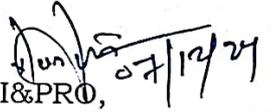


# DISTRICT OFFICE, SUNDARGARH

Letter No 425 / Date 07.12.2024

## Tender Call Notice

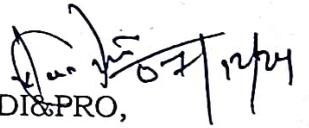
Sealed tender are invited from reputed registered Bidders/Firms/Proprietors of Sundargarh district only for printing works of flex banner, poster, invitation card, certificate, identity cards, food pass, vehicle pass, badges etc. for JATARA-2025, to be held from 01.01.2025 to 05.01.2025 at Sundargarh. Intending Bidders/Firms/Proprietors may apply with specifications mentioned before **5.30 P.M dated 14.12.2024** through registered post/ speed post/drop in the tender box of District Information & Public Relation Officer, Sundargarh during office hours from 10.00 AM to 5.30 PM. The Tender Papers will be opened on 15.12.2024 in the office of DIPRO, Sundargarh at 11.00 AM in Presence of the bidder or their representatives. All detail on this is available in the district website [www.sundargarh.nic.in](http://www.sundargarh.nic.in).

  
DI&PRO,  
Sundargarh

Memo No. 426 /Dt. 07.12.2024

Copy to All Sub-Collector, Sundargarh/ All B.D.O., Sundargarh/All PA, ITDA, Sundargarh/DEO, Sundargarh/DPC, SSA Sundargarh/ Dy. CEO, ORMAS, Sundargarh/ DCO, Sundargarh with a request to publish this quotation notice in their notice board for wide circulation and information of general public.

DIO, NIC, Sundargarh is requested to host this in the district website.

  
DI&PRO,  
Sundargarh

# **TENDER PAPER**

**PRINTING OF MATERIALS**

**for**

**Zilla Mahotsav "JATARA" & Pallishree Mela-2025**

**in Sundargarh**

**DIST.-Sundargarh**

**From 01st to 05th JANUARY-2025**

**Organized By:**

**District Council of Culture, Sundargarh,  
ORMAS & District Administration, Sundargarh**



## Terms of Reference for Printing Works for JATARA- 2025 and Pallishree Mela -2025

### **A. Terms and Conditions;**

1. Tender are invited from the bidders/firms/proprietor/ of Sundargarh District only.
2. It is the responsibility of the bidder that the printing materials without any mistake should be provided in time as per the specification. If any fault detected at the time of delivery, it is the responsibility of the bidder to replace the material immediately at his own cost.
3. Sanctions of any advance will not be considered. The payment will be made on completion of event only after getting each material with due specification in good condition within the time limit.
4. The bill should accompany with the challan of receipt. The rate offered by the firm shall be inclusive of all taxes and duties including GST, transportation and installation at the target point.
5. The bidders are required to deposit an earnest money of Rs. 10000/- (Rupees Ten Thousand only) in shape of demand draft in favor of DI&PRO, Sundargarh payable at Sundargarh. The E.M.D. amount of the successful bidder will be kept with till the success full completion of the program "JATARA"- 2025. 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 committee.
6. The bidders have to offer the unit wise price against all items or else the tender paper will not be considered.
7. The rate offered by the firm shall be including of all taxes and duties including transportation and installation, Service Tax & GST.
8. Committee reserves rights to accept/reject the assignment without any reason thereof.
9. The Tender will be opened on 14.12.02024 at 11.00 AM in the office chamber of DIPRO, Sundargarh. The tender paper will be opened even in the absence of any participated bidders/ authorized representatives.
10. The exact quantity against each item along with the context will be mentioned during the issue of work order to the successful bidder.
11. The bidder having any blank space in the financial bid could be subject to rejection of the bid documents. There should not be any overwriting/ alteration /addition/deletion of the prescribed format. Bidders are supposed to submit their quoted price as in prescribed format only, failing which the bid will be rejected.
12. Bidders have to mention the total quoted price in words also which will be final quoted price and will remain binding.
13. The price of bidder who will quote lowest and found eligible by the committee will be applicable for the period of one year from issue of work order in other similar type of event by District Administration, Sundargarh.
14. The Committee reserves the right to accept /reject all the bids or any part of it without assigning any reason thereof. The Committee also reserve the right to distribute the work to the other firm if LI fails to complete in time.
15. In case of any dispute the matter will be solved in the jurisdiction of District Administration, Sundargarh only.

