

Letter No. 22/01/23 Date 07.01.2023

Short Quotation Call Notice

The undersigned is directed to invite sealed quotations in plain paper / letter pad from the intending registered and reputed Printing Presses having valid GST No. for printing of *Governance Atlas* Gram Panchayat wise as per the specification given below.

Sl. No.	Specifications
1.	Paper size 8.26 X 11.02 inch OR 21 X 28 cm
2.	No. of Pages 20 Pages Approx. plus Cover page
3.	Printing Colour 4 Colour
4.	Inner page paper type 130 GSM Glossy
5.	Cover page paper type 300 GSM Imported Matt
6.	Binding / Lamination Perfect section sewn / matt
7.	No. of Copies 20 of each Gram Panchayat

Terms and Condition:

- The price offer should be including printing of the Atlas, copy editing, proof reading, design & layout (with two design options, one final black & white dummy copy and soft copy in MS-Word and PDF format).
- The rates for the design and print work are to be quoted in such way that it can cover any addition or deletion of pages from the projected 20 pages after final cover page and inner page layout design.
- The Agency should deliver all design work on Pen Drive in high-resolution digital format for printing of the Atlas in print ready format as well as in low-resolution JPG files for E-Mail and publication in the Internet.

The registered and reputed printers shall quote their prices **per unit (Atlas)** with detail breakup inclusive of all taxes and duties. Further, the Agency should also mention the required time for delivery of design work as per above specification. The quotation with all relevant documents should reach the undersigned on or before **Dt. 16.01.2023** by **5.00 PM**. The undersigned reserves the right to accept / reject any or all of the quotations without assigning any reason thereof

Chief Accounts Officer

dated: 07.01.2023

Memo No. 23/PH, Bhubaneswar,

Copy forwarded to Head, State Portal Group, IT Centre, Secretariat along with the soft copy of this Short Quotation Call Notice with a request to host the same in the Odisha Government Website and Office of PHDMA with a request to host the same in the Website of PHDMA.

Chief Accounts Officer