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**ODISHA STATE OPEN UNIVERSITY
G.M. UNIVERSITY CAMPUS, SAMBALPUR-768004**

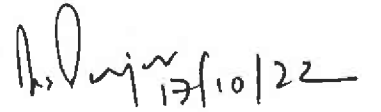
Notice No:-OSOU/2022/**F8A/648**

Date-17.10.22

QUOTATION CALL NOTICE

Quotations in sealed cover are invited by the office of the undersigned for printing and supply of Customized Diary, 120 Micron Polybag, Clothed envelop, JK Copier Paper and Conference Bag which shall conform to the specification and term & conditions mentioned at Annexure-I. Quotations complete in all respect should reach the office of the undersigned on or before **Dt.31.10.22 up to 04.00 P.M** . The quotation shall be opened on **Dt.31.10.22 at 05.30 P.M**. Other details and Quotation forms are available in the University website **www.osou.ac.in**.

The University reserves the right to reject any/ all quotations without assigning any reason thereof.



Registrar

Odisha State Open University
Sambalpur

Copy to notice board/University Website for wider circulation.

1. For Customized Diary 2023:

- Size 22.5 C.M X 14.5 C.M
- Cover Page of the diary shall be printed with OSOU Logo & Name of the Organisation i.e. Odisha State Open University, Sambalpur.
- Inner Page 80 GSM Map litho Paper, 92 Pages (Off White, Lined, Two Dates per Page)
- 130 GSM Multi Colour with Photo Graph & Data 6 Pages (Images & Other Details will be provided by OSOU HQRs)
- Silken Cloth Strap Page Marker
- Diary Cover shall be hard binding with rexine fabric.
- Selected bidder needs to submit a sample copy of customized Diary as per the requirement of the University prior to final printing.
- Additional Specifications may also be incorporated as decided by the authority before final printing.
- Sample Copy can be seen at OSOU HQRs during Office Hours within the notice period.
- The quotationer shall supply the materials within 15 days from the date of issue of the Work Order and the place of delivery shall be Sambalpur.
- No other charges and expenses will be provided for such delivery

2. For Poly Bags:

- Poly Bag, 120 Microns, Size 12" X 16" with Glue.
- Poly Bag, 120 Microns, Size 12" X 14" with Glue.
- Sample copy must be attached along with the quotation.
- The quotationer shall supply the materials within 20 days from the date of issue of the Work Order and the place of delivery shall be Sambalpur and Bhubaneswar.
- No other charges and expenses will be provided for such delivery.

3. For Clothed Envelop:

- Envelop A3 Size (12 X 16).
- Envelop FS Size (10 X 14).
- Envelop A4 Size (10 X 12).
- Sample copy must be attached along with the quotation.
- The quotationer shall supply the materials within 15 days from the date of issue of the Work Order and the place of delivery shall be Sambalpur and Bhubaneswar.
- No other charges and expenses will be provided for such delivery.

4. For Copier Paper | K Green A4

- Paper Size A4.
- Printer Paper.
- Unruled.
- 70 GSM
- The quotationer shall supply the materials within 7 days from the date of issue of the Work Order and the place of delivery shall be Sambalpur, No other charges and expenses will be provided for such delivery.

5. For Conference Bag

- Capacity 20 to 22 Ltr, Laptop Back Pack Type, Medium Size.
- Minimum 2 Compartments with separate chain.
- Minimum Size 44 X 30X 16 Centimeter.
- Padded and adjustable shoulder straps.
- Customized name and logo of OSOU to be printed in the front of the bags.
- The quotationer shall supply the materials within 10 days from the date of issue of the Work Order and the place of delivery shall be Sambalpur, No other charges and expenses will be provided for such delivery.


REGISTRAR
Odisha State Open University
SAMBALPUR

Annexure-II**General Terms and Conditions:**

- Quotationers must be registered under Sambalpur jurisdiction.
- Quotationers must submit PAN, GST Certificate, Latest GST and Income Tax Return.
- Quoted price shall be valid for a period of Three year from the date of finalization of the bid.
- Sample copies must be attached along with the quotations.
- Quotations should reach the office of the undersigned latest by **31.10.22** up to **04.00 P.M**
- Quotationer should be a registered MSME, a copy of the same must be attached along with the quotation.
- Quotation that does not fulfill all or any of the conditions or incomplete in any respect are liable to be rejected.
- Income Tax & GST TDS shall be deducted as per the prevailing Govt. Guidelines.
- The University reserves the right to reject any/ all quotations without assigning any reason thereof.
- Quotation should be submitted in two separate sealed envelop super scribed as **Technical Bid & Price Bid** for "Printing and Supply of Customized Diary, 120 Micron Polybag and Clothed envelop, Copier Paper & Conference Bag".
- Financial bid should be submitted in the prescribed format **Annexure-III**.

Mr. Sujan
12/10/22

REGISTRAR
Odisha State Open University
SAMBALPUR

PRICE-BID

1	Name & Complete Address of the Bidder/ Firm	
2	Name of the Contact Person	
3	Mobile No.	
4	Mail ID.	
Quoted Price in INR (Incxclusive of GST)		
1	Diary	
2	Poly Bag Size 12" X 16" Per Piece	
3	Poly Bag Size 12" X 14" Per Piece	
4	Envelop A3 Size (12 X 16) Per Piece	
5	Envelop FS Size (10 X 14) Per Piece	
6	Envelop A4 Size (10 X 12) Per Piece	
7	Copier Paper J K Green A4 Per Packet (of 500 Piece)	
8	Conference bag (per unit)	

Authorized Signatory
With Seal

Handwritten signature
17/10/22

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