



**ODISHA POWER TRANSMISSION CORPORATION LIMITED  
(A GOVT. OF ODISHA UNDERTAKING)  
REGD. OFFICE: JANPATH: BHHBANESWAR-751022**

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**TENDER CALL NOTICE**

No.GL-VI-10/2013.

16763

/ Dated, 17.09.2013

For and on behalf of OPTCL the undersigned invited sealed quotations from financially sound, experienced & registered firms/ suppliers located in and around Bhubaneswar, Cuttack and Khurda having valid TIN with clearance certificate in form No.VAT – 612 for supply of Stationery Articles and / or Printing Items separately.

The tenderer should submit their tender for Stationery Articles and / or Printing Items in separate sealed covers superscribing “Tender for Stationery Articles” or “Tender for Printing Items” clearly.

The tender specification documents, for Stationery Articles and / or Printing Items can be had from the General Branch of this office on all working days between 11.00 AM to 1.00 PM till 08.10.2013 on payment of Rs.4,200.00 (Rupees four thousand two hundred) only including 5% VAT (non-refundable) for each in shape of Demand Draft/ Pay Order drawn in favour of DDO (Hqrs.), OPTCL payable at Bhubaneswar. No other mode of payment is acceptable.

The tender for Stationery Articles or Printing Items or for both are to be sent separately either by Registered Post / Courier addressed to, the AGM (HRD)-I, OPTCL, Hqrs. Office, Janpath, Bhubaneswar-751022 or dropped in the Tender Box kept in the office of the AGM (HRD)-I, OPTCL Hqrs. Office, Janpath, Bhubaneswar so as to reach on or before 08.10.2013 by 4.00 PM. The tender for Stationery Articles and for Printing Items will be opened on next day for Stationery Articles at 11.30 AM and for Printing Items at 3.30 PM in the presence of the tenderer or their authorized representatives, who wish to remain present. The authority reserves the right to increase/ decrease the quantity of items of reject any or all the tenders without assigning any reason thereof. The tenders received incomplete or after the scheduled date and time shall be rejected. The tender will be valid at least for 3 months from date of opening of Tender.

ASSISTANT GENERAL MANAGER (HRD)-I

## ELIGIBILITY FOR SUBMISSION OF BIDS:-

Tenderers who have purchased the tender papers from the office / downloaded the tender papers from OPTCL web site and submitted the same along with cost of tender paper i.e. Rs. 4,200.00 for each separately (for Printing Items & Stationery Articles) in shape of DD from any nationalized bank drawn in favour of DDO, (Hqrs.) OPTCL, Bhubaneswar and payable at Bhubaneswar. And not have any legal suit against OPTCL / GRIDCO Ltd are only eligible for submission of Bids. Firms banned / blacklisted for business dealings by any organization are not eligible to participate in the tender. Participation in the tender by suppression of the fact shall invite penal action, whenever detected.

## TERMS AND CONDITIONS OF THE TENDER CALL NOTICE

### 1. SCOPE

The scope of the contract shall be supply of Printing Items and or Stationery Articles as per the specification of the consigner's store in accordance with the technical specification as per Annexure-A.

### 2. PRICE

Tenderers are requested to quote "FIRM" price. No deviation from Firm price will be entertained (Annexure-E). Unit price of the each item shall be inclusive of all taxes, duties & charges for delivery of materials in the OPTCL Head Qrs. Office, Bhubaneswar.

### 3. VAT

The Tenderer should have valid TIN Nos. & shall have to furnish up-to-date VAT clearance certificate in form VAT-612. The original clearance certificate in form VAT-612 shall be produced at the time of opening of Tender for necessary verification.

### 4. EARNEST MONEY DEPOSIT

The tenderer shall have to deposit Earnest Money of Rs.8,000.00(Rupees eight thousand) only each for printing items & for Stationery Articles in shape of Bank Draft/Bank Pay Order along with the tender. The Bank Draft or Bank Pay order is to be drawn in favour of DDO (Head Qtrs) OPTCL, Bhubaneswar drawn on any Nationalized Bank and payable at Bhubaneswar. The Bank Draft/P.O. must be enclosed with sealed tender failing which the tender shall liable for rejection.

The Earnest Money deposited in case of successful tenderers shall be adjusted towards security deposit and in case of un-successful tenderers the same will be refunded after finalization of tender or after final execution of order as the case may be decided.

