



# ଜିଲ୍ଲା ପରିଷଦ, କନ୍ଧମାଳ

ପଞ୍ଚାୟତିରାଜ ଓ ପାନୀୟଜଳ ବିଭାଗ  
ଓଡ଼ିଶା ସରକାର

**ZILLA PARISHAD, KANDHAMAL**  
**Panchayati Raj & Drinking Water Department**  
**Government of Odisha**

THROUGH FAX/E-Mail/POST

**ZP, KANDHAMAL**  
**Phulbani-762001**

Tel:-06842(STD Code)  
253696(Off.), 253709(Res)  
255297, 253905(Fax)

E-mail ID:- ori-dphulbani@nic.in

Letter No: 365 /2023 Dated: 26 /12/2023

## QUOTATION CALL NOTICE

Sealed Quotations are invited from registered Firms/ Agencies/ Organizations having GST Registration for the following works of the Pallishree Mela, Kandhamal-2024 to be organized by District Administration, Kandhamal at Coronation Ground, Phulbani, Kandhamal from 5<sup>th</sup> Jan, 2024 to 9<sup>th</sup> Jan, 2024. The details of the works are given below:

Sl No.	Nature of Work	Eligible organizations/ Firms/ agencies	Approximate Value of works (In Rs.)	Cost of EMD
1.	Printing works	Printing Firms	60,000/-	EMD of Rs.1,000/- in shape of FDR/TDR with minimum period of 3 months duly pledged in favour of CE, DSMS, Kandhamal.
2.	CCTV	Studios, documentation firms, media and video shooting firms	30,000/-	EMD of Rs.1,000/- in shape of FDR/TDR with minimum period of 3 months duly pledged in favour of CE, DSMS, Kandhamal.

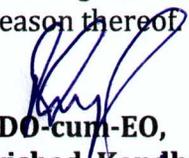
The downloaded quotation paper along with details specifications and eligibility criteria of the above works are required to be submitted along with the Demand Draft/ Pay Order and bid documents.

The sealed quotations should be sent to the following address by registered post/ speed post/ courier only. Any other mode of submission of quotation paper will not be accepted.

**Address:**

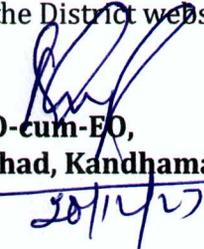
**Deputy, CEO, ORMAS, Kandhamal, O/O-DRDA, Kandhamal, At/Po-Phulbani, Dist-Kandhamal, Pin-762001 (Odisha)**

The quotation completed in all respect should reach on or before 28 Dec, 2023 by 4.00 PM. The quotations will be opened in the office chamber of CDO-cum-EO, Zilla Parishad, Kandhamal on 28 Dec, 2023 at 5.00 PM in the presence of the bidder or their authorized representative. All the bidders are requested to specify the nature of works as mentioned above on the top of the envelope containing the bid documents. The undersigned reserves the right to accept or reject any or all the quotation without assigning any reason thereof.

  
CDO-cum-EO,  
Zilla Parishad, Kandhamal

Memo No: 566 Date: 26 /12/2023

Copy to the DRDA /Collectorate, Notice Board for wide publicity/ Copy to the Accountant, DRDA for information and necessary action/ Copy to the DIO, NIC, Kandhamal, Phulbani for information and web hoisting of the quotation call Notice in the District website.

  
CDO-cum-EO,  
Zilla Parishad, Kandhamal



Panchayati Raj Department Government of Odisha

**QUOTATION  
PAPER  
OF  
Printing works  
for**

**PALLISHREE MELA-2024**

**05.01.2024 TO 09.01.2024**

**Kandhamal Stadium, Phulbani, Kandhamal**

**Organized by**

**District Administration, Kandhamal**

**ORMAS, Kandhamal**

**O/O DRDA, Phulbani, Kandhamal-762001 Phone No:-06842-253696**

Accepted by the Bidder (Signature of Bidder)

**DETAILS OF QUOTATION PAPER, EMD, BIDDER FOR PRINTING WORK OF  
THE PALLISHREEMELA' 2024**

**A. NAME AND ADDRESS OR BIDDER:**

*To be filled in by the bidder.*

<p><i>Bidder Name and Address:</i></p> <p>M/s</p> <p>.....</p> <p>.....</p> <p align="right">Signature of the bidder</p>
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**B. E.M.D (Refundable):Rs.1,000/- (Rupees One thousand only) in shape of FDR/TDR with minimum period of 3 months duly pledged in favour of Chief Executive, DSMS, Kandhamal.**

FDR/TDR No..... Dated ...../ /2023

**C. LAST DATE & TIME FOR RECEIPT OF QUOTATION: 28 Dec, 2023 latest by 4.00 PM.**

**D. DATE & TIME OF OPENING OF QUOTATION : 28 Dec, 2023 at 5.00 PM in the office of CDO-cum-EO, ZP, Kandhamal**

**ADDRESS FOR SUBMISSION OF QUOTATION PAPER:**

**Dy, CEO, ORMAS,  
O/O-CDO-cum-EO, ZP, Kandhamal  
At/Po-Phulbani, Dist:- Kandhamal**



## **Terms of Reference printing work of the Pallishree Mela-2024**

### **Terms & Conditions**

1. The text of the materials will be provided by ORMAS 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 GST and all other taxes, as applicable.
4. The rate offered by the firm should be valid for the Mela period
5. The quotationers have to offer the price for all items or else the quotation paper will not be considered.
6. The rate offered by the firm shall be including of all taxes and duties including GST as applicable.
7. The L-1 bidder will be selected on the basis of lowest total amount quoted by the bidder. Further, L-1 bidder will be selected subject to negotiation of price.
8. The item wise quantities specified in the quotation paper are indicative in nature. There may be changes as per the requirement. In such cases, the per unit cost will be taken into consideration.
9. **While submitting the quotation, the bidder should submit the followings documents:**
  - i. Copy of work orders/ experience certificate for similar nature of works for last 3 years.
  - ii. Authentic proof of own printing firm (Certificate from Municipality/ Corporation/ NAC/ RIC as applicable)

