



L. No. 26 / G&M(OSEBC).

Dated. 17-3-2023

### QUOTATION CALL NOTICE

Sealed quotations in enclosed format are inviting from the intending firms / suppliers of hoarding and flex banners for hiring of services / supply of the articles / execution of works for wide publicity of the programme and to make the survey of social and educational condition of the people belonging to backward classes in Ganjam District. The details of the articles to be supplied / works to be executed, approximate quantity of material to be procured etc are given at Annexure-I.

#### Schedule of Events

Publication of tender	:-	17-03-2023
Last Date for receipt of bids	:-	28-03-2023
Opening of general bids	:-	29-03-2023 (3 PM)
Notification of qualified bidders based on general bid evaluation	:-	29-03-2023 (3PM)
Opening of Financial bid	:-	29-03-2023 (3 PM)

The tenders documents are available in the Ganjam District website i.e. [ganjam.nic.in](http://ganjam.nic.in)

Interested bidders can download the tender documents from the district website and submit the bid duly filled in the format enclosed herewith vide Annexure-II. There is no need to deposit EMD or tender document cost by the bidders. But the finally selected bidder /firm shall deposit a performance security of Rs. 50,000/- (Rupees Fifty thousand) only in the form of an account payee demand draft, fixed deposit receipt from a commercial bank, bank guarantee from a commercial bank in an acceptable form in favour of Collector, Ganjam.

The bidder are advised to visit frequently the district website i.e. [ganjam.nic.in](http://ganjam.nic.in) or contact Deputy Nodal Officer to track any modification /corrigendum etc or to know the samples of articles in this connection.

Canvassing in any form shall be liable for disqualification.

Last date of submission of tenders is 28-03-2023 by 5 PM. No tenders will be received after due date and time.

Collector, Ganjam reserved the right to accept or reject any or all the tenders without assigning any reason thereof.

The bidders are to submit sealed tender papers separately for general bid and financial bid (both in one cover) by the due date by Speed Post / Registered post / shall be dropped in the assigned drop box kept at the office chamber of Steno to ADM (Revenue), Ganjam, Chatrapur in the address of District Nodal Officer ,OSEBC, Ganjam.

Collector & District Magistrate,  
Ganjam, Chatrapur

## Terms and conditions

1. Photocopy of valid pan card, GSTIN registration certificate, IT return documents of last three years must be enclosed by the bidder alongwith their proposals. All the pages of the tender papers should be signed with seal of the firms / agencies.
2. The firms / bidders whose tenders will be accepted shall have to execute an agreement with Collector & DM, Ganjam in non-judicial stamp paper worth of Rs. 10(Rupee ten) only. After execution of agreement and further instructions received from the Odisha State Commission for backward classes, in this regard the supply order will be issued. The rate quoted by the approved suppliers shall valid for a period of one year from the date of signing of agreement.
3. Any legal dispute arises out of this is subject to jurisdiction of Ganjam only
4. The bidder should have not been blacklisted by any Govt. organization. If found later on, action shall be initiated against the firm as per the law.
5. The successful bidder shall not assign or sublet the contract to any other firm.
6. Time is the essence of the contract and delivery must not be later than the date specified in the order. If the supplier fails to deliver the items or any consignment thereof within the stipulated period, the Collector, Ganjam will take action as deemed fit.
7. The transportation cost of materials will be borne by the supplier.
8. The approximate quantity of materials to be procured is given at Annexure-I. The quantity of materials to be procured may vary as per actual requirement.
9. The price quoted should be excluding of taxes. The bidders shall clearly mention all applicable taxes alongwith percentage of tax in the appropriate column of the format given by at Annexure-II.
10. Payment will not be made to the selected firm, if the firm supplies materials other than the samples produced / mentioned in the proposal by him / their firm during the process of evaluation of the bids.

Collector & District Magistrate,  
Ganjam, Chatrapur

Memo No.

