



ଜିଲ୍ଲାପରିଷଦ, ସୁନ୍ଦରଗଡ଼
ZILLAPARISHAD, SUNDARGARH
ORMAS, SUNDARGARH

Panchayati Raj & DW Deptt. Govt. of Odisha,
Sundargarh - 770001, Email: dsmssundergarh@gmail.com, Tele / Fax No.
06622-275372

Letter No. 467 /ORMAS

Date 21/8/24

QUOTATION CALL NOTICE

ORMAS, Sundargarh invites Sealed Quotation from interested reputed registered Quotationers/ firms/ proprietors of Sundargarh for providing Printing work of flex banner, poster, invitation card, certificate, identity cards, food pass, vehicle pass, badges, Bill Book, Application form, Visiting card, Sunglow Board, Standee designing, Photography/ Videography etc. for Marketing event under ORMAS, Sundargarh. The specification and Eligibility Criteria of the said will be available at notice board of Zilla Parishad, Sundargarh or downloaded from www.ormas.org or www.sundergarh.nic.in. The evaluation forms & format of Quotation completed in all respect should be sent through **Registered post / Speed Post/Physically Drop box only** to the Office of Chief Development Officer-Cum-EO, Zilla Parishad, Sundargarh-770001 on or before dt- 05/9/2024 by 1.0 PM and shall be opened on the next day i.e. 05/9/2024 at 4 pm in presence of the Quotationers / their authorized representatives and the Committee Members. In case of any Addendum/Clarification/Corrigendum/Extension regarding this quotation call notice, the same will be published in the above website. Authority reserves the right to accept or reject any quotation and to cancel the procurement process at any time prior to the ward of contact without assigning any reason thereof. For any clarification related to quotation document interest Quotationer can contact to dsmssundergarh@gmail.com.

The undersigned reserves the right to accept or reject any or all the Quotations without assigning any reason thereof.


CDO-cum-EO, 21/8/2024
Zilla Parishad, Sundargarh

Sl No.	Particulars	Minimum Quotation	Specifications		Unit Price without GST Price per Sq. cm/ Sq ft	GST	Unit price with GST
1	Identity Card with cover and neck cord (100)	100 cards	Size	14 CM X 10 CM			
			Printing	Offset Printing, Both Side			
			Colour	Multi colour			
			Paper	Art Paper Board 220 GSM			
			Accessories	Plastic pouch & clip type neck cord			
			Size	14 CM X 10 CM			
2	Identity Card with Neck Cord (100 nos. for Officials)	100 cards	Printing	Offset Printing, One Side			
			Colour	Multi colour			
			Material	Plastic			
			Accessories	Neck Cord			
			Size	14 CM X 10 CM,			
			Printing	Offset Printing,			
3	Identity Card with Cover and Neck Cord (600 Pcs.)	600 Pcs	Colour	Both Side Multi colour			
			Paper	Art Paper Board 220 GSM			
			Accessories	Plastic pouch & clip type neck cord			
			Paper	35 cm x 27 cm (Duble Folded)			
			Accessories	Offset Printing			
			Colour	Multi Colour			
4	Invitation Card	500 cards	Paper	220 GSM Glossy Sheet (imported)			
			Envelop	Fit to card Bi Colour printing			
			Size	Per Sgft.			
			Printing	Multi Color			
			Colour	Multi Colour Printing			
			Material and Type of work	Printing & installation of star flex			
5	Flex/ Banner	1000	Size	4CM X 56CM			
			Printing	Offset Printing			
			Colour	Multi Colour			
			Paper	130GSM Glossy			
			Size	A4			
			Printing	Offset Printing			
6	Posters	500	Colour	Multi colour			
			Paper	300 GSM Art paper Board			
			Size	8.8cm X 5.5cm			
			Printing	Offset Printing			
			Colour	Multi Colour			
			Material and Type of work	Printing & installation of star flex			
7	Certificate	500	Size	4CM X 56CM			
			Printing	Offset Printing			
			Colour	Multi colour			
			Paper	300 GSM Art paper Board			
			Size	8.8cm X 5.5cm			
			Printing	Offset Printing			
8	Food pass	500	Colour	Multi Colour			
			Paper	300 GSM Art paper Board			
			Size	8.8cm X 5.5cm			
			Printing	Offset Printing			
			Colour	Multi Colour			
			Material and Type of work	Printing & installation of star flex			

