



# ODISHA STATE HOUSING BOARD

SACHIVALAYA MARG, BHUBANESWAR - 751

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## TERMS AND CONDITIONS OF SHORT QUOTATION CALL NOTICE FOR PRINTING OF BROCHURES

Sealed quotations are invited from reputed, registered Printing Farms/Agencies for printing of multi-coloured Brochures with Application Forms and Envelopes in respect of upcoming Housing/Apartment Projects of OSHB during 2016-2017 and 2017-2018. The per copy rates should be quoted for printing of less than 500 copies/ 500 to 999 copies/1000 to 1499 copies/1500 to 1999 copies/2000 and more in single order. The Quotationers have also to quote their rate for repeat print orders of less than 500 copies or more (as may be required by OSHB).

01. The following documents are to be enclosed along with the sealed quotations:
  - A) Attested copy of valid VAT/TIN/PAN and Service Tax Registration No.
  - B) Prototype of the Brochure along with design.
  - C) EMD of Rs.10,000/-(Rupees Ten thousand) only in shape of Demand Draft/Pay Order/Banker's Cheque drawn on any Nationalised Bank in favour of Odisha Housing Board Fund payable at Bhubaneswar.
  - D) The Quotationers are required to give their consent that, the approved rate shall be valid for the financial year 2016-2017 & 2017-2018 in respect of Brochures of housing schemes to be launched by OSHB.
02. The interested Farms/Agencies may see the draft copies of the Brochures available with Scheme Branch of OSHB during office hours on working days.
03. The quotations can be sent by Registered Post/Speed Post in the address of Housing Commissioner-cum-Secretary, OSHB, Plot No. A/32, Unit III, Gruha Nirman Bhawan, Bhubaneswar-751001, clearly super-scribing on the top of the envelope "Quotation for Printing of Brochures". The undersigned is not responsible for any postal delay. Telegraphic Quotations or quotations through FAX/E-mail will not be entertained.
04. The interested Quotationers may submit their quotations in the Tender Box placed in the office chamber of Chief Accounts Officer, OSHB Head Office, during office hours up to 3.00 PM on or before dt. 09.06.2016.
05. The quotations should be opened on dt. 09.06.2016 at 4.00 PM by Chief Accounts Office, OSHB in the presence of the Quotationers or their authorised representatives in the Conference Hall of OSHB.
06. Income Tax and VAT will be deducted as per Act.
07. The bill for making payment should be submitted mentioning Service Tax separately.

The Authority reserves the right to reject any or all the quotations without assigning any reason thereof.

**Secretary**