### 5. SECURITY DEPOSIT

The successful tenderer shall be required to deposit security money amounting to @ 5% of the total value of purchase order, less the amount of EMD earlier deposited in shape of Bank Pay Order/Bank Draft payable to DDO(Hqrs) OPTCL, Bhubaneswar, immediately along with the acceptance of the order. The entire security money or part thereof shall be forfeited to OPTCL if the order is not executed in time and in accordance with the terms and conditions of the purchase order. The amount of security deposit shall be refunded after satisfactory execution of contract and warranty period.

6. VALIDITY PERIOD OF TENDER

The tender shall be valid for a minimum period of 3 (three) months from the date of opening of the tender. Prices and conditions contained in the offer should be kept valid for a minimum period of 3 (three) months from the date of opening of tender.

7. DELIVERY OF MATERIALS

The delivery of material shall be made within 30 days from the date of issue of the purchase order.

8. PENALTY

Due to any delay in delivery of materials which are remaining undelivered within the stipulated delivery period, penalty @ ½ % of the contract price of the undelivered materials for each calendar week of delay or part thereof subject to maximum of 5% of such portion of the contract which remain undelivered shall be levied. The date of receipt of materials in Head Qrs. Office will be treated as date of supply

9. VERIFICIATION & WARRANTY

(i) The materials found defective and not according to the specification at the time of delivery will not be accepted and the concerned supplier has to take back the rejected materials within 7 days from the date of rejection at his own expenses failing which the OPTCL will not held responsible for any loss of materials. In case such materials are accepted with penalty as may be decided by the OPTCL. The supplier is liable for payment of such penalty. This penalty shall be in addition to the penalty mentioned in the foregoing clauses. The verification of the materials will be done by the appropriate committee of OPTCL.

(ii) Supplier shall provide warranty for the items supplied for a period of six months from date of supply. If any item found to be defective during the warranty period, the same shall be replaced free of cost.

10. SAMPLE

The Tenderer is required to furnish the sample paper for printing items and sample of Stationary articles for which the rates have been quoted alongwith the tender failing which the tender shall be rejected. The weight and GSM shall be mentioned on the body of the sample paper.

11. EXPERIENCE

The tenderer is required to furnish the list showing the orders executed by them during last 2 (two) years. At least one should be from any office of State or Central Government or PSU or Autonomous body of State or Central Government.

12. SUBMISSION OF TENDER

The submission of tender within the stipulated date and time will be taken as final. Any correspondence what so ever the case may be received after the last date and time fixed in the tender shall not be entertained. The cover of the tender envelope shall be superscribed as "Tender for supply of printing items and or stationary articles". The inner envelope duly sealed shall contain EMD and other required documents i.e. xerox copy of clearance certificate in form No.VAT-612 registration, experience certificate alongwith the tender specification paper with Annexures duly filled in and signed in each page. The tender

documents should reach on or before 08.10.2013 by 4.00 PM. in the Office of the AGM (HRD)-I, OPTCL Hqrs Office, Janpath, Bhubaneswar-751022.

13. CONSIGNEE

The Assistant Manager (HRD), General Branch, Hqrs Office of OPTCL, Bhubaneswar, shall be Consignee.

14. DESPATCH INSTRUCTION

(i) The materials shall be delivered securely packed and freight paid to the consignee along with Challan in triplicate and bills in quadruplicate for releasing payment.

(ii) Loading and unloading of ordered materials:-

It will be the sole responsibility of the supplier for loading and unloading of materials both at the supplier's site and the destination site/ store.

15. PAYMENT

The payment will be made on submission of Tax Invoice, Warranty certificate & after receipt of materials in this office by the Consignee in good condition and after verification of the quality and quantity of materials supplied by a committee constituted for the purpose.

16. DISCRETION OF AUTHORITY

The authority reserves right:

To reject all the Tenders, without assigning any reason thereof.

To increase or to reduce the quantities of materials or to split up the quantities of material covered under the tender without assigning any reason thereof.

To cancel the purchase order in the event of unsatisfactory supply/delay in supply of materials or non-observance of relevant clauses of the purchase orders.

17. JURISDICTION OF COURT

Civil Court at Bhubaneswar shall have the full jurisdiction to try any dispute arising out of this Tender.

18. Supplier's default liability

(i) The OPTCL may upon written notice and default to the supplier, terminate the contract in circumstances details here under:-

(a) If in the judgement of the OPTCL, the supplier fails to make delivery of materials within the time specified in the contract or within the period for which extension has been granted by the OPTCL in response to written request of the supplier.

(b) If in the judgement of the OPTCL, the supplier fails to comply with any of the provision of the contract.

