



Panchayati Raj Department  
Government of Odisha

**TENDER PAPER**

# **Printing works**

For

**National Level**

## **Pallishree Mela-2023**

Organized by

### **ORMAS, Dhenkanal**

Office of Zilla Parisad, Dhenkanal, Mahinsapat  
Odisha, Pin-759001

**DETAILS ON TENDER PAPER, ISD, BIDDER FOR PRINTING WORK “NATIONAL LEVEL  
PALLISHREE MELA 2023”.**

The Tender paper can be downloaded from the websites: [www.dhenkanal.nic.in](http://www.dhenkanal.nic.in)

A) E.M.D (Refundable): **Rs. 1000/-** (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 ..... /..... / 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:*

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

Signature of the bidder

# **Terms of Reference for Printing works of National Level Pallishree Mela 2023**

## **Exhibition Date & Venue:**

Any place or period as proposed below may change/vary in course of action. Any programme listed below 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	Dhenkanal	Head Quarter	National Level Paliishree Mela- 2023	During Gajalaxmi Puja 2023	200	Big

## **C. TERMS & CONDITIONS**

1. The text of the materials will be provided by DSMS, 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 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 Initial Security Deposit of **Rs. 1000/-** (Rupees one Thousand only) in shape of demand draft/pay order in favour of DSMS, Dhenkanal payable at Dhenkanal. The ISD amount of the successful bidder will be kept with DSMS, Dhenkanal till the completion of the exhibitions i.e. for a period of one to month from the date of completion of the work. In case of any unsatisfactory work, delay in execution of work etc. the ISD amount will be forfeited as per the decision of the authority. Tender papers without ISD shall not be accepted.
5. The rate offered by the firm should be valid till completion of the Event.
6. The tenderers have to offer the price for all items or else the tender paper will not be considered.
7. The price offered by the firm should be including of GST. However, the TDS will be deducted from the bill amount as per the rules.
8. **While submitting the tender, the tenderers should submit the following 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. **Registration certificate of Goods & Services Tax (GST).**
  - iv. EMD of Rs. 1,000/- in favor of DSMS, Dhenkanal in shape of Demand draft/pay order.
  - v. IT return copy for the last three assessment years.

- vi. Average Annual Financial Turnover during the last three year, ending 31st March of the previous financial year, should be at least Rs. 40,000/- .

**D. Details specification:**

**1. Identity Card with cover and neck cord (300 –400 pcs. For exhibition )**

- 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 pcs. per exhibition)**

- 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. Posters: (1000-2000 pcs. per exhibition)**

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

**4. Certificate (200- 400 pcs. per exhibition)**

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

**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, Dhenkanal 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 "Printing work" of National Level Pallishree Mela - 2023**  
***(The date for submission of duly filled in tender document is 10/10/2023, (Up to 3.00 PM)***

To  
The CDO cum EO, Zilla Parishad, Dhenkanal

Sir,  
I / We do hereby submit item wise quotation below for printing works of National Level Pallishree Mela during Gajalaxmi Puja.

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

**Signature with seal of the Tenderer**