## INFORMATION TO THE COMMITTEE

### Eligibility Criteria:

Bidders should confirm to the eligibility criteria given below and to this effect must produce the required supportive documents/information as indicated against each as part of their technical Bid:

Sl. No	Eligibility Criteria	Supporting Documents required
1	The Bidder should have been in the business of providing Printing and allied Services to the Central / State Government/Corporate Bodies / National & International Organization for at least 5 years (as on 30th Sept. 2024).	1. Proof of Certificate of Incorporation / Registration of the Bidder 2. Copy of PAN 3. Copy of Goods and Services Tax Identification Number (GSTIN). 4. GST clearance in GST 3B Form recent 5. EPF/ESI Registration Certificate. (Not Mandatory) 6. Copy of the Registration under MSME / Registration in DIC office 7. IT Return for the financial years (2022-23, 2023-24 and 2024-25).
2	The bidder should have an average annual turnover of Rs.30.00 lakhs from Printing and allied work during the last 3 financial years (2022-23, 2023-24 and 2024-25).	Copies of audited Income/expenditure, receipt/payment, balance sheet duly certified by concerned Chartered Accountant (C.A) Firm for the last three financial years and C.A certificate certifying that the agencies/firm/Proprietor should have an average annual turnover more than Rs.30.00 lakhs during the last three financial years. Provisional Audit Report for any of the FYs will not be accepted.
3	Experience of having successfully completed similar works during last three years (2022-23, 2023-24 and 2024-25). should be either of the following. i. Three Similar [Printing and allied work for National/ State/ District Level Event ] completed works/assignments costing not less than the amount equal to Rs 20.00 Lakhs (Rupees twenty Lakhs.) each OR ii. Two similar works costing not less than the amount equal to Rs.15.00 Lakhs (Rupees Twenty-five Lakhs) each OR iii. One similar works costing not less than the amount equal to Rs. 20.00 Lakhs (Rupees twenty Lakhs.) each	Work orders/ Contract Document / Completion of Work Certificates from the previous authorities to be submitted. Photos to be attached as supporting documents along with experience certificates.
4	The BIDDER should not have been blacklisted by Central / State Govt. Institutions for any means of non-obligation.	Self-Declaration from the BIDDER as per the format enclosed.

N.B.- All the supporting documents should be duly self-attested by the bidder

**B. Documents required to attach with the Tender Paper:**

- i. Copy of work orders/ experience certificate for similar nature of works for last 3 financial years up to 2024-25.
- ii. Copy of PAN along with GST Registration Certificate & Return as on 31 September-2024.
- iii. Authentic proof of own printing firm. (certificate of Incorporation/ firm registration)
- iv. Sample should be kept in readiness against the price quoted to place before the committee and the selected samples shall be kept at the office of DIPRO, Sundargarh for reference.
- v. I.T. return copy of the financial year 2024-25.
- vi. The Bid documents should reach to the O/o DIPRO, Sundargarh through Speed Post/ Register Post/ physically in the drop box.

**C. Details specification:**

1. Identity Card with cover and neck cord

- a) Size : 14 CM X 10 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

f) Identity Card with Neck Cord (100 nos. for Officials)

- i. Size : 14CM X 10 CM
- ii. Printing : Offset Printing, One Side
- iii. Colour : Multi colour
- iv. Material : Plastic
- v. Accessories : Neck Cord

g) Identity Card with Cover and Neck Cord (600 Pcs.)

- vi. Size : 14 CM X 10 CM
- vii. Printing : Offset Printing, Both Side
- viii. Colour : Multi colour
- ix. Paper : Art Paper Board, 220 GSM
- x. Accessories : Plastic pouch and Clip type Neck Cord

## 2. Invitation Card:

- a. Size : 35 CM X 27 CM (Double-Folded)/ 42 CM X 29 CM (Triple folded- with creasing)
- b. Printing : Offset Printing
- c. Colour : MultiColour
- d. Paper : 220 GSM Glossy sheet (Imported)
- e. Envelope : Fit to card, Bi colour printing

## 3. Flex/ Banner:

- a. Size : Per Sqft
- b. Printing : Multi colour one side
- c. Colour : Multi Colour Printing
- d. Type : Star flex material

## 4. Posters

- a. Size : 44CM X 56CM
- b. Printing : Offset Printing
- c. Colour : Multi Colour
- d. Paper : 130GSM Glossy

## 5. Certificate:

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

## 6. Food pass:

- a. a) Size : 8.8cm X 5.5cm
- b. b) Printing : Offset Printing
- c. c) Colour : Multi Colour
- d. d) Paper : 300 GSM

## 7. Vehicle Pass

- a. Size : 8.8cm X 5.5cm
- b. Printing : Single Printing
- c. Colour : Multi Colour
- d. Paper : 300 GSM

## 8. Badges:

- a. Size : Round
- b. Colour : Multi colour
- c. Bleed Size : 43mm X 43mm
- d. Final Size : 40mm X 40 mm
- e. Safety area : 38mm X 38mm.

