

Government of Odisha
Women and Child Development Department

No. 15402 /WCD, Dated 23.06.2025 /
WCD-IEC-MISC-0011-2025

From

Sri Jyotishankar Mohapatra, OAS,
Additional Secretary to Government,
Department of Women and Child Development.

To

1. M/s AB Imaging & Prints Pvt Ltd.,
62 & 63, Ganga Nagar. Unit -6. Bhubaneswar -751001.
2. M/s Canonfire Creatives Pvt. Ltd.,
150, Saheed Nagar, Bhubaneswar -751007.
3. M/s The Managers,
Plot No-1732 (3), Near Brindavan Enclave Apartment Khandagiri,
BBSR – 751030.
4. M/s Space Setter Press & Publicity Pvt. Ltd. 84, Chandaka,
Industrial Estate, Patia Infront of KIIT, Bhubaneswar.
5. M/s Sanket Communication Pvt. Ltd. 756/ 2nd Floor, Saheed Nagar,
BBSR - 751007
6. M/s The Advertising Corporation Pvt. Ltd.,
Panchadeep Market Complex, 3rd Floor, Room No-4 Unit -4,
Bhouma Nagar, BBSR-751001
7. M/s Tenvent Communication Pvt. Ltd.,
Plot No-2355, Infront of Indira Maidan, CRP Square, BBSR-751012
8. M/s Third Eye Communications (A Unit of Ketaki Enterprises (P) Ltd.),
N-4/252/IRC Village, Nayapali Bhubaneswar -751015.
9. M/s Anupam Printers, D 2/14, Mancheswar Industrial Estate,
Bhubaneswar-751017.
10. M/S Dipu Binding Works, Plot No-158/A- Sec-A,
Zone – A, Mancheswar, Bhubneswar-751010
11. M/s Bhagawati Electronic Process,
D/3, Mancheswar Industrial Estate, BBSR-751010.
12. M/S Konark International D-2/9,
Rasulgarh, Industrial Estate Bhubaneswar -751010.

Contd.

Sub: Submission of Quotations for Limited Tender enquiry for printing of Coffee Table Books-reg.

Madam / Sir,

With reference to the subject cited above, I am directed to say that, Women and Child Development Department, Government of Odisha is inviting sealed quotations from the empaneled agencies of Odisha Tourism Development Corporation Limited (letter No. 3996/OTDC/PP/BBSR/Dtd: 20-08-2024,copy enclosed) for Printing and Supply of two sets of Coffee Table book (1000 copies each) to this department.The specifications of the Coffee Table Books are as follows.

1. Printing Specifications for Adoption Coffee Table Book:

- Quantity - 1000 nos
- Size - 11.7 x 8.15 inches (closed)
- No of pages - 4+92 (cover + inner)
- Color- 4 color offset all through
- Paper:
 - Cover- 170 GSM mont blanc imported art paper
 - Inner- 170 GSM mont blanc imported art paper
- Finishing:
 - Section Stitching and Perfect Binding.
 - Cover- Four color printing with pasting, Hard board binding with matt lamination.
 - Spine- as per actual
 - Box- 600 GSM board with four color printing, One side opening with die cutting (for pulling out the book)
 - Individual book shrink wrap.

2.Printing Specifications for Subhadra Coffee Table Book:

- Quantity - 1000 nos
- Size - 10 x 8.5 inches (closed)
- No of pages - 4+ 104 (cover + inner)
- Color- 4 color offset all through
- Paper:
 - Cover- 170 GSM imported mont blanc art paper
 - Inner- 170 GSM mont blanc imported art paper
- Finishing:
 - Section Stitching and Perfect Binding.
 - Cover- Four color printing with pasting, Hard board binding with matt lamination.
 - Spine- as per actual
 - Box- 600 GSM board with four color printing, One side opening with die cutting (for pulling out the book)
 - Individual book shrink wrap.

Work Order will be issued to the selected firm after due assessment of their quotations. The specifications and general terms and conditions are enclosed with this letter for your ready reference.

