

Government of Odisha
Information & Public Relations Department

No. 7648 /IPR,
IPR-PM-MISC-0038-2025

Dated

31/5/2025

Short Quotation Call Notice

Sealed Quotations are invited from reputed registered firms for designing and printing of Booklets, Brochures, Leaflets, News paper art work, Adaptation charges for hoarding art work as per the specification given below.

Booklet:

- Quantity- 100, 200, 500, 1000 copies
- Size- 8.25x11 inches (Close size)
- Cover paper- 300 GSM Art Card
- Inner Pages- 130 GSM Art Card
- Fabrication- Centre Stapling/ Stitching
- Page- 28 (24+4)

Brochure:

- Quantity- 100, 200, 500, 1000 copies
- Size- 16x10 inches , 14x9 inches, 18x10 inches
- Paper- 220 GSM glossy
- Fabrication- 4 creasing
- Print- Offset printing on both sides / Digital printing

Leaflets:

- Size- 1/8
- Colour- 4+4 (Full Colour)/ Multi-colour
- Paper- 130 GSM
- Quantity- 1000 copies for single side and double side

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- Size- A4
- Colour- 4+4 (Full Colour)/ Multi-colour
- Paper- 130 GSM
- Quantity- 1000 copies for single side and double side

Others:

- Newspaper Art Work
- Designing of Hoarding, Digital Wall painting.
- Adaptation charges for hoarding art work

Required content (write-up and photo) will be supplied by the undersigned in due course of time.

The duly filled Sealed quotations forms should reach the **Director, I & PR Department, Odisha, Lok-Sampark Bhawan, Unit-V, Keshari Nagar, Bhubaneswar-751001** on or before 05:00 PM of 13/05/2025 by speed post/Regd. Post/ in drop box of I&PR Department and the quotations will be opened on Dtd. 14.05.2025 at 11:00 AM in presence of representatives of the Quotationer.

The undersigned reserves the right to cancel any or all quotations at any stage without assigning any reason thereof.


DIRECTOR

Memo No. 7649 /IPR, Dated 31/5/2025
Copy to the OSD to Principal Secretary to Govt., I&PR for kind information of Principal Secretary to Govt.

Memo No. 7650 /IPR, Dated 31/5/2025 **DIRECTOR(TECHNICAL)** 3.05.25
Copy to the System Analyst, I&PR Department, Odisha alongwith the enclosures for information and necessary action. He is requested to upload the Quotation Call Notice in the Website of the Department.

Memo No. 7651 /IPR, Dated 31/5/2025 **DIRECTOR(TECHNICAL)** 3.05.25
Copy to the Diary Superintendent, I&PR Department, Odisha alongwith the enclosures for information and necessary action. He is requested to collect the Sealed quotations and hand over them to the Additional Director, Print Media for safe custody.

Memo No. 7652 /IPR, Dated 31/5/2025 **DIRECTOR(TECHNICAL)** 3.05.25
Copy to the Joint Director (Advertisement Section) for Information and Necessary action. He is requested to publish the Quotation Call Notice in two leading Odia Newspapers and One leading English daily news paper.

Memo No. 7653 /IPR, Dated 31/5/2025 **DIRECTOR(TECHNICAL)** 3.05.25
Copy to the Superintendent, Issue Section for Information and Necessary action. He is requested to display the Quotation Call Notice in the Notice Board alongwith the enclosures.

DIRECTOR(TECHNICAL) 3.05.25



Government of Odisha
Information & Public Relations Department
Lok Sampark Bhawan, Bhubaneswar

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No. 7648 / I&PR, Bhubaneswar,

Dated: 3/5/2025

(IPR-PM-MISC-0038-2025)

Quotation for designing and printing of Booklets, Brochures, Leaflets, News paper art work, Adaptation charges for hoarding art work of I&PR Deptt.

1. **Director, I&PR Department, Govt. of Odisha** (The Client) invite sealed quotations from the reputed registered firms for designing and printing of Booklets, Brochures, Leaflets, News paper art work, Adaptation charges for hoarding art work.
2. Detailed about scope of work eligibility requirements and other details may be seen from the website of I&PR Department www.inpr.odisha.gov.in/website of Odisha Govt. <http://www.odisha.gov.in>. The detail document may be downloaded from the said website of I&PR Department/ website of Govt. Odisha.
3. Last date for receipt of sealed quotations on **dtd. 13.05.2025 at 05.00 PM**.
4. Date for opening of sealed quotations on **dtd. 14.05.2025 at 11.00 AM** in the Office of the **Director, I&PR, Lok Sampark Bhawan, Unit-V, Bhubaneswar Pin- 751001**.
5. **Quotationers data sheet:**

