



GOVERNMENT OF ODISHA

H & UD DEPARTMENT
JAGATSINGHPUR MUNICIPALITY
JAGATSINGHPUR

SHORT QUOTATION CALL NOTICE

PRINTING & SUPPLY OF IEC BOOKLET TO JAGATSINGHPUR MUNICIPALITY

PERIOD OF SALE OF BID DOCUMENTS :- From dt. 02.02.2024 to dt. 05.02.2024

LAST DATE OF RECEIVED BID DOCUMENTS:- Dt. 05.02.2024 upto 12 PM

DATE & TIME OF OPENING BID DOCUMENTS :- Dt. 05.02.2024 at 3.00 PM

COST OF TENDER PAPER :- ₹ 4,000.00 (Rupees:- Four thousand) only

COST OF EMD :- ₹ 6,000.00 (Rupees:- Six thousand) only

Name of the Bidder

DD No /Dt

EXECUTIVE OFFICER

JAGATSINGHPUR MUNICIPALITY

JAGATSINGHPUR, ODISHA

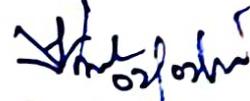
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OFFICE OF THE MUNICIPAL COUNCIL, JAGATSINGHPURNo. 610, Date 02-02-2024**SHORT QUOTATION CALL NOTICE**

Executive Officer, Jagatsinghpur Municipality Jagatsinghpur invites sealed Quotation Call Notice are invited from the intending supplier/Dealers for printing & supply of IEC Booklet with standard specifications as per BoQ. The last date of sale of quotation Paper is **02.02.2024 to 05.02.2024 up to 5.00 PM**. The last date of receipt of quotation is **05.02.2024 up to 12 PM** and the same will be opened at **3.00PM on the same day i.e. on 05.02.2024** in presence of Quotation or their authorized agent. They should submit the photo copy of the GST Registration Certificate, PAN Card, and Dealer Certificate along with the quotation. The cost of quotation paper is **Rs 4,000.00(Rupees Four Thousand) (non-Refundable) in shape of DD/BD**.

The Supplier/ Dealer must be accompanied with photo copy of valid (i) PAN (ii) GSTIN (iii) Complete Organisation (iv) Firm/ Agency Certificate details, Authenticated proof of the firm. The sealed Quotation and other documents will be received offline on or before **dt. 05.02.2024 upto 12 PM only thorough Speed Post/ Registered Post/ Courier/ By Hand only** and will be opened on **dt. 05.02.2024 at 03.00 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.

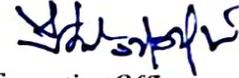


Executive Officer
Jagatsinghpur Municipality

Memo 611 Dt 02-02-2024

Copy to DM, Jagatsinghpur/ P.D., Jagatsinghpur/ ADM, Jagatsinghpur / EE, R&B, Division, PPA for information and necessary action. They are requested to display the office Notice Board for wide publication.

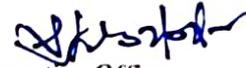
Copy to Office Notice Board for wide Publication.



Executive Officer
Jagatsinghpur Municipality

Memo 612 Dt 02-02-2024

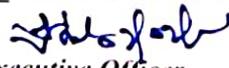
Copy to Accountant/ Cashier, Jagatsinghpur Municipality for information and necessary action.



Executive Officer
Jagatsinghpur Municipality

Memo 613 Dt 02-02-2024

Copy submitted to the Director, I & PR Department, Government of Odisha, Odisha, Bhubaneswar for publication of **Short Quotation Call Notice** on or before _____, 2023 of two local daily Odiya news paper with minimum PR. Rate.



Executive Officer
Jagatsinghpur Municipality

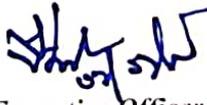
I/113085/2024

OFFICE OF THE JAGATSINGHPUR MUNICIPALITY, JAGATSINGHPUR

QUOTATION SCHEDULE

PRINTING & SUPPLY OF IEC BOOKLET TO JAGATSINGHPUR MUNICIPALITY

- 1 Quotation Call Notice No : _____ dt. _____
- 2 Name of the Quotationer :
- 3 Cost of Quotation Schedule : Rs.4,000/- (Rupees Four Thousand) only.
- 4 DD No: _____ / Date _____ for the cost of Quotation Schedule.
- 5 Sale of Quotation Schedule from Date: 02.02.2024 to dt. 05.02.2024 upto 05.00 PM
- 6 Last Date of Received the Quotation with all Documents : Date: 05.02.2024 upto 12 PM
- 7 Opening of the Quotation Date : 05.02.2024 at 03.00 PM
- 8 TP Cost amount Rs.4,000.00 vide DD/ BC/ _____ / Date _____.
- 9 EMD amount Rs. 6,000/- of Quoted Rate vide DD/ PO/ BC/ TDR/ _____ / Date _____.