It is therefore, requested to submit sealed quotations to the Additional Secretary, Department of Women and Child Development, Government of Odisha, WCD Complex, Ganga Nagar, Unit 6, Bhubaneswar, Odisha-751025 on or before 07.07.2025 by speed post/Regd. Post/ in drop box available and the quotations will be opened on the same day at 4.00 PM in presence of representatives of the submitted Quotations. The procuring authority reserves the right to cancel any or all quotations at any stage without assigning any reason thereof.

Yours Sincerely

J. K. S. S. S.
28/6/25

Additional Secretary to Government

Memo No. 15403 /WCD, Dated 23.06.2025 /

Copy to the IT Branch, Department of W & CD for information and necessary action. He is requested to upload the Limited Tender Notice in the Website of the Department.

J. K. S. S. S.
23/6/25

Additional Secretary to Government

Limited Tender Enquiry

The Department of Women and Child Development, Odisha invites Sealed quotations from empanelled registered firms of Odisha Tourism Corporation Limited (as per letter no.3996/OTDC dtd. 20.08.2024) for printing of **two sets** Coffee Table Books for DWCD as per the specification as detailed at page-1 to 3.

The conceptualization, layout designing, typesetting of the Coffee Table Books shall be provided by the Department of W &CD with no scope of modification by the bidders.

The firms should forward the sealed quotations preferably with their letter head mentioning the name, status/ designation of the signatory, full address with Telephone no./Mobile no and e-mail Id. Quotations should be submitted in the sealed envelope along with Financial Bid superscribed "**Sealed quotation for printing of Coffee Table Books for Department of Women & Child Development**".

The following Demand Drafts are to be submitted along with the Quotations.

- A. **Bid processing fee of Rs.1000/-** (Rupees One Thousand Only) exclusive of GST towards in the form of Demand Draft drawn in favor of DDO, Department of WCD, Odisha and payable at Bhubaneswar. The Bid Processing Fee is Non-Refundable and shall be submitted along-with their proposal, failing which the bid shall be rejected.
- B. **Demand draft for an amount of Rs. 10,000/-** (Rupees Ten Thousand Only) drawn on any scheduled bank in favor of DDO, Department of WCD, Odisha towards **Earnest Money Deposit (EMD)** and shall be submitted along-with their proposal, failing which the bid shall be rejected

MSMEs registered firms are exempted from depositing processing fee & EMD and should enclose the proof of being registered with MSME/OSME along with affidavit as given in Annexure III.

The EMD of unsuccessful quotations will be refunded back in full (without any interest) within 30 days after finalization of the process for selection. The EMD shall not carry any interest. **The EMD of successful bidder shall be refunded after signing of agreement and deposit of performance security @ 5% of the bid amount.**

The quotation document should be sent by Registered Post/Speed Post/ in drop box available so as to reach the Additional Secretary, Department of Women and Child Development, Government of Odisha, WCD Complex, Ganga Nagar, Unit 6, Bhubaneswar, Odisha-751025 within the scheduled date & time. The quotation received after due date and time shall invariably be rejected.

The firm should not have been black listed/involved in any criminal activities. An Affidavit in the Prescribed Performa at Annexure- IV should be furnished by the firm along with the bid.

The Department of WCD shall not be responsible for late receipt/wrong delivery of the quotations. In case the date of opening of quotations is declared a holiday, then the same will be opened on the next working day but there will be no change in the time.

The quotations received without processing fee and EMD from the suppliers other than MSME registered firm are liable to be rejected. The terms & conditions should be duly signed and page stamped by the Bidder.

The Department of WCD reserves the right to accept or reject any or all the quotations without assigning any reason thereof. The conditional quotations will not be accepted. The Bidders are also required to submit copy of ITR for last 3 (three) financial years and copy of PAN card and GST registration along with the quotation document.

