

# DISTRICT OFFICE, NAYAGARH (District Child Protection Unit)

Quotation No: 366 /Dated 04/07/2025

## NOTICE INVITING QUOTATION

District Child Protection Unit (DCPU), Nayagarh invites sealed Quotations from reputed and experienced Private/ Public Ltd. Company/ Firm/ Proprietorship Firm registered having proven track record in experience in Setting up of Hoarding for Installation, Printing, Fixing of flex and Display hoarding. The Quotation papers are available in the website i.e. <http://nayagarh.odisha.gov.in> which can be downloaded for use and submit the Quotation accordingly. Interested parties may submit their Quotation super-scribing as “**Quotation for Installation of Hoarding**” to The District Child Protection Officer, District Child Protection Unit, Room No- 5, Collectorate, Nayagarh-752069, through speed post/ Registered Post only which should be reach on or before **18<sup>th</sup> July, 2025** positively. The undersigned reserves the right to reject any or all the Quotation without assigning any reason thereof. The matters are as per description below:-.

Item No	Item	Qnt.	Description / Specification of items
01	Installation, Printing, Fixing of flex and Display hoarding(JASODA SCHME)	09	As per Annexure-II Attached
02	Installation, Printing, Fixing of flex and Display hoarding (LEGAL ADOPTION)	05	

### 1. Quotation document :

Quotation documents could be downloaded from the website <http://nayagarh.odisha.gov.in>

### 2. Time & Last Date of submission of Bid

The bid must be reach below mentioned address by 4 PM of Dt.18.07.2025 by speed post/ Registered Post only in the office of **The District Child Protection Officer, District Child Protection Unit, Room No- 5, Old Block, Collectorate, Nayagarh-752069**. In case any doubt arises regarding the specification of the installation of hoarding please be free to contact the DCPO, Nayagarh (ph-06753-252191 or 9348705085)

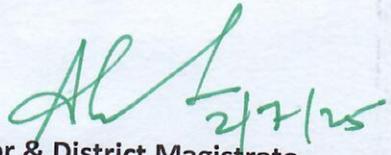
### 3. Time of Bid opening :

At 5 PM of Dt.18.07.2025 in the chamber of the Additional District Magistrate, Nayagarh.

### 4. Attested Copies of the following documents must be submitted with the Quotation:-

1. Attested copy of PAN No.

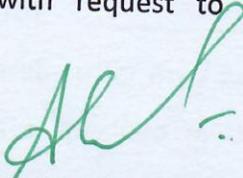
Quotation will not be accepted / received after expiry date and time. District Magistrate & Collector, Nayagarh, reserves the rights to reject any or all Tenders without assigning any reason what so ever.

  
Collector & District Magistrate

Nayagarh  
Collector & District Magistrate  
Nayagarh

Memo 367 /Dt. 04/07/2025

Copy to District e-Governance Manager, Nayagarh with request to display the quotation call notice in District Portal for wide publicity.

  
Collector & District Magistrate  
Collector & District Magistrate  
Nayagarh

QUOTATION FORM

To,  
The District Child Protection Officer  
Nayagarh

Sub:- QUOTATION FOR INSTALLATION, PRINTING, FIXING OF FLEX AND DISPLAY  
HOARDING.

With reference to your Quotation Notice No \_\_\_\_\_, Dt.  
\_\_\_\_\_ for quotation on the above subject. I/ we hereby offer my / our quotation  
on the terms and conditions (annexed hereto) and the rates specified in the schedule  
attached.

Should this quotation be accepted either fully or in parts I/ We hereby agree to abide  
by and fulfill all the terms and conditions of the contract hereafter as applicable.

"I \_\_\_\_\_ S/o \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_, hereby certifies that none of my  
relative (s) as defined in the quotation document is/are employed in DCPU, Nayagarh as per  
details given in quotation document. In case at any stage, it is found that the information  
given by me is false / incorrect, DCPU, Nayagarh shall have the absolute right to take any  
action as deemed fit/ without any prior intimation to me."

Thanking you,

Yours faithfully

Place  
Date:  
Name :  
Address  
Telephone No.

Signature

**ANNEXURE -I**  
**INTRODUCTION:**

**1. DEFINITIONS**

- a) "The Bidder" means the individual or firm who participates in the Quotation and submits its bid.