(80 GSM Paper should be used in the safety area with the writings, JATARA-2025)

- f. Design : satin ribbon should be used

The work shall be completed on or before 19.12.2024 and handed over to the undersigned without fail.

**Note: The amount will be credited as per actual procurement with good condition & in due time period.**

## FINANCIAL BID

To,

The DI & PRO, Sundargarh

Madam/ Sir,

I, Shri..... proprietor/party of  
M/S.....hereby submitting my quoted price in the prescribed as mentioned  
below for your kind reference against on tender notice No .....dated .....

Sl No	Particulars	Specifications		Units Price without GST	GST	Unit Price with GST
				Price Per Sq. Cm./Sq ft		
1	Identity Card with cover and neck cord (100)	Size	14 CM X 10 CM			
		Printing	Side Offset Printing, Both			
		Colour	<b>Multi Colour</b>			
		Paper	Art Paper Board, 220			
		Accessories	Plastic pouch and Clip type Neck Cord			
2	Identity Card with Neck Cord (100 nos. for Officials)	Size	14 CM X 10 CM			
		Printing	Offset Printing, One Side			
		Colour	<b>Multi Colour</b>			
		Paper	Art Paper Board, 220 GSM			
		Accessories	Plastic pouch and Clip type Neck Cord			
3	Identity Card with Cover and Neck Cord (600 Pcs.)	Size	14 CM X 10 CM			
		Printing	Offset Printing, Both Side			
		Colour	<b>Multi Colour</b>			
		Paper	Art Paper Board, 220 GSM			
		Accessories	Plastic pouch and Clip type Neck Cord			
4	Invitation Card	Paper	35 CM X 27 CM (Duble Folded)			
		Accessories	Offset Printing			
		Colour	<b>Multi Colour</b>			
		Paper	220GSM Glossy Sheet (imported)			
		Envelop	Fit to card Bi Colour Printing			
5	Flex Banner	Size	Per Sqft			
		Printing	Multi Color			
		Colour	Multi Colour Printing			
		Material and Type of work	Printing & Installation of Star Flex			
6	Poster	Size	44CM X 56 CM			
		Printing	Offset Printing			
		Colour	Multi Colour			
		Paper	130GSM Glossy			

7	Certificate	Size	A4			
		Printing	Offset Printing			
		Colour	Multi Colour			
		Paper	300GSM Art Paper Board			
8	Food pass	Size	8.8CM X 5.5 CM			
		Printing	Offset Printing			
		Colour	Multi Colour			
		Paper	300 GSM			
9	Vehicle Pass	Size	8.8CM X 5.5 CM			
		Printing	Single Printing			
		Colour	Multi Colour			
		Paper	300 GSM			
10	Badges	Size	round			
		Bleed Size	43 MM X 43 MM			
		Final Size	40 MM X 40 MM			
		Safety area	38 MM X 38 MM			
		Design	Satin ribbon			
Total						

(In Words .....)

## DECLARATION FOR NOT BEING BLACK LISTED

I/We.....( Name & Designation)  
having My/our firm at..... do hereby declare that  
I/We have carefully read all the terms & conditions of tender of the DI&PRO. Sundargarh, Odisha, for  
Supply of Printing materials during the Zilla Mahotsav "JATARA" 2025 to be held from 01.01.2025 to  
05.01.2025 at Sundargarh.

I/We do hereby declare that, I/We have not been de-recognized/ debarred/ blacklisted by any  
State Govt./ Union Territory/ Govt. of India/Govt. organization/ on Non-Standard Quality (NSQ)  
items/part-supply/non-supply.

That, I am not a defaulter in supply of any items to DI&PRO, Sundargarh, Odisha, or any other  
indenting officers of the State of Odisha after being Lowest responsive bidder in past three years.

I/We do hereby declare that I/We will supply the approved items as per the terms, conditions &  
specifications of the tender documents. I/We further declare that my/our performance security deposit  
will be forfeited if I/we fail to supply any item after getting order from the purchaser. I/we further  
declare that we will supply the ordered items manufactured only by the manufacturers as mentioned in  
the bid documents.

I/We agree that the Tender inviting Authority can debar/ blacklist me/us for period of 3 years. If,  
any information furnished by us is proved to be false at the time of inspection/ verification and is not  
complying with the Tender terms & conditions.

I/We hereby declare that our firm will take up the assignment in the above quoted price without  
any extra charges. If any discrepancy found at any stage during scrutiny of documents the authorities  
reserved the rights to cancel the bid.

Signature of the bidder:

Date:

Name & Address of the Firm:

Affidavit by own:

**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 DI&PRO, Sundargarh. 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.

Place:

Date

Signature of the bidder with seal