

# DISTRICT RURAL DEVELOPMENT AGENCY, JHARSUGUDA

(OLM SECTION)

Letter No/ 205 /DRDA Date 04/02/2019

## QUOTATION/TENDER CALL NOTICE

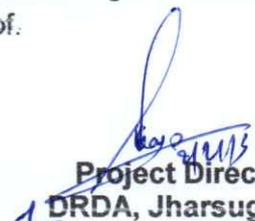
Sealed Quotations are invited in the prescribed format from reputed Printing Press/ Firms/ Agencies/ Suppliers for printing of SHGs Books of records as per the specification given below. The detailed Quotation Paper along with terms and conditions can be obtained from the office of the undersigned or can be downloaded from the website [www.jharsuguda.nic.in](http://www.jharsuguda.nic.in). The Quotation paper completed in all respects must be in sealed cover and super scribed as **“Quotation for Printing Materials (SHGs Books of Records) under OLM”** addressed to the **Project Director, DRDA Building, P.O.-OMP Line, Near Collectorate, Jharsuguda, Pin-768204, Odisha** by Speed Post / register post only . The Quotation shall reach to the office of the undersigned on or before 15/2/2019 at **1.00 PM** and will be opened in the same day at **3.30 PM** in the office chamber of the undersigned in presence of the Bidders or their authorized representatives as may attend . The Quotation received after due date and time will not be entertained. The undersigned reserves the right to reject/ accept/ modify the quotation/Tender fully or partially without assigning any reason thereof.

### Terms of reference for printing works

1. Followings are the printing works with specification for which quotation is called:

Item	Particulars	Printing Specification	Approximate Quantity to be printed
Set of SHG Books	One set of SHG Books containing the following Books: i. SHG Minutes Book (1 No) ii. SHG Monthly Report Register (1 No) iii. SHG Cash Book (1 No) iv. Individual Passbook of SHG Members (15 Nos)	Specification attached in Annexure-I	1000 Sets

- The soft copy of the SHG books of records can be obtained from the office of PD,DRDA, Jharsuguda.
- It is the responsibility of the firm to provide all materials in time as per the specification with accuracy within 7 days from issue of Work Order. In case of delay in supply the materials; the proportionate amount will be deducted.
- Sanctions of any advance will not be considered.
- Payment shall be made after delivery of all materials at the office of undersigned after submission of Bills.
- The rate offered by the firm shall be inclusive of all taxes.
- The Transportation charges to be included in the Bid Price.
- For printing of additional quantity of any item, proportionate rate will be paid.
- The bidder has to quote the rate as per the given format without overwriting and sign each page of the Bid document.
- The authority is not bound to accept the lowest bidder for printing works, as the materials will be purchased as per the specification and requirement. Further the undersigned reserves the right to reject any or all quotation(s) without assigning any reasons thereof.

  
Project Director  
DRDA, Jharsuguda.

Memo No 206 / OLM Date 04/02/2019

Copy to the Collector, Jharsuguda / Sub collector, Jharsuguda/ ADM, Jharsuguda/ All BDOs/ DI & PRO, Jharsuguda/GM, DIC, Jharsuguda for information with a request to affix the above Notice in their Notice Board for wider publicity.

  
Project Director  
DRDA, Jharsuguda.

Memo No 207 / OLM Date 04/02/2019

Copy to the DIO, NIC, Jharsuguda for information with a request to webhost the above Quotation Call Notice in the District Website.

  
Project Director  
DRDA, Jharsuguda.

Sl. No.	Particulars	Specification
1	Individual Passbook of SHC Member	
2	SHC Cash Book (1 No)	
3	SHC Monthly Report Register, 1 No	
4	SHC Minutes Book (1 No)	

- The soft copy of the SHC books or records can be obtained from the office of Jharsuguda.
- It is the responsibility of the firm to provide all materials in time as per the schedule. In case of delay, the firm shall be liable to pay the penalty.
- Proportional amount will be deducted.
- Retention of any advance will not be considered.
- Payment shall be made after delivery of all materials at the office of undersigned.
- 50%
- The rate offered by the firm shall be inclusive of all taxes.
- The responsibility charges to be included in the Bid Price.
- For payment of additional quantity, or any other, proportionate rate will be paid.
- The Bidder has to quote the rate as per the given format without overwriting and in the bid document.
- The authority is not bound to accept the lowest bidder for printing work, as the award is made on the basis of the specification and requirement. Further the undersigned reserves the right to reject any or all quotations without assigning any reason therefor.