

ZILLA PARISHAD, KEONJHAR
Mission Shakti Cell
E-mail id: keonjhar.missionshakti@gmail.com

No. 1266 / Date 28/11/2025

Quotation Call Notice for Printing Works in the
District Level Subhadra Shakti Mela, Keonjhar-2025

Sealed quotations are invited from intending printing press/ firms/ agencies having GST, PAN & also up- to date deposit of GST with latest Deposit Challan (June-2025& September-2025 Quarter) for the following works of the District Level Subhadra Shakti Mela, Keonjhar-2025 to be organized at Kali Padia near the Keonjhar Stadium from 26.12.2025 to 01.01.2026. The sealed quotations should reach the Zilla Parishad Office, Keonjhar through Regd. Post/ Speed Post/ courier/ drop box up to 11.30 A.M on 12.12.2025 in the Office of the CDO-cum-EO, ZILLA PARISHAD, Keonjhar, which will be opened on 12.12.2025 at 3.00 P.M in the Office of CDO-cum-EO, Zilla Parishad, Keonjhar in presence of the bidder or their authorized representatives. The Envelop of the quotation should super scribe "QUOTATION DOCUMENT FOR PRINTING WORKS OF DISTRICT LEVEL SUBHADRA SHAKTI MELA-2025, KEONJHAR". The details nature of works and speciation are annexed at Annexure-A. For convenience and effective delivery, the tender is to be treated as a composite package of services. Evaluation of the competitive bidding price will be made taking into account the sum total amount quoted on the entire items. The undersigned reserves the right to accept or reject any or all the quotations without assigning any reason thereof.


CDO-cum-EO 28.11.25

Zilla Parishad, Keonjhar

Memo No. 1267 Date: 28/11/2025

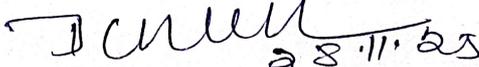
Copy to the Addl. District Magistrate, Keonjhar with a request to affix the quotation call notice in the notice board of Collectorate, Keonjhar for wide publication and information of the general public.


CDO-cum-EO 28.11.25

Zilla Parishad, Keonjhar

Memo No. 1268 Date: 28/11/2025

Copy to the District e-governance Manager, Keonjhar for information. He is requested to web-hoist the tender call notice along with tender paper for wide publication and information of the general public.


CDO-cum-EO 28.11.25

Zilla Parishad, Keonjhar

Memo No. 1269 Date: 28/11/2025

Copy to the Notice Board of Zilla Parishad, Keonjhar & all district level offices for wide publicity and information of the general public.


CDO-cum-EO 28.11.25

Zilla Parishad, Keonjhar

Annexure-A

Scope of Work:

The detail works to be done is given hereunder:

Sl. No.	Nature of Work	Unit	Specification	Installation Specification
1	Printing of Certificate	200 nos.	Multi coloured, Size- A4, Glossy paper, 230 GSM	NA
2	Printing of Identity Card with cover and neck cord	400 nos.	a) Size : 5.5 CM X 9 CM	NA
			b) Colour : Multi colour	NA
			c) Paper : Glossy Paper 230 GSM	NA
			d) Accessories: Plastic pouch and Clip type Neck Cord	NA
3	Flex Hoardings	1000 Sq.ft.	Multi coloured (Star Flex) with eyelets	a. 3' × 2' iron framing with installation at street pole
	Flex Hoardings			b. 10' × 8' iron framing with bamboo structure installation.
	Flex Banner			c. Per Sq. Ft. without framing & installation
4	Flex Hoardings	1000 Sq.ft.	Multi coloured (Front Lid) with eyelets	a. 3' × 2' iron framing with installation at street pole
	Flex Hoardings			b. 10' × 8' iron framing with bamboo structure installation.
	Flex Banner			c. Per Sq. Ft. without framing & installation
5	Printing of Letter Pad with Envelop	150 nos.	Multi Coloured A4 size Letter Pad and Envelop size- 25 CM X 10.5 CM	NA
6	Publicity Vehicle	1 no	Auto rickshaw branding through sticking of 3X2ft size of Eco-solvent flex on backside of Auto	Design will be provided by Chief Development Officer-cum-Executive Officer, Zilla Parishad, Keonjhar

TERMS & CONDITIONS FOR PRINTING / SUPPLY OF DIFFERENT ITEMS FOR ORGANISATION OF DISTRICT LEVEL SUBHADRA SHAKTI MELA, KEONJHAR- 2025 TO BE HELD FROM 26.12.2025 to 01.01.2026 ATKALI PADIA NEARKEONJHAR STADIUM, KEONJHAR

