



ODISHA LIVELIHOODS MISSION
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No. 269 // OLM

Date 21.10.18

QUOTATION CALL NOTICE

Sealed Quotations are invited in the prescribed format from reputed Printing Press/ Firms/ Agencies/ Suppliers for printing of SHGs Books of records as per the specification given below. The detailed Quotation Paper along with terms and conditions can be obtained from the office of the undersigned or can be downloaded from the website www.boudh.nic.in. The Quotation paper completed in all respects must be in sealed cover and superscripted as "**Quotation for Printing Materials (SHGs Books of Records) under OLM**" addressed to the Project Director, DRDA, Boudh, Pin- 762014 by General Post or Speed Post/ Courier/ by hand. The Quotation shall reach to the office of the undersigned on or before 31.10.2018 at **1.00 PM** and will be opened in the same day at **3.30 PM** at the office chamber of the undersigned in presence of the Bidders or their authorized representatives. The Quotation received after due date and time will not be entertained.

The undersigned reserves the right to reject/ accept/ modify the quotation fully or partially without assigning any reason thereof.

Terms of reference for printing works

Followings are the printing works with specification for which quotation is called:

Item	Particulars	Printing Specification	Approximate Quantity to be printed
Set of SHG Books	One set of SHG Books containing the following Books: ix. SHG Minutes Book (1 No) x. SHG Monthly Report Register (1 No) xi. SHG Cash Book (1 No) xii. Individual Passbook of SHG Members (15 nos)	Specification attached in Annexure-I	1000 Sets

12. The text of the materials will be provided at the time of placing Work Order. It is the responsibility of the firm to provide all materials in time as per the

Boudh

specification with accuracy within 7 days from issue of Work Order. In case of delay in supply the materials; the proportionate amount will be deducted.

13. Sanctions of any advance will not be considered.
14. Payment shall be made after delivery of all materials at the office of undersigned after submission of Bills.
15. The rate offered by the firm shall be inclusive of all taxes.
16. The Transportation charges to be included in the Bid Price.
17. For printing of additional quantity of any item, proportionate rate will be paid.
18. **The bidder has to quote the rate as per the given format without overwriting and sign each page of the Bid document.**
19. The authority is not bound to accept the lowest bidder for printing works, as the materials will be purchased as per the specification and requirement. Further the undersigned reserves the right to reject any or all quotation(s) without assigning any reasons thereof.
20. **While submitting the bid, the bidders should submit the following documents:**
 - I. Copy of GSTN No.
 - II. Copy of PAN
 - III. Copy of up to date VAT/GST clearance certificate.
 - IV. IT clearance of last 3 years
 - V. Audited Balance Sheet of last three year.
 - VI. Supply experience of similar type of items.

21.10.18
Project Director
DRDA, Boudh

Memo No 270 / OLM Date 21.10.18
Copy to the Dy. Collector, Nizarat, Collectorate, Boudh/ All BDOs/ DI & PRO,
Boudh for information with a request to affix the above Notice in their Notice Board
for wider publicity.

Copy to Notice Board of DRDA, Boudh.

Copy to the DIO, NIC, Boudh for information with a request to webhost the
above Quotation Call Notice in the District Website.

21.10.18
Project Director
DRDA, Boudh

Boudh

EVALUATION OF BIDDER

(To be filled by the Bidder)

1	Name of the Manufacturer/ Supplier/ Dealer	
2	Full Address Telephone No. E-mail Address	
3	TIN No./ PAN No. (Copy of Certificate to be attached)	
4	Up to date VAT clearance certificate (Copy of Certificate to be attached)	

I do hereby certify that the above mentioned particulars are true and correct to the best of my knowledge and belief.

Full Signature of the Bidder with Seal

Date:

DECLARATION

I/ we do hereby declare that I/ we have read and understood all the terms and conditions of the Tender documents for which I/ we have signed and submitted the Bid personally/ under proper lawful Power of Attorney. I/ we 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 quotation is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid in the document. 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.



Full Signature of the Bidder with Seal

Date:

FORMAT FOR PRICE BID

SI No	Description of Goods	Units	Quantity in sets.	Quoted price per sets including transportation and all taxes (in INR)	Total price including transportation & all taxes (in INR)
01	One set of SHG Books containing the following Books: xiii. SHG Minutes Book (1 No) xiv. SHG Monthly Report Register (1 No) xv. SHG Cash Book (1 No) xvi. Individual Passbook of SHG Members (15 nos)	Sets	1000 nos.		

**Full Signature of the Bidder with Seal
Date:**

Handwritten signature in blue ink.