Executive Officer
Jagatsinghpur Municipality

SEAL & SIGNATURE OF
THE BIDDER

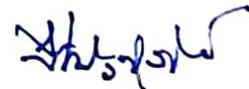
TERMS AND CONDITIONS

- 1 The details of bid documents schedule and set of term & conditions is available in the Municipality office website, www.Jagatsinghpur.nic.in Jagatsinghpur on payment of ₹ 4,000.00 (Rupees:- Four thousand) Only (Non-refundable) towards cost of tender documents in shape of DD/ Banker cheque drawn on any Nationalized Bank in favour of Executive Officer, Jagatsinghpur Municipality payable at Jagatsinghpur. 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.
- 2 The bidder must be accompanied by EMD/ tender security amount of ₹ 6,000.00 (Rupees:- Six thousand) in shape of DD/ Banker cheque drawn on any Nationalized Bank in favour of Executive Officer, Jagatsinghpur Municipality payable at Jagatsinghpur. Quotation without EMD shall not be accepted in any case and will be rejected summarily.
- 3 The sale of tender documents start from dt. 02.02.2024 to dt. 05.02.2024. Request for tender quotation documents through Speed post/ Registered Post only, otherwise the same will not be entertained.
- 4 The completed & sealed Quotation and other documents will be received only through Speed Post/By hand/ Registered Post on or before dt. 05.02.2024 upto 12 PM by the Executive Officer, Jagatsinghpur Municipality. The envelope containing the tender documents should be superscripted with "PRINTING & SUPPLY OF IEC BOOKLET TO JAGATSINGHPUR MUNICIPALITY".
- 5 The Quotation/ bid documents will be opened on dt. 05.02.2024 at 03.00 PM in the chamber of Executive Officer/ Chairperson, Jagatsinghpur Municipality, Jagatsinghpur 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.
- 6 The Municipality will not be responsible for postal delay.
- 7 Bidder should submit self attested copies of (i) PAN (ii) GSTIN (iii) Complete Organisation (iv) Firm/ Fabricated Agency Certificate details alongwith the bid. Quotation without one or more of these documents are bound to be rejected.
- 8 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 Tender call notice should be filled up and signed.
- 9 The bidder shall quote their price in BoQ as per Annexure-I, included in Short Quotation Call Notice.
- 10 The bidder shall quote in item wise as per work described in scope of work and BoQ.
- 11 The quoted rate shall be inclusive of all taxes and duties if any. Taxes and duties shall be mentioned separately if required.
- 12 Any correction or overwriting in the offer should be attested by the quotationer.
- 13 The bidder should submit their bid documents in two covers i.e. Technical Bid & Financial Bid separately.
- 14 The rate should be mentioned in both figures and words.
- 15 The rate is valid for one calender year.
- 16 The quotationer shall submit the quotation schedule duly signed by him with seal.



I/113085/2024

- 17 Validity period of bid- 90 calender days from the date of opening the bid
- 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, Jagatsinghpur Municipality.
- 19 The EMD shall be forfeited on the following grounds :
 - i If the successful bidder fails to executive work in time.
 - ii If the bidder does not change/ rectify any defects found in the work.
 - iii On refusal to enter in to a contract after the contract is awarded to a bidder.
- 20 **Bid Submitted through by hand/ courier/ Speed Post/ Registered Post/ By Hand before due time as per DTCN.**
- 21 Quotation shall not be considered through Power of Attorney and No joint venture (JV) is eligible to apply the bid.
- 22 The tenders quotations received incomplete and received after due date shall be summarily rejected. The parties who wish to be present at the time of opening of Tender Quotation may represent themselves or authorize their representatives with an authorized letter.
- 23 The bidder should provide mail ID, contact No. and postal address for any correspondence.
- 24 The tenders quotations received incomplete and received after due date shall be summarily rejected. The parties who wish to be present at the time of opening of Tender Quotation may represent themselves or authorize their representatives with an authority letter.
- 25 The successful bidder will supply & printing in his own risk for Jagatsinghpur Municipality. The authority is no way responsible for any damage and delay in delivery of the same in time.
- 26 **The rate should be mantioned in both figures and words.**
- 27 The materials will be inspected by the Executive Officer/ Municipal Engineer/ Junior Engineer of Jagatsinghpur Municipalty.
- 28 Payment will be made as per the availability of fund.
- 29 Any material found defect is to be replaced immediately free of cost.
- 30 The authority reserves the right to reject any or all the tenders without assigning any reason thereof.



Executive Officer
Jagatsinghpur Municipality

**Bill of quantities for "PRINTING & SUPPLY OF IEC BOOKLET TO
JAGATSINGHPUR MUNICIPALITY".**

<i>Sl No</i>	<i>Unit Description</i>	<i>Unit</i>	<i>Unit Rate</i>	<i>Rate</i>	<i>Amount (Including Taxes)</i>
<i>1</i>	<i>2</i>		<i>6</i>	<i>7</i>	<i>8</i>
<i>1</i>	<i>Printing & Supply of IEC Booklet with standard specifications 170 GSM A4 size Mat Finish Coloured paper</i>	<i>1(One)</i>			
Total					₹ -

(Rupees in Words.....)

Seal & Signature of the Bidder


Executive Officer
Jagatsinghpur Municipality