

# **LIMITED QUOTATION CALL**

**FOR**

**Thanks Giving Letter for Elementary and  
Secondary School**

**For**

**SCHOOL LEVEL CELEBRATION UNDER MO  
SCHOOL ABHIYAN**

## PUBLIC NOTICE

Quotations are hereby invited from intending firms / agencies having GSTIN for "Printing of Hon'ble Chief Minister's Thanksgiving Letter" for School Level Celebration scheduled to be held by 7<sup>th</sup> March 2024 in each school covered under Mo School Abhiyan Programme of Kendrapara District. The details for procurement the above items are given below.

PROCUREMENT RATE OF HON'BLE CHIEF MINISTERS THANKSGIVING LETTER	
Paper Details	Unit Cost for Print (including GST)
805 X 11 inch 300 GSM Glossy Paper, Multi Print	

Hence interested Vendors are requested to submit their Quotations at District Education Office, Kendrapara by Dt.06.03.2024 at sharp 12 Noon positively for finalization of procurement of the above items.

  
4/3/24  
District Education Officer  
Kendrapara

## Terms and conditions of

### LIMITED QUOTATION CALL FOR SUPPLY OF THANKSGIVING LETTER FOR SCHOOL LEVEL CELEBRATION UNDER MSA OF KENDRAPARA DISTRICT

1. Sealed quotations are invited from the registered firms/press having the work experience of certificates & supply of thanksgiving letter for a total contract of Rs. 127215/-.
2. The Quotationer should have registered firm/proprietorship under GST (GSTIN) income tax (PAN or TAN)
3. The work will be assigned to a firm for providing thanksgiving letter for School level celebration at all school. So the rate quoted should be inclusive of all taxes offered by the firms/ press and should be valid for a period of one year.
4. All the desired works should be supplied at least one day before 08.03.2024 at 3.00 PM and should handed over all the items as per specification to the in charge of this office.
5. The contractor should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the quotation.
6. The final payment will be made on the basis of the actual work. In case of any additional requirement, the contractor has to take the prior written permission which should be submitted with the bill.
7. The Quotationer will be responsible for upkeep and maintenance of the entire work done by him till the celebration at school level. The undersign will not be responsible for any breakage, damage, fire, theft etc of his materials and he has to take suitable step for insurance of his goods used in the event for the above purpose.
8. No part of the contract will be sub-let without the prior written permission of the authority.
9. For convenience and effective delivery, the quotationer is to be treated as a package of services. Hence, the firm quoting the lowest quotes and submitted required documents will be considered.

*Sgti*  
*4/3/24*  
District Education Officer  
Kendrapara

## Quotation Details

### Quotation call for thanksgiving letter for MSP, District level Felicitation ceremony

SI No	Particulars	Details
	Name of the Client	District Education Officer, Kendrapara
	Date of issue of tender call notice	01.03.2024
	Last date and time for submission of Quotation	06.03.2024 upto 12 P.M by Speed post/ Registered post/ by drop box/ courier only
	Date, time and place for opening of Quotation	06.03.2024 at 3.00PM , O/o the DEO Kendrapara
	Address for submission of Quotation	District Education Office, Kendrapara, At- Pandiri, Duhuria, Kendrapara
	Court Matter	If there is any dispute in contract period shall be settled in court of Kendrapara Jurisdiction
	Power of the Committee	The Quotation committee reserves right to cancel the quotation call partly or fully without assigning any reason thereof.

*Snt*  
*11/3/24*  
District Education Officer  
Kendrapara

**Annexure - I**

**APPLICATION FORM FOR TENDER**

1. Name of the Tenderer :-
2. Name of Authorized Person:-
3. Address:-
4. Contact No:-
5. PAN No (encl.Photocopy):-
6. GST Certificate No with date:-
7. General Information : Annual IT Return Statement

<b>Financial Year</b>	<b>Annual Turnover (Rs.)</b>	<b>Remarks</b>
2022-23		

8. Enclosed i) Xerox copy of PAN Card.  
ii) Xerox copy of GST Registration certificate  
iii) Photo copy of Registration certificate

I hereby declare that the above statements are true and correct to the best of my knowledge and belief.

Full Signature with date of the Tenderer

**Annexure-II**

**DETAIL ITEM LIST**

Sl. No	Items	Specification	Quantity/No.	Amount [Rs] per one day	Remarks
01	Thanksgiving letter	For 1769 schools	28270		
02					

**Bidder Information**

Quotation application form for providing thanksgiving letter of School level celebration of different schools of Kendrapara District.  
(Last date of submission of quotation form on or before 06.03.2024 at 12.00PM)

**Quotation Details**

SI No	Description	Full Details
1	Name of the Quotationer	
2	Address for communication Tel No Email Id-	
3	Name of the authorized person signing and submitting the quotation Mobile No- Email ID-	
4	Registration details: Registration No. Date and Year-	
5	PAN No.	
6	Goods and services tax identification No. (GSTIN)	
7	GST return copy	
9	Income tax return of last year	

Authorized Signatory (in full and initial) \_\_\_\_\_

Name and Designation with date and seal \_\_\_\_\_

**Signature of the tenderer with seal**

## Bid Statement

Quotation application form for Certificates providing Thanksgiving letter of School level celebration of Kendrapara District.

(Last date of submission of quotation form on or before 06.03.2024 at 3.00PM)

To

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Sl No	Item particular	Unit	Rate per unit in Rupees. (approximately including GST)	Qty	Total amount including all taxes and duties in Rupees
1	Thanksgiving letter (Secondary School)	347 schools @20 letters per school		6940	
2	Thanksgiving letter (Elementary School)	1422 schools @15 letters per school		21330	
Grand Total				28270	

Signature of Quotationer  
with seal