**INSTRUCTIONS**

1. The Quotation should be written in English only.
2. No responsibility for postal delay will be accepted and no extension of time will be granted.
3. The rates should be clearly quoted in words and figures without any correction.
4. Quotation of such of the firm which do not confirm exactly according to the specifications will be rejected.
5. Quotation should be submitted in sealed envelope, and should be addressed to the **District Child Protection Officer, Room-5, Collctorate, Nayagarh**. The bidder has to write his name / or name of Firm on all envelopes at the bottom. All envelopes must be address to the District Child Protection Officer, Collctorate, Room-5, Nayagarh.
6. The bidder will have to sign all documents.
7. The Quotation is liable to be rejected if.
  - i) The rates not quoted in words (The contractor is required to quote the rate in word and figures. If there is difference between rate quoted in words and figures, the rates quoted in words will be taken as correct.)
  - ii) The correction is not initiated (All the corrections are to be attested by the contractor.
8. The **Technical bid** should contain the Certificates related to:
  - i. Quotation form duly signed on each page (The Quotation is required to sign all the pages of the quotation document & quotation published papers.)
  - ii. Attested copy of "partnership deed" in case of partnership firms.
  - iii. Attested copy of PAN No.
  - iv. Attested copy of Service Tax Registration / GST registration
09. The **Financial Bid** should contain only the rates (As per Annexure-III).
10. The District Magistrate & Collector, Nayagarh reserves the right to reject any or all the tender without assigning any reason whatsoever.
11. If rates quoted in words and figures are different the rates quoted on words will be considered.
12. The District Magistrate & Collector, Nayagarh reserves the right to postpone the date of opening of the quotation or to cancel the quotation notice without assigning any reasons. Any request from bidder to postpone or to change quotation date of opening of the quotation due to any reason whatsoever shall not be considered.
13. The Quotation forms and documents are not transferable.
14. Conditional Quotation will not be accepted.

**2. BID PRICES**

The bidder shall give the total composite price inclusive of all Levies and Taxes, freight including transportation, unloading & handling charges etc, if any at consignee premises. The basic unit price and corresponding prices of all the components need to be individually indicated against the goods it proposes to supply under the contract. The offer shall be firm in Indian Rupees.

### 3. PERIOD OF VALIDITY OF BIDS:

3.1. Bid shall remain valid for **one year** after the date of signing the agreement by the bidder.

### 4. DELIVERY AND DOCUMENT

The successful bidder will deliver the items (Installation of Hoarding) within 15 days from receiving the Indent order from DCPU, Nayagarh, at the time of Delivery of items the original GST bill will be submitted along with the items.

### 5. LEGAL JURISDICTION

All disputes will be Nayagarh Jurisdiction only.

### 6. PAYMENT TERMS

6.1 100 % payment shall be made after delivery and submission of items (Installation of Hoarding). No Advance payment will be paid to the bidder. The following documents are to be submitted along with bill to the paying authority.

- i) Copy of the original printing order.
- ii) Submission of Original GST Bill.
- iii) Bank Account details.

6.2 Bidder will supply the information i.e. Bank Name with full address, Bank Code, Bank A/c no. in the same place from where the payment is made by DCPU, Nayagarh. Name in whose favour payment is to be transferred.

### 7. Tentative Locations for Installing Hoardings

Sl no	Preferable Place of Installation of Hoarding	Qnt.
01	Collectorate Campus, Nayagarh	01
02	Block Campus, Bhapur	01
03	Block Campus, Daspalla	01
04	Block Campus, Gania	01
05	Block Campus, Khandapada	01
06	Block Campus, Nayagarh	01
07	Block Campus, Nuagaon	01
08	Block Campus, Odogoon	01
09	Block Campus, Ranpur	01
10	Municipality Office Campus, Nayagarh	01
11	NAC office Campus, Khandapada	01
12	NAC office Campus, Daspalla	01
13	NAC office Campus, Odogoon	01
14	NAC office Campus, Ranpur	01
	<b>Total-</b>	<b>14</b>

## ANNEXURE – II

### Specification and Schedule of Requirement

The specification of the Installation of hoardings structure along with requirement is given below:

1. The posts (pole) will be 75 mm (OD) dia G. I. pipe- 2 Nos. pole (Medium class, ISI marked & approved quality.
  2. The beams will be MS angle & diagonally based with 25mm x 5mm MS flat.
  3. The foundation size for erection of posts will be of 1.00 x 1.00 x 1.30 mtr. (0.30 mtr. will be above ground level) with CC 1:2:4 base.
  4. The height of the display portion will be 1.20 mtr, above ground level.
  6. Flex must be Black back STAR quality front lit make properly pasted with good quality adhesive materials. The flex size must be 8" x 6". However, the flex size may be change as per necessary instruction by authority before installation.
  7. No transportation charges will be made separately for installation/carrying to the work site".
- 7.1 Specification for Flex:** Flex must be standard make properly pasted with good quality adhesive material.
- 7.2 Specification for printing material:** Multi colour machine based solvent printing with UV resistant ink. Printing should carry a warranty of at least 12 months outdoor stability.

**ANNEXURE – III**  
**(Note: Kindly fill Financial Bid as per tender)**

**FINANCIAL BID FOR INSTALLATION OF HOARDING**

Quotation No: \_\_\_\_\_ dated \_\_\_\_\_

To,  
District Magistrate & Collector  
Nayagarh

**Subject:-** Offered rates for the Quotation called Installation of Hoarding.

Sir,

With reference to the subject cited above, I have read the quotation document and scope of work carefully, and is quoting the rates as under. The rates are inclusive of all Taxes, Duties, Labour, material, Artwork charges, travelling and transportation charges, and all related jobs

Item no	Description of items	Rate Per Hording with installation charges	
		In Figures	In Words
1	Request for Proposal (RFP) for Installation, Printing, Fixing of flex and Display hoarding		

**Rate will be calculated based on lowest rate quoted above.**

Signature of bidder  
Address:

Contact-