

Letter No. 1632.Date: 14/11/2025

To

The Joint Director,
Advertisement, I&PR Department, Govt. of Odisha,
Bhubaneswar.

Sub: - Publication of Expression of Interest for Pallishree Mela-2025 in Malkangiri District-Regarding.

Madam,

With reference to the subject cited above, I am to request you to kindly publish the Expression of Interest in two reputed Odia daily newspaper for wide circulation for 1(one) day only as per approved rate of Govt. I & PR Department.

Expression of Interest**ORMAS, Zilla Parishad, Malkangiri**

Sealed Expression of Interest for Printing Works is invited from registered Printing Press/firms/proprietors to take up different works for organizing Pallishree Mela in the eve of Pallishree Mela-2025, at DNK, Playground, Malkangiri from **14th to 18th December, 2025**. The Expression of Interest has been issued vide No. dated **11.11.2025** the Expression of Interest papers is uploaded/ available at the district website of www.malkangiri.odisha.gov.in

The last date for submission quotation is date **27.11.2025** by 5:00 P.M. The sealed quotations will be received through Speed Post/ Regd.post/Courier & also the Tender Box kept in the office of the CDO-cum-EO, ZP, Malkangiri (ORMAS Cell) only other means of receipt of quotation will be summarily rejected. For more details, please visit: www.malkangiri.odisha.gov.in

Sd/-
CDO-cum, EO

[Signature]
CDO-cum-EO

Zilla Parishad, Malkangiri

Date 14/11/2025Memo no 1632

Copy to DeGM, Collectorate, Malkangiri with a direction to upload the Expression of Interest for pallishree Mela -2025.

[Signature]
CDO-cum-EO

Zilla Parishad, Malkangiri



ODISHA RURAL DEVELOPMENT & MARKETING SOCIETY

Panchayati Raj & Drinking Water Department, Govt. of Odisha

DRDA Campus, Malkangiri, Odisha-764048.

E.mail: dsmsmalkangiri@gmail.com

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No. 1633

Date 14/11/2025

EXPRESSION OF INTREST.

PRINTING WORKS AT PALLISHREE MELA ON THE EVE OF MALYABANTA MAHOTSAV -2025

The ORMAS, Malkangiri, Odisha, invites in sealed cover Expression of Interest (EOI) proposals from registered and experienced agencies / Firms for Printing works for organising Pallishree Mela -2025 from 14th December 2025 to 18th December 2025 at DNK Play Ground, Malkangiri.

> Sealed quotations are invited from registered Printer Press /Firms/proprietors having experience and financial soundness and should fulfilling the minimum eligibility criteria as stipulated here under.

> The bidders may submit for all the following works.

> The expected budget for Printing works, Pallishree Mela -2025 is around Rs. 4,00,000/- (Rupees Four Lakhs) Only.

> The EOI documents is available in the District Website <http://malkangiri.odisha.gov.in> .The EOI documents can be downloaded from website and also be obtained from the office of the CDO-cum-EO, ZP,ORMAS CELL ,Malkangiri. The bidders will submit the bid/EOI documents along with the paper cost downloaded from the website or obtained from the office.

Sl. No.	Name of the work	Specification
1	Identity Card with cover and neck cord (Small)	i) Size : 5.5 CM X 9 CM ii) Printing : Offset Printing, Both Side iii) Colour : Multi colour iv) Paper : Art Paper Board, 220 GSM v) Accessories : Plastic pouch and Clip type Neck Cord
2.	Identity Card with cover and neck cord (Big)	i) Size : 10 CM x 7 CM ii) Printing : Offset Printing, One Side iii) Colour : Multi colour iv) Paper : Art Paper Board, 220 GSM v) Accessories: Plastic pouch and Clip type Neck Cord
3	Invitation Card	i) Size : 35 CM X 27 CM (Double-folded) ii) Printing : Offset Printing iii) Colour : Multi colour iv) Paper : 220 GSM Glossy sheet (Imported) v) Envelop : Fit to card, Bi colour printing
4	Certificate	i) Size : A4 ii) Printing : Offset Printing iii) Colour : Multi Colour iv) Paper : 300 GSM Art Paper Board

