



**Panchayati Raj & Drinking Water Department  
Government of Odisha**

**TENDER PAPER**  
**OF**  
**Printing & Hoarding**  
**For**  
**PALLISHREE MELA, DEOGARH - 2026**

**18<sup>th</sup> January.2026 to 22<sup>nd</sup> January, 2026  
Near Badabagicha, Deogarh**

**Organized by**  
**District Administration,Deogarh in**  
**Association with ORMAS,Deogarh**

Odisha Rural Development & Marketing Society, Deogarh  
O/O ZP, Deogarh-768119  
Phone No:-8458002559/9438606426

**Accepted by the Bidder (Signature of Bidder)**

**DETAILS ON TENDER PAPER, EMD, BIDDER FOR ADVERTISEMENT & PUBLICITY WORKS OF THE PALLISHREE MELA ,DEOGARH 2026**

The Tender paper can be downloaded from the following websites-[www.deogarh.odisha.gov.in](http://www.deogarh.odisha.gov.in) or can be obtained from the office of ORMAS at "Z.P Campus, Deogarh, during office hours

A) E.M.D (Refundable): **Rs.5,000/-** (Rupees Five thousand) only in shape of Demand Draft /Pay order in favour of DSMS payable at DEOGARH

**To be filled in by the bidder.**

**Demand Daft / Pay Order No. .... Dated ...../...../ 2025-26**  
*(DD/PO to be attached with the Tender Paper)*

B) NAME AND ADDRESS OR BIDDER:

**To be filled in by the bidder.**

*Bidder Name and Address:*

M/s.....

.....

Signature of the bidder

C) LAST DATE & TIME FOR RECEIPT OF TENDER : 06 th January, 2026 **by 1.00 P.M.**

D) DATE & TIME OF OPENING OF TENDERS : 06 th January, 2026 **by 4.00 P.M.**

**ADDRESS FOR SUBMISSION OF TENDER PAPER**

ORMAS (Odisha Rural Development & Marketing Society)  
C/O ZP,Campus,Deogarh,Odisha, Pin - 768119

## **Terms of Reference for Printing & Hoarding of PALLISHREE MELA, DEOGARH-2026**

### **A. About the event – PALLISHREE MELA,:DEOGARH-2026**

#### **About PALLISHREE MELA,Deogarh**

The “Pallishree Mela ,2026” is being organised by ORMAS (Odisha Rural Development & Marketing Society,Deogarh) is an Organisation under Panchayati Raj& DW, Department in collaboration with Dist.Administration, Deogarh with an objective to provide a platform to the rural producers for display, sales, interact and to know the taste & preferences of urban consumers. It also helps in establishing trade link and getting remunerative price for their produces.

The exhibition will be designed to create the atmosphere of a village where there will be an indigenous and contextual setting for folk artisans and entrepreneurs to display, demonstrate and market their skills and products in an environment akin to their own habitat. The entire layout, design and landscaping will be vernacular in approach. It will be a congregation of stalls grouped as per their classification homogeneously. The whole set up would create awareness on rural ethnic products among the masses.

The overall objective of the mela is to popularize the ethnic and other rural products of Odisha and create opportunities for the artisans/producers to build up long term marketing tie-up with prospective buyers.

### **B. Description of Printing & hoarding works for PALLISHREE MELA, DEOGARH, 2026:** Description of works covered under Printing and hoarding works is given hereunder:

- A. Plain Hoardings** – (10 ft X 10 ft each) - Printing and installation with flex and bamboo and batten frame at different place in Deogarh
- B. Plain Hoardings** – (8 ft X 4 ft each) - Printing and installation with flex and bamboo at different place in Deogarh
- C. Identity Card with cover and neck cord**
  - a) Size : 5.5 CM X 9 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.
- D. Invitation Card**
  - a) Size: 35 CM X 27 CM (Double-folded)
  - b) Printing: Offset Printing
  - c) Colour : **Multi colour**
  - d) Paper :220GSMGlossy sheet (Imported)
  - e) Envelop: Fit to card, **Bi colour** printing
- E. Posters:**
  - Size: 44 CM X 56 CM
  - a) Printing: Offset Printing
  - b) Colour : **Multi Colour**
  - c) Paper : 130 GSM Glossy

**F. Certificate**

- a) Size: A4
  - b) Printing: Offset Printing
  - c) Colour : **Multi Colour**
  - d) Paper : 300 GSM Art Paper Board
- G.** Registration form A4 size both side
- H.** Sales Report A4 size one side printing

**C. Bid Price**

1. The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
2. All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
3. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

**D. Validity of Quotation:** Quotation shall remain valid for the entire period of event.

**E. Evaluation of Quotations**

- A. The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which
  1. are properly signed ; and
  2. Confirm to the terms and conditions, and specifications.
  3. Quoted in Unit
- B. The price evaluation shall be made putting together the entire item. The lowest price will be determined summing all the items.

