

**POVERTY AND HUMAN DEVELOPMENT MONITORING AGENCY (PHDMA)
PLANNING AND CONVERGENCE DEPARTMENT
GOVERNMENT OF ODISHA**

No. 04 /PH, Bhubaneswar
PHDMA- 06/18

Dated the 6th January 2020.

Short Quotation Call Notice

The undersigned is directed to invite sealed quotations in letter pad from the intending registered Print / Document / Book Design Agency having valid GST / PAN / TAN nos. for designing of **Human Development Reports** as per following specifications.

Sl. No.	Item Name with Specifications	Unit
1.	Book cover page design including front & back cover and spine with multicolor in A4 Size.	Minimum three (3) cover page design for selection.
2.	Inner page layout design for content including text, diagram, pictures, graphs and tables with multi color for about 200-400 Pages (<i>projected</i>) of each reports in A4 size.	Minimum three (3) layout sketches in two column for selection.

Terms & Conditions:

- i. *The rates for the design work to be quoted in such way that it can cover any addition or deletion of pages from the projected pages (as above) after final cover page and inner page layout design.*
- ii. *The Agency should deliver all design work in high-resolution digital format for printing of the Reports as well as in low-resolution JPG files for E-Mail and publication in the Internet.*

The registered Design Agency shall quote their **prices per unit** for each item inclusive of all taxes and duties. Besides, the Agency should submit at least any of their two **sample work** along with the offer. Further, the Agency should also mention the required time for delivery of design work as per above table.

The quotation with all relevant documents should reach the undersigned on or before **16/01/2020** by **4.30 P.M.** The undersigned reserves the right to accept / reject any or all of the quotations without assigning any reason thereof.

Memo No. 05 /PH, Bhubaneswar,

16/01/2020
Chief Accounts Officer
dated the 06 / 01/2020

Copy forwarded to Chief Receptionist for information and necessary action and PHDMA Notice Board.

16/01/2020
Chief Accounts Officer
dated the 06 / 01/2020

Memo No. 06 /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 Government of Odisha Portal.

16/01/20
Chief Accounts Officer