General Terms & Conditions

1. Sealed quotations are invited from empaneled registered firms of Odisha Tourism Corporation Limited (as per letter no.3996/OTDC dtd. 20.08.2024) having experience in government or PSU works, specifically those who have successfully completed at least five similar jobs in the last three financial years (2022-23, 2023-24, 2024-25).
2. Quotations for printing of Coffee Table Books work shall be accompanied with required fees towards processing fee and EMD amount (not applicable for MSME registered firms).
3. Quotation should be submitted in the sealed envelope along-with Financial Bid super-scribed as "**Sealed quotation for printing of Coffee Table Books for Department of Women & Child Development**".
4. The Quotation shall be sent to the Additional Secretary, Department of Women and Child Development, Government of Odisha, WCD Complex, Ganga Nagar, Unit 6, Bhubaneswar, Odisha-751025 by Registered Post/Speed Post/ in drop box available on or before the last date.
5. The Bidder are required to submit copy of ITR for last 3 (three) assessment years (2022-23, 2023-24, 2024-25) and copy of PAN card and GST registration along with the Quotation paper.
6. Agencies registered with MSME/OSME are exempted from bid processing fee and EMD. To claim the exemption the agencies must submit the proof of registration as MSME/OSME. Their registration should be valid as on date of submission of quotations, failing which their offer shall not be considered.
7. The successful bidder shall deposit performance security @5% of the L1 bid value in shape of F.D/D.D. pledged in favour of DDO, Department of WCD, for the entire period of agreement.
8. If the successful bidder fails to sign the agreement, then the EMD shall be forfeited.
9. Wherever specific terms & conditions have not been spelt out in the document, OGFR of State Govt. and its amendments shall apply.
10. All the crucial figures i.e. Rates and amount should be written in figures followed by words in bracket in the Quotation document.
11. All the rates and amounts shall be quoted in Indian Rupees (INR).
12. The rates quoted by the Agencies shall be excluding GST and taxes will be paid by the Department as per the applicable rate under GST Act. Bidders are required to quote unit rates exclusive of all taxes for each item in the quotation paper.
13. The payment shall be made after successful delivery of the required items and subsequent satisfactory approval by the Department of WCD.
14. Department of WCD will reserve the right to cancel the Agencies, if it will not perform the work as per the quality standard and timeline to undertake the assigned work.
15. All the disputes shall be subjected to the jurisdiction of Civil Courts situated at Bhubaneswar.
16. In case of any dispute/ambiguity arises in the documentation, decision of Department of WCD/ Quotation calling authority shall be final.

17. In case of breach of contract, the performance Bank Guarantee will be forfeited and the Agencies shall be blacklisted/Recommended for blacklisting.
18. The Firms must submit the GST bills/ invoices to Department of WCD.
19. Department of WCD will have the right to drop the Firms without assigning any reason whatsoever and also reserve the right to modify the term and conditions for selection of Firms.
20. The selected Firm shall not assign the work to any other Firm to perform its obligation under the agreement.
21. No advance payment shall be made.
22. TDS under IT & GST shall be deducted as per law.
23. All the documents and enclosures are to be signed by the Bidder at the bottom of each page.
24. The rate shall be quoted excluding of GST and all taxes. The rates quoted shall be **valid for 2 years**.
25. The Department of WCD reserves the right to accept/reject the Quotation without assigning any reason and the decision of the authority shall be final and binding on the Bidder.

I/We thoroughly examined and understood the terms and conditions as mentioned in the Limited Tender Enquiry and shall abide by the same.

Date:

Signature of the Bidder

Full address of the firm with rubber stamp Telephone no.

FORMAT- I: DETAILS OF THE BIDDER

SI No.	Description	Full Details
1	Name of the Bidder	
2	Type of Organisation	
3	Address for communication: Tel : Fax: Email id :	
5	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No : Email id :	
6	Registration / Incorporation Details (Copy of registration be enclosed) Registration No: Date & Year :	
7	Local office in Odisha Please furnish contact details	
8	Bid Processing Fee Details Amount : BC/DD No. : Date: Name of the Bank:	
9	EMD Details Amount : BC/DD No. : Date: Name of the Bank:	
10	PAN Number (Copy of PAN be enclosed)	
11	Whether Copy of ITR last 3 years enclosed (Yes/No)	
12	Goods and Services Tax Identification Number (GSTIN)	
13	Whether registered in MSME (Proof)	
14	Whether financial bid is enclosed (Yes/No)	

Authorized Signatory [In full and initials]:**Name and Designation with Date and Seal:**

