



ଓଡିଶା ଅନୁସୂଚିତ ଜନଜାତି ସଶକ୍ତିକରଣ ଓ ଜୀବିକା ନିର୍ବାହ କାର୍ଯ୍ୟକ୍ରମ

ODISHA TRIBAL EMPOWERMENT & LIVELIHOODS PROGRAMME

OTELP PLUS, ITDA, KEONJHAR

(S.T. & S.C. Development Department, Govt. of Odisha)

(1st Floor of Tribal Retail Mart Building, Near Krushak Bazaar, Keonjhar-758001, Odisha)

Tel. No. 06766-313185, Web: www.otelp.org, E-Mail: Itda.keonjhar@otelp.org



Letter No 302, Date 10/09/2024

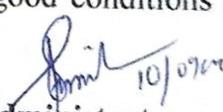
QUOTATION CALL NOTICE

Sealed quotations are hereby invited from intending registered firms/ agencies to supply the following items with the following terms and conditions. The sealed quotations should reach to the undersigned/ OTELP plus Office through Speed Post/ Courier/ Hand on or before 25.09.24 by 12.30PM and it will be opened on same day at 4.00 PM by the undersigned or his authorized officer in the presence of quotationers in the office of OTELP Plus, Keonjhar. The undersigned reserved the right/cancel any or all quotations without assigning any reasons thereof.

Sl. No	Name of Items to be Printed	Remarks
1	Annual Report of OTELP Plus for the FY 2023-24	Detail of Specifications for printing of Annual Progress Report is enclosed at Annexure-"A"

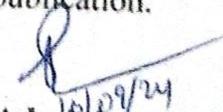
Terms & Conditions

1. Agency / Firm must be registered with appropriate statutory authorities as required under law for taxation etc. and must enclose copy of the same. The bidder must have valid PAN/TAN/GST.
2. The supply rate for the items should be quoted on clearly for each category including all charges (i.e. transportation, delivery, GST etc.)
3. Payment will be made after receiving the material with good conditions / tax invoice/ delivery Challan within 20days.


Project Administrator,
OTELP Plus, ITDA, Keonjhar

Memo No 303, Date 10-09-24

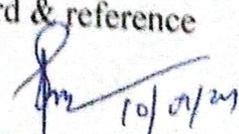
Copy to DeGM, Keonjhar for information and necessary action. He is requested to publish the advertisement in district portal for general information and wide publication.


Project Administrator,
OTELP Plus, ITDA, Keonjhar

Memo No 304, Date 10-09-24

Copy to all members of Purchase Committee, OTELP Plus, ITDA, Keonjhar for information and necessary action. They are requested to attend the Tender Committee meeting for opening of quotations in respect of purchase of stationeries for office use of OTELP Plus, Keonjhar as a member on 25.09.24 (4. P.M)

Copy to Notice Board to this office/ concerned file for record & reference


Project Administrator,
OTELP Plus, ITDA, Keonjhar

Specification for Printing of Annual Report

Sl. No.	Particulars	Remarks
1	Name of the Print item	Annual Report of OTELP Plus
2	Quantity / No of Booklet	50 Copies/ Booklet (English Version)
3	No of Pages	50+ Pages (including Cover Pages)
4	Finished sized	8.5" X 11.70" (A-4 Size)
5	Color Combination	Multi Color
6	Photographs (Original to be provided by OTELP Plus)	40 Approx. All photographs are required to be scanned on high resolution
7	Inputs	Data will be provided in MS Word/ PPT & MS Excel
8	Paper	Cover- imported art card (Magnostar) of 250 GSM & Inside Imported Art paper (Magnostar) of 110 GSM.
9	Lamination	Outer cover will be matt lamination
10	Binding	Perfect Building & Binding
11	Proofing	Colored proofing will be approved by OTELP Plus for entire Booklet before final printing.
12	Graphs Designing, data editing & script writing	Price Should be Quoted at Annexure-I
13	No. of Annual Report over and above 50 copies, if required.	Please indicate rate per copy.
14	Please also indicate Extra/ reduction in cost for pages	+/- 4
15	Rate Quoted	Inclusive all (taxes & transportation)
16	Financial/ Price Bid	As per Annexure- I



Annexure-I

Financial/ Price Bid

Sl. No	Particulars	Quantity (in No's)	Quoted Price for printing Cost (inclusive all Taxes)	Quoted Price for graph designing, writing & editing (inclusive all Taxes)
1	Annual Report (English Version)	50 Booklets		
2	Annual Report (English Version)	30 Booklets		

(Stamp/Signature/Name of Authorized Signatory)

