

# TENDER PAPER

OF

## **Printing Work**

For

**National Level Pallishree Mela-2018**

**At**

**DHENKANAL**

**(From 24<sup>th</sup> to 31<sup>st</sup> Oct-2018)**

**Organized by**

**ORMAS, Dhenkanal**

Office of DRDA, Dhenkanal, Mahinsapat  
Odisha, Pin-759001

**DETAILS ON TENDER PAPER, EMD, PRINTING WORKS OF PALLISHREE MELA 2017 AT DHENKANAL**

A) TENDER PROCESSING COST : **Rs. 500/-** (Rupees Two Hundred) only in shape of Demand Draft /Pay order from any nationalized bank in favour of Chief Executive, DSMS, Dhenkanal payable at Dhenkanal.

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

***Paper Cost Demand Daft / Pay Order No. .... Dated ...../...../ 2018  
(DD/PO to be attached with the Tender Paper)***

B) AVAILABILITY OF TENDER PAPER: [www.dhenkanal.nic.in](http://www.dhenkanal.nic.in)

C) E.M.D (Refundable) : **Rs. 1,000/-** (Rupees One Thousand) only in shape of Demand Draft /Pay order in favour of DSMS, Dhenkanal payable at Dhenkanal

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

***Demand Daft / Pay Order No. .... Dated ...../...../ 2018  
(DD/PO to be attached with the Tender Paper)***

D) NAME AND ADDRESS OR BIDDER:

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

*Bidder Name and Address:*

M/s .....  
.....

Signature of the bidder

E) LAST DATE & TIME FOR RECEIPT OF TENDER : **10/10/2018 latest by 05.00 PM.**

F) DATE & TIME OF OPENING OF TENDERS : **11/10/2018 at 11.30 PM at DRDA, Dhenkanal.**

**G) ADDRESS FOR SUBMISSION OF TENDER PAPER**

**Tender Box of ORMAS, Dhenkanal  
O/O District Rural Development Agency (DRDA), Dhenkanal,  
Mahinsapat, Odisha, Pin-759001**

**Exhibition Period:**

National Level Pallishree Mela-2018 at Mahinsapat Ground, Dhenkanal 24<sup>th</sup> to 31<sup>st</sup> October 2018 during Laxmi Puja.

***Accepted by the Bidder (Signature of bidder)***

**C. TERMS & CONDITIONS**

1. The text of the materials will be provided by ORMAS, Dhenkanal 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 allowed. The payment will be made on completion of the event and submission of proper bills.
3. The gross approved price would be including GST. The GST-TDS as per law will be deducted from the bill amount and deposited with the concerned authority.
4. The offered price by the firm shall be including of all taxes and duties. But, the bidder should submit the bill showing the net value (+) Add: the GST as applicable as on date.
5. Payment will be made on completion of the event and satisfactory performance of the vender.
6. The bidders are required to deposit an earnest money deposit of **Rs. 1,000/-** (Rupees One Thousand) only & tender processing cost of **Rs. 500/-** (Rupees Five Hundred) only in shape of Demand Draft /Pay order in favour of DSMS, Dhenkanal payable at Dhenkanal. The E.M.D. amount of the successful bidder will be kept with DSMS till the completion of the exhibitions. 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.
7. The tenderers should have the experience for execution of similar nature of works during last 3 financial years.
8. The tenderers have to offer the price for all items or else the tender paper will not be considered.
9. The rate offered by the firm should be valid for 12 months w.e.f. finalization of the tender.
10. The tenderer should not be black listed by any organization/ department/ office.
11. The parties/ tenderer who will qualify the technical bid, in those case only the Financial Bid will be opened.

**D. Details specification of items :**

<p><b>1. Identity Card with cover and neck cord (500 – 1000 pcs.)</b>                      a) Size : 5.5 CM X 9 CM                      b) Printing : Offset Printing, Both Side                      c) Colour : <b>Multi colour</b>                      d) Paper : Art Paper Board, 220 GSM                      e) Accessories : Plastic pouch and Clip type Neck Cord</p>	<p><b>2. Invitation Card (200-500 pcs.)</b>                      a) Size : 35 CM X 27 CM (Double-folded)                      b) Printing : Offset Printing                      c) Colour : <b>Multi colour</b>                      d) Paper : 220 GSM Glossy sheet (Imported)                      e) Envelop : Fit to card, <b>Bi colour</b> printing</p>
<p><b>3. Certificate (300-500 pcs. )</b>                      a) Size : A4                      b) Printing : Offset Printing                      c) Colour : <b>Multi Colour</b>                      d) Paper : 300 GSM Art Paper Board</p>	<p><b>4. Latter Pad (200-500 pcs. )</b>                      a) Size : A4                      b) Printing : Offset Printing                      c) Colour : <b>Multi Colour</b>                      d) Paper : 70 GSM Copier Paper</p>
<p><b>5. Flex Printing</b>                      a) Colour : <b>Multi Colour</b></p>	

**Annexure - I**

**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. Sample of the paper to be used, should be submitted along with the tender paper.
- iii. Authentic proof of own printing firm.
- iv. EMD of **Rs.1,000/-** (Rupees One Thousand) only in shape of Demand Draft /Pay order in favour of DSMS, Dhenkanal payable at Dhenkanal.
- v. Tender Processing Cost of **Rs. 500/-** (Rupees Five Hundred) only in shape of Demand Draft /Pay order in favour of DSMS, Dhenkanal payable at Dhenkanal.
- vi. Registration certificate of the firm and copy of the last year GST/VAT/Service Tax Deposit (Updated)
- vii. Copy of PAN card in the name of firm/proprietor
- viii. Self-declaration in letter head that, the tenderer have not been black listed by any organization/ department/ Agency/ office.
- ix. Self-declaration in letter head to the effect that the tenderer is not related with any staff of this office/ organization in any way.

**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 Tenderer with seal**

Place:

Date :

*Accepted by the Bidder (Signature of bidder)*

**Quotation for different item for Printing works of Pallishree Mela 2018, Dhenkanal**

(Last date for submission of tender form is 10/10/2018, 5.00 PM)

To

**The Project Director  
DRDA, Dhenkanal**

Sir,

I / We do hereby submit item wise quotation below for printing works of Pallishree Mela to be organized by ORMAS from 24/10/2018 to 31/10/2018:

S. N	Particulars	Quoted Rate (In Rs.) for			
		200 Pcs.	300 Pcs.	500 Pcs.	700 Pcs.
1	Identity Card with cover and neck cord				
2	Invitation Card				
3	Certificate				
4	Letter Pad				
<b>Total</b>					

S. N	Particulars	Quoted Rate (In Rs.)
1	Flex Printing per sqft.	
2	Flex Printing with Framing per sqft.	

**Signature with seal of the Tenderer**

***Accepted by the Bidder (Signature of bidder)***