FINANCIAL BID			
<u>Sl No.</u>	Items	Number of Copies	Rate (in rupees) (excluding GST and all taxes)
1	<p>Printing of Adoption Coffee Table Book:</p> <ul style="list-style-type: none"> • Size - 11.7 x 8.15 inches (closed) • No of pages - 4+92 (cover + inner) • Color- 4 color offset all through • Paper: <ul style="list-style-type: none"> -Cover- 170 GSM mont blanc imported art paper -Inner- 170 GSM mont blanc imported art paper • Finishing: <ul style="list-style-type: none"> -Section Stitching and Perfect Binding. -Cover- Four color printing with pasting, Hard board binding with matt lamination. -Spine- as per actual -Box- 600 GSM board with four color printing, One side opening with die cutting (for pulling out the book) -Individual book shrink wrap. 	1000	
2	<p>Printing of Subhadra Coffee Table Book:</p> <ul style="list-style-type: none"> • Size - 10 x 8.5 inches (closed) • No of pages - 4+ 104 (cover + inner) • Color- 4 color offset all through • Paper: <ul style="list-style-type: none"> -Cover- 170 GSM imported mont blanc art paper -Inner- 170 GSM mont blanc imported art paper • Finishing: <ul style="list-style-type: none"> -Section Stitching and Perfect Binding -Cover- Four color printing with pasting, Hard board binding with matt lamination. -Spine- as per actual -Box- 600 GSM board with four color printing, One side opening with die cutting (for pulling out the book) -Individual book shrink wrap. 	1000	

I/we thoroughly examined and understand the Terms & Conditions as mentioned

in the Quotation Notice No. ----- dated ----- and shall be abide
by us.

Date:

Signature of the Bidder

Full address of the firm with rubber stamp Telephone no.

AFFIDAVIT

To be submitted on a stamp paper (of Rs.10/- minimum) duly attested by Notary Public (duly affixed with Notarial revenue stamp; and with Notary Seal; and Notary Registration number etc.)

I,----- (Name) S/o / D/o W/o, -----
----- (Name) ----- (Designation) of M/s -----
-- (Firm Name) do hereby solemnly affirm and declare as under: -

1. The company/firm is a Micro/Small Enterprise as per the Govt. of India definition; and has been functional at the time of bar code registration.
 2. The company continues to be a Micro/Small Enterprise and functional as on date.
 3. As per books of accounts, the total investment (original purchase value) in Plant and Machinery in the company as on the date of submission of bids is Rs.----- which is within the limit prescribed in MSME Act.
 4. Udyog Aadhar Memorandum (UAM) number of our company is -----

- i. We hereby confirm that we have declared the UAM number of Central Public Procurement Portal(CPPP).
 - ii. We are aware that non-declaration of UAM number on CPPP will make us ineligible to enjoy the benefits as per Public Procurement Policy for MSEs order,2012.

Signed on
DEPONENT
VERIFICATION:

Verified that the contents of the affidavit are true to the best of my knowledge and belief.

Place:
Date:

ANNEXURE-IV

Format of Undertaking

It is certified that we, M/s.....(Name of the Firm) has not been blacklisted or otherwise debarred or terminated by CWC, FCI, OSWC or any department of Central or State Government or any other Public Sector Units during last 05 years as on the last day of submission of quotation documents. We further declare that there is no past/on-going legal trial in name of any of the Owner/Partner/Director of the bidding company as on the quotation submission date.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security may be forfeited in full and the quotation if any to the extent accepted may be cancelled.

Signature of the Bidder

Date:

Full address of the firm with rubber stamp Mobile/Telephone No.

ANNEXURE-V

Checklist of documents

1. Quotation form along with terms & conditions signed by the quotationer
2. EMD details
 - i. If MSME, attach affidavit as per annexure-III on Rs.100.00 (minimum) notarized Stamp Paper
 - ii. If MSME, Udyog Aadhar Registration (MSME certificate No.)
 - iii. If No, Demand Draft of Quotation Cost and EMD of Rs..... and Rs..... respectively in favour of
3. Non-Blacklisting Affidavit
4. PAN/GST/ITR details

Date:

Signature of the Bidder

Full address of the firm with rubber stamp Telephone no.