

**DISTRICT SUPPLY AND MARKETING SOCIETY, BALANGIR**  
(A district unit of ORMAS, PR Deptt.)C/o: **DRDA, BALANGIR**Letter No. **478 /DSMS**Date: **06/12/2019****QUOTATION CALL NOTICE FOR PRINTING & INSTALLATION OF IEC MATERIALS  
FOR DDU-GKY CAMPAIGN 2019-2020**

Sealed Tenders are invited by **DSMS, Balangir** from interested reputed printing press/parties for printing, Supply & installation of Hoardings at all the Block Offices of Balangir District and printing of Sun Boards, Leaflets, Tool Kits, Candidate Success story Booklets, application form, Tradelist for DDU-GKY Campaign in the District.

Interested Supplier may submit their sealed tender documents in the prescribed format mentioning "**Printing & Installation of IEC Materials for DDU-GKY Campaign, Balangir**" on the cover of the envelope to the **Joint CEO, ORMAS, O/O:DRDA Building, Balangir-767001, Odisha**. The tender papers only will be available for purchase from 7<sup>th</sup> to 13<sup>th</sup> December 2019 during Official day of Office hour in the Accounts Section of **DSMS, Balangir**. The sealed tenders will be received latest up to 4.00 PM on 13.12.2019 at Office of DRDA in the tender box. The tenders will be opened in the Office of DRDA on 13.12.2019 at 5.00 P.M in the presence of the tenderers or their authorized representatives.

Tenders received after due date and time will not be accepted. **DSMS, Balangir** shall not be responsible for postal delay or similar reasons. No Tenders / Quotationers sent through an electronic means shall be accepted. Any corrigendum/addendum, if any, will be uploaded in the above-mentioned website. There will be first preference to party regarding printing/supply of all items. If it will found that the quoted amount of L1 party will be exceed the budget limit of the particular head then the party may be called for negotiation. **DSMS, Balangir** reserves the right to accept or reject any or all tender without assigning any reason thereof. For any queries you may contact at: Joint CEO, ORMAS, O/O: DRDA Office Building, Balangir-767001, Phone: 9437320186 / 06652-235916 email: dsmsbalangir@gmail.com.

**110**  
Project Director, DRDA cum-  
Vice Chairman, DSMS, Balangir

Memo No. **479/DSMS** Date **06/12/2019**

- ✓ 1. Copy to DIO, NIC, Balangir for information. He is requested to web hoist the tender document in District Portal.
2. Copy to Notice Board of Collectorate, Balangir / DRDA, Balangir /Sub-Collector, Balangir for display of the tender in their notice board.

**110**  
Project Director, DRDA cum-  
Vice Chairman, DSMS, Balangir

**TENDER PAPER FOR PRINTING & INSTALLATION OF IEC MATERIALS FOR  
DDU-GKY CAMPAIGN 2019-2020**

COST OF TENDER PAPER (Non Refundable) : Rs. 2,000.00 (Rupees two thousand) only.

ISSUED TO (Address in Detail) : M/S. \_\_\_\_\_  
\_\_\_\_\_

Against Money Receipt No. \_\_\_\_\_ Dated \_\_\_\_\_

Signature of Accountant

E.M.D (Refundable) : (i) The tenderer has to deposit a earnest money deposit (EMD) of Rs. 10,000/- (Rupees ten thousand) only in shape of Demand Draft in favour of Joint CEO, ORMAS, Balangir for participating in the tender process.  
(ii) The security deposit will be returned back to the unsuccessful tenderer after finalization of the tender process.

LAST DATE & TIME FOR RECEIPT OF TENDER PAPER : 13.12.2019 latest by 4.00 PM

DATE & TIME OF OPENING OF TENDER PAPER : 13.12.2019 at 5.00 PM at DRDA Office, Balangir

**PLEASE DELIVER AT**

**DRDA, OFFICE BUILDING, BALANGIR**

## SCOPE OF WORK

DSMS, Balangir is the Monitoring and Evaluation agency for implementation of DDU-GKY in Balangir District. For standardizing the IEC activities under DDU-GKY the fund allocated has been retained at the District Unit to spread awareness about the DDU-GKY. The IEC activities include installation of Hoardings at the Block Level & District level. Leaflets, Tool Kits, Booklets, application form and Tradelist will be supplied at all Blocks.

### **TENDER APPLICATION FORM FOR PRINTING & INSTALLATION OF IEC MATERIALS FOR DDU-GKY CAMPAIGN**

To \_\_\_\_\_

Sl. No.	Name of the Item Required	Detailed Specifications	Quantity Required	Per unit Cost including Transportation, Installation Charges & all taxes	Total Cost
01	Leaflets	1/4 Demi Size 1 Sheet/1Page, Black & White, One side Print	30000		
02	Tool Kit to mobilisers	Containing 1 no. Bag (20"x13" size) with printing, 1 no. Application Form, 1 no. Flip Book (24 pages/12 sheet both side print with spiral binding 400 GSM multicolour 12"x9"/Leaflet Table Sector & Trade in Odiya per copy 4 pages of 2 sheet 120 GSM coated paper A4 size both side Multicolour/Specimen for Banner A4 size paper 220 GSM – A4 size Multi Colour Single Side /Specimen for Sunboard 220 GSM – A4 size Multi Colour Single Side /Tradelist 10 sheet of 20 pages A4 size both side print/ 1 no. Tracking Register & survey Form) (As per sample available in DSMS, Balangir)	317 Nos.		
03	Book Let (Success stories of candidate)	Booklet contains (16 Pages) 8 sheets in A4 both side printing 70 GSM Quality of the paper: Meph litho Binding: Side pinning	300 Booklets		
04	Sun Boards (Has to be delivered in all Blocks)	3' X 2' sun board in 5 mm thickness printing process eco solvent & vinyl pasting	317 Nos.		
05	Hoardings (Has to be installed at 14 Blocks and at District HQ with frames, including installation cost)	12' X 6' size hoarding 300 GSM Star Flex printing with iron square pipe framing with center support (Including installation at Blocks and District Head Quarters) 2 Nos. @ 14 Block = 28 District Hd Qrters = 02	30 Nos		
06	Candidate Application form Print	A4 Size 4 Sheets/8 Pages, Black & White, Both side Print	10000		
07	Tradelist Print	A4 Size 10 Sheets/20 Pages, Black & White, Both side Print) (For Block & District staff)	50		
<b>TOTAL</b>					