Sl. No.	Particular	Details
1.	Name of the Client	Director, I&PR Department, Govt. of Odisha
2.	Method of Selection	Least Cost Selection (LCS) Method (L-1)
3.	Quotation Call Due Date	Dtd. 13.05.2025 at 05.00 PM
4.	Address for Submission of Proposal	The Director Information & Public Relations Department, Government of Odisha, Lok Sampark Bhawan, Unit-V, Bhubaneswar, Odisha-751001 Telephone No- 2394890 Email – iprenews@gmail.com Mode of Submission: Speed Post/Registered Post/Drop box in I&PR Department only to the address as specified above during the office hour only. Submission of bid through other mode and late bid will be rejected.


Director, I&PR - 5.05.2025

SHORT QUOTATION CALL NOTICE

I & PR Department, Odisha invites Sealed quotations from reputed registered firms for designing and printing of Booklets, Brochures, Leaflets, News paper art work, Adaptation charges for hoarding art work as detailed at Page no.2&3.

The firms should forward the sealed quotations preferably with their letter head mentioning the name, status/ designation of the signatory, full address with Telephone no./Mobile no and e-mail Id. Quotations should be submitted in the sealed envelope along with Financial Bid superscribed "**Sealed quotation for designing and printing of Booklets, Brochures, Leaflets, News paper art work, Adaptation charges for hoarding art work of I&PR Deptt**".

The following Demand Drafts are to be submitted along with the Quotations.

- A. Demand Draft worth Rs.1000/- (Rupees One Thousand Only) towards Bid Processing Fee in favour of DDO, I&PR Department, Odisha drawn on any scheduled bank are to be submitted along with the Quotation.
- B. A demand draft for an amount of Rs. 10,000/- (Rupees Ten Thousand Only) drawn on any scheduled bank in favour of DDO, I & PR Department, Odisha towards EMD.

MSMEs registered firms are exempted from depositing processing fee & EMD and should enclose the proof of their being registered with authorized agencies along with affidavit as given in Annexure III.

The EMD of unsuccessful quotationer will be refunded back in full (without any interest) within 30 days after finalisation of the process for selection. The EMD shall not carry any interest. The EMD of successful quotationer shall be refunded after signing of agreement and deposit of performance security @ 3% of the bid amount.

The quotation document should be sent by Registered Post/Speed Post so as to reach the Director, I & PR Department, Odisha, Lok-Sampark Bhawan, Unit-V, Keshari Nagar, Bhubaneswar-751001 within the scheduled date & time. The quotation received after due date and time shall invariably be rejected.

The firm should not have been black listed/involved in any criminal activities. An Affidavit in the Prescribed proforma at Annexure- IV should be furnished by the firm along with the bid.

The Government shall not be responsible for late receipt/wrong delivery of the quotations. In case the date of opening of quotations is declared a holiday, then the same will be opened on the next working day but there will be no change in the time. The quotations received without processing fee and EMD from the suppliers other than MSME registered firm are liable to be rejected. The terms & conditions should be signed by the Quotationer.

The Government reserves the right to accept or reject any or all the quotations without assigning any reason thereof. The conditional quotations will not be accepted. The Quotationers are required to submit copy of ITR for last 3 (three) financial years and copy of PAN card and GST registration along with the quotation document.

