



# ORMAS

**Odisha Rural Development & Marketing Society, Gajapati**  
**Panchayati Raj & Drinking Water Department, Govt. of Odisha**  
O/o – Zilla Parishad, Dist-Gajapati, Paralakhemundi, Odisha-761200  
Ph: 06815 – 223596 email: [ormasgajapati@gmail.com](mailto:ormasgajapati@gmail.com)

Letter No. 1043/ORMAS, Gjp/2025

Date: 29/05/2025

Tender paper can be downloaded from the following websites: [www.gajapati.odisha.gov.in](http://www.gajapati.odisha.gov.in) can be obtained from the office of ORMAS, Gajapati at "Zilla Parishad, Gajapati during office hours.

**DETAILS ON TENDER PAPER, EMD, BIDDER FOR PRINTING OF MATERIALS**  
**VIKASH MELA 2025.**

- A) E.M.D (Refundable) : Rs.2,000/- (Rupees Two thousand) only in shape of Demand Draft /Pay order in Favours of ORMAS, Gajapati payable at Paralakhemundi.
- B) Tender Paper cost : Rs.200/- (Rupees Two hundred) only in shape of Demand Draft /Pay order in Favours of ORMAS Gajapati payable at Paralakhemundi.

**To be filled in by the bidder.**

Demand Daft / Pay Order No. .... Dated ...../...../ 2025  
(DD/PO to be attached with the Tender Paper)

Quotation papers without Tender Paper Cost summarily rejected.

**NAME AND ADDRESS OR BIDDER:**

**To be filled in by the bidder.**

Bidder Name and Address:

M/s.....  
.....  
.....  
.....

Signature of the bidder

C) Last Date & Time for receipt of Tender : 6<sup>th</sup> June '2025 latest by 11 AM/PM.

D) Date & Time of Opening of Tenders : 6<sup>th</sup> June '2025 at 12:10 AM/PM  
In Zilla Parishad Conference Hall, Gajapati.

**E) ADDRESS FOR SUBMISSION OF TENDER PAPER (Speed Post/Registered Post)**

Dy. CEO, ORMAS, Gajapati  
O/o – Zilla Parishad, Gajapati, Paralakhemundi,  
Dist. – Gajapati, Odisha, Pin – 761200.

The Tenderer/Supplier participating in Tendering process should submit the details and should write clearly on the top of the envelop i.e., "Tender for Printing of Materials for Vikash Mela' 2025" i.e., Schedule of Rates.





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**Terms of Reference for Printing Works of Vikash Mela – 2025**

**A. TERMS & CONDITIONS**

1. The text of the materials will be provided by ORMAS, Gajapati well in advance of the exhibition. It is the responsibility of the firm that the print materials without any mistake should be provided in time as per the specification.
2. Sanctions of any advance will not be considered. The payment will be made on completion of event.
3. The bill should accompany with the challan of receipt. The rate offered by the firm shall be inclusive of all taxes and duties including Service Tax & GST.
4. The bidders are required to deposit an earnest money of Rs. 2,000/- (Rupees Two thousand only) in shape of demand draft/pay order in favour of ORMAS, Gajapati payable at Paralakhemundi. The E.M.D. amount of the successful bidder will be kept with ORMAS Gajapati till the completion of the exhibitions (Mela). In case of any unsatisfactory work, delay in execution of work etc. the E.M.D amount will be forfeited as per the decision of the authority. Tender papers without E.M.D shall not be accepted.
5. The rate offered by the firm should be valid till completion of the Mela-2025 of ORMAS, Gajapati.
6. The Tenderer have to offer the price for all items or else the tender paper will not be considered.
7. The rate offered by the firm shall be including of all taxes and duties including Service Tax & GST. However the GST/TDS will be deducted from the bill amount and deposited with the concerned authority.
8. The Bidder has quoted their best price for all items maximum total amount up to Rs.50,000.00 (Fifty thousand) only.
9. Authority reserves rights to accept/reject the assignment with any reason thereof.

**B. Documents required to attach with the Tender Paper:**

- i. Copy of work orders/ experience certificate for similar nature of works for last 3 years.
- ii. Copy of PAN along with GST Registration Certificate & Return as on 31<sup>st</sup> March-2025.
- iii. Authentic proof of own printing firm.
- iv. EMD of Rs.2, 000/- (Rupees Three thousand) only in favour of ORMAS, Gajapati in shape of Demand draft/Pay order.



**C. Details specification:****1. Identity Card with cover and neck cord**

- a) Size : 5.5 CM X 9 CM
- b) Printing : Offset Printing, Both Side
- c) Colour : **Multi Colour**
- d) Paper : Art Paper Board, 220 GSM
- e) Accessories : Plastic pouch and Clip type Neck Cord

**2. Invitation Card :**

- a) Size : 35 CM X 27 CM (Double-folded)
- b) Printing : Offset Printing
- c) Colour : **Multi Colour**
- d) Paper : 220 GSM Glossy sheet (Imported)
- e) Envelop : Fit to card, **Bi colour**printing

**3. Brochures :**

- a) Size : 42 CM X 27 CM (Double folded)
- b) Printing : Offset, Both side Printing
- c) Colour : **Multi Colour Printing**
- d) Paper : 220 GSM Glossy sheet (Imported)

**4. Posters:**

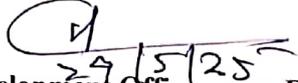
- a) Size : 44 CM X 56 CM
- b) Printing : Offset Printing
- c) Colour : **Multi Colour**
- d) Paper : 130 GSM Glossy

**5. Certificate:**

- a) Size : A4
- b) Printing : Offset Printing
- c) Colour : **Multi Colour**
- d) Paper : 300 GSM Art Paper Board

**6. Leaflets:**

- a) Size : A 4
- b) Printing : Both side
- c) Colour : Multi Colour
- d) Paper : 130 GSM

  
29/5/25  
Chief Development Officer-cum-EO  
ZP-cum-vice Chairman, ORMAS, Gajapati



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**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 in the relative advertisement of my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by ORMAS, Gajapati. 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.

**Place:**

**Date:**

**Signature of the Tenderer with seal**





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**Quotation for Printing of Materials of Vikash Mela-2025 at**

**Gajapati Stadium, Paralakhemundi, Dist.-Gajapati.**

(Last date for submission of duly filled in Tender document is 6<sup>th</sup> June, 2025  
latest by 11 AM/PM)

To

The Chief Development Officer  
O/o-Zilla Parishad, Gajapati  
Paralakhemundi, Dist. - Gajapati  
Odisha, Pin - 761200

Sir,

- I / We do hereby submit item wise quotation below for printing works of Vikash Mela-2025 organized by ORMAS, Gajapati from 11<sup>th</sup> to 17<sup>th</sup> June 2025 at Gajapati Stadium, Paralakhemundi, Dist.-Gajapati.

Sl. No.	Particulars	Quoted Rate (In Rs.) for (inclusive all taxes)				
		100 Pcs.	300 Pcs.	500 Pcs.	1000 Pcs.	2000 Pcs.
1	Identity Card with cover and neck cord					
2	Invitation Card					
3	Brochure					
4	Posters / Flex Banner					
5	Certificate					
6	Leaflets					
	<b>Total</b>					

Full Signature with Seal of the Tenderer -----

Name of the Organization/agency-----

Details-----

Contact No-----

Signature of the Tenderer with seal