Rupees .....

The cost is inclusive of all applicable taxes, transportation cost and installation charges. (Inclusive of all charges/ Taxes / Transportation/ Fixing / Installation etc.,).

Signature of the Tenderer  
With seal

The selected bidder/ Quotationer is required to make necessary installations at 14 Blocks (suitable location visible to general public in Block Office Premises), and District HQ of Balangir District within 10 days of assignment of the Order/Contract.

Contract shall be awarded to the firm (s) offering the lowest/net bundled price and not with reference to lowest price quoted for each items. However, if price for each and every item are not quoted, net-bundled price offered shall not be accepted.

**Terms and Conditions:**

1. The Project Director, DRDA, Balangir reserves the right to reduce / enhance the quantity or items stated above during indent taking into consideration of availability.
2. The Bidders/ Quotationers are required to deposit EMD of **Rs.10,000 (Rupees ten thousand) only** in shape of Demand Draft / Bank Draft in favour of "**Joint CEO, ORMAS, Balangir**" payable at Balangir. The security deposit will be returned back to the unsuccessful tendered after finalization of the tender process. The EMD of the successful bidder/Quotationer will be kept with DSMS, Balangir till the completion of the event.
3. Cost of Tender Papers- **A non-fundable amount of Rs.2,000/- (Rupees Two thousand only)** is to be deposited along with the Tender in shape of Demand Draft in favour of **Joint CEO, ORMAS, Balangir** payable at Balangir towards the cost of tender paper. The authority will not be responsible if any portion of downloaded Tender paper differ from the approved Tender paper available in the Office of the Joint CEO, ORMAS, Balangir.
4. In case of any unsatisfactory work, delay in execution of work etc. the E.M.D will be forfeited as per the decision of the authority. Tender papers without E.M.D shall not be accepted.
5. Price quoted should be inclusive of all duties, taxes, other levies payable including transportation charges to ORMAS/DRDA office. Hoardings has to be fixed/ installed by the selected party at 14 Block HQ (@2 each) and 2 Hoardings to be installed at District HQ within 10 days from the receipt of supply order failing to which daily penalty of 2% of the billed amount will be charged every day for delay beyond the specified date of supply/installation.
6. The subject matter to be printed in Sun board, Hoarding, Leaflet, application form, tradelist, sample copy tool kits, success story book let will be provided to the selected party by DSMS, Balangir.
7. Each bidder shall submit only one tender paper.
8. The undersigned reserves the right to reject any or all tenders without assigning any reason thereof.
9. Earnest Money of unsuccessful tenderers shall be refunded after finalization of the tender.
10. Payment shall be made against submission of bills on completion of delivery/installation of IEC Materials on DDU-GKY in good conditions as per the orders of the competent authority.
11. The PD, DRDA shall have the right to deduct any amount found recoverable towards inferior quality, loss and damage etc. from the bill for supply of IEC Materials on DDU-GKY. The supplier for delay in payment of the bill shall not claim any interest. No advance will be made before supply.
12. The supplying agency/ Firms finalizing should supply a sample set of IEC Materials on DDU-GKY to ensure that correctly formulated before going for final bulk printing.
13. Conditional tenders will not be accepted.

  
Project Director, DRDA-cum-  
Vice Chairman, DSMS, Balangir

**Required documents to be submitted along with Quotation**  
**Checklist**

The Checklist to be provided as first page of the Quotation

<b>Sl. No. Documents</b>	<b>Attached(Yes/No)</b>
1. Entity Registration Details :	
2. Income Tax Return acknowledgement:	
3. PAN Card:	
4. GST Registration Certificate:	
5. Proof of Experience/ Contracts:	
6. Undertaking for capacity to deliver in stipulated time frame (Annexure-B):	
7. Turnover of the Bidder:	
8. Earnest Money Deposit:	
9. Cost of Tender Paper:	
10. Undertaking for no blacklisting (Annexure-C):	

**Signature of the Tenderer**  
**With seal**

**Annexure -B**

**Undertaking that the Firm/ institution has the capacity to supply Rs..... lakhs IEC Materials in the time frame of 10 days from award of contract.**

**UNDERTAKING FOR SUPPLY OF IEC MATERIALS**

We confirm that we/agency have/has the capacity to supply the required IEC Materials amounting Rs.....lakhs to all Blocks of the Balangir District as per their requirement in a time frame of 10 days from award of contract.

**Signature of the Tenderer  
With seal**

**Annexure -C**

**UNDERTAKING THAT THE FIRM/ INSTITUTION IS NOT BLACKLISTED**

We confirm that we/agency are/is not blacklisted by any Government Institution/Society/ Corporation / Local Authority.

**Signature of the Tenderer  
With seal**