Exhibition in the most general sense is an organized presentation and display of selection of items. Exhibition/Mela has been part and parcel of entertainment and relaxation activity of our culture; ORMAS, DEOGARH has used this medium as a channel to promote rural products made by the Institutions of poor. The experience shows that this has been a very good Platform for business of Rural Products

ORMAS. DEOGARH organises exhibition in support of District Administration and collaboration with Odisha Livelihoods Mission (OLM), and other line departments and organisations involved in rural entrepreneurship, income generating activities to provide a better quality of life to the rural producers IDC (Handicraft), KVIC/KVIB, Department of DRDA/ORMAS, Mission Shakti,Outside State,DDU-



GKY, Service Stall SSEPO(PwDs), DC & Others and NABARD with an objective to provide a platform to the rural producers to showcase their products for direct sale, interact and get taste, choice & preferences of urban consumers. It also helps the rural entrepreneurs identify livelihood opportunities and establish links with the markets in urban and semi-urban areas.

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**

1. The text of the materials will be provided by ORMAS, DEOGARH well in advance of the exhibition. It is the responsibility of the firm that the print materials without any mistake should be provided in time as per the specification.
2. Sanctions of any advance will not be considered. The payment will be made on completion of event.
3. The bill should accompany with the challan of receipt. The rate offered by the firm shall be inclusive of all taxes and duties including Service Tax & GST.
4. The bidders are required to deposit an earnest money of Rs. 3000/- (Rupees three thousand only) in shape of demand draft/pay order in favor of DSMS DEOGARH payable at Deogarh. The E.M.D. amount of the successful bidder will be kept with DSMS DEOGARH till the completion of the exhibitions i.e. Pallishree Mela). In case of any unsatisfactory work, delay in execution of work etc. the E.M.D amount will be forfeited as per the decision of the authority. Tender papers without E.M.D shall not be accepted.
5. The rate offered by the firm should be valid till completion of the Pallishree Mela-2022 of ORMAS, DEOGARH.
6. The tenderers have to offer the price for all items or else the tender paper will not be considered.
7. The rate offered by the firm shall be including of all taxes and duties including Service Tax & GST. However the **GST will be deducted from the bill amount and deposited with the concerned authority.**
8. The Bidder has quoted their best price for all items maximum total amount up to **Rs. 50,000.00 (Fifty thousand)** only.
9. Authority reserves rights to accept/reject the assignment with any reason thereof.

#### **Documents required to attach with the Tender Paper:**

- i. Copy of work orders/ experience certificate for similar nature of works for last 3 years.
- ii. Copy of PAN along with GST Registration Certificate, & Return as on 31<sup>st</sup> march-2021.
- iii. Authentic proof of own printing firm.
- iv. EMD of Rs.3000/- (Rupees three thousand) only in favour of DSMS DEOGARH in shape of Demand draft/pay order.

#### **C.Details specification:**

##### **1. Identity Card with cover and neck cord**

- a) Size : 5.5 CM X 9 CM
- b) Printing : Offset Printing, Both Side
- c) Colour : **Multi colour**
- d) Paper : Art Paper Board, 220 GSM
- e) Accessories : Plastic pouch and Clip type Neck Cord



**2. Invitation Card :**

- a) Size : 35 CM X 27 CM (Double-folded)
- b) Printing : Offset Printing
- c) Colour : **Multi colour**
- d) Paper : 220 GSM Glossy sheet (Imported)
- e) Envelop : Fit to card, **Bi colour** printing

**3. Brochures :**

- a) Size : 42 CM X 27 CM (Double folded)
- b) Printing : Offset, Both side Printing
- c) Colour : **Multi Colour Printing**
- d) Paper : 220 GSM Glossy sheet (Imported)

**4. Posters:**

- a) Size : 44 CM X 56 CM
- b) Printing : Offset Printing
- c) Colour : **Multi Colour**
- d) Paper : 130 GSM Glossy

**5. Certificate :**

- a) Size : A4
- b) Printing : Offset Printing
- c) Colour : **Multi Colour**
- d) Paper : 300 GSM Art Paper Board

**6. Leaflets:**

- a) Size : A 4
- b) Printing : Both side
- c) Colour : Multi Colour
- d) Paper : 130 GSM

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**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.

Signature of the Tenderer with seal

Place:

Date :

Accepted by the Bidder (Signature of bidder)

**Quotation for Printing works of State Level Pallishree Mela-2022 at Deogarh**

***(Last date for submission of duly filled in tender document is 19<sup>th</sup> April 2022 latest by 3.00 PM***

To

The Project Director  
DRDA, Deogarh

Sir,

I / We do hereby submit item wise quotation below for printing works of State Level Pallishree Mela-2022 organized by ORMAS/DRDA, DEOGARH .

S. N	Particulars	Quoted Rate (In Rs.) for (inclusive all taxes)			
		300 Pcs.	500 Pcs.	1000 Pcs.	2000 Pcs.
1	Identity Card with cover and neck cord				
2	Invitation Card				
3	Brochure				
4	Posters / Flex Banner				
5	Certificate				
6	Leaflets				
Total					

Full Signature with Seal of the Tenderer -----  
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Name of the Organization/agency-----  
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Details-----

Contact No-----

