



Odisha Rural Development & Marketing Society

creating competence and values in rural Odisha

Panchayati Raj & Drinking Water Department
Government of Odisha

ORMAS

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No. 02 / Date 03.01.2022

Tender Call Notice

Scaled Tenders are invited from intending printing press/ firms/ agencies having GST, PAN & also up- to date deposit of GST with latest Deposit Challan for different printing related works. The Sealed Tenders should reach to ORMAS, Jajpur, C/O- DRDA Office, Jajpur through Regd. Post/ Speed Post latest by 2.00 P.M of 17.01.2022. The sealed Tenders will be opened on the same day at 4.00 P.M in presence of the Tenderers or their authorised agents in the Office of the Project Director, DRDA, Jajpur. The Envelop of the quotation should super scribe "TENDER DOCUMENT FOR PRINTING WORKS OF ORMAS, JAJPUR". The details nature of works and specification are annexed at Annexure-A. The undersigned reserves the right to accept or reject any or all the Tenders without assigning any reason thereof.

Ashu 3/1/2022
Project Director
DRDA, Jajpur

Memo No. 03

Date: 03.01.2022

Copy to the D.I.O. Jajpur for information. He is requested to web-hoist the tender call notice along with tender paper for wide publication and information of the general public.

Ashu 3/1/2022
Project Director
DRDA, Jajpur

Memo No. 04

Date: 03.01.2022

Copy to DRDA, Jajpur Notice Board and all District Level Offices Notice Board, Jajpur for wide publicity.

Ashu 3/1/2022
Project Director
DRDA, Jajpur



VENDOR'S INFORMATION

1	Name of the Supplier	
2	Full address of Supplier's shop Telephone no. Fax no. E-mail address :	
3	GSTIN No. (with copy of certificate)	
4	PAN No. (Copy to be attached)	
5	Latest deposit challan of GST (Copy to be attached)	
6	Turnover Certificate (attached copy of last 3 years Balance Sheet)	
7	E.M.D of Rs. 5,000/- (Rupees Five Thousand) only to be attached in favour of ORMAS, Jajpur & payable at Jajpur	DD No. - Date :
8	Copy of 05 nos. of Similar Work Experience document if any (Copy to be attached)	

I do hereby certify that the above mentioned particulars are true and correct.

Full Signature of the Bidder:

Date:

Seal



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Annexure- A

FINANCIAL BID DOCUMENT FORMAT

Sl. No.	Particulars	Specification	Tentative Quantity (In Nos.)	Unit Price (In Rs.)	Total Price (In Rs.)
1	Paper Bags for P.Gs	Length- 1.5 Ft., Height- 1 Ft., 100 GSM Brown Paper, Loop Handle, Closure Type- Open (Bag printed with ORMAS Logo)	15,000		
2	Apron	Length- 2 Ft., Height- 3 Ft., 150 GSM Colour- Merun, printed with ORMAS Logo	100		
3	Printing of visiting card	Size- 3.5 inch × 2 inch, 280 GSM glossy paper with multi colour print	15,000		
4	Bill book	Size- 7 inch × 5 inch, 90 GSM paper with colour print (One bill book contains 100 pages)	60		
5	Way board	Size- 4 Ft × 3 Ft., Star Flex with multi colour Print with Iron framing	5		
6	Signage	Size- 4 Ft × 3 Ft., Star Flex with multi colour Print	50		
7	Product Tag	Size- 5 inch × 2.5 inch (Rectangular shape), 80 GSM glossy paper with multi colour Print	5,000		
8	Product Catalogue	Booklet contains 25 pages, Size- A4, inner page 170 GSM Art paper, both side colour print, & A3 size cover page, 220 GSM, multi-colour print both side print & middle stitching booklet binding.	40		
9	Identity card	a) Size : 5.5 CM X 9 CM, Colour : Multi colour, Paper : Glossy Paper 230 GSM, Accessories: Plastic pouch and Clip type Neck Cord	60		

Asst. 2/1/2022
Project Director
DRDA, Jajpur

Signature & Seal of the Bidder



TERME & CONDITIONS FOR PRINTING & SUPPLY OF DIFFERENT ITEMS FOR ORMAS, JAJPUR

01. The Tenderers should submit the Technical Bid and Financial Bid separately in two envelops.
02. The Bidder should submit the Tender Paper Cost of Rs. 500/- (Rupees Five Hundred) only in shape of DD in favour of ORMAS, Jajpur payable at Jajpur, which is non-refundable.
03. The sealed Tender should reach the DRDA Office, Jajpur on or before 17.01.2022 at 2.00 P.M through Registered Post / Speed Post.
04. The Tender paper & sample can be obtained from the Office of the DRDA, Jajpur with effect from 04.01.2022 to 13.01.2022 up to 5.30 P.M.
05. The Tender paper will be opened by the Committee on 17.01.2022 at 4.00 P.M in presence of the Tenderers or their authorised agents in the Office of the Project Director, DRDA, Jajpur.
06. EMD amounting to Rs. 5,000/- (Rupees Five Thousand) only in shape of Demand Draft is to be submitted along with tender documents in favour of ORMAS, Jajpur payable at Jajpur.
07. The EMD will be returned to the bidders (except L1 bidder) after seven days of opening of the Tender.
08. The Technical Bid will be opened first. After approval of technical bid, the financial bid of that Tenderers will be opened.
09. The rate of supply of different items should be inclusive of transportation charges, loading & unloading charges and all taxes like GST.
10. TDS applicable will be deducted from the bill amount submitted and will be deposited under concerned head of account.
11. Approval of tenders will be based up on Government price and lowest quoted value whichever is less.
12. The bidder has to quote the rate as per the given format.
13. The bidder or the representative of the bidder should attend the opening event of the tender with all original documents/papers for verification, if required.
14. The Tenderers are to enclose the attested copy of the following documents along with the Tender paper and the original certificate is to be produced for verification if felt necessary at the time of finalization in the Tender.
 - (a) Latest deposit challan of GST.



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- (b) Copy of the PAN Card.
 - (c) Copy of 05 nos. of Similar Work Experience document.
 - (d) The tenderer average annual turnover for last 03 years must have Rs. 20.00 Lakhs.
15. The Tender received beyond the stipulated date and time and without the above required documents should be liable for rejection.
 16. The firm should have the experience of taking the printing work of worth Rs. 5, 00,000 /- in a single work order.
 17. The successful bidder should submit the sample of each items at ORMAS, Jajpur office for verification in accordance with the specification and necessary approval thereof.
 18. The successful Tenderer should supply the materials within 10 days from the date of issue of supply order. If failed to supply indented articles within the specific time mentioned in the supply order, the order will be cancelled by the authority.
 19. The rates can be negotiated depending on the situation prevailing at the time of opening and finalization of the Tender.
 20. The bidder should have adequate past experience for the above work and to submit documentary evidence for past experience.
 21. The payment will be made on successful completion of work as per the Govt. procedure and norms.
 22. The contract of tenders should be valid for one year from the date of issue of work order.
 23. Quantity of the material may be increased or decreased marginally.
 24. The undersigned reserves the right to reject or cancel any or all Tenders without assigning any reason thereof. Any dispute in this matter will be settled up under the jurisdiction of Jajpur district.
 25. The payment will made through RTGS after submission of items to the undersigned.

Ashu
21/12/2022
Project Director
DRDA, Jajpur
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