



Odisha Rural Development & Marketing Society

creating competence and values in rural Odisha

Panchayati Raj & Drinking Water Department
Government of Odisha

ORMAS

JAJPUR

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No. 05 / Date 02.01.2024

Tender Call Notice

Sealed Tender is invited from intending Studios/ firms having GST, PAN & experience in any Government of Odisha Work. The Sealed Tenders should reach to Zilla Parishad Office, Jajpur through Regd. Post/ Speed Post/ Courier latest by 2.00 P.M of 17.01.2024. 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 CDO-cum-E.O, Zilla Parishad, Jajpur. The details nature of works, specifications and financial bid document 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. 21/1/24
CDO-cum-E.O
Zilla Parishad, Jajpur

Memo No. 06 Date: 02.01.2024

Copy to the Addl. District Magistrate, Jajpur with a request to affix the Tender call notice in the Collectorate notice board and webhost the Tender call notice & the bid documents in the district website for wide publicity.

Ashu. 21/1/24
CDO-cum-E.O
Zilla Parishad, Jajpur

Memo No. 07 Date: 02.01.2024

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. 21/1/24
CDO-cum-EO
Zilla Parishad, Jajpur

Memo No. 08 Date: 02.01.2024

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

Ashu. 21/1/24
CDO-cum-E.O
Zilla Parishad, Jajpur



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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 | 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 : |
| 6 | Copy of 03 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 Volume of Work | Cost per Unit (In Rs.) |
|---------|-------------|--------------------------------------|--|------------------------|
| 1 | Video | 5 minute one day shoot in 4K quality | One video of 5 minutes | |
| 2 | Photo | Full HD multi colour photo (Digital) | 100 nos. of Digital Photo in a Pen drive | |

Ash. 21/24

CDO-cum-E.O

Zilla Parishad, Jajpur

Signature & Seal of the Bidder



**TERMS & CONDITIONS FOR PRINTING & SUPPLY OF DIFFERENT
ITEMS FOR DDU-GKY**

01. The Tenderers should submit the Technical Bid and Financial Bid separately in two envelopes.
02. The sealed Tender should reach the Zilla Parishad Office, Jajpur on or before 17.01.2024 at 2.00 P.M through Registered Post / Speed Post / courier.
03. The Tender paper will be opened by the Committee on 17.01.2024 at 4.00 P.M in presence of the Tenderers or their authorised agents in the Office of the CDO-cum-E.O, Zilla Parishad, Jajpur.
04. 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.
05. The EMD will be returned to the bidders (except L1 bidder) after seven days of opening of the Tender.
06. The Technical Bid will be opened first. After approval of technical bid, the financial bid of that Tenderers will be opened.
07. *The rate of supply of different items should be inclusive of transportation charges, loading & unloading charges and all taxes like GST.*
08. TDS applicable will be deducted from the bill amount submitted and will be deposited under concerned head of account.
09. The bidder has to quote the rate as per the given format.
10. 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.
11. 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) Copy of the PAN Card.
 - (b) Copy of GST certificate
 - (c) Copy of 03 nos. of Similar Work Experience document.
12. The Tender received beyond the stipulated date and time and without the above required documents should be liable for rejection.
13. The firm should have the experience of taking the printing work of worth Rs. 2,00,000 /- in a single work order.



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14. 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.
15. 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.
16. The rates can be negotiated depending on the situation prevailing at the time of opening and finalization of the Tender.
17. The bidder should have adequate past experience for the above work and to submit documentary evidence for past experience.
18. The payment will be made on successful completion of work as per the Govt. procedure and norms.
19. The contract of tenders should be valid for one year from the date of issue of work order.
20. Quantity of the material may be increased or decreased marginally.
21. 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.
22. The payment will made through RTGS after supply of items to this office.

Ash: 2/1/24
CDO-cum-E.O
Zilla Parishad, Jajpur