**F. Requirement of event organizers and evaluation criteria:** List of the documents to be attached along with the quotation

1. An earnest money of **Rs. 5,000/- (Five thousand only)** in shape of demand draft/pay order in favour of DSMS payable at Deogarh.
2. Registration Certificate (RoC) for the firm.
3. Self-attested photocopy of valid registration certificate Under Goods Service Taxes (GST) Act 2017. The bidder must submit the latest GST return as on date and IT return filed for AY 2024-2025.
4. Self attested photocopy of PAN

**G.** Self attested Copy of work orders/ experience certificate for similar nature of works

**H. Other Terms & Conditions**

1. Last date for submission of Quotation is **06 th January 2026 latest by 01.00 PM** Quotation will be opened on the same day at **4.00 PM**.
2. All works assigned should be completed as per specification at least by one day in advance from the date of Inauguration of the event.
3. The rate offered by the firm shall be including of **all taxes and duties including GST**, as applicable.

4. The tenderers are required to deposit an **earnest money of Rs. 5,000/- (Rupees five thousand only)** in shape of demand draft/pay order in favour of DSMS payable at Deogarh. The E.M.D. amount of the successful tenderer will be refunded within a month on award of contract subject to good Performances per work order. Tender papers without E.M.D shall not be accepted.
5. The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
6. **Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.**
7. Approximate value of quotation/tender is **Rs.80,000.00 (Rupees eighty thousand)** only
8. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
9. Payment shall be made immediately after delivery of the goods and inspection of the item as per specification.
10. **The bidders should submit two envelopes one is financial and another is technical. In (Technical bid )envelope page no 1 to 5 of tender paper along with other documents mentioned in page no 3.In (financial bid ) envelope only page no 6 should be submitted.**

## **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.

Signature of the Tenderer with seal

Place:

Date

**APPLICATION FORM FOR BIDDING/  
EVALUATION FORM**  
**{Details of the Applicant /Bidder}**

1. Name of the Registered bidder:-
2. Name of the authorized person:-
3. Address:-
4. Contact number:-
6. Email id:-
5. PAN Number (copy enclosed):-
6. GST Number (copy enclosed):-
7. GST Clearance certificate no with date:-
- 9 EMD Details: -Cheque/DD No- \_\_\_\_\_ / date \_\_\_\_\_  
Bank \_\_\_\_\_/amount Rs. 5,000/- (Rupees five thousand)
- 10 Enclosed: -
  - i) Xerox copy of PAN Card
  - ii) Xerox copy of GST Registration certificate with number
  - iii) Cheque/DD for cost of EMD
  - iv) Declaration
  - v) Copy of Experience certificate
  - vi) Copy of up-to-date GST Return and IT Return

I hereby declare that the above statements are true and correct to the best of my knowledge and belief

Place:

Date:

Seal & signature of the Bidder

**Tender paper for Printing & Hoarding of PALLISHREE MELA .DEOGARH 2026**

**(Last date for submission of duly filled in tender document is 06<sup>th</sup> January, 2026 by 01.00 PM)**

To  
Deputy CEO  
ORMAS, Deogarh

Sir,  
I / We do hereby submit item wise quotation below for Printing & Hoarding work of **PALLISHREE MELA, DEOGARH- 2026**

SI	Specifications	Unit	Rate per unit/ sqft / spot/month	Quantity (Pcs./ Package)	Total Amount [In Rs.]
01	Plain Hoardings – (10 ft X 10 ft each) - Printing and installation with bamboo and batten frame at different place in DEOGARH	Rate per Sqft		10 pcs.	
02	Plain Hoardings – (8 ft X 4 ft each) - Printing and installation with bamboo and batten frame at different place in Deogarh	Rate per Sqft		10 pcs	
03	<b>Identity Card with cover and neck cord</b> f) Size : 5.5 CM X 9 CM g) Printing: Offset Printing, Both Side h) Colour : <b>Multi colour</b> i) Paper : Art Paper Board, 220 GSM j) Accessories: Plastic pouch and Clip type Neck Cord			500	
04	<b>Invitation Card</b> f) Size: 35 CM X 27 CM (Double-folded) g) Printing: Offset Printing h) Colour : <b>Multi colour</b> i) Paper :220GSMGlossy sheet (Imported) j) Envelop: Fit to card, <b>Bi colour</b> printing			200	
05	<b>Posters :</b> Size : 44 CM X 56 CM d) Printing: Offset Printing e) Colour : <b>Multi Colour</b> f) Paper : 130 GSM Glossy			500	
06	<b>Certificate</b> e) Size: A4 f) Printing: Offset Printing g) Colour : <b>Multi Colour</b> h) Paper : 300 GSM Art Paper Board			200	
07	Registration form A4 size both side printing			200	
08	Sales Report A4 size one side printing			300	
09	Standee (3*6)			05	
10	Letter pad (			100 pc	
11	Leaf late A4 size single colour			5000	
<b>Grand Total Cost</b>					

We agree to supply the above goods/service in accordance with the technical specifications for a total contract price of Rs. .... (amount in figures) [Rs. .... (amount in words)] within the period specified in the Invitation for Quotations. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

**Signature of Supplier with seal**

**Accepted by the Bidder (Signature of bidder)**