



DISTRICT EMPLOYMENT EXCHANGE, KORAPUT

Contact no.06852-296347

Email: - deo_koraput@rediffmail.com/deekoraput@gmail.com

By e-mail



No 721 /DEEx, Koraput

Dated the 10-11-2022

SHORT QUOTATION CALL NOTICE

Sealed Quotations are invited from the intending suppliers/agencies/printing press for supply of forms, posters, pamphlets, flex banners etc. to be used in the two Job Fairs of 2022 i.e. one in Koraput town & other in Jepore town (in two consecutive days) scheduled tentatively on 6th December 2022 (in Koraput) & on 7th December 2022 (in Jeypore).

1. HOW TO APPLY

1. The details regarding bidding format, terms and conditions may be obtained in person from the District Employment Exchange, Koraput on any working day by paying ₹100/- (Rupees One Hundred) only towards tender paper cost.
2. The sealed envelope is to be addressed to - "The District Employment Officer, District Employment Exchange, Main Road, Koraput - 764020".
3. The quotation, should reach the office of the District Employment Exchange, Main Road, Koraput - 764020 on or before 18.11.2022 by 05.00 P.M by registered post/ by speed post/ by courier/ by hand.
4. The quotations will be opened on 19.11.2022 at 11.30 A.M in the office chamber of the A.D.M (General), Koraput in presence of committee members and representatives of the bidders (if any). The quotations reached after the due date and time will not be accepted.
5. Quotation in the attached format should be submitted in one sealed envelope.
6. Each bidder/tenderer/ quotationer shall submit only one price quotation.
7. Any typographical error may be exempted.
8. The undersigned has all right to reject any or all quotations without assigning any reason thereof.

2. TENTATIVE REQUIREMENT

Sl.No.	Description of materials required	Tentative Quantity Required
1	Application form/Bio-Data form in A4 size paper in English & Odia.	2000 Nos.
2	Registration form in A4 size paper in English	2000 Nos.
3	Pamphlets for Publicity in A4 size paper in Odia.	4,000 Nos.
4	Flex Banner of Job Fair in 3'X4' in English & Odia.	20 Nos.
5	Flex Banner of Job Fair in 10'X3' in English & Odia.	2 Nos.
6	Flex Banner of Job Fair in 16'X10' in English & Odia.	2 Nos.
7	Counselling Forms in A4 size in English	1000 Nos.

(This is an indicative quantity required. The actual quantity required will be placed after selection of bidder.)

3. AWARD OF CONTRACT

1. The Purchase Committee shall award the contract to the bidder/quotationer whose quotation shall be determined to be substantially and technically responsive as well as financially remunerative to the office.
2. The contract will be awarded to the bidder/agency with valid PAN/TAN No., GST No.
3. The sealed quotation shall be received in the District Employment Exchange, Koraput. The last date of submission of offers is **18.11.2022 up to 05:00 P.M.** The quotations received after the schedule date and time shall not be entertained in any circumstances.
4. The bidder has to produce photocopy of all the documents along with photocopy of money receipt obtained from District Employment Exchange, Koraput for purchasing the tender paper. Any bids submitted without supporting documents will be rejected.
5. The contract will be awarded based on the overall lowest unit price of the items quoted.


**ADDL. DISTRICT MAGISTRATE (GENERAL)
KORAPUT.**

Format for Submission of Quotation

1. Bidder Declaration

SI No.		
1.	Name of the Bidder/ Agency	
2.	Full Address	
3.	Contact No.	
4.	PAN Details (Proof to be attached)	
5.	GST Registration Details (Proof to be attached)	
6.	Blacklisted by any Central/ State Government/ PSUs in India. (Yes/No)	

2. Financial Details

Sl.No.	Description of materials required	Tentative Quantity Required	Unit Price (in Rs.)	Net Amount (in Rs.)
1	Application form/Bio-Data form in A4 size paper in English & Odia.	2000 Nos.		
2	Registration form in A4 size paper in English	2000 Nos.		
3	Pamphlets for Publicity in A4 size paper in Odia.	4,000 Nos.		
4	Flex Banner of Job Fair in 3'X4' in English & Odia .	20 Nos.		
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6	Flex Banner of Job Fair in 16'X10' in English & Odia.	2 Nos.		
7	Counselling Forms in A4 size in English	1000 Nos.		

I/We hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above are full and correct to the best of my/our knowledge. I/We understand that in case of any deviation/ false information in the above statement at any stage, me/our firm/agency will be blacklisted/ debarred and will not have any dealing with your organisation in future.

Date:
Place:

Signature of the Authorized Signatory
Name:
Designation:
Seal: