

ORMAS

RAYAGADA

Panchayati Raj & Drinking Water Department
Government of OdishaCollectorate Campus
Rayagada, Odisha-765001

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E-DESPATCH
D.S.M.S. RAYAGADALetter No. 486/ORMASDate: 26/11/.....**QUOTATION CALL NOTICE FOR PRINTING & INSTALLATION OF IEC MATERIALS
FOR DDU-GKY CAMPAIGN**

Sealed Tenders are invited by **Odisha Rural Development & Marketing Society (ORMAS), Rayagada** from interested reputed printing press/parties for printing, Supply & installation of Hoardings at all the block offices of Rayagada District and printing of Sun boards, Registers, Leaflets, Flip Books, Booklets for DDU-GKY Campaign in the District.

Interested Supplier may submit their sealed tender documents in the prescribed format mentioning "**Printing & Installation of IEC Materials for DDU-GKY Campaign, Rayagada**" on the cover of the envelope to **Dy. CEO, ORMAS, Collectorate Campus, Rayagada-765001, Odisha** by 5-12-19 up to 5:00 AM / P.M. through **Speed Post, Registered Post**. Bidders are required to Papers of as per the prescribed format of in Quotation Call Notice in a sealed envelope.

The sealed tender papers / Quotations will be opened on the **same day** at 5:00 **P.M.** in presence of the bidders or their authorized representatives. Tenders received after due date and time will not be accepted. **ORMAS, Rayagada** shall not be responsible for postal delay or similar reasons. No Tenders / Quotationers sent through an electronic means shall be accepted. Any corrigendum/addendum, if any, will be uploaded in the above-mentioned website. **ORMAS, Rayagada** reserves the right to accept or reject any or all tender without assigning any reason thereof. For any queries you may contact at: Dy. CEO, ORMAS, Collectorate Campus, Rayagada-765001, Phone: 7008263653 / 9437234548 email: dsmsrayagada@gmail.com

26-11-19
Project Director
DRDA, Rayagada

Memo No. 487 Date 26-11-19

1. Copy to DIO, NIC Rayagada for information. He is requested to web hoist the tender document in District Portal.
2. Copy to DIPRO, Rayagada for information. He is requested to publish the advertisement in two Odia Dailies limited to Rs. 2,500/- each.
3. Copy to Notice Board of Collectorate, Rayagada/ DRDA, Rayagada /Sub-Collector, Rayagada/ RTA, Rayagada / Block Office, Rayagada / Tahasil Office, Rayagada/ DIPRO, Rayagada for display of the tender in their notice board.

26-11-19
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SCOPE OF WORK

Odisha Rural Development and Marketing Society (ORMAS), Rayagada is the Monitoring and Evaluation agency for implementation of DDU-GKY in Rayagada District. For standardizing the IEC activities under DDU-GKY the fund allocated has been retained at the District Unit to spread awareness about the DDU-GKY. The IEC activities include installation of Hoardings at the block level. Sun Boards will be installed at GP level and Registers, Leaflets, Flip Book, etc.,

QUOTATION CALL NOTICE FOR PRINTING & INSTALLATION OF IEC MATERIALS FOR DDU-GKY CAMPAIGN

Sl.No.	Name of the Item Required	Detailed Specifications	Quantity Required	Per unit Cost including Transportation and Installation Charges	Total Cost
01	Printing of Registers	70 GSM Quality of the Paper: Mephliotho A4 Size, A3 format, section & Hard binding with page No. and indexing 100 Pages per Register	200 Nos.		
02	Leaflets	Contains (4 pages) 1 Set 120 GSM, Coated paper A3 size both side printing Multicolor (A4)	2500 Sets		
03	Flip Book	12 Pages contains 1 Flip Book with spiral binding with board standy (400 GSM) Multicolour contained 12 sheets size: 12 inch X 9 inch (As per sample available in ORMAS Office)	200 Nos.		
04	Specimen of Banner Specimen of Sun Board Specimen of Hoardings	220 GSM – A4 size Multi Colour Single Side	1000 Nos.		
05	Book Let (PIA, Trades and Training Centre Details)	Booklet contains (20 Pages) 10 sheets in A4 both side printing 70 GSM Quality of the paper: Mephliotho Binding: Side pinning	200 Booklets		

06	Sun Boards (Has to be delivered in all 11 Blocks for 182 GPs)	3' X 2' sun board in 5 mm thickness printing process eco solvent & vinyl pasting (Including installation at Blocks and District Head Quarters)	200 Nos.		
07	Hoardings (Has to be installed at 11 Blocks and at District HQ with frames, including installation cost)	12 X 6 size hoarding 300 GSM Star Flex printing with iron square pipe framing with center support (Including installation at Blocks and District Head Quarters) 2 Nos. @ 11 Block = 22 District Hd Qrters = 08	30 Nos		
TOTAL					

The cost is inclusive of all applicable taxes, transportation cost and installation charges. (Inclusive of all charges/ Taxes / Transportation/ Fixing / Installation etc.,).