General Terms & Conditions

1. Sealed quotations are invited from reputed registered firms having experience in government or PSU works, specifically those who have successfully completed at least five similar jobs in the last three financial years **(2022-23, 2023-24, 2024-25)**.
2. Quotations for designing and printing of Booklets, Brochures, Leaflets, News paper art work, Adaptation charges for hoarding art work shall be accompanied with required fees towards processing fee and EMD amount (not applicable for MSME registered firms).
3. Quotation should be submitted in the sealed envelope along-with Financial Bid super-scribed as **"Designing and Printing of Booklets, Brochures, Leaflets, News paper art work, News Paper art work, Adaptation charges for hoarding art work"**.
4. The Quotation shall be sent to the Director, I & PR Department, Odisha, Lok-Sampark Bhawan, Unit-V, Keshari Nagar, Bhubaneswar-751001 by Registered Post/Speed Post on or before the last date.
5. The Quotationer are required to submit copy of ITR for last 3 (three) assessment years (2022-23, 2023-24, 2024-25) and copy of PAN card and GST registration along with the Quotation paper.
6. MSMEs registered with the prescribed agencies are exempted from payment of processing fee and EMD as submitting the proof of their being registered with the authorized agencies. Their registration should be valid as on date of submission of quotations and they shall also mention the terminal validity of their registrations, failing which their offer shall not be considered.
7. The successful quotationer shall deposit performance security @3% of the L1 bid value in shape of F.D/ E.BG(Bank Guarantee) pledged in favour of DDO, I&PR, Bhubaneswar for the entire period of agreement.
8. If the successful quotationer fails to sign the agreement, then the EMD shall be forfeited.
9. Wherever specific terms & conditions have not been spelt out in the document, OGFR of State Govt. shall apply.
10. All the crucial figures i.e. Rates and amount should be written in figures followed by words in bracket in the Quotation document.
11. All the rates and amounts shall be quoted in Indian Rupees (INR).
12. The rates quoted by the Agencies shall be excluding GST and taxes will be paid by the Department as per the applicable rate under GST Act. Quotationers are required to quote unit rates exclusive of all taxes for each item in the quotation paper.
13. All the disputes shall be subjected to the jurisdiction of Civil Courts situated at Bhubaneswar.
14. In case of any dispute/ambiguity arises in the documentation, decision of I&PR Department/ Quotation calling authority shall be final.
15. In case of breach of contract, the performance Bank Guarabtee will be forfeited and the Agencies shall be blacklisted/Recommended for blacklisting.
16. I&PR Dept.. will reserve the right to cancel the Agencies, if it will not perform the work as per the quality standard and timeline to undertake the assigned work.
17. The Firms must submit the GST bills/ invoices to I&PR Department.

18. I&PR Department will have the right to drop the Firms without assigning any reason whatsoever and also reserve the right to modify the term and conditions for selection of Firms.
19. The selected Firm shall not assign the work to any other Firm to perform its obligation under the agreement.
20. The "Performance Security" may be forfeited partly or fully in case of failure to fulfil the terms and conditions of contract/work order issued from time to time within the agreement period.
21. No advance payment shall be made. Payment as due will be made after receiving service from the firm and after certification given by the concerned officer that satisfactory service has been rendered as per the specification of work order.
22. TDS under IT & GST shall be deducted as per law.
23. Failure to provide service as per specification mentioned in work in order may lead to forfeiture of Performance Security.
24. If work is not found satisfactory continuously for more than six months it will be liable to be cancelled without giving any reasons thereof. No payment shall be made if the Agreement is cancelled.
25. All the documents and enclosures are to be signed by the Quotationer at the bottom of each page.
26. The rate shall be quoted excluding of GST and all taxes. The rates quoted shall be **valid for 2 years**.
27. The Government reserves the right to accept/reject the Quotation without assigning any reason and the decision of the authority shall be final and binding on the Quotationer.

I/We thoroughly examined and understood the terms and conditions as mentioned in the Quotation Call Notice and shall abide by the same.

Date:

Signature of the Quotationer

Full address of the firm with rubber stamp Telephone no.

FORMAT- I: DETAILS OF THE BIDDER

Annexure-I

Sl No.	Description	Full Details
1	Name of the Quotationer	
2	Type of Organisation	
3	Address for communication: Tel : Fax: Email id :	
5	Name of the authorized person signing & submitting the bid on behalf of the Quotationer: Mobile No : Email id :	
6	Registration / Incorporation Details (Copy of registration be enclosed) Registration No: Date & Year :	
7	Local office in Odisha Please furnish contact details	
8	Bid Processing Fee Details Amount : BC/DD No. : Date: Name of the Bank:	
9	EMD Details Amount : BC/DD No. : Date: Name of the Bank:	
10	PAN Number (Copy of PAN be enclosed)	
11	Whether Copy of ITR last 3 years enclosed (Yes/No)	
12	Goods and Services Tax Identification Number (GSTIN)	
13	Whether registered in MSME (Proof)	
14	Whether financial bid is enclosed (Yes/No)	

