

DISTRICT MINERAL FOUNDATION, JHARSUGUDA

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No. 123/ DMF Dated: 01.02.2025

Quotation Call Notice

**for Printing of Annual Report for the Financial Year 2022-23 & 2023-24
in English Language of District Mineral Foundation, Jharsuguda**

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District Mineral Foundation, Jharsuguda is inviting sealed quotation in the Letter head/ plain paper from reputed printing press/ firms for printing of 150 copies (for each FY) of Annual Report containing a maximum of 170 to 180 pages in English language for Financial Year 2022-23 & 2023-24.

The Sealed Quotation should contain a Demand Draft of non-refundable amount **Rs.1,000/- (Rupees One thousand) only** towards the **Tender Paper Cost** and a refundable **EMD** amount in shape of Demand Draft amounting to **Rs.10,000/ (Rupees Ten Thousand) only** issued by any scheduled Bank in favor of "District Mineral Foundation, Jharsuguda" payable at Jharsuguda.

This Quotation Call Notice will also be available in the District Website of Jharsuguda, which can be downloaded by visiting www.jharsuguda.odisha.gov.in from date **03.02.2025** to **18.02.2025**

The Sealed quotation should reach the office of "**District Mineral Foundation, Jharsuguda, 1st Floor of DPMU Office, Behind Collectorate, Jharsuguda-768204**", **latest by 5.00 PM on dated 18.02.2025**, through Speed Post/ Registered Post/ Courier only. The submitted quotations will be opened in the presence of the Tenderer/ Representative of Tenderers by the Tender Committee on dated **19.02.2025 at 04.00 PM** in the Zilla Parishad Conference Hall, Zilla Parishad, Jharsuguda.

The sealed cover should be superscribed with "**Quotation for printing of Annual Report for the Financial Year 2022-23 & 2023-24 of District Mineral Foundation, Jharsuguda**"

If any successful Participant/ Firm declines to execute the contract as per terms & conditions laid down in the Tender Document, the EMD shall be liable to forfeiture and the firm shall be blacklisted for awarding any contract of similar nature by DMF, Jharsuguda for succeeding 3 (Three) years. However, the EMD of all unsuccessful bidders shall be returned immediately after the quotation is opened.

The printing of Annual Report should be done as per the following specification:

- a. Annual Report for the Financial Year 2022-23 & 2023-24.
- b. Size: A-4 Paper,
- c. Text: 130GSM Glossy Paper
- d. Cover 300GSM Glossy Art Paper duly laminated with spot UV foiling, Printing Headline Colored, Text: Multicolor, Cover Special Colour.

The quotation shall be submitted with sample of papers in 3 copies to be used for printing of "cover page" and "inner page" separately. However, the following terms and conditions should be followed during submission of quotation and printing of Annual Report.

1. This quotation is valid for six months/ printing of Annual Reports for two FYs only.
2. The quotation should clearly indicate the price per copy including tax applicable.
3. Contract will be awarded to the firm who will quote the lowest rates per copy.
4. No advance payment shall be made to the printing press/ firm awarded with the printing work.
5. The quotation received after the stipulated time period (mentioned above)/ incomplete quotation shall not be taken into account under any circumstance. However, DMF Jharsuguda should not be responsible for any postal delay.
6. Printing should be done on both sides of the page.
7. DMF will take decision for selection of language whether to print in English or Odia.
8. The contents of the Annual Report will be supplied by the Office of DMF. However, the designing of front page, back page and inside page will be the responsibility of the printing agency with prior approval of DMF, Jharsuguda only.
9. The agency will submit a sample (proof) copy within 7 workings days from the date issuance of Work Order and take the approval before printing the final copies.
10. All the copies of Annual Report should reach the office of DMF. Jharsuguda within 30 working days of issuance of Work Order.
11. District Mineral Foundation, Jharsuguda reserves the right to accept/ reject any or all the quotations without assigning any reason thereof.
12. The firm needs to furnish last three-years ITR, PAN and GST at the time of submitting the quotation.

Sd/-
Collector-cum-Chairman,
DMF, Jharsuguda

Memo No. 124 / DMF, Date. 01.02.2025

Copy to DIO, NIC, Jharsuguda/ DeGM, Jharsuguda for information and with a request to upload the notice in the district website for wide publicity.

Sd/-
CDO-cum-EO, Zilla Parishad
&
CEO, DMF, Jharsuguda