The selected bidder/ Quotationer is required to make necessary installations at 11 Blocks (suitable location visible to general public in Block Office Premises), and District HQ of Rayagada District within 10 days of assignment of the Order/Contract.

Contract shall be awarded to the firm (s) offering the lowest/net bundled price and not with reference to lowest price quoted for each items. However, if price for each and every item are not quoted, net-bundled price offered shall not be accepted.

Terms and Conditions:

1. The Project Director, DRDA, Rayagada reserves the right to reduce / enhance the quantity or items stated above during indent taking into consideration of availability.
2. The Bidders/ Quotationers are required to deposit EMD of **Rs.6,000 (Rupees Six thousand) only** in shape of Demand Draft / Bank Draft in favour of "**Chief Executive, DSMS, Rayagada**" payable at Rayagada. The EMD of the successful bidder/Quotationer will be kept with ORMAS, Rayagada till the completion of the event.
3. Cost of Tender Papers- **A non-fundable amount of Rs.2,000/- (Rupees Two thousand only)** is to be deposited along with the Tender in shape of Demand Draft in favour of **Chief Executive , DSMS, Rayagada** payable at Rayagada towards the cost of tender paper. The authority will not be responsible if any portion of downloaded Tender paper differ from the approved Tender paper available in the office of the Dy. CEO, ORMAS, Rayagada.

4. In case of any unsatisfactory work, delay in execution of work etc. the E.M.D will be forfeited as per the decision of the authority. Tender papers without E.M.D shall not be accepted.
5. Price quoted should be inclusive of all duties, taxes, other levies payable including transportation charges to ORMAS/DRDA office. Hoardings has to be fixed/ installed by the selected party at 11 Block HQ (@2 each) and 8 Hoardings to be installed at District HQ within 10 days from the receipt of supply order failing to which daily penalty of 2% of the billed amount will be charged every day for delay beyond the specified date of supply/installation.
6. The subject matter to be printed in Sun board, Hoarding, Poster & Leaflet/ Handbills will be provided to the selected party by ORMAS, Rayagada.
7. Each bidder shall submit only one tender paper.
8. The undersigned reserves the right to reject any or all tenders without assigning any reason thereof.
9. Earnest Money of unsuccessful tenderers shall be refunded after finalization of the tender.
10. Payment shall be made against submission of bills on completion of delivery/installation of IEC Materials on DDU-GKY in good conditions as per the orders of the competent authority.
11. The PD, DRDA shall have the right to deduct any amount found recoverable towards inferior quality, loss and damage etc. from the bill for supply of IEC Materials on DDU-GKY. The supplier for delay in payment of the bill shall not claim any interest. No advance will be made before supply.
12. The supplying agency/ Firms finalizing should supply a sample set of IEC Materials on DDU-GKY to ensure that correctly formulated before going for final bulk printing.
13. Conditional tenders will not be accepted


26-11-19
**Project Director
DRDA, Rayagada**

Required documents to be submitted along with Quotation
Checklist

The Checklist to be provided as first page of the Quotation

S.No.	Documents	Attached(Yes/No)
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1. Entity Registration Details :
2. Income Tax Return acknowledgement:
3. PAN Card:
4. GST Registration Certificate
5. Proof of Experience/ Contracts
6. Undertaking for capacity to deliver in stipulated time frame (Annexure-B)
7. Turnover of the Bidder
8. Earnest Money Deposit
9. Cost of Tender Paper
10. Undertaking for no blacklisting (Annexure-C)

For and on behalf of:

Signature (with seal)

Annexure -B

Undertaking that the Firm/ institution has the capacity to supply Rs..... lakhs IEC Materials in the time frame of 10 days from award of contract.

UNDERTAKING FOR SUPPLY OF IEC MATERIALS

We confirm that we/agency have/has the capacity to supply the required IEC Materials amounting Rs.....lakhs to all Blocks of the Rayagada district as per their requirement in a time frame of 10 days from award of contract.

For and on behalf of:

Signature (with seal)

Annexure -C

UNDERTAKING THAT THE FIRM/ INSTITUTION IS NOT BLACKLISTED

We confirm that we/agency are/is not blacklisted by any Government Institution/Society/ Corporation / Local Authority.

For and on behalf of:

Signature (with seal)