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4	Certificate	i) Size : A4 ii) Printing : Offset Printing iii) Colour : Multi Colour iv) Paper : 300 GSM Art Paper Board
5	Flex Banner (Normal) fascia for stall	i). Size: As per requirement ii). Printing: Offset Printing iii) Colour: Multi Colour iv). Quality: Normal
6	Flex Banner (Star) fascia for stall	i). Size: As per requirement ii. Printing: Offset Printing iii) Colour: Multi Colour iv). Quality: Star
7	Hoardings	<ul style="list-style-type: none"> • Hoardings should be well placed at the location mentioned and clearly viewed. • The Bidders will quote the price for fixing of the hoardings along with flex sheet printing Charges and watching including GST. • All the Hoardings are of the size "8 ft X 10 ft". • The Bidders are required to quote the price per Hoarding of the above specified size along with its fixing charges.

The Authority reserves the right to reject any or all the bids without assigning any reason thereof.


 CDO cum EO,
 ZP, Malkangiri



ODISHA RURAL DEVELOPMENT & MARKETING SOCIETY

Panchayati Raj & Drinking Water Department, Govt. of Odisha
Zilla Parishad, Malkangiri, Odisha-764048.

E.mail: dsmsmalkangiri@gmail.com

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TERMS & CONDITIONS

The bid to be submitted by the Bidder shall consists of 2 (two) parts: -

Part - I: - "Technical Bid" (1st Envelope) shall contain: -

The Bidder /Supplier participating in EOI process should submit the details as per the format "Format of Technical Bid" in a separate envelope and should write clearly on the top of envelope i.e., "Quotation for Technical Bid for Printing works for Pallishree Mela-2025", Malkangiri.

Part - II: - "Financial Bid" (2nd Envelope) shall contain: -

The Bidder /Supplier participating in EOI process should submit the details as per the "Quotation for Financial Bid for Printing works for Pallishree Mela"-2025, Malkangiri District.

The bid should be submitted with the following terms and conditions specified here under,

The bidder shall seal the two envelopes (both technical & financial bids in two separate envelopes) and put in one outer cover and submit.

The envelope containing the above mentioned two documents as mentioned in the Complete Bidding Document shall be opened in front of all intending bidders. The Technical Bid shall be opened and evaluated by the Committee constituted for the purpose. The amount, form and validity of Bid Security/Earnest Money furnished will be read out. If Earnest Money is not in conformity, the Technical Bid and sealed Financial Bid will be returned to the bidder during that time.

1. The Main envelope containing the bids should be duly superscripted as "Quotation for Printing Works of Pallishree Mela-2025", Malkangiri .
2. The sealed quotations shall be accepted as per the prescribed Proforma only, otherwise the quotation shall be rejected automatically.
3. Place, date and time of receiving Bid -The sealed quotations papers should reach the office of the CDO-cum-EO, Zilla Parishad Malkangiri - 764048 through Registered post / Speed Post/Courier or dropping in the Sealed Box kept in the office of the CDO-cum-EO, Zilla Parishad, Malkangiri (ORMAS Cell) – 764048 only during official hours on or before 27th November 2025 by 5.00 PM. The authority will not be responsible for any postal delay.
 - a. Other means of receipt of quotation will be rejected.
 - b. Quotations received after the stipulated date and time shall be liable for rejection.
4. Place date and time of opening of Bid- The quotation shall be opened on i.e. on 28th November 2025 at 11.00 AM in presence of the Bidders or their authorized representatives at Zilla Parishad Conference Hall, Malkangiri.
5. EMD- The bidder has to submit a Demand Draft of Rs.12000/- (Rupees Twelve Thousand) only as EMD in favor of Chief Executive DSMS, Malkangiri which shall be refunded to the unsuccessful bidders immediately & the EMD of the successful bidder will be refunded without interest after successful completion of Pallishree Mela-2025.
6. Cost of EOI Papers- A non-fundable amount of Rs.1000+12%GST=Rs 1120/- is to be deposited along with the Bid in shape of Demand Draft in favour of Chief Executive DSMS, Malkangiri drawn on bank payable at

