

DISTRICT OFFICE, SUNDARGARH

(Social Welfare Section)

No. 16 /DT 03/01/2019

SHORT TENDER CALL NOTICE

Sealed Tenders are invited from the intending Printing Firms for printing and supply of "Leaflet on Mission Shakti Programmes". The tender documents should reach in the office of the District Social Welfare Officer, Sundargarh only on or before 10th January 2019 by 11.30 AM and the Tender will be opened and finalized at 12.30 PM on the same day. The specification and other details of the tender are mentioned in the terms and conditions which can be downloaded from the district website "<http://www.sundargarh.nic.in>" or can be seen in the tender notice displayed in the notice board of DSWO, Sundargarh. The samples of "Leaflet on Mission Shakti Programmes" may be inspected by the intending agencies in any working day by 09.01.2019 in the office of the District Social Welfare Officer, Sundargarh.

Tender papers required for the tender can be obtained from the office of Collector & District Magistrate, Sundargarh (DSWO section) in any working days from the date of publication of this notice till date 9th January 2019 during office hour on payment of Rs. 500/- (Rupees Five Hundred) only in shape of cash which is non-refundable towards cost of tender papers.

The undersigned reserves the right to cancel or modify any or all the Tender without assigning any reason thereof.


Collector & District Magistrate,
Sundargarh

Memo No. 17 //DT. 03/01/2019 /

Copy to Office Notice Board.

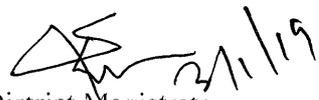
Copy to DIO-NIC, Sundargarh for information. He is requested to upload the notice in the District Website.

Copy to Advertising Manager, DHARITRI for information with request to publish the above matter in the next day.


Collector & District Magistrate,
Sundargarh

Memo No. 18 //DT. 03/01/2019 /

Copy to ADM, Rourkela/ Project Director, DRDA, Sundargarh/ All Project Administrators, ITDA/ All Sub-Collectors/ All Block Development Officers/ All C.D.P.O.s/ D.I.P.R.O., Sundargarh/ Rourkela/ GM, DIC, Sundargarh/ RM-RIC, Rourkela/ for information with instructions to display these notice boards of their offices for wide publicity.


Collector & District Magistrate,
Sundargarh

**DETAIL TERMS AND CONDITIONS FOR SUBMISSION OF TENDER PAPER FOR PRINTING AND SUPPLY OF
"LEAFLET ON MISSION SHAKTI PROGRAMMES"**

1. The exact number of copies to be printed will be intimated at the time of issuing work order.
2. The samples of the materials to be printed can be inspected in the office of the DSWO, Sundargarh by the interested agencies on any working day from the date of issue of this notice till 09.01.2019.
3. The EMD deposited by the successful Tenderer will be kept as security deposit and refunded only after Audit of Accounts. In case of unsuccessful Tenderer, the EMD will be returned after finalization of the Tender. Any participating Firm, if selected, but denies to supply the order or violets any of the terms and conditions or could not supply the materials, it's EMD will be forfeited and will not be returned back.
4. The tender should be submitted along with the following documents failing which their tender application will be rejected and will not be taken in to consideration.
 - a. Money receipt in original obtained from DSWO, Sundargarh towards cost of Tender paper to be enclosed with the Tender paper.
 - b. Attested copy of the Printing Press License/ Registration certificate.
 - c. Attested copy of PAN Card along with GST No. either in the name of Firm or it's proprietor.
 - d. Attested copy of up to date VAT clearance certificate.
 - e. EMD amounting to Rs. 12,000/- (Rupees Twelve Thousand) only in shape of Bank Draft from any Nationalized Bank in favour of District Social Welfare Officer, Sundargarh payable at Sundargarh.
5. The Tender paper shall be submitted in the office of the undersigned in the Tender Box prepared for the purpose by the firms.
6. The sealed envelope containing the Tender papers must be super scribed LEAFLET ON MISSION SHAKTI PROGRAMMES".
7. The undersigned reserves the right to cancel or modify the tender call notice without assigning any reason thereof.
8. The successful tenderer has to deliver the printed materials at Office of DSWO, Sundargarh only as per the number of copies to be suggested by this office.
9. No part payment will be done. Payment will be made through cheque/ Draft only after successful delivery of the materials at District Office.
10. The agency has to apply in the prescribed format only. Any other format will make rejection of the tenderer.
11. The Tenderer has to quote the rate including the GST, all other taxes, if any applicable and including transportation charges to District Office.
12. If it will be found that the quality of the supplied materials are less than the specifications, then the entire supply will be rejected and no reimbursement will be entertained by this office.
13. The successful Tenderer has to supply the materials within 7 days of issue of the supply order, failing which the purchase order will be cancelled.
14. **Specification of the materials are as follows:**
LEAFLET ON MISSION SHAKTI PROGRAMMES (including Design & Taxes)
 - **Size:** A5
 - **Paper Quality:** 220 GSM Gloss Paper
 - **Printing:** Multicolour and both side printing

FORMAT FOR TENDER APPLICATION
TENDER FOR PRINTING & SUPPLY OF LEAFLET ON MISSION SHAKTI PROGRAMMES

I/ We have gone through the details of the Short tender/ advertisement and hereby quoting the rates per copy of the materials as follows including GST, and all other taxes and transportation charges. Also I/We undertake to abide all the terms and conditions laid in the tender advertisement.

Rates Quoted

SI No.	Materials to be printed	Rate quoted per copy
1	Leaflet on Mission Shakti Programmes	

Seal & Signature of the Authorized person

Name of the Agency _____

Address _____

Phone/Mobile No. _____

Date: _____