9	Vehicle Pass	500	Paper Size 8.8cm X 5.5cm Printing Single Printing Colour Multi Colour Paper 300 GSM		
10	Badges	500	Size Round Bleed Size 43mm X 43mm Final Size 40mm X 40mm Safety area 38mm X 38mm Design satin ribbon		
11	Printing of Success Stories of Placed Candidates	500	Bottom badges, size 54mm round shape (sample may be collected from office hour)- Total quantity- 1000 pieces 500 books multi colour, 100 GSM Paper with mat finishing, cover page and back page with glossy paper with proper lamination		
12	Printing of Bill Book	100	3-page one main page and two carbon copy @100 bill books		
13	Application form printing	5000	5000 pages multi colour in 80 GSM Paper size a-4		
14	Visiting card Printing	500	100@SHG/PG- 350 GSM Art paper with gloss lamination		
15	Sunglow painting	100 pieces	Per square foot		
16	Way board with sunglow printing	100 pieces	Hight- 7 feet iron stand 18 gouge Square display 2 feet width and length 3feet (Square pipe 1X1 inch) with proper stickering- Total Quantity- 20 pieces		
17	Star Flex printing with designing	5000 sqft.	320 GSM/ Per square feet		
18	Printing of Product brochure	200	Glossy paper with lamination (Rate may be quoted with per page- 200 GSM, Paper size 8.5- inch X 11 inch)		
19	Leaflet	1000	Glossy paper with lamination (Rate may be quoted with per page- 200 GSM, Paper size 8.5- inch X 11 inch)		
20	Table Calendar with Cover	500	350GSM art paper with spiral Binding along with card board stand		
21	Vinyl with sun board	200	3.5 MM sun board with vinyl pasting, size L-4 feet X W 2 feet		
22	Photography	3000 pieces	Photography of 4' X 6' size @ 2 Pcs. of each snap The still photographs (maximum of 100 Pcs.) A good full frame DSLR Camera for photography. The photo should be of excellent quality, so that it can be used, for documentation purpose.		
23	Videography	5 minutes	The entire event will be video documented in Digital High Definition Video (HDV) Camera. Video Documentation (3 copies of DVD to be submitted) Small		


23

				documentary film of the event (starting from Inauguration to closing ceremony) 10 minutes with voice over in 10 minutes documentary film for entire event. As per the define specification		
24	Coffee Table Book	50		Size-12x9 inch/ total pages (maximum), Photo to use 80-85 numbers Cover 130 GSM or as per Sample. Mont Blanc extra white to be pasted on imported hard book Designing of each page).		
25	Packaging (Paper Tube Box)) Tin Tiffin	500		Paper Tube Box(Tin Fitting) 83mmx130mm tin fitting cap without print)		
26	Packaging (Tin Tube Container)			Tin Tube Container 83mm x 130 mm complete Tin works without Print		
27				Paper Zipper Pouch (100gm Size craft Paper)		
				Paper Zipper Pouch (250gm Size craft Paper)		
				Paper Zipper Pouch (500gm Size craft Paper)		
28	Note sheet	500		Paper Size: Common sizes include A4 (210 x 297 mm) or Letter (8.5 x 11 inches). Orientation: Portrait Margins: Standard margins are typically 1 inch (2.54 cm) on all sides.		
29	Folder (Paper)	100		Paper Size: Letter Size: 8.5 x 11 inches (216 x 279 mm), A4 Size: 210 x 297 mm (8.27 x 11.69 inches), commonly used internationally. Finish: Matte: Non-reflective, good for readability and writing. Glossy: Shiny, used for high-quality images and presentations. Semi-Gloss/Satin: Balance between matte and glossy.		
30	Adhesive Sticker	100		1 inch Mate paper with lamination & designing		
31	Adhesive Sticker	100		4/ 5/ 10 inch Mat paper with lamination & designing		

(In words]

