

**DETAILS ON TENDER PAPER, EMD, BIDDER FOR PRINTING WORK “STATE LEVEL  
PALLISHREE MELA 2024”.**

The Tender paper can be downloaded from the websites: [www.kendrapara.odisha.gov.in](http://www.kendrapara.odisha.gov.in)

A) E.M.D (Refundable) : **Rs. 2000/-** (Rupees Two thousand) only in shape of Demand Draft /Pay order in favour of DSMS payable at Kendrapara.

**To be filled in by the bidder.**

<p><b>Demand Daft No. .... Dated ...../...../ 2024</b> <i>(Demand Draft to be attached with the Tender Paper)</i></p>
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B) NAME AND ADDRESS OR BIDDER:

**To be filled in by the bidder.**

<p><b>Bidder Name and Address:</b></p> <p>M/s .....</p> <p>.....</p>
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Signature of the bidder

## Terms of Reference for Printing works of State Level Pallishree Mela 2024 at Kendrapara Autonomous College Ground, Kendrapara

### Exhibition Date & Venue:

Any place or period as proposed below may change/vary in course of action. Any programme listed below may be cancelled without assigning any reason thereof and no consideration will be entertained for the same.

Sl.	Name of the District	Place of Exhibition	Occasion	Tentative Date of the Exhibition	No. of Stalls	Type of Mela
1	Kendrapara	Kendrapara Autonomous College Ground, Kendrapara	Zilla Mahotsav 2024	20 <sup>th</sup> – 25 <sup>th</sup> Dec. 2024	150	Mini

### C. TERMS & CONDITIONS

1. The text of the materials will be provided by ORMAS, Kendrapara well in advance of the exhibition. It is the responsibility of the firm that the print materials without any mistake should be provided in time as per the specification.
2. Sanctions of any advance will not be considered. The payment will be made on completion of each event.
3. The bill should accompany with the challan of receipt. The offer price should include all taxes & duties.
4. The bidders are required to deposit an earnest money of **Rs. 2000/-** (Rupees Two Thousand only) in shape of demand draft/pay order in favour of DSMS, Kendrapara payable at Kendrapara. The E.M.D. amount of the successful bidder will be kept with ORMAS, Kendrapara till the completion of the exhibitions i.e. for a period of one to month (2024-25). In case of any unsatisfactory work, delay in execution of work etc. the E.M.D amount will be forfeited as per the decision of the authority. Tender papers without E.M.D will be rejected.
5. The rate offered by the firm should be valid till completion of the Event and up to December 2025.
6. The tenderers have to offer the price for all items or else the tender paper will not be considered.
7. The price offered by the firm should be **including of GST**.
8. **While submitting the tender, the tenderers should submit the followings documents :**
  - a. *Copy of work orders/ experience certificate for similar nature of works for last 3 years.*
  - b. *Authentic proof of own printing firm.*
  - c. **Registration certificate of Goods & Services Tax (GST).**
  - d. *IT return copy for the Assessment Year 2024-25 i.e. FY 2023-24*
  - e. *EMD of Rs. 2,000/- in **favor of DSMS, Kendrapara** in shape of Demand Draft payable at Kendrapara from any Schedule Commercial Bank.*

#### **D. Details specification:**

**1. Identity Card with cover and neck cord (500 – 1000 pcs. in exhibition )**

- a) Size : 5.5 CM X 9 CM
- b) Printing : Offset Printing, Both Side
- c) Colour : **Multi colour**
- d) Paper : Art Paper Board, 220 GSM
- e) Accessories : Plastic pouch and Clip type Neck Cord

**2. Invitation Card (200-500 pcs. in exhibition)**

- a) Size : 35 CM X 27 CM (Double-folded / multi folded)
- b) Printing : Offset Printing
- c) Colour : **Multi colour**
- d) Paper : 220 GSM Glossy sheet (Imported)
- e) Envelop : Fit to card, **Bi colour** printing

**3. Certificate (300-1000 pcs. in exhibition)**

- a) Size : A4
- b) Printing : Offset Printing
- c) Colour : **Multi Colour**
- d) Paper : 300 GSM Art Paper Board

**4. Registration Sheet, Sales Report & Gate Pass Clearance (500 pcs. per Exhibition )**

- a) Size : A4
- b) Printing : Offset Printing
- c) Colour : Single colour (Black)
- d) Paper : Colour Paper (different colour paper for different items)

#### **DECLARATION**

I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/ we are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by ORMAS/ Zilla Parishad, Kendrapara. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Signature of the Tenderer with seal

Place:

Date :

***Accepted by the Bidder (Signature of bidder)***



Panchayati Raj & DW Department  
Government of Odisha

# TENDER PAPER

(Printing works)

For

State Level

# Pallishree Mela-2024

20<sup>th</sup> to 25<sup>th</sup> December, 2024

Kendrapara Autonomous College Ground, Kendrapara

Organized by

**District Administration, Kendrapara in association  
with ORMAS, Kendrapara**

Zilla Parishad Campus,  
Kendrapara, Odisha-754211

**Quotation for “Printing work” of State Level Pallishree Mela at Kendrapara  
Autonomous College Ground, Kendrapara 2024**

***(The date for submission of duly filled in tender document is 07/12/2024, (Up to 3.00 PM)***

To  
The CDO-cum-EO,  
ZP, Kendrapara

Sir,  
I / We do hereby submit item wise quotation below for printing works of State Level Pallishree Mela at Kendrapara Autonomous College Ground, Kendrapara 2024.

S. N	Particulars	Quoted Rate (In Rs.) for			
		300 Pcs.	500 Pcs.	1000 Pcs.	2000 Pcs.
1	Identity Card with cover and neck cord				
2	Invitation Card				
3	Certificate				
4	Registration Sheet, Sales Report & Gate Pass Clearance				
<b>Total</b>					

**Signature with seal of the Tenderer**