



Panchayati Raj & DW Department  
Government of Odisha

# TENDER PAPER

(Printing Works)

For

National Level

# Pallishree Mela-2025

In October 2025

Organized by

**ORMAS, Dhenkanal**

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

**DETAILS ON TENDER PAPER, ISD, BIDDER FOR PRINTING WORKS OF PALLISHREE MELA  
2025 DHENKANAL**

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

*To be filled in by the bidder.*

**TP Cost Demand Daft / Pay Order No. .... Dated ...../...../ 2025**  
(DD/PO to be attached with the Tender Paper)

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

C) I.S.D (Refundable) : Rs. 2,000/- (Rupees Two Thousand) only in shape of Demand Draft /Pay order from any nationalized bank in favour of DSMS, Dhenkanal payable at Dhenkanal (Refundable)

*To be filled in by the bidder.*

**ISD Demand Daft / Pay Order No. .... Dated ...../...../ 2025**  
(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 .....

Address.....

Contact No..... Whatsaap No .....

e-Mail.....

Signature of the bidder

E. LAST DATE & TIME FOR RECEIPT OF TENDER: 16/09/2025 latest by 3.00 PM.

F. DATE & TIME OF OPENING OF TENDERS : 16/09/2025 at 03.30 PM at Zilla Parishad, Dhenkanal

G. ADDRESS FOR SUBMISSION OF TENDER PAPER:

**Tender Box of ORMAS, Dhenkanal  
ORMAS Building, Zilla Parishad, Mahisapat, Dhenkanal, Odisha, Pin-759001**

**Exhibition Period:**

Pallishree Mela-2025 will be organized at Mahishapat Ground, Dhenkanal for 7 days i.e. 08/10/2025 to 14/10/2025 during Laxmi Puja.

*Accepted by the Bidder (Signature of bidder)*

## **TERMS & CONDITIONS**

1. The work assigned to the firm should be done as per the specifications given below.
2. The work should be completed within the time frame.
3. 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.
4. Sanctions of any advance will not be considered. The payment will be made on completion of each event.
5. The offer price should include all taxes & duties.
6. The rate offered by the firm should be valid for 12 months w.e.f the date of rate finalized.
7. The Quotationer have to offer the price for all items or else the quotation will not be considered.
8. 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.
9. Work order will be issued as per the requirement of Mela.
10. The authority reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
11. **The rate offered by the firm shall be including of all taxes and duties, as applicable.**

### **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 financial years.
- ii. ISD of Rs. 2,000/- (Rupees Two Thousand) only in favor of DSMS, Dhenkanal in shape of Demand draft/pay order.
- iii. Tender Processing of Rs. 500/- (Rupees Five Hundred) only in favor of DSMS, Dhenkanal in shape of Demand draft/pay order.
- iv. Authentic proof of own printing firm.
- v. **Registration certificate of Goods & Services Tax (GST).**
- vi. IT return copy for the last three assessment years.
- vii. Average Annual Financial Turnover during the last three year, ending 31st March 2025, should be at least Rs. 1,00,000/- .
- viii. Self declaration that, the bidder hat not black listed by Central/State Govt. Institutions for any means of non-obligation.
- ix. **The bidder has to submit technical and financial bids in separate envelops mentioning “Technical Bid” & “Financial Bid” on the top of the envelops and both of the Bids should be sealed in a another envelop.**

## **Detail specifications:**

### **1. Identity Card with cover and neck cord**

- 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**

- 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. Certificat**

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

### **4. Leaflet**

- a) Size : 35 CM X 27 CM (Double-folded)
- b) Printing : Offset Printing
- c) Colour : **Multi Colour**
- d) Paper : 90 GSM Art Paper

### **5. Product Boucher**

- a) Size : 35 CM X 27 CM (Double-folded)
- b) Printing : Offset Printing
- c) Colour : **Multi Colour**
- d) Paper : 90 GSM Art Paper

### **6. Booklet / Product Catalogue**

- a) Size : A4 size
- b) Printing : Offset Printing
- c) Colour : **Multi Colour**
- d) Paper : 220 GSM Art Paper

### **7. Printing of Forms**

- a) Size : A4 size
- b) Printing : Offset Printing (one side)
- c) Colour : **Black printing on White papers**
- d) Paper : 70 GSM Paper

**Technical Bid for Printing Works of Pallishree Mela at Dhenkanal 2025, Dhenkanal**

To  
The CDO-cum-EO, Zilla Parishad, Dhenkanal  
Sir,

I / We do hereby submit the detail documents as per the Tender Paper for Printing Works of National Level Pallishree Mela 2025 for you kind reference & necessary action at your end.

Sl.	Documents	Submitted (Yes/No)	Remarks (if any)
1	<b>ISD (refundable) of Rs. 2,000 /-</b> (Rupees Two Thousand only) in shape of Bank Draft in favour of DSMS, Dhenkanal		
2	<b>Tender Processing Cost (non-refundable) Rs. 500/- (Rupees Five Hundred) only</b> in shape of Bank Draft in favour of DSMS, Dhenkanal		
3	Document in support of Experience of executing the work of similar nature in last 3 financial years		
4	Registration certificate of Goods & Services Tax (GST).		
5	Authentic proof of own printing firm (Registration certificate of the Firm/Press)		
6	IT return copy for the last three assessment years.		
7	Audited Financial Statement of last three years duly attested by the Chartered Accountant having Average Annual Turnover of at least Rs. 1.00 Lakhs in last three year as on 31.03.2025.		
8	Self declaration that, the bidder has not black listed by Central/State Govt. Institutions for any means of non-obligation.		

**Date:**

**Signature of the Bidder with seal**

**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, 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.

Place:  
Date

**Signature of the Tenderer with seal**

**Financial Bid for Printing Works of Pallishree Mela at Dhenkanal 2025, Dhenkanal**

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-2025 at Dhenkanal for your kind reference & necessary action at your end.

SI.	Particulars	Quoted Rate (In Rs.) for			
		100 Pcs.	200 Pcs.	300 Pcs.	400 Pcs.
1	Identity Card with cover and neck cord				
2	Invitation Card				
3	Certificate				
4	Leaflet				
5	Product Boucher				
6	Booklet / Product Catalogue				
7	Printing of Forms				
<b>Total</b>					

(Rates are inclusive of all taxes)

**Date:**

**Signature of the Bidder with seal**