



ODISHA LIVELIHOODS MISSION

DRDA Building, Near Fandi Chowk, Dist.-Balasore, Odisha.

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E-mail : ori-dbalasore@nic.in

No. 02 / DRDA

Date. 03/01/2019

Quotation Call Notice

Sealed Quotations, completed in all respect are invited from interested Printing Press/Printing Agencies having valid PAN and GST registration certificate, for printing of **different items as per the specification given in Table below** for SHGs under OLM in various Blocks of Balasore District. The said tender papers should reach in the office of the Project Director DRDA, Balasore by 5.00 PM of 18/01/2019 through Speed Post/Registered Post only. Quotations received after the due date and time shall not be considered under any circumstances. The bids shall be opened at 11.00 AM on 19/01/2019 in DRDA office. Bidders or their authorised representative are desired to attend the bid opening process else the bid will be opened in their absence. The tender papers containing general bid information, terms & Conditions and sample copy of formats with annexure I, II III etc. can be downloaded from Balasore District website <http://baleswar.nic.in>.

SL. No.	Items	Brief Description of the Items	Quantity	Delivery period	Place of delivery	EMD to be deposited	Bid Processing Fees
1	2	3	4	5	6	7	8
1	Transaction Based MIS Format	1-SHG Cut-off Sheet & 2-Members-cut-off sheet (12565 pages as per annexure III)	12565 set	Within 7days of receipt of Purchase order	Sadar (2500), Khaira (3000), Bhograi (4000), Jaleswar (2500) Nilagiri (565) block OLM Cell.	Rs.20,000 /-	Rs 1000/-
		3-Monthly Transaction Sheet & 4- MCP-BL-Trg-Utilization Sheet (12565 pages as per annexure III)	12565 set				

Terms & Conditions:

1. Tender papers completed in all respect should reach in the office of the undersigned within the stipulated time through Speed Post/Registered Post only, superscribing "Tender for Transaction based MIS formats" on envelope cover.
2. Each bidder shall submit only one Quotation.
3. Non-refundable processing fees of Rs 1000/- shall be paid in shape of Demand Draft (DD) in favour of the Project Director, DRDA-cum-District Mission Co-ordinator, OLM payable at Balasore.
4. All duties, taxes and other levies as applicable should be included in the price quoted by the bidder.
5. EMD of Rs 20,000/- shall be paid by the bidder in shape of Demand Draft (DD) in favour of the Project Director, DRDA-cum-District Mission Co-ordinator, OLM payable at Balasore.
6. EMD will be returned to the unsuccessful bidder & the amount shall be adjusted as security money in case of successful bidder/bidders which will be refunded after successful execution of Purchase Order.
7. The bidders are required to bring one sample page of each item to verify the quality of paper as per specification during the tender opening process.
8. The original documents should be produced by the bidder for verification when asked for.
9. Violations of any clause by the bidder stated in quotation call notice will amount to rejection of the tender papers.
10. Any legal dispute arising out of this is subject to Balasore jurisdiction only.

The undersigned reserves the right to accept or reject any or all Quotations without assigning any reasons thereof.

By Order of Collector-cum-District Mission Director, OLM, Balasore.


Project Director, DRDA
- cum-District Mission Coordinator,
OLM, Balasore

**Annexure-I
(Bidder's Information)**

1	Name of the Supplier	
2	Full address of Supplier's shop/showroom Telephone/Mobile no. Fax no. E-mail address :	
3	PAN (Copy to be attached) (Yes/No), Please give details	
4	GST Registration (Copy to be attached) (Yes/No), Please give details	

I do hereby certify that the above mentioned particulars are true and correct.

Full Signature of the Bidder:

Date:

Seal

DECLARATION BY THE BIDDER:

It is hereby declared that I the undersigned, have read and examined all the terms and conditions etc. of the Quotation document for which I have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the Quotation document are fully acceptable to me and I will abide by the conditions of the terms and conditions. This is also certified that our principal manufacturing firm have no objection in signing the purchase contract if the opportunity for the supply of the items against this Quotation is given to me/us.

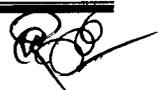
Signature:

Date:

Name

Address

Designation:



**Annexure-II
(Format for Price Bid)**

Sl. No.	Description of Items	Specifications	Qty.	Unit	Quoted Unit Rate in Rs.	Total Amount in Rs.
	Total					
	GST					

Gross Total Cost: Rs.

Total bid price (including Taxes and Other) in Rs. _____ (in Fig.) _____ (In Words) Note :

(a) In case of discrepancy between unit price and total price, unit price shall prevail.

We agree to supply the above items in accordance with the specifications for total contract price of Rs. _____ (amount in fig.) (Rs. _____ amount in words) within a Period of 7 days from the receipt of purchase order.

(b) We agree to other terms and conditions of the Quotation and also confirm we will provide the materials as per the standard specified in the document.

Name of the Firm/Agencies

Signature of the Bidder

Address

Date and Seal Place:

Annexure-III
(Printing of formats for Transaction Based MIS)

Sl. No.	Description of Items	No. of Pages to be Printed	Paper quality / Paper colour	Remarks
1	SHG Cut-off Sheet	Size: A4 white paper, 12565 pages	65 gsm paper, back to back printing of format 1 & 2 in one sheet in black & white	One sheet per each SHG
2	Members-cut-off sheet			
3	Monthly Transaction Sheet	Size: A3 white paper, 12565 pages	65 gsm paper, back to back printing of format 3 & 4 in one sheet in black & white	One sheet per each SHG
4	MCP-BL-Trg-Utilization Sheet			
Total Pages			12565 Sets (one set of two pages)	