

# DISTRICT RURAL DEVELOPMENT AGENCY: DEOGARH

No: 568 / DRDA

Date: 06/09/2022

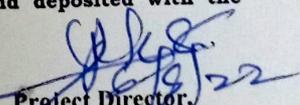
## Short Quotation Call Notice

Sealed Quotation Papers are invited from the intending Authorized dealers / registered firms for procurement of **Printing Materials** like **Success Story booklet of Placed Candidate & Sun Board** for ORMAS, DRDA, Office Deogarh. The firms may Quote rates as per the configuration as indicated below. The lowest quoted rates by the Firms will be approved by the Committee.

The Quotation call papers complete in all respect in the prescribed format along with all required documents in sealed cover shall reach the PD DRDA, Deogarh on or before 16.09.2022 up to 5.00 P.M. by registered post / Speed Post/Courier/Drop box only. The Quotation Papers will be opened on next date 17.09.2022 at 4.00 P.M. by the under signed in the presence of Quotationers. The Quotation papers received beyond the schedule date and time shall not taken into consideration. The PD, DRDA, Deogarh, reserves the rights to reject any or all the Quotations without assigning any reason thereof and shall bear no liability whatsoever consequent upon such decision.

## Terms and Conditions of Quotation Call Notice

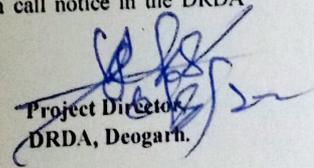
1. The intending Registered Firms should be a bonafied registered body having valid Registration Number.
2. The Organization should have valid PAN/GSTIN holder having up to date GST clearance certificate.
3. Rate Quoted shall be inclusive of GST charges.
4. The Specifications are enclosed in a separate sheet for reference.
5. The Bidders are required to deposit an Earnest Money of Rs. 1100/- (Rupees One thousand One hundred ) only in shape of Dmand draft /pay order in favour of ORMAS,DOEGARH DDU-GKY Scheme , payable at ORMAS, Deogarh. The EMD amount of of the successful bidder will be kept with ORMAS, Deogarh till the completion of the printing Materials like Sunboard, Success story booklet under DDU-GKY. In case of unsatisfactory work delay in execution work etc. The EMD amount will be forfeited as per the decision of the authority. Tender papers without EMD not to be accepted.
6. Tender Paper Cost Rs200/-(Two Hundred Only) in shape of demand draft /Pay order in favour of ORMAS,DOEGARH DDU-GKY Scheme payable at ORMAS, Deogarh
7. The text of the materials will be provided by ORMAS, DEOGARH well in advance of the work. It is the responsibility of the firm that the print materials without any mistake should be provided in time as per the specification.
8. Sanctions of any advance will not be considered. The payment will be made on completion of work.
9. The rate offered by the firm shall be inclusive of all taxes and duties including Service Tax & GST.
10. The rate offered by the firm should be valid till completion of the Said work of ORMAS, DEOGARH.
11. The rate offered by the firm shall be including of all taxes and duties including Service Tax & GST. However the GST will be deducted from the bill amount and deposited with the concerned authority.

  
Project Director,  
DRDA, Deogarh.

Memo No: 569 /DRDA

Date: 06/09/2022

Copy forwarded to: The Office Notice Board / Notice Board of Collectorate, Deogarh/ All BDOs of Deogarh District for information and necessary action with a request to display the Quotation call notice in the DRDA ,Office Notice Board of their respective offices.

  
Project Director,  
DRDA, Deogarh.

**Procedure for Quotation:**

SL No	Item to be Printed	Quantity
1	Success Story Booklet of Placed Candidate	200 PCs
2	Sun Board	70 PCs

1. Procurement of the above-mentioned items is to be done as per the guideline for procurement of goods of the Finance Dept. Vide Letter No.4939 Dtd.13.02.2012 & ORMAS, BBSR Letter no -1232/22, dt 11.5.2022.
2. Agency for Supply of **Sun Board, Success Story Booklet of Placed Candidate** of ORMAS, Office shall be selected through the District Level Purchase Committee chaired by the PD,DRDA of the District.
3. The items are to be delivered at the Office of the ORMAS, Deogarh by the Selected Agency as per the list provided.
4. The items provided for the office of the ORMAS, Deogarh is to be entered in the Asset register after proper numbering of the items.

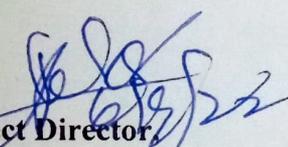
**Specifications of different Items:**

**1. Success Story Booklet Printing of Placed Candidate:-**

- a) Size : 22 CM X 30 CM
- b) Printing : Offset Printing, 20 content pages, and 4 cover & back pages. Printing Both Side in total 25 Sheet
- c) Color : Multi color
- d) Content Paper : 120 GSM
- e) cover Paper : 300 GSM ,Mate Paper
- f) Accessories : Perfect Binding ,Photo Set up on Mate Paper
- g) Unit cost of Booklet : Rs. 200/PCs.

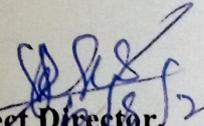
**2. Sun Board:-**

- a) Size : 4 ' X 3 ' feet
- b) Printing : Printing and Pasting Vinyl on Sunboard
- c) Colour : Multi colour
- d) Paper : 4 mm (Imported)
- e) Unit Cost of Sunboard : Rs. 720/PCs.

  
**Project Director,  
DRDA, Deogarh.**

**Terms & Condition:**

SL No	Terms and Conditions	
1	The firm/agency should be a valid PAN/GST holder having up to date GST clearance certificate	
2	It should not be a black listed Organisation by any Govt. Organization.	
3	The quotation which is not as per specification will not be considered.	
4	The rate quoted against this Quotation shall remain valid up to 1 month after publication of approved rate. No request to increase in rates will be allowed or entertained during this period.	
5	Part Quotation of specified quantity of an item will be rejected.	
6	The authority reserves right to reject any or all the quotations without assigning any reason thereof and shall bear no liability what so ever consequent upon such decision.	
7	The text of the materials will be provided by ORMAS,DEOGARH well in advance of the work. It is the responsibility of the firm that the print materials without any mistake should be provided in time as per the specification	
8	Sanctions of any advance will not be considered. The payment will be made on completion of work.	
9	The rate offered by the firm shall be inclusive of all taxes and duties including Service Tax & GST	
10	The rate offered by the firm should be valid till completion of the Said work of ORMAS, DEOGARH	
11	The rate offered by the firm shall be including of all taxes and duties including Service Tax & GST.However the GST will be deducted from the bill amount and deposited with the concerned authority.	

  
Project Director,  
DRDA, Deogarh.

## QUOTATION FORM

1	Name of the Firm / Bidder (In Capital Letters)	
2	Address of the Organisation	
3	Name of the Authorized Signatory (In block Letters)	
4	Telephone/Mobile No of Authorized Signatory	
5	GST Clearance Certificate	
6	PAN No (Attach attested copy of PAN)	
7	GSTIN No (Attach attested copy of GSTIN)	
8	Whether all Documents submitted signed by the authorized signatory of the Firm (Yes/No)	

### Price Quoted by the firm

SI No	Items	Qty	Rate Quoted per piece inclusive of GST & Other Charges
1	Success Story Booklet of Placed Candidate	200PCs	
2	Sun Board	70 PCs	

### 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 ORMAS,DEOGARH. 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 and Seal of the authorized signatory)