19. OUTRIGHT REJECTION OF TENDERS

The tenders shall be outrightly rejected if the followings are not complied with:-

- (a) The tenderer should purchase the tender document from the authorized officer of OPTCL/ downloaded the tender papers from OPTCL web site and submitted the same along with cost of Tender paper.
- (b) The tender shall not be submitted by Telegraphically or by Fax.
- (c) The tender shall be accompanied by the prescribed EMD.
- (d) The tender shall be kept valid for a minimum period of three months from the opening of tenders.
- (e) The tender shall be accompanied by a list of major supplies prior to date of opening of tender. Data of at least two years shall be furnished.
- (f) The schedule of prices (Annexure-E) should be filled up fully to indicate the break-up of the prices taxes and duties. Incomplete submission of the scheduled will make the tender liable to rejection.

No conditional tender shall be accepted.

### CHECK LIST WHILE SUBMITTING TENDER

1. Should submit photocopy of Clearance Certificate in form No. VAT-612 alongwith the Tender documents. Keep the original one for verification at the time of opening of Tender.
2. The rate of VAT shall be indicated in the quotation against each item separately.
3. Should submit requisite amount of Bank Pay Order/DD towards EMD.
4. Should ensure that, they should quote for all items of printing itiems and/or stationary articales and furnish sample of each items for which the rates have been quoted alongwith the tender.
5. Should ensure that, all the annexures A,B,C,D & E duly filled in and signed in.

**SPECIFICATIONS****1. UOI Register – 100 Nos.**

8.9 Kg 60 GSM DFC white paper shall be used for printing. The size of the form shall be 40 cm x 32 cm. Both side printing heading & brass rolling. The register shall be got bound with 50 forms (200 pages). The registers are to be ordinary binding with thread swing. Strong straw board having 2.5 mm thickness cover with clothed lined covering minimum 3 cm both the sides and full marble paper pasting. A slip of size 15 cm x 10 cm denoting the name of register “UN-OFFICIAL ISSUE REGISTER” and the name of the office “ODISHA POWER TRANSMISSION CORPORATION LIMITED” and new Emblem of OPTCL shall be pasted on top of the cover. The inner printing particulars shall be as per the sample available with General Branch.

**2. Diary Register – 100 Nos.**

8.9 Kg 60 GSM DFC white paper shall be used for printing. The size of the form shall be 40 cm x 32 cm. Both side printing heading & brass rolling. The register shall be got bound with 100 forms (400 pages). The registers are to be ordinary binding with thread swing. Strong straw board having 2.5 mm thickness cover with clothed lined covering minimum 3 cm both the sides and full marble paper pasting. A slip of size 15 cm x 10 cm denoting the name of register “DIARY REGISTER” and the name of the office “ODISHA POWER TRANSMISSION CORPORATION LIMITED” and new Emblem of OPTCL shall be pasted on top of the cover. The inner printing particulars shall be as per the sample available with General Branch.

**3. File Register – 100 Nos.**

8.9 Kg 60 GSM DFC white paper shall be used for printing. The size of the form shall be 40 cm x 32 cm. Both side printing heading & brass rolling. The register shall be got bound with 50 forms (200 pages). The registers are to be ordinary binding with thread swing. Strong straw board having 2.5 mm thickness cover with clothed lined covering minimum 3 cm both the sides and full marble paper pasting. A slip of size 15 cm x 10 cm denoting the name of register “FILE REGISTER” and the name of the office “ODISHA POWER TRANSMISSION CORPORATION LIMITED” and new Emblem of OPTCL shall be pasted on top of the cover. The inner printing particulars shall be as per the sample available with General Branch.

**4. Issue Register – 100 Nos.**

8.9kg. 60 GSM DFC white paper shall be used for printing. The size of the form shall be 40cm X 32 cm. Both side printing heading and brass rolling. The register shall be got bound with 50 forms (200 pages). The register shall be ordinary bound with thread swing. Strong straw board having 2.5 mm thickness cover with clothed lined covering minimum 3 cm both the sides and full marble paper pasting. A slip of size 15 cm X 10 cm denoting the name of office “ Odisha Power Transmission Corporation Limited” and the OPTCL emblem shall be pasted on top of the cover.

The inner printing particulars shall be as per the sample available with General Branch.