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Dated 17-3-2023

Copy to Notice Board, Ganjam Collectorate, Chatrapur.

Copy to all Sub-Collectors / Municipal Commissioner, BeMC, Berhampur / all BDOs / All Tahasildars / All NAC Executive Officers of this district for information with a request to publish the notice in their office notice board for wide publicity among the general public.

Copy to DIO, NIC, Ganjam Collectorate, Chatrapur for information and necessary dissemination of the information / quotation in the district website.

Collector & District Magistrate,  
Ganjam, Chatrapur

Memo No.

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Dated 17-3-2023

Copy to ADM (Rev), Ganjam / Chief CSO, Ganjam / Treasury Officer, District Treasury, Ganjam, Chatrapur / Asst. Collector (Nizarat), Ganjam, Chatrapur / DWO, Ganjam, Chatrapur / Deputy Collector (Estt) - Cum DNO, Ganjam (all members of Purchase committee) for information and necessary action.

Collector & District Magistrate,  
Ganjam, Chatrapur

Memo No.

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Dated 17-3-2023

Copy submitted to the Member Secretary, Odisha State Commission for backward classes, Toshali Bhawan a-2 Block, 6<sup>th</sup> floor, Satya Nagar, Bhubaneswar for kind information.

Collector & District Magistrate,  
Ganjam, Chatrapur



## ANNEXURE – I

Requirement of Hoardings, Flex Banners, Posters at District / Municipal Corporation / Block GP / Survey Centers etc.

Level	Hoarding size	Quantity	Flex Banner size	Quantity
District / MC HQs	150 sq.ft 15 ft x 10 ft	5 per District /	18 sq.ft 6 ft x 3 ft	Survey Centers
Block / NAC / Municipality	100 sq.ft 12 ft x 8 ft	1 per block (22 numbers ) 1 per NAC/ Municipality (17 numbers)		

Poster size	Paper quality	Colour
A2	130 GSM	Multi Colour
The posters shall be displayed at the following designated locations		
<ol style="list-style-type: none"><li>1. GP offices</li><li>2. CDPO office / RI office / Tahasil office</li><li>3. ULB ( NAC / Municipality / MC ward</li><li>4. Govt. Medical institutions</li><li>5. Fair Price Shop (FPS)</li><li>6. Local Bus stand / Railway Station / Market Place</li><li>7. Local Hat</li><li>8. Village</li></ol>		
Total approximately 5000 numbers		

\*\*\*\* Further details of the requirement of materials will be given during the process of evaluation of bids.

## Annexure-II

### FORMAT FOR QUOTATION

Quotation call notice No. :-  
Name of the Supplier / Firm / Agency :-  
Address of Supplier / Firm / Agency :-  
PAN No. :-  
GISTIN No.of Supplier / Firm / Agency :-

#### Rate quoted for required items

Name of the article	Specification if any	Rate to be quoted for	Rate (In Rs) Excluding of taxes)	Applicable taxes with percentage
Hoarding Size 150 sq.ft. 15 ft x 10 ft		1 piece		
Hoarding Size 100 sq.ft. 12 ft x 8 ft		1 piece		
Flex Banner Size 18 sq.ft. 6 ft x 3 ft		1 piece		
Poster Size - A2 Paper Quality- 130 GSM Colour – Multi colour		1 piece		

1. The bidders are advised to add rows for quoting different rates for different quality of materials for a particular item. The size of the materials will not be changed.
2. The bidders are advised to quote rates for all sizes of hoardings including the cost of installation of the hoardings at different places as mentioned at Annexure-I as per decision of this office / officers concerned.
3. It is informed to the bidders that all the hoarding items shall be installed by the selected firm at different places as mentioned at Annexure-I as per decision of this office / officers concerned.
4. All the Flex Banners shall be delivered by the selected firm to this office i.e. at Ganjam Collectorate, Chatrapur
5. The selected bidder must segregate the flex banners for different blocks / ULBs before delivery.

SIGNATURE AND SEAL