01. **The rate of supply of different items should be inclusive of all transportation charges, loading and unloading charges and all taxes etc.**
02. The quotationers are to enclose the attested copy of the following documents along with the quotation-n paper and the original certificate is to be produced for verification if felt necessary at the time of finalization in the quotation.
 - (a) Copy of Income Tax return for the F.Y.2023-24.
 - (b) Copy of GST return for last quarter i.e. June-2025 to September-2025 quarter.
 - (b) Copy of the PAN Card.
 - (c) Copy Similar Work Experience document, if any.
03. The sealed quotation should reach the Zilla Parishad Office, Keonjhar on or before **12.12.2025 by 11.30 A.M through Registered Post / Speed Post / courier/ Drop box at Office of Mission Shakti, Keonjhar.**
04. The quotation paper & sample can be obtained from the Office of the Zilla Parishad, Keonjhar or can be downloaded from district web portal i.e. <https://kendujhar.odisha.gov.in> with effect from 28.11.2025 to 12.12.2025 up to 12.00 Noon.
05. The quotation paper will be opened by the Tender Committee on 12.12.2025 at 3.00 PM onwards in presence of the quotationers or their authorised agents in the Office of the CDO-cum-EO, Zilla Parishad, Keonjhar.
06. The quotation received beyond the stipulated date and time and without the above required documents should be liable for rejection.
07. **The printing work will be treated as a package of work. So the lowest quoted cost (all items unit cost) will be taken into consideration while finalizing the bidder.**
08. The successful quotationer should supply the materials before 04(Four) days of the mela.
09. The rates can be negotiated depending on the situation prevailing at the time of opening and finalization of the quotation.
10. The bidder should have adequate past experience for the above work and submitted documentary evidence for past experience.
11. The payment will be made on successful completion of work as per the Govt. procedure and norms.
12. The contract of tenders should be valid for one year from the date of issue of work order.
13. Quantity of the material may be increased or decreased marginally.
14. The period of exhibition will be 7 days and may increase as per the order of District Administration, Keonjhar.
15. The undersigned reserves the right to reject or cancel any or all quotations without assigning any reason thereof. Any dispute in this matter will be settled up under the jurisdiction of Keonjhar district.

DETAILS OF QUOTATION FOR PRINTING WORK

Sl. No	Particulars	Details
1.	Name of the Client	CDO-cum-EO, ZP, Keonjhar PR & DW Department, Government of Odisha
2.	Method of Selection	Lowest bidder (L1)
3.	Joint Venture/Consortium	NOT ALLOWED
4.	Date of Issue of Quotation Call Notice	28.11.2025
5	Last Date & Time for receipt Quotation documents	12.12.2025 at 11.30 A.M.
6	Date & Time for opening of Quotation documents.	12.12.2025 at 3.00 P.M.
7	Mode of submission of Quotation	Regd. Post/ Speed Post/ courier/ drop box up at office of Mission Shakti, Keonjhar
	Address of Submission of Quotation	Mission Shakti, Keonjhar, C/o-CDO-Cum-EO Zilla Parishad, Keonjhar 3 rd Floor of Zilla Parishad Office, Near Collectorate Campus, Keonjhar, ODISHA-758001
8	Quotation paper available on	District web Portal i.e. https://kendujhar.odisha.gov.in
9.	Documents required	<ul style="list-style-type: none">• Copy of Income Tax return for the F.Y.2023-24.• Copy of GST return for last quarter i.e. June-2025 to September-2025 quarter.• Copy of the PAN Card.• Copy Similar Work Experience document, if any.

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, then my quotation is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by in this quotation 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.

Signature of the Quotationer with seal

Place:

Date:

Technical Bid

BIDDER'S INFORMATION

1	Name of the Bidder / Firm / Company / Agency	
2	Full address of Bidder Telephone no. Fax no. E-mail address :	
3	GSTIN No. (with copy of certificate)	
4	PAN No. (Copy to be attached)	
5	Copy of Income Tax return for the F.Y. 2023-24.	
6	Copy of GST return for last quarter i.e. June-2025 to September-2025 quarter	
7	Work experience document	

I do hereby certify that the above mentioned particulars are true and correct.

Full Signature of the Bidder:

Date:

Seal

Financial Bid
Quotation for Documentation work of District Level Subhadra Shakti Mela,
Keonjhar- 2025

To

CDO-Cum-EO
Zilla Parishad, Keonjhar

Sir,

I / We do hereby submit item wise quotation below for Printing work of District Level Subhadra Shakti Mela, 2025 to be organized by Department of Mission Shakti, Keonjhar from 26.12.2025 to 01.01.2026.

Sl. No.	Nature of Work	Unit	Specification	Installation Specification	Per unit Cost including taxes (In Rs.)
1	Printing of Certificate	200 nos.	Multi coloured, Size- A4, Glossy paper, 230 GSM	NA	
2	Printing of Identity Card with cover and neck cord	400 nos.	a) Size : 5.5 CM X 9 CM	NA	
			b) Colour : Multi colour	NA	
			c) Paper : Glossy Paper 230 GSM	NA	
			d) Accessories: Plastic pouch and Clip type Neck Cord	NA	
3	Flex Hoardings	1000 Sq.ft.	Multi coloured (Star Flex) with eyelets	a. 3' × 2' iron framing with installation at street pole	
	Flex Hoardings			b. 10' × 8' iron framing with bamboo structure installation.	
	Flex Banner			c. Per Sq. Ft. without framing & installation	
4	Flex Hoardings	1000 Sq.ft.	Multi coloured (Front Lid) with eyelets	a. 3' × 2' iron framing with installation at street pole	
	Flex Hoardings			b. 10' × 8' iron framing with bamboo structure installation.	
	Flex Banner			c. Per Sq. Ft. without framing & installation	
5	Printing of Letter Pad with Envelop	150 nos.	Multi Coloured A4 size Letter Pad and Envelop size- 25 CM X 10.5 CM	NA	
6	Publicity vehicle	1 package	Auto rickshaw branding through sticking of 3X2ft size of Eco-solvent flex on backside of Auto	Auto rickshaw branding and miking for 4 days	
Total Unit Cost (In Rs.)					

Seal & Signature of Bidder