**Odisha Livelihoods Mission**

**Panchayati Raj Department, Govt. of Odisha**

**(Procurement of Goods under Local Shopping Method under NRLM Procurement Manual)**

**QUOTATION CALL FOR SUPPLY OF PRINTING & STATIONERY MATERIALS FOR SMMU, OLM**

**Sealed quotations are invited from the registered firm for supply of Printing & Stationery Materials for SMMU, OLM**

1. **Place, date & time for submission of bid**: Office of the State Mission Director, OLM, Bhubaneswar on or before- 16.11.2015 up to 05.00 pm.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl No** | **Goods** | **Minimum Specification** | **Quantity****In Nos.** | **Place of Delivery** |
| 1. | **Flex Banners** | * Star flex
* 340 GSM
* Size – 3 feet X 2 feet.
* Multi color.
* Printing – Multi color machine based solvent printing with Ultra violet resistant ink as per design approved by OLM.
* Warranty – Printing should carry a warranty of at least 12 months out door stability.
 | 118 | State & District Mission Management Unit, OLM, Bhubaneswar |
| 2. | **ID Card** | * Size- The size of the card should be 8.5 cm x 5.5 cm
* The card should be printed in English
* The matter should be electronically typed as per design (digital image with other details specified as per design)
* The photograph shall be inserted Name etc and space for signature
* The Card shall be fitted with hanging belt.
 | 472 |
| 3. | **Register** | * Minimum 100 pages
* Good Quality
* Neelgagan/Classmate or equivalent
 | 472 |
| 4. | **File Folder** | * Plastic Folder
* Good Quality
* Neelgagan/Classmate or equivalent
 | 472 |  |
| 5. | **Scissor** | * Big Size
* Stainless Steel
* Plastic Hand Grip
 | 118 |  |
| 6. | **Song Book** | * 30 pages including cover
* Size – (23 X 36 cm)
* Page – Both Side ( 2 Pages)
* Paper – 75 Gsm
 | 118 |  |

2. **Bid Price**

1. The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialling, dating and re writing.
2. All transportation cost, duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
3. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
4. The Prices should be quoted in Indian Rupees only.
5. Sample for GSM. (Sample should be inside the sealed envelope).

3. **Validity of** **Quotation**

 Quotation shall remain valid for a period not less than 30 days after the deadline date specified for submission.

4. **Evaluation of Quotations**

 The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

 (a) are properly signed ; and

(b) Confirm to the terms and conditions, and specifications.

(c) Filled in Indian Currency

( d) Quoted in Unit

(e) Sample for GSM

5. The following documents to be attached without which the document will be treated as non responsive and rejected.

i) Up to date VAT Clearance Certificate

ii) PAN CARD

iii) Sample for GSM (Printing Items)

7. **Award of contract**

 The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the total lowest evaluated quotation price. The order quantity increase may increase or decrease during placing the purchase order.

8. **Performance Security:**

The performance security will be 5 % of the Contract Value. If the firm fails to execute the contract, the security money will be forfeited. The security money will be refunded after successful execution of the contract within 28 days after the completion of contract.

09. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

10. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

11. The payment will be made on successful delivery and receiving acknowledgement from the State Unit.

11. You are requested to provide your offer latest by 16.11.2015(date) by 05.00 p.m (time).

12. We look forward to receiving your quotations and thank you for your interest in this project.

14. Authority reserves the right to accept or reject any Quotation, and to cancel the tendering process and reject all quotation, at any time prior to the award of work order, without assigning reason thereof.

15. Contact Person- Goutam Mohanty (PM- Procurement)
Tel. No. 06742560166

 ( Purchaser )

 Name: State Mission Director

 Odisha Livelihoods Mission

 Address: SIRD,Campus, Bhubaneswar-751012

**FORMAT OF QUOTATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Goods** | **Specifications** | **Qty. in nos.** | **Quoted Unit Rate in Rs. including transportation and all taxes** | **Total Amount in INR including transportation cost and all taxes** |
| **1** | **Flex Banners** |  | 118 |  |  |
| **2** | **ID Card** |  | 472 |  |  |
| **3** | **Register** |  | 472 |  |  |
| **4** | **File Folder** |  | 472 |  |  |
| **5** | **Scissor** |  | 118 |  |  |
| **6** | **Song Book** |  | 118 |  |  |
| **Total in INR** |  |

 **Gross Total Cost: Rs...........................**

 **Gross Total Cost : Rs ................................................................(in words)**

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. ...........(amount in figures ) (Rs. ........... amount in words) within the period specified in the Invitation for Quotations.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

 **Signature of Supplier**

**Note:-** *The SMMU, (OLM) will not be bound to accept the lowest quotation. The decision of the SMMU, OLM shall be final in this regard.*