Terms of Reference for Printing Works

1. Quotation call/quotation is invited from the bidders/firms/ proprietor! of Sundargarh District only.
2. It is the responsibility of the bidder that the print materials without any mistake should be provided in time as per the specification. If any fault detected at the time of delivery it is the responsibility of the bidder to replace the material immediately at his own cost.
3. Sanctions of any advance will not be considered. The payment will be made on completion of event only after getting each materials with due specification in good condition within the time limit.
4. The bill should accompany with the challan of receipt. The rate offered by the firm shall be inclusive of all taxes and duties including GST, transportation and installation at the target point.
5. The bidders are required to deposit an earnest money of Rs. 10000/- (Rupees Ten Thousand only) in shape of demand draft in favor of ORMAS, Sundargarh payable at Sundargarh. The E.M.D. amount of the successful bidder will be kept with till the success full completion .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/ committee. Quotation papers without E.M.D / Quotation Paper Cost shall not be accepted.
6. The bidders have to offer the unit wise price against all items or else the Quotation paper will not be considered.
7. The rate offered by the firm shall be including of all taxes and duties including transportation and installation, Service Tax & GST.
8. Authority / committee reserves rights to accept/reject the assignment without any reason thereof.
9. EMD off all bidders except L1 will be returned within two weeks after successful completion of the program.
10. The Quotation will be opened on 05/19/24 at 4. PM in the office chamber of CDO-cum-EO, ZP, Sundargarh . The Quotation paper will be opened even in the absence of any participated bidders/ authorized representatives.
11. The exact quantity against each item along with the context will be mentioned during the issue of work order to the successful bidder.
12. The bidder having any blank space in the financial bid could be subject to rejection of the bid documents. There should not be any overwriting/ alteration/ addition/ deletion of the prescribed format. Bidders are supposed to submit their quoted price as in prescribed format only, failing which the bid will be rejected.
13. Bidders has to mention the total quoted price in words also which will be final quoted price and will remain binding.
14. The price of bidder who will quote lowest and found eligible by the committee will be applicable for the period of six month from issue of work order in other similar type of event by ORMAS, Sundargarh.
15. The authority reserves the right to accept /reject all the bids or any part of it without assigning any reason thereof. The authority also reserve the right to distribute the work if LI fails to complete in time.
16. In case of any dispute the matter will be solved in the jurisdiction of Sundargarh district.


CDO-cum-EO,
Zilla Parishad, Sundargarh


21/8/2024

- 28
- The price quoted will be inclusive of all taxes and this price will be applicable for a period of **one year** from date of supply order. The Printing firm/ shop/ organization should submit supporting sample copy of the product/ items during opening of the quotation. Agreement with the concerned vendors will be executed for a period of one year (optional in case of single bidder).
 - Documents required:**
 - GST Registration
 - GST Clearance Certificate latest 3B
 - IT return for FY-2023-24
 - Firm Registration (MSME)
 - PAN Card
 - Quotationer's detail
 - Selection of the printing firm/ shop/ organization will be made basing on the Quotation of sample submitted with due negotiation with the Quotationer.
 - The bidder should quoted all the price against all the item and if any item left blank will not be considered.


 CDO-cum-EO,
 Zilla Parishad, Sundargarh

Memo No: 468 / **Date:** 21/8/24 /

Copy forwarded to Chief Executive Officer, ORMAS for kind information with request to kindly web host the quotation documents.


 CDO-cum-EO,
 Zilla Parishad, Sundargarh


Memo No: 469 / **Date:** 21/8/24 /

Copy forwarded to PA to the Collector for kind information of Collector, Sundargarh.


 CDO-cum-EO,
 Zilla Parishad, Sundargarh


Memo No: 470 / **Date:** 21/8/24 /

Copy forwarded ~~to PA~~ to the NIC, Sundargarh for information with request to web host this quotation in the District official website by 21/8/24.


 CDO-cum-EO,
 Zilla Parishad, Sundargarh

Memo No: 471 / **Date:** 21/8/24 /

Copy forwarded to the DIPRO, Sundargarh and Rourkela for information and requested to Display in their notice board for wide publicity.


 CDO-cum-EO,
 Zilla Parishad, Sundargarh

28

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 quotation is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by ORMAS, Sundargarh. 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.

Place:

Date:

Signature of the Quotationer with seal