

Quotation Paper

of

Printing Work

for

**Pallishree Mela, Khordha
2018-19**

**Organized by
ORMAS, KHORDHA**

O/o District Rural Development Agency, Khordha

DETAILS ON QUOTATION PAPER FOR PRINTING WORKS:

The Quotation paper can be downloaded from the following websites- www.ormas.org or www.khordha.nic.in

A) E.M.D (Refundable) : **Rs. 2, 000/-** (Rupees two thousand) only in shape of Demand Draft /Pay order in favour of DSMS payable at Khordha.

To be filled in by the bidder.

Demand Daft / Pay Order No. Dated/...../ 2018
(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: 10.11.2018 latest by 1.00 PM.

D. DATE & TIME OF OPENING OF TENDER: 10.11.2018 at 3.30 PM at DRDA Office, Khordha

E) ADDRESS FOR SUBMISSION OF QUOTATION PAPER

ORMAS, Khordha

O/o District Rural Development Agency, Khordha
Near Collectorate, Khordha, Odisha.

Terms of Reference for Printing works

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 Department, Government of Odisha. ORMAS at District level known as “District Supply and Marketing Society” (DSMS). These units are functioning with the basic objective to help rural poor to make a better living by enabling them to improve their production, processing and marketing. DSMSs/ORMAS also act as a facilitating agency for implementation & monitoring of rural livelihoods programmes in rural Odisha.

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 has used this medium as a channel to promote rural products made by the Institutions of poor.

ORMAS organises exhibition in collaboration with Odisha Livelihoods Mission (OLM), DC (Handicraft), KVIC, KVIB Department of H & CI 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.

The 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. Exhibition Calendar:

The calendar of National Pallishree mela to be organized by DSMS, Khordha as per the details given below, is purely tentative. Any place or period as proposed below may change/vary in course of action. The programme given in the calendar may be cancelled without assigning any reason thereof and no consideration will be entertained for the same.

Sl.	Name of the District	Place of Exhibition	Occasion	Tentative Date of the Exhibition	No. of Stalls	Type of Mela
1	Khordha	Haveli Field		26 th Nov to 2 nd Dec, 2018	150	Mini

C. TERMS & CONDITIONS

1. The text of the materials will be provided by ORMAS, Khordha 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 & duties.

4. The bidders are required to deposit an earnest money of Rs. 2,000/- (Rupees two thousand only) in shape of demand draft/pay order in favour of DSMS, Khordha payable at Khordha. The E.M.D. amount of the successful bidder will be kept with DSMS till the completion of the exhibition. 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 for one year.
6. The Quotationers 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.
8. **While submitting the quotation, the quotationer should submit the followings documents:**
 - i. Copy of work orders/ experience certificate for similar nature of works for last 3 years.
 - ii. Authentic proof of own printing firm.
 - iii. EMD of Rs. 2,000/- in favor of DSMS, Khordha payable at Khordha in shape of Demand draft/pay order.

D. Details specification:

1. Identity Card with cover and neck cord (500 – 1000 pcs.)

- 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 (200-500 pcs.)

- 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 : (500- 2000 pcs.)

- 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: (1000-2000 pcs.)

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

5. Certificats (300-1000 pcs.)

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

6. Leaflets (500-2000 pcs.)

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

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 DSMS. 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 Quotation with seal

Place:

Date:

Quotation for Printing works of Pallishree Mela 2018

To

**The Asst. Director,
ORMAS, Khordha**

Sir,

I / We do hereby submit item wise quotation below for printing works of Pallishree Mela organized by ORMAS, Khordha for the year 2018.

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

Signature with seal of the Quotationer