



Regional Plant Resource Centre
Nayapalli, Bhubaneswar-15, Odisha
Forest & Environment Deptt. Govt. of Odisha
Tel No.0674-2557925, Web:www.rprcbbsr.in

No. 1963/RPRC

Dated.19.11.2020

QUOTATION CALL NOTICE

Sealed quotations are invited in two bid systems (**Technical bid and Financial bid**) from reputed printing houses/ printers based at Bhubaneswar having valid registration certificates, PAN and GST registration for printing of book/report as per the specifications and quantity given below. Interested firm should submit sample copies of books/ reports printed by them for Govt. / Semi-Govt. Agencies/ Public Undertakings along with details of the available machines/ manpower/ expertise to establish their technical competence together with registration certificates, PAN and GST Registration no. in separate sealed covers super scribed “**Technical Bid for Printing of Research & Activity Report 2019-20**”. The rate quotations may be sent separately in sealed cover super-scribed “**Financial Bid for Printing of Research & Activity Report 2019-20**”. Both the offers should be put in one envelope super scribed as Quotation for printing of book/report and addressed to Chief Executive, Regional Plant Resource Centre, Nayapalli, Bhubaneswar-15, Odisha. Unit cost for printing additional pages may also be quoted in the financial bid separately. The quotations along with all the enclosures should reach the undersigned on or before **3PM of 1st December, 2020**. The firm should be able to complete printing within 15 days of issue of the work order. Interested firms may collect sample text and photographs of the book from RPRC office for preparing the dummy design and layout of cover page and inner pages (3-4 pages) to be submitted along with Technical Bid. The soft copy of the final version of the book is to be submitted to RPRC before final payment. The technical offer will be opened at **4.30 PM on 1st December, 2020** in presence of bidders who wish to remain present.

SPECIFICATION:

Title of the Report: ‘**Research & Activity Report 2019-20**’

Size: 28 x 21 cm

No. of pages: Inner 100 pages (Approx.)+ Cover 4 pages

Cover: Multicoloured offset print on 300 GSM Mattte paper

Inner: Multicolour offset print on 130 GSM Matte paper

Binding: Cover matt lamination & Digital Gum Binding

Quantity: 300 copies

TERMS & CONDITIONS

- The quotations which do not fulfil the conditions shall not be considered and RPRC shall be entitled to accept or reject any offer in part or full without assigning any reason thereof.
- The quotations will be **received up to 3PM of 1st December , 2020** and opened (Technical Bid) on **4.30 PM of 1st December, 2020** in the office Chamber of the Chairman of Tender Committee, RPRC, Bhubaneswar in presence of the bidders or their authorized representatives, who may like to be present.
- The sealed quotations will be received by **Speed post/ Registered post** and can also be put into “**Tender Box**” available in the office of the **C.E, RPRC**. Telegraphic tenders of tender received through fax/ e-mail/ courier will not be entertained. Incomplete documents and documents received after due date & time shall not be considered.

- The sealed quotations shall be submitted in **two separate sealed envelopes**, one marked as “**Technical Bid**” and the other as “**Financial Bid**”. Both these envelopes shall be kept in a bigger envelope marked “**Quotation for printing of Research & Activity Report 2019-20**” and be addressed to the **Chief Executive, Regional Plant Resource Centre, Nayapalli, Bhubaneswar-751015**.
- The offers received shall remain valid for 60 days from the date of tender opening.
- Text and photographs of the book shall be obtained from RPRC and the dummy of the book should be approved before final printing.
- Each page of the quotation documents must be duly signed and stamped by the quotationer as a token of acceptance of all the terms & conditions of the quotation.
- Penalty can be levied by authority of RPRC on account of **delay, violation of** conditions and non-performance of the bidder. Decision of the Chief Executive, RPRC shall be final in this regard.
- No advance payment will be made by RPRC. Full or Part payment will be released by the RPRC only after finishing the item of work in all respect.
- Selected firm should complete the assigned job within 15 days from issue of work order. However, RPRC reserves the right to extend the time limit on valid grounds and decision of the Chief Executive shall be final in this regard.
- Payment will be made after verification of the received materials and RPRC is entitled to take suitable action as deemed proper on violation of conditions
- The decision of the Chief Executive on short listing and selection of firm is final and no claim/ liability etc. would be entertained.

Sd/-

Administrative Officer