



Panchayati Raj & Drinking Water Department
Government of Odisha

TENDER PAPER

(Printing Works)

For

National Level Pallishree Mela-2024-25

4th January, 2025 to 13th January, 2025

Bargarh

Organized by

ORMAS, PR & DW Deptt. Govt. of Odisha

In Association with

District Administration (Zilla Parishad), Bargarh

Odisha Rural Development and Marketing Society, Bargarh

O/o Zilla Parishad, Bargarh-768028

Phone No:-06646-234352

DETAILS ON TENDER PAPER, EMD, BIDDER FOR PRINTING WORKS FOR
“PALLISHREE MELA 2024-25”.

The Tender paper can be downloaded from the following websites:

A) E.M.D (Refundable) : **Rs. 2000/-** (Rupees Two thousand) only in shape of Demand Draft /Pay order in favour of DSMS, Bargarh payable at Bargarh.

To be filled in by the bidder.

Demand Daft / Pay Order No. Dated/...../ 2024
(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 Pallishree Mela 2024-25 at Bargarh

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	Bargarh	Bargarh	Dhanuyatra	04.01.2025 to 13.01.2025	200	Big

C. TERMS & CONDITIONS

1. The text of the materials will be provided by ORMAS 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 bidders are required to deposit an earnest money of Rs. 2000/- (Rupees Two Thousand only) in shape of demand draft/pay order in favour of DSMS, Bargarh payable at Bargarh. The E.M.D. amount of the successful bidder will be kept with ORMAS 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.
4. The rate offered by the firm should be valid till completion of the Event.
5. The tender must be delivered at the specified address as per the Bidder Data Sheet by Speed post / Registered Post/Courier only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
6. Bidders should submit the supporting documents as mentioned. Bids of agencies not conforming to the eligibility criteria listed in the tender document will be summarily rejected. Submission of forged documents will also result in rejection of the bid.
7. The bidder should submit the tender paper with two envelopes i.e. Technical Bid and Financial Bid separately and keep both envelope in another envelope super scribed with "Tender for Printing work for Pallishree Mela .
8. The bidders have to offer the price for all items or else the tender paper will not be considered. The authority reserves the right to reject any or all tenders without assigning any reasons thereof.
9. The rate offered by the firm shall be including of all taxes and duties.
10. **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. Authentic proof of ownership of printing firm.

- iii. **Registration certificate of Goods & Services Tax (GST).**
- iv. **Copy of the PAN**
- v. Copy of GST return/amount deposit in the last financial year and copy of last deposit challan.
- vi. EMD of Rs. 2,000/- in favor of DSMS, Bargarh in shape of Demand draft/pay order.
- vii. Average Annual Financial Turnover during the last three year, ending 31st March of the previous financial year, should be at least Rs. 5,00,000/- for which the audited financial statement to be attached.
- viii. Income Tax return for the last three years i.e. 2021-22, 2022-23 & 2023-24.

D. Details specification:

1. Identity Card with cover and neck cord (500 – 1000 pcs. per 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 (200-500 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, **Multi colour** printing

3. Brochures : (500- 2000 pcs. per exhibition)

- a) Size : 42 CM X 27 CM (Double folded)
- b) Printing : Offset, Both side Printing
- c) Colour : **Multi Colour Printing**
- d) Paper : 220 GSM Glossy sheet (Imported)

4. 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

5. Certificate (300-1000 pcs. per exhibition)

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

6. Leaflets (500-2000 pcs. per exhibition)

- a) Size : half of A 4 size
- b) Printing : Both side
- c) Colour : Multi Colour
- d) Paper : 130 GSM

7. Cloth with digital printing (for Hoardings, Standy & Banners)

- a) Colour : Multi Colour

8. Letter Pad

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/ Zilla Parishad 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 :

Quotation for “Printing work” of Pallishree Mela 2024-25 at Bargarh

(The date for submission of duly filled in tender document by 17.12.2024 at 12.00 Noon and same shall be opened on same day at 3.00 PM, Zilla Parishad ,Bargarh)

To

The C.D.O-cum-E.O
Zilla Parishad, Bargarh

Sir,

I / We do hereby submit item wise quotation below for printing works of Pallishree Mela 2024-25 at Bargarh.

S. N	Particulars	Quoted Rate (In Rs.) for			
		300 Pcs.	500 Pcs.	1000 Pcs.	2000 Pcs.
1	Identity Card with cover and neck cord				
2	Invitation Card				
3	Brochure				
4	Posters				
5	Certificate				
6	Leaflets				
07	Letter Pad				
		500 Sq ft	1000 Sq ft	1500 Sq ft	2000 Sq ft
08	Cloth Banner Printing				
09	Vynile Sun Board				
Total					

Signature with seal of the Tenderer