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

FINANCIAL BID					
Sl No.	Items	Number of Copies	Rate (in rupees) (excluding GST and all taxes)		
1	Designing of Booklet (Per Design) Size- 8.25x11 inches Cover Page- 300 GSM Art Card Inner Pages- 130 GSM Art Card Fabrication- Centre Stapling/ Stitching Page- 28 (24+4)				
2	Cost of Printing of Booklets Size- 8.25x11 inches Cover Page- 300 GSM Art Card Inner Pages- 130 GSM Art Card Fabrication- Centre Stapling/ Stitching Page- 28 (24+4)	100 (Offset Printing)			
		200 (Offset Printing)			
		500 (Offset Printing)			
		1000 (Offset Printing)			
		100 (Digital Printing)			
		200 (Digital Printing)			
		500 (Digital Printing)			
		1000 (Digital Printing)			
3	Designing of Brochure (Per Design) Offset Printing • Paper- 220 GSM glossy • Fabrication- 4 creasing	Size (in inches)	16x10	14x9	18x10
		Rates			
	Designing of Brochure (Per Design) Digital Printing • Paper- 220 GSM glossy • Fabrication- 4 creasing	Size (in inches)	16x10	14x9	18x10
		Rates			
4	Cost of Printing of Brochures Paper- 220 GSM glossy Fabrication- 4 creasing	Size (in inches)	16x10	14x9	18x10
		100 (Offset Printing)			
		200 (Offset Printing)			
		500 (Offset Printing)			
		1000 (Offset Printing)			
		100 (Digital Printing)			
		200 (Digital Printing)			
		500 (Digital Printing)			

		1000 (Digital Printing)		
	Designing of Leaflets (Single Side)	Size	1/8	A4
5	Colour- 4+4 (Full Colour)/ Multi-colour Paper- 130 GSM	Rates		
	Designing of Leaflets (Double Side)	Size	1/8	A4
	Colour- 4+4 (Full Colour)/ Multi-colour Paper- 130 GSM	Rates		
	Cost of Printing of Leaflets	Size	1/8	A4
6	Colour- 4+4 (Full Colour)/ Multi-colour Paper- 130 GSM	1000 (Single Side)		
		1000 (Double Side)		
7	News Paper Art Work (Per Design)			
8	Designing of Hoarding, Digital Wall painting			
9	Adaptation charges for Hoarding Art Work (Per Design)			

I/we thoroughly examined and understand the Terms & Conditions as mentioned in the Quotation Notice No. ----- dated ----- and shall be abide by us.

Date:

Signature of the Quotationer

Full address of the firm with rubber stamp Telephone no.

ANNEXURE-III

AFFIDAVIT

To be submitted on a stamp paper (of Rs.10/- minimum) duly attested by Notary Public (duly affixed with Notarial revenue stamp; and with Notary Seal; and Notary Registration number etc.)

I,----- (Name) S/o / D/o /W/o, -----
----- (Name) ----- (Designation) of M/s -----
---- (Firm Name) do hereby solemnly affirm and declare as under: -

1. The company/firm is a Micro/Small Enterprise as per the Govt. of India definition; and has been functional at the time of bar code registration.
2. The company continues to be a Micro/Small Enterprise and functional as on date.
3. As per books of accounts, the total investment (original purchase value) in Plant and Machinery in the company as on the date of submission of bids is Rs.-----
----- which is within the limit prescribed in MSME Act.
4. Udyog Aadhar Memorandum (UAM) number of our company is -----

 - i. We hereby confirm that we have declared the UAM number of Central Public Procurement Portal(CPPP).
 - ii. We are aware that non-declaration of UAM number on CPPP will make us ineligible to enjoy the benefits as per Public Procurement Policy for MSEs order,2012.

Signed on

DEPONENT

VERIFICATION:

Verified that the contents of the affidavit are true to the best of my knowledge and belief.

Place:

Date:

ANNEXURE-IV

Format of Undertaking

It is certified that we, M/s.....(Name of the Firm) has not been blacklisted or otherwise debarred or terminated by CWC, FCI, OSWC or any department of Central or State Government or any other Public Sector Units during last 05 years as on the last day of submission of quotation documents. We further declare that there is no past/on-going legal trial in name of any of the Owner/Partner/Director of the bidding company as on the quotation submission date.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security may be forfeited in full and the quotation if any to the extent accepted may be cancelled.

Signature of the Quotationer

Date:

Full address of the firm with rubber stamp Mobile/Telephone No.

ANNEXURE-V

Checklist of documents

1. Quotation form along with terms & conditions signed by the quotationer
2. EMD details
 - i. If MSME, attach affidavit as per annexure-III on Rs.10.00 (minimum) notarized Stamp Paper
 - ii. If MSME, Udyog Aadhar Registration (MSME certificate No.)
 - iii. If No, Demand Draft of Quotation Cost and EMD of Rs..... and Rs..... respectively in favour of
3. Non-Blacklisting Affidavit
4. PAN/GST/ITR details

Date:

Signature of the Quotationer

Full address of the firm with rubber stamp Telephone no.