Malkangiri towards the cost of EOI paper. The authority will not be responsible if any portion of downloaded bid paper differ from the approved bid paper available in the office of the Deputy CEO, ORMAS, Malkangiri. 27

7. **Security Deposit**-The successful bidder is required to deposit **Rs 5000/- (Rupees Five thousand)** only as **Security Deposit** (refundable without interest) in shape of Demand Draft in favour of Chief Executive DSMS, Malkangiri drawn on any Nationalized/Scheduled bank payable at Malkangiri at the time of execution of agreement before issuing work order. The Security Deposit shall be forfeited in case any terms and conditions of the contract are infringed or the bidder fails to make complete supply satisfactorily or complete the work in time.
8. The work should be completed within the time frame latest by **11th December-2025**
9. The Price offered by the firm should include all taxes, other charges etc., (As Applicable)
10. The rates offered by the firms should be valid till completion of the Pallishree Mela-2025.
11. The Pallishree Mela will be held tentatively from **14th to 18th December,2025 at DNK Play Ground, Malkangiri** and the firm will be required to hand over in all respect on **11th December-2025**.
12. Payment will be made within a period of two months after successful completion of the work as per the specification, otherwise proportion amount will be deducted at the time of the sanction of the Bill as per the assessment of this committee members from sl no-2 to 7 as mentioned above.
13. **The rate offered by the agency shall be inclusive of GST and Other eligible Taxes & Charges of Govt.**
14. The bidder shall quote their price for all the items without leaving column/Item in the technical and financial bid lying blank. If found so, the bid will be treated as non-responsive and rejected.
15. The authority is not bound to accept the lowest quoted price and reserves the right to inspect / verify the stock of materials required for this work, in Godown of the bidders if necessary. Further the undersigned reserves the right to reject any or all quotations without assigning any reasons thereof.
16. The final payment will be made on the basis of the actual work done and work assessment report in the specified format by the **CDO-cum-EO, Zilla Parishad Malkangiri**. The firm shall not use any additional materials other than the work specified in the work order without the prior permission of the **CDO-cum-EO, Zilla Parishad Malkangiri**. In case of any additional requirement, the contractor has to take the prior written permission from the **CDO-cum-EO, Zilla Parishad, Malkangiri**.
17. The firm should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the EOI.
18. No part of the contract will be sublet without the prior written permission of the **CDO-cum-EO, Zilla Parishad, Malkangiri**.
19. For convenience and effective delivery, the quotations submitted by bidders will be evaluated item wise.
20. The bidder or the authorized representative of the bidder should attend the opening event of the EOI with all original documents /papers for verification.
21. Non submission of any document required indicated in the ToR will render the Bid to be rejected.
22. **The authority is not bound to accept the lowest and reserve the right to reject any or all quotations and bids without assigning any reasons thereof.**
23. The Successful Vendor/Bidder should execute the agreement with **CDO-cum-EO, Zilla Parishad Malkangiri** after payment of Rs 5000/- Security Deposit.

The Collector-cum-Chairperson, Pallishree Mela Committee, Malkangiri reserves the right to accept or reject any or all bids, full or part of the bids without assigning any reasons what-so-ever and no intimation will be given to the bidders. In this account no disputes will be entertained. Any dispute arises subject to Malkangiri Jurisdiction only.

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The above-described works may be modified during the mela if felt necessary and the firm should be accommodative to these minor changes. The quotation finalization authority will have the right to bifurcate and give the work to one or more firms if felt necessary and can cancel the EOI without giving any reason thereof.

Complete Address for submission of bid:

The Dy. CEO, ORMAS, Zilla Parishad Office, Malkangiri, Odisha-764048, Mob No-7008858178.

The Authority reserves every right to reject any or all the quotations without assigning any reason thereof.

