



ଜିଲ୍ଲାପାଳଙ୍କ କାର୍ଯ୍ୟାଳୟ, ଗଜପତି, ପାରଳାଖେମୁଣ୍ଡି
OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, GAJAPATI
(ସଂସ୍କୃତି ଉପବିଭାଗ)

e-Mail: dco_gajapati@gmail.com

No.: 374/Cul-GJP/V-29/25

Date: 23/12/2025

SHORT QUOTATION CALL NOTICE

Sealed quotations are invited from established, experienced, reputed and professionally run publishing houses for Printing of Smaranika – “Gajapati” Poster and Certificate for Gajapati Utsav-2025.

Specification of printing

Sl.No	Items	Specification as per the terms of quotation	Quantity	Rate
1	Smaranika Gajapati	1. Size of the souvenir-(1/4 demy) 2. Cover 4 pages-(300 nos GSM art paper) 3. All photographs-(Art paper printing) 4. All photos and cover pages(Multi colored) 5. Text-78 GSM maplitho Paper (may be changed) 6. Text-Printing in single color black 7. Perfect binding 8. Metal finish lamination 9. Should not exceed more than 200 Pages.	500 Nos.	
2	Posters	Poster multi colored-wall poster	500 Nos.	
3	Certificates	Certificate Multi Colored	1000 Nos.	
Total				

The details of item for the above purpose can be downloaded from the district website i.e. <http://www.gajapati.odisha.gov.in>. Interested firms/Individuals are requested to submit quotation form on before **30.12.2025 by 4.00 PM** by Hand/ Speed/ Register/ post only to “The District Cultural Officer, Collectorate, 2nd Floor, Room No.308, Gajapati, Paralakhemundi-761200”. The quotations received beyond the scheduled date and time mentioned above shall not be taken into consideration.

The received quotation will be opened on **dated: 30.12.2025 at 5.00 PM** at in the **Zilla Parisad Conference Hall, Gajapati** by the Dist Quotation Call Committee in presence of Quotationer or their authorized representatives.

The undersigned reserves the right to reject any or all quotation without assigning any reason thereof.

The following points may please be adhered to during submission of Quotations:

1. The firm must enclose a copy of the valid GST Certificate.
2. Copy of valid PAN card in the name of individual/firm should be enclosed with the quotation paper.
3. Copy of Identify Proof.
4. The Quotationer must quote the price including GST.
5. No Advance payment will be allowed. Payment will be made after receiving all the above items in good condition.

Yours faithfully,

Honmaga
23/12/25
COLLECTOR, GAJAPATI

TERMS & CONDITIONS

1. The Collector, Gajapati is final authority to make decision in case of any problem arising in this matter.
2. All material must be sent to consigned address "**The District Cultural Officer, Collectorate, Gajapati, Paralakhemundi-761200**" for which no transportation or any other charges will be made.
3. The rate to be quoted including of all Taxes, GST and transportation charges and strictly on specified format and against the items.
4. The GST bills along with challan in duplicate and bank details are to be submitted for payment.
5. The supply must be as per the specification, quantity /quality and to be supplied within timeline. Any deviations or discrepancies in any manner may be liable for cancellation of supply order.
6. Any extra charges beyond the agreed amount shall not be entertained in any manner what so ever the causes it may be.
7. Administration approval is required to print additional pages if it exceeds beyond 200 pages otherwise extra bill cannot be claimed for printing additional pages.
8. Any dispute is subject to Paralakhemundi jurisdiction only.
9. Copy of GST certificate, Pan Card must be enclosed along with quotation.

Honmaga
23/12/25
COLLECTOR, GAJAPATI

Memo No. 375 /Cul.

Date: 23 /12/2025

Copy to Notice Board of this Office.

Copy to The Collector, Gajapati for favour of kind information.

Copy to Local Level Purchasing Committee Members for favor of kind information.

Copy to office of the Collectorate, Gajapati/ CDO-cum-EO, ZillaParishad,Gajapati, / Sub-Collector, Paralakhemundi/EO Municipality, Paralakhemundi / PA, ITDA, Gajapati and DI & PRO,Gajapati for favour of information. They are requested to display the copy in their respective notice board for wide publicity.

The DeGM, Collectorate, Gajapati for information with a requested to advertise the copy in their notice board and website for wide publicity.

Honmaga
23/12/25
COLLECTOR, GAJAPATI

Quotationer self declaration

To,
The District Culture Officer,
Gajapati

From,
M/s:
Address with Contact No.:

Name of the firm/Individual/Interested party:

1. Details Address with contact no.
2. Copy of the Identity Proof:
3. PAN Card Xerox copy (self attested):
4. GST Registration certificate No & Self Attested copy:
5. Quoted Price-
6. Agreed to deliver all the above items within Time days from the date of receipt of work order: (Yes/No)
7. The Collector & District Magistrate is final authority to make decision in case of any problem arising in this matter.

If my quotation is selected, I shall make proper arrangement for supply of Smaranika Gajapati, Posters and Certificates on time.

Yours faithfully,

Signature of Quotationer,