

# **Quotation Paper**

**of**

## **Printing Work**

**for**

**National Level Pallishree Mela  
Cuttack  
2023**

**Organized by  
ORMAS, CUTTACK**

**O/o Zilla Parishad, Cuttack**

**DETAILS ON QUOTATION PAPER FOR PRINTING WORKS:**

The Quotation paper can be downloaded from the following websites- [www.ormas.org](http://www.ormas.org)

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

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

***Demand Daft / Pay Order No. .... Dated ...../...../ 2023***  
***(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:***

.....

.....

**Signature of the bidder**

**C. LAST DATE & TIME FOR RECEIPT OF TENDER: 26/10/2023 latest by 12 Noon**

**D. DATE & TIME OF OPENING OF TENDER: 26/10/2023, 3 PM at Zilla Parishad, Conference Hall, Cuttack**

**E. ADDRESS FOR SUBMISSION OF QUOTATION PAPER**

**CDO-Cum-EO  
Zilla Parishad  
Near Collectorate, Chandni chowk,  
Cuttack, ODISHA-753002**

## **Printing works**

### **A. Background:**

National Level Pallishree Mela, 2023 is an initiative to provide a direct selling platform to the rural producers to exhibit their products eliminating intermediaries. It is being organized by ORMAS, Cuttack under the Panchayati Raj and Drinking Water Department, Govt of Odisha for years. It aims to strengthen the rural economy, thereby generating confidence and accelerating the development of rural crafts. The exposure to the urban market helps the rural artisans to taint their product portfolio to suit needs of urban customers. It creates ample space for cross-learning increases the bargaining power of the rural poor and enabling them to get better price realization for their products.

### **B. Exhibition Calendar:**

The calendar of National Pallishree mela to be organized by DSMS, Cuttack 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	Cuttack	Bali Yatra Ground	Bali Yatra	26 <sup>th</sup> November 2023 to 6 <sup>th</sup> December 2023	420	Mega

### **C. TERMS & CONDITIONS**

1. The text of the materials will be provided by ORMAS, Cuttack 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 payable at Cuttack. The E.M.D. amount of the successful bidder will be kept with ORMAS, Cuttack 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 180 days.

6. The Quotationers have to offer the price for all items or else the tender paper will not be considered.
7. The firm should have valid GSTIN no.
8. The bidder can either be a Company/Partnership Firm/Proprietorship registered under relevant acts.
9. Preferred bidder shall be selected whosoever quotes the lowest financial proposal (L1).
10. **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 2 years.
  - ii. Certificate of Incorporation or any other registered documents.
  - iii. The firm should be registered under DIC.
  - iv. EMD of Rs. 2,000/- in favour of DSMS, Cuttack in shape of Demand draft/pay order.
  - v. Valid GSTIN registration certificate.

#### **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. Certificate (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 ORMAS, Cuttack. 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 National Level Pallishree Mela 2023**

**To**

**CDO-Cum-EO  
Zilla Parishad  
Cuttack**

**Sir,**

I / We do hereby submit item-wises quotation below for printing works of National Level Pallishree Mela organized by ORMAS for the year 2023.

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

**Signature with seal of the Quotationer**