

ToR
of
Printing works
For
SISIR SARAS-2017

ORMAS

SIRD Campus, Unit -VIII, Bhubaneswar, Odisha, Pin - 751012
Phone No. [0674] 2565871, Fax-2565872, www.ormas.org

DETAILS ON TENDER PAPER, EMD, PRINTING WORKS OF THE SISIR SARAS-2017:

The Tender paper can be downloaded from the following websites- www.ormas.org 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/...../ 2016
(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 QUOTATION : **9th December 2016 latest by 3 PM.**

D) DATE & TIME OF OPENING OF QUOTATION : **9th December 2016 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 – 2017

A. About the event SISIR SARAS – 2017:

Ministry of Rural Development, Government of India has sanctioned a **national level marketing event named as “SISIR SARAS” to be held from 5th to 15th January 2017** 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), KVIC, KVIB, H & CI, MVSN and NABARD with an objective to provide a platform to the rural producers for display, sales, interact and to know the taste & preferences of urban consumers. It also helps in establishing trade link and getting remunerative price for their produces.

B. TERMS & CONDITIONS

1. 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 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 each event.
3. The bill should accompany with the challan of receipt. The offer price should include all taxes, as applicable.
4. 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.
5. The rate offered by the firm should be valid for the mela period
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, as applicable.

8. While submitting the tender, the tenderers should submit the followings documents :

- i. Copy of work orders/ experience certificate for similar nature of works for last 3 years.
- ii. EMD of Rs. 3,000/- in favor of ORMAS in shape of Demand draft/pay order.
- iii. Annual Financial Turnover during the last three year, ending 31st March of the previous financial year, should be at least Rs. 1.00 Lakhs
- iv. Audited financial statement for last three year duly certified by the Chartered Accountant to be attached.
- v. Copy of the registration certificate of the firm or valid number in favor of the firm from Commercial Tax (VAT)/ Income Tax (PAN, TAN)/Service Tax for similar nature of work.

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 (300-500 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 Certificate (300-1000 pcs.)
 - i. Size : A4
 - ii. Printing : Offset Printing
 - iii. Colour : **Multi Colour**
 - iv. Paper : 300 GSM Art Paper Board

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 Tenderer with seal

Place:
Date :

Quotation for Printing works of SISIR SARAS - 2017
(Last date for submission of Quotation is 9th December 2017, 3 PM)

To
The Executive Director,
ORMAS, Bhubaneswar

Sir,
I / We do hereby submit item wise quotation below for printing works of SISIR SARAS- 2017:

S. N	Particulars	Quoted Rate (In Rs.) for			
		300 Pcs.	500 Pcs.	1000 Pcs.	2000 Pcs.
1	Identity Card with cover and neck cord				
2	Invitation Card				
3	Certificate				
Total					

Signature with seal of the Tenderer