



Odisha Biodiversity Board
Regional Plant Resource Centre Campus
Nayapalli, Bhubaneswar-15, Odisha
Forest & Environment Deptt. Govt. of Odisha
Tel No.0674-2552006

No. Estt.46/OBB/2015/1993

Dated 20th February, 2017

QUOTATION CALL NOTICE

Sealed quotations are invited from reputed printing houses/printers/firms based at Bhubaneswar having valid registration certificates, PAN and VAT clearances certificates towards designing and printing of the different posters as per the specifications and quantity given below. Interested firm should submit sample copies of posters/brochures printed/supplied by them for Govt. /Semi-Govt. Agencies/ Public Undertakings in sealed covers super scribed '**Bid for printing of different posters**' and addressed to Member Secretary, Odisha Biodiversity Board, Regional Plant Resource Centre Campus, Nayapalli, Bhubaneswar-15, Odisha. The quotations along with all the enclosures should reach the undersigned on or before **3 PM of 01st March, 2017**. The firm should be able to complete printing within 15 days of issue of the work order. The soft copies of the final version of the different posters are to be submitted to OBB before final payment. The offer will be opened at **4.30P.M on 01st March, 2017** in presence of bidders who wish to remain present.

SPECIFICATION:

Title: Printing of posters

No. of pages: Single page

Paper: 130 GSM and JK art paper with Gum on the back, at Top & Bottom of the Poster (Please quote separate rates with or without Gum on the back, at Top & Bottom of the Poster)

Printing: Multicoloured offset printing

PARTICULARS SIZE OF POSTERS

Approx. Size	With Gum	Without Gum	1000 copies	2000 copies	5000 copies	10000 copies
22"x17"						
23.6"x17.1"						
29"x19"						

The posters would be supplied in packets having 50 posters each.

Sd/-
Member Secretary
Odisha Biodiversity Board

TERMS & CONDITIONS OF THE CONTRACT

- The quotations which do not fulfill the conditions shall not be considered and OBB 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 3 PM of 01st March, 2017** and opened on **4.30 PM of 01st March, 2017** in the office Chamber of Chairman of Tender committee, OBB, 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/OBB**. Telegraphic tenders or 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 and addressed to the **Member Secretary, Odisha Biodiversity Board, Regional Plant Resource Center Campus, Nayapalli, Bhubaneswar751015**.
- The offers received shall **remain valid for 60 days** from the date of tender opening.
- Text and photographs of the posters shall be obtained from OBB and the dummy of the poster 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 OBB on account of **delay, violation of conditions and non-performance** of the contractor. Decision of Chairman, OBB shall be final in this regard.
- No advance payment will be made by OBB. Full or Part payment will be released by the board 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, OBB reserves the right to extend the time limit on valid grounds and decision of Member Secretary shall be final in this regard.
- Payment will be made after verification of the received materials and OBB is entitled to take suitable action as deemed proper on violation of conditions.
- The decision of the Member Secretary on short listing and selection of firm is final and no claim/ liability etc. would be entertained.