### **A. Details specification:**

1. **Pallishree Mela Identity Card with cover and neck cord (300- 500 Pcs. )**
  - i. Size : 5.5 CM X 9 CM
  - ii. Printing : Offset Printing, Both Side
  - iii. Colour : Multi colour
  - iv. Paper : Art Paper Board, 220 GSM
  - v. Accessories : Plastic pouch and Clip type Neck Cord
2. **Pallishree Mela Invitation Card (200-500 Pc. )**
  - i. Size : 35 CM X 27 CM (Double-folded)
  - ii. Printing : Offset Printing
  - iii. Colour : Multi colour
  - iv. Paper : 220 GSM Glossy sheet (Imported)
  - v. Envelope : Fit to card, Bi colour printing
3. **Pallishree Mela Certificate (200 pcs. )**
  - i. Size : A4
  - ii. Printing : Offset Printing
  - iii. Colour : Multi Colour
  - iv. Paper : 300 GSM Art Paper Board

### **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 quotation is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by ORMAS. 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 Quotationer with seal

Place:

Date :

**Financial Bid for printing works of PALLISHREE MELA - 2024**  
(Last date for submission of duly filled in quotation document is 28 Dec, 2023)

To

The CDO-cum-EO,  
Zilla Parishad, Kandhamal

Sir,

I / We do hereby submit item wise quotation below for printing works of Pallishree Mela'2023:

S. N	Particulars	Quoted Rate (In Rs.) for			
		300 Pcs.	500 Pcs.	1000 pcs.	2000 pcs
1	Identity Card with cover and neckcord				
2	Invitation Card				
3	Certificate				
<b>Total</b>					

Rupees In words(.....)

**Signature with seal of the Quotationer**





Panchayati Raj Department Government of Odisha

**QUOTATION PAPER**  
**OF**  
**CCTV FOOTAGE**  
**for**  
**PALLISHREE MELA-2024**

**05.01.2024 to 09.01.2024**  
**Kandhamal Stadium, Phulbani, Kandhamal**

**Organized by**

**District Administration, Kandhamal**

**ORMAS, Kandhamal**  
**O/O DRDA, Phulbani, Kandhamal-762001 Phone No:-06842-254417**

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

**DETAILS ON QUOTATION PAPER, EMD, BIDDER FOR CCTV COVERAGE OF  
THE PALLISHREEMELA-2024**

A) NAME AND ADDRESS OR BIDDER:

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

*Bidder Name and Address:*

M/s .....

Signature of the bidder

B) E.M.D (Refundable):Rs.1,000/- (Rupees Two thousand only) in shape of FDR/TDR with minimum period of 3 months duly pledged in favour of Chief Executive, DSMS, Kandhamal.

FDR/TDR No..... Dated ...../...../2023

C) Last date & time for receipt of quotation: 28 Dec, 2023 latest by 4 pm.

D) Date & time of opening of quotation : 28 Dec, 2023 at 5.00PM at office of CDO-cum-EO, Zilla Parishad, Kandhamal

**ADDRESS FOR SUBMISSION OF QUOTATION PAPER:**

**Dy, CEO, ORMAS,  
O/O DRDA, KANDHAMAL  
At/Po-Phulbani, Dist- Kandhamal**



### **Detail Specifications of works:**

**i) CCTV footage**

The period of exhibition will be Five (5) days. The entire event will be captured on CCTV. The CCTV will cover entire area of the exhibition. The entire programme should be submitted in ORMAS, Kandhamal office within 10 days after completion of the event in DVD format.

**ii) Terms and Conditions**

- A) The work assigned to the firm should be done as per the above specification and should cover all aspects of the exhibition.
- B) The work should be completed within the time frame.
- C) Sanctions of any advance will not be considered. The payment will be made on completion of each event.
- D) The price offered by the firm should include all taxes. However the TDS will be deducted from the bill amount and deposited with the concerned authority.
- E) The rate offered by the firm shall be including of all taxes and duties including service tax/ GST as applicable.
- F) The above documented works should be submitted within 10 days of the completion of the exhibition.
- G) The quotationers have to offer the price for all items else the quotation paper will not be considered.
- H) The firms should have experience to prepare product-wise profile based on the market trend of individual products displayed in the exhibition.
- I) The L-1 bidder will be selected on the basis of lowest total amount quoted by the bidder. Further, L-1 bidder will be selected subject to negotiation of price.
- J) The item wise quantities specified in the quotation paper are indicative in nature. There may be changes as per the requirement. In such cases, the per unit cost will be taken into consideration.

### **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 quotation is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by ORMAS, Kandhamal. 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 Quotationer with seal

Place:

Date:



**Financial Bid for CCTV work of Pallishree Mela - 2024**

**(Last date for submission of duly filled in quotation document is 28 Dec, 2023)**

To

The CDO-cum-EO,  
Zilla Parishad, Kandhamal

Sir,

I / We do hereby submit item wise quotation below for CCTV work of **Pallishree Mela-2024**:

<b>Sl. No.</b>	<b>Particulars</b>	<b>Units</b>	<b>Rates (In Rs.)</b>
1	CCTV footage (Minimum 15 Camera)	Entire Mela	
Total			

Rupees in Words(.....)

Signature with Seal of the Quotationer