Annexure-I

Important Note for Printing of Full Scape Size different Registers of SHG

A. SHG Minute Book

This register contains many duplicate pages. Follow soft copy and below given description to ascertain no. of duplicate pages before starting print process. 15 nos. of different kind of pages are in this register, which are as follows-

Size: Full Scape

PDF File Name: Register_2.PDF

Pg no. of given file	Page no. in the printed register	Paper quality / Paper color	(front/back)	Register Pages after printing
Cover Front / Back	In Multi - Color	Printed on 90 gsm art paper and pasted on hard board during binding.		
	Inner Pages	60-80 gsm paper		
1.	Content page	White color paper	Single side	1
2.				2 Blank
3.	Sl. No.1 of content	1 page (white color)	Right side page	3
4	Sl.No.2 of content	1 page (white color)	Continuous to previous page (left page)	4
5.	Sl. No. 3 of content	1 page (white color)	Right side page	5
6.	Sl. No.4 of content	1 page (white color)	Continuous to previous page (left page)	6
7.	Sl. No.5 of content	4 different pages (white color)	Continuous printing	7-10
8.	Sl.No.6 of content	1 page+ 1 duplicate (white color)	Continuous printing	11-12
9.	Sl.No.7 of content	1 page + 5 duplicate (white color)	Continuous printing	13-18
10.	Sl. No.8 of content	2 different pages + 119 duplicate (of these 2 pages i.e. total 240 pages will be printed) (Off-white green paper)	Continuous printing	19-258 (240 page on green paper)
11.	Sl. No. 9 of content	1 page + 29 duplicate (Pink Paper)	Continuous printing	259-288 (30 pages on pink paper)
12.	Sl.No. 10 of content	1 page + 29 duplicate (Yellow Paper)	Continuous printing	289-318 (30 pages on yellow paper)
13.	Sl.No. 11 of content	1 page + 3 duplicate (White color paper)	Continuous printing	319-322 (4 pages on white paper)
			Total Pages	322

Note: One PDF file is being provided for full scape size register with all the pages. Please confirm before taking up the assignment.

Banda

B. SHG Monthly Report Register

This register contains many duplicate pages. Follow soft copy and below given description to ascertain no. of duplicate pages before starting print process.

Size: Full Scape PDF File Name: Register_1.PDF

Pg no. of given file	Page no. in the printed register	Paper quality / Paper color	Register Pages after printing
Cover Front / Back	In Multi - Color	Printed on 90 gsm art paper and pasted on hard board during binding.	
	Inner Pages	60-80 gsm paper	
1.	Title page	(White Paper)	Page-1
2.	Page 2-3 are part of one format	(page2-3) + 1 Duplicate of these pages (White color paper)	Page- 2-5
3.	Page 4-5 are part of one format	White Paper	Page 6-7 (After this leave blank to start another color paper)
4.			(8-9 Blank)
5.	Page 6-7 are part of one format	+29 Duplicate (Light Green Paper)	Page 10-69 (After this leave blank to start another color paper)
6.			(70-71 Blank)
7.	Page 8-9 are part of one format	+3 Duplicate (Yellow Paper)	Page 72-79
8.			Page 80 blank
		Total Pages	80

Note: One PDF file is being provided for full scape size register with all the pages. Please confirm before taking up the assignment.

C. SHG Cash Book Register

This register contains many duplicate pages. Follow soft copy and below given description to ascertain no. of duplicate pages before starting print process.

Size: Full Scape PDF File Name: Register_3(Cash book).PDF

Pg no. of given file	Page no. in the printed register	Paper quality / Paper color	Register Pages after printing
Cover Front / Back	In Multi - Color	Printed on 90 gsm art paper and pasted on hard board during binding.	
	Inner Pages	60-80 gsm paper	
1.	Title page	(White Paper)	Page-1
2.	Page 2-3 are part of one format	(page2-3) + 119 Duplicate of these pages (White color paper)	Page- 2-241
3.			Page 242 Blank
		Total Pages	242

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Note: One PDF file is being provided for full scape size register with all the pages. Please confirm before taking up the assignment.

D. SHG Member's Pass Book

This Pass Book contains many duplicate pages. Follow soft copy to ascertain no. of duplicate pages before starting print process.

Size: 1/8 Demy PDF File Name: SHG_Passbook1.PDF

Pg no. of given file	Page no. in the printed register	Paper quality / Paper color	Remarks
	Size: 1/8 Demy		
Cover Front / Back	In Multi - Color	Printed on 300 gsm art paper	
	Inner Pages (24 nos.)	90 gsm maplitho paper	

Note: One PDF file is being provided for full scape size register with all the pages. Please confirm before taking up the assignment.

Book