CDO-cum-EO, 1/25
ZP, Malkangiri

Memo No 1634

Date 14/11/2025

Copy to the Joint Director I & PR Department, Govt. of Odisha for publication of the EOI in 2 (Two) widely spread newspaper for 1(One) day only as per I&PR rate.

CDO-cum-EO, 1/25
ZP, Malkangiri

Memo No 1635

Date 14/11/2025

Copy to DeGM,OSWAN, Malkangiri for information & requested to webhost the Expression of interest (EOI) in Malkangiri district web portal.

CDO-cum-EO, 1/25
ZP, Malkangiri

Memo No 1636

Date 14/11/2025

Copy to notice board of ZP, Malkangiri/PA, ITDA, Malkangiri/Sub-Collector, Malkangiri/BDO, Malkangiri/EO, Municipality, Malkangiri for wide publication & display.

CDO-cum-EO, 1/25
ZP, Malkangiri

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INFORMATION TO THE BIDDER

Pre-qualification/Eligibility Criteria:

Bidders should confirm to the eligibility criteria given below and to this effect must produce the required supportive documents /information as indicated against each as part of their technical proposal:

Sl. No	Eligibility Criteria	Documents required for pre-qualification
01.	The bidder should have been in the business of providing Printing works / Services to the District level / Central / State Government at least 1 years from the date of opening of the proposal.	1.Proof of Certificate of Incorporation / Valid Registration of the Agency 2.Copy of PAN 3.Copy of Goods and Services Tax Identification Number (GSTIN) with Last Deposit Challan.
02	Experience of having successfully completed similar works during last one year District Level Exhibitions completed works/assignments costing more Rs.1.00 Lakhs	Work orders/ Contract Document / Completion of Work Certificates from the previous Clients to be submitted
03	The Firm/Agency should have submit the proof of documents showing Annual Turnover above Rs. 5.00 lakh	Submit the IT returns or Report from CA Firm

Documents to be submitted along with Technical Bid

- Cost of EOI Papers, Security & Earnest Money Deposit (EMD) as applicable
- Copy of PAN (Proprietor of the Firm or Firm)
- Copy of Goods and Services Tax Identification Number (GSTIN) & Last Deposit Challan.
- List of completed assignments of similar nature (Past Experience Details, along with Copies of contracts / work orders / completion certificate from previous clients.

NB: *Bidders should submit the supporting documents mentioned as above. Bids of agencies not conforming to the eligibility criteria listed above will be summarily rejected. Submission of forged documents will also result in rejection of the bid and will be blacklisted.*

CDO - 
ZP, Malkangiri

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ANNEXURE-1

TECHNICAL BID

FORMAT FOR PRINTING WORKS FOR PALLISHREE MELA-2025

Sl.No.	Name of the Item	Details
01	Name of the Supplier	
02	Full Address of the Supplier S	
03	PAN No.	
04	GST Registration No.	
05	Total Years of Experience	
06	Experience Certificate (Please attach the experience certificate) for minimum One Year	
07	EMD of	Rs.12,000/-
(DD No..... Date..... Name of the Bank.....)		
08	Cost of EOI Papers	Rs.1000/- + 12% GST=Rs 1120/-
(DD No..... Date..... Name of the Bank.....)		

(Seal & Signature of the Proprietor)

ANNEXURE-2

FINANCIAL BID

FORMAT FOR PRINTING WORKS FOR PALLISHREE MELA-2025

SL NO	Name of the Item	UNITS	Rate per Unit (Including GST / other taxes, if any)
1	Identity Card with cover and neck cord (Small)	Per piece	
2	Identity Card with cover and neck cord(Big)	Per piece	
3	Invitation Card	Per piece	
5	Certificate	Per piece	
6	Flex Banner (Normal)	Per sqft	
7	Flex Banner (Star)	Per sqft	
8	Hoarding : Printing of Flex (10ft X 10ft) & Installation with Bamboo Structure in prime locations of Malkangiri Town	Per Hoarding	

(Seal & Signature of the Proprietor)