

# GOVERNMENT OF ODISHA



## H & UD DEPARTMENT PARADEEP MUNICIPALITY PARADEEP

### *COLOUR PRINTING OF IEC BOOKLETS OF PARADEEP MUNICIPALITY*

PERIOD OF SALE OF BID DOCUMENTS :- From dt. *25.01.2024* to dt. *03.02.2024*

LAST DATE OF RECEIVED BID DOCUMENTS:- Dt. *03.02.2024* upto 1.30 PM

DATE & TIME OF OPENING THE BID DOCUMENTS :- Dt. *03.02.2024*, 4.30 PM

COST OF TENDER PAPER :- ₹ 1,000.00

COST OF EMD :- ₹ 5,000.00

Name of the Bidder

MR No                      /Dt

EXECUTIVE OFFICER  
PARADEEP MUNICIPALITY  
PARADEEP, ODISHA.

**OFFICE OF THE MUNICIPAL COUNCIL, PARADEEP**

No **296** / Date **25.1.2024**  
QUOTATION CALL NOTICE

The Executive Officer, Paradeep Municipality, Paradeep invites sealed quotation from the intending firm/ Press/ Printer having update GSTN/ PAN card holder for Colour printing of IEC booklets of Paradeep Municipality. DTCN alongwith specification, term & conditions can be obtained in the office of the Paradeep Municipality, Paradeep on payment of paper cost **1,000.00** (Rupees- One Thousand) only (not refundable) and also available in Jagatsinghpur district portal i.e. jagatsinghpur.nic.in from dt. **25.01.2024** to dt. **23.02.2024** during office hours. Paper cost shall be paid as per the same method noted in DTCN downloaded online. Quotation without payment of paper cost and EMD shall not be accepted in any case and will be rejected summarily. The quotation will be reached the undersigned on or before dt. **23.02.2024 upto 1.30 PM**. The same will be opened on the same day at **4.30 PM** in presence of the bidder or their authorized representatives. The authority reserves the right to accept or cancel any or all quotations without assigning any reason thereof.

Executive Officer

**Paradeep Municipality**  
**25.1.24**

Memo No. **297** / Date **25.1.2024**

Copy to office Notice Board for wide publication.

Copy forwarded to the ADM, Paradeep/ Sub-Collector, Jagatsinghpur/ PPT Paradeep/ BDO, Kujanga with request to display the quotation call notice in their respective Notice board for wide publication.

Executive Officer

**Paradeep Municipality**

Memo No **298** /dt **25.1.2024**

Copy to the Editor, I & PR, Bhubaneswar for one time wide publication in the newspaper with minimum space and submit the bill as per I & PR rate for payment.

Executive Officer

**Paradeep Municipality**

Memo No **299** /dt **25.1.2024**

Copy to DIO, NIC, Jagatsinghpur with a request to publish the EOI in the district website portal.

Executive Officer

**Paradeep Municipality**

## TERMS AND CONDITIONS

- 1 The details of bid documents specification, schedule and set of terms & conditions is available in the Municipality office, Paradeep in person on payment of ₹1,000.00 (Rupees:- One Thousand) Only towards cost of tender/ quotation documents in shape of Cash/ DD/ Banker cheque drawn on any Nationalized Bank in favour of Executive Officer, Paradeep Municipality payable at Paradeep. The quotation will be available in Jagatsinghpur district portal i.e. jagatsinghpur.nic.in. Paper cost shall be paid as per the same method downloaded online. Quotation without payment of paper cost shall not be accepted in any case and will be rejected summarily. The cost of tender/ quotation paper is not refundable.
- 2 The bidder must be accompanied by EMD/ tender security amount of ₹5,000.00 (Rupees:- Five Thousand) Only in shape of Cash/ DD/ Banker cheque drawn on any Nationalized Bank in favour of Executive Officer, Paradeep Municipality payable at Paradeep.
- 3 The sale of quotation documents start from dt. 25.01.2024 to dt. 03.02.2024. Request for tender/ quotation documents through post will not be entertained.
- 4 The completed & sealed tender paper documents should be sent on or before dt. 03.02.2024 upto 1.30 PM to the Executive Officer, Paradeep Municipality through registered/ Speed post or in person only. The envelope containing the tender documents should be superscripted with "Colour printing of IEC booklets of Paradeep Municipality" with tender/ quotation no & date, else tender will not be opened.
- 5 The IEC booklets as totally 20 pages.
- 6 Soft copy of booklet will be given by Paradeep Municipality.
- 7 The tender/ quotation/ bid documents will be opened on dt. 03.02.2024 upto 4.30 PM in the chamber of Executive Officer, Paradeep Municipality, Paradeep in the presence of the bidders or their authorized representatives who wish to attend. If office happens to be closed for any reason on the date the receiving or opening of the tender as specified the tenders will be received / opened in the next working day at the same time & venue.
- 8 The Municipality will not be responsible for postal delay.
- 9 Bidder should submit self attested copies of (i) PAN, (ii) GSTN alongwith the bid. Quotation without one or more of these documents are bound to be rejected.
- 10 The Quotationer should quote single rate for each item according to required specification wherever mentioned. More than one rate for a particular item will be summarily rejected. The schedule appended to the quotation call notice should be filled up and signed.
- 11 The bidder shall quote rate including cost of Labour, Materials, tools & Plants, Paper cost etc.
- 12 The rate shall be quoted inclusive of all taxes and duties if any. GST will be mentioned separately.
- 13 Any correction or overwriting in the offer should be attested by the quotationer.
- 14 The rate should be mentioned in both figures and words,
- 15 The rate will be valid for one year.
- 16 The quotationer shall submit the quotation schedule duly signed by him with seal failing which the offer will be rejected and will not be considered in comparative statement.
- 17 The Printing work will be inspected by the Executive Officer/ Officer-in charge of Paradeep Municipality/ or any competent authority.
- 18 The Quotationer shall not sublet, transfer or assign any part of the full work of this award without prior written permission from the Executive Office, Paradeep Municipality.
- 19 The EMD shall be forfeited on the following grounds :
  - i If the successful bidder fails to construct the structure within the period mentioned in the work order.
  - ii If the bidder does not repair/ replace any defects in the product within fifteen days of being informed about the same.
- 20 Quotation shall not be considered through Power of Attorney
- 21 The authority reserves the right to reject any or all the tenders without assigning any reason thereof.

  
Executive Officer  
Paradeep Municipality

**Bill of quantities:- Colour printing of IEC booklets of Paradeep Municipality**

SI No	Description	Qty.	Unit	Rate	Amount
1	2	3	4	5	6
1	Providing, supplying, all labour, materials T & P for colour printing of IEC booklets having containing 20 pages made of A4 size 170 GSM coloured mat finished paper (Sample of booklet will be supplied by Paradeep Municipality) including binding, etc all complete.	1 set	Each set		₹ -  (Rupees:-  ) only
3				Total	₹ -
4	Add GST			18.00%	₹ -
5				<b>Grand Total</b>	₹ -

(Rupees:- ..... ) only

Executive Officer

Paradeep Municipality