



**COLLECTORATE: JAJPUR**  
(Odia Language, Literature & Culture Department)  
\*\* District Culture Office, Jajpur\*\*  
Email: [dcojajpur@gmail.com](mailto:dcojajpur@gmail.com)

No. **035** /CULTURE

Date: **19.01.2026**

**Quotation Call Notice**

Sub: **Invitation of Sealed Quotations for Printing of Souvenir & Invitation Card-cum-Brochure for "Jajpur Zilla Mahotsav, Jajati -2026".**

Sealed quotations are invited from reputed Printing Presses/Publishers/Agencies having valid GST registration and their own printing setup/authorized tie-ups for the design and printing of the Souvenir & Invitation Card-cum-Brochure for "Jajati - Zilla Mahotsav 2026".

**A. Technical Specifications:**

<b>ITEM 1: SOUVENIR (Quantity: 1,000 Copies)</b>		
<b>Sl. No.</b>	<b>Component</b>	<b>Specification</b>
1	Book Size	A4 (Demmy 1/4) Size
2	Quantity	1,000 (One Thousand) Copies
3	Cover Pages	4 Pages
	Cover Paper	180 GSM Art Board
	Print/Finish	Multi-color print with Glossy Lamination
4	Inner Text Pages	110 Pages (Approx)
	Inner Paper	90 GSM Glossy Art Paper
	Print Color	Black & White / Single Color
5	Inner Photo Pages	08 Pages
	Photo Paper	130 GSM Art Paper
	Print Color	Multi-color (4 Color)
6	Binding	Section Sewing with Perfect Binding (Gum)
7	DTP & Design	Rates must include Typing (Odia/English), Proofreading and Layout Design.
8	Special Inaugural Copies	10 (Ten) Copies must be strictly bound in Red Velvet Hardcover with Golden Foil embossing (Title/Logo) for the official unveiling on the Inaugural Occasion.
<b>ITEM 2: INVITATION CARD-CUM-BROCHURE (Quantity: 500 Copies)</b>		
<b>Sl. No.</b>	<b>Component</b>	<b>Specification</b>
1	Type	Integrated Invitation & Program Brochure
2	Size (Open)	18 inch x 8 inch (Approx) or suitable size to accommodate extensive text
3	Fold	Tri-fold/Multi-fold Brochure style (6 to 8 Panels) or Individual Panels

Sl. No.	Component	Specification
4	Paper	300 GSM Art Card (High quality)
5	Printing	Multi-color printing on both sides with Matte/Gloss finish
6	Content Scope	Must contain the Formal Invitation, General Event Flow, Detailed Timeline of Seminar, and Schedule of Kavi Sammilani
7	Envelope	Matching high-quality envelope (100 GSM) with self-design/print

## B. Terms & Conditions:

1. **Rate:** The Financial evaluation will be done based on the **Total Package Cost** (Cost of 1,000 Souvenirs + Cost of 400 Invitation Cards). Bidders must quote rates for **both items**; partial bids (quoting for only one item) will be rejected. The rate should be quoted **per book** inclusive of DTP, Designing, Printing, Binding, and Delivery charges. GST should be shown separately.
2. **Format for Financial Quotation:**
  - a) Rate per Souvenir: Rs. \_\_\_\_\_ x 1,000 copies = Rs. \_\_\_\_\_
  - b) Rate per Invitation Card: Rs. \_\_\_\_\_ x 500 copies = Rs. \_\_\_\_\_
  - c) **Grand Total:** Rs. \_\_\_\_\_ (Excluding GST)
3. **Sample Submission:** The bidder **MUST** attach sample papers (90 GSM Glossy, 130 GSM Art, 180 GSM Card) along with the quotation. Bids without samples will be rejected to ensure quality.
4. **Special Inaugural Binding:** The Agency must supply **10 (Ten) specific copies** with **Red Velvet Hardbound Cover** and Gold Foil stamping/embossing for the purpose of the official unveiling ceremony. The rate quoted per book shall be deemed to be inclusive of the cost of these 10 special copies. No extra payment will be made for this premium binding.
5. **Timeline:** The final draft must be ready for approval within 5 days of the Work Order. Final delivery of books must be made by 07-Feb-2026. The delivery of Invitation Cards must be made by 02-Feb-2026.
6. **Penalty:** A penalty of 10% of the bill value will be imposed for delay in delivery or deviation in paper quality.
7. **Submission:** Quotations must reach the District Culture Officer, Jajpur, Room No. 10, Collectorate, Jajpur by **27.01.2026 (3:00 PM)**. The bids will be opened on 27.01.2026 at 5:00 PM in the presence of the bidders or their authorized representatives who wish to attend.

  
**Collector & DM, Jajpur**

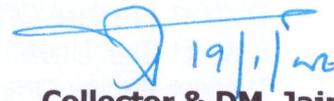
Memo No. 36 / Date: 19.01.2026

Copy to Office Notice Board for wide publication.

  
19/1/26  
Collector & DM, Jajpur

Memo No. 37 / Date: 19.01.2026

Copy forwarded to the DeGM, Jajpur for information and necessary action. He is requested to upload the quotation call notice in the District Website for wide publication.

  
19/1/26  
Collector & DM, Jajpur