**5. Log Book for Assistant – 100 Nos.**

8.9 Kg 60 GSM DFC white paper shall be used for printing. The size of the form shall be 40 CM X 32 CM. Both side printing heading and brass rolling. The register shall be got bound with 50 forms (200 pages). The registers are to be ordinary binding with thread sewing. Strong straw board having 2.5 mm thickness cover with clothed lined covering minimum 3 cm both sides and full marble paper pasting. A slip of size 15 cm X 10 cm denoting the name of the register “Log Book for Assistant” and the name of the office “Odisha Power Transmission Corporation Limited” and emblem of OPTCL shall be pasted on top of the cover. The inner printing particulars shall be as per the sample available with General Branch.

**6. Note Sheet – 30,000 Nos.**

14.1 Kg. 95 GSM conquest paper shall be used for printing of Note Sheet. The size of the Note Sheet shall be 30 cm x 20 cm. Both side printing. A slip of 4 cm x 4 cm of the same quality of paper shall be pasted on left corner of the Note Sheet. A round punching has to be provided at the center of the above slip keeping 2 cm apart from the both side edges at the to left corner of the Note Sheet. The printing particulars shall be as per sample available with the General Branch.

**7. Fly Leaf – 20,000 Nos.**

As per sample available at General Branch.

**8. Board Meeting Pad – 1,000 Pads**

Each pad shall contain 10 sheets of 60 GSM JK bond paper. The size of the pad shall be 21.5 Cm X 13.5 Cm. The OPTCL new logo shall be printed in each sheet in top. Perforation shall be made in each sheet. Pulp Board at the bottom and craft paper shall be used as cover of the pad.

**9. Peon Book – 150 Nos.**

8.9 kg 60 GSM DFC white paper shall be used for printing. The size of the form shall be 40 cm X 32 cm. Both side printing heading and brass rolling. The register shall be got bound with 50 forms (200 pages). The registers are to be ordinary bounded with thread swing. Strong straw board having 2.5 mm thickness cover with clothed lined covering minimum of 3 cm of the both the cover and full marble paper pasting. A slip of size 15 cm X 10 cm denoting the name of register “PEON BOOK” and the name of the office “Odisha Power Transmission Corporation Limited” and the OPTCL emblem shall be pasted on top of the cover. The inner printing particulars shall be as per the sample available with General Branch.



10. **Service Roll** – 500 Nos.

12.1 KG 80 GSM Conquest paper shall be used for printing. The size of the Book shall be 20 CM X 32 CM. Each Book shall contain 7 sheets of Full Scape size of form are to be stapled three places so as to form the Service Roll half full scape size. Each Service Roll shall contain 14 Sheets (28 pages). 28 pages shall remain blank. Besides 2 Nos. of leave account forms of 51 CM X 34 CM of same quality of conquest paper as that of the Roll are to be provided at the end of Roll. The first inner pages of the Service Roll shall contain proforma both in English and Odiya for the details of the Employees and his Address, Finger Impression and other details. The other inner page including leave account form shall be both side printing and heading vertical and vertical brass rolling. The pages including leave account form shall be printed both side in English and Odiya. 13.4 KG Pulp board in blue/ green colour shall be used as cover. The name of the Booklet i.e. Service Roll and the name of the Office ODISHA TRANSMISSION CORPORATION LIMITED shall be printed on the front cover in bold capital letter with office Emblem. The inner pages are to be machine numbered serially. The column from 1 to 15 of the inner pages shall be accommodate in minimum space. Printing should be neat, clean and mistake free. The printing particulars shall be as per sample provided by General Branch.

11. **Service Book** – 500 Nos.

12.1 KG 80 GSM Conquest paper shall be used for printing. The size of the book shall be 20 CM X 32 Cm. Each Book shall contain 7 sheets of Full Scape size of form are to be stapled three places so as to form the Service Book half full scape size. Each Book shall contain 14 sheets (28 pages). 28 pages shall remain blank. Besides 2 Nos. of leave account form of 51 CM X 34 CM of same quality of conquest paper as that of the Book are to be provided at the end Book. The first inner paves of the Service Book shall contain proforma both in English and Odiya for the details of the Employees and his Address, Finger Impression and other details. The other inner pages including leave account form shall be both side printing and heading vertical and vertical bras rolling. The pages including leave account form shall be printed both side in English and Odiya. 13.4 KG Pulp board in blue / green colour shall be used as cover. The name of the Booklet i.e. Service Book and the name of the office "ODISHA TRANSMISSION CORPORATION LIMITED" shall be printed on the front cover in bold capital letter with office Embnlem. The inner pages are to be machine numbered serially. The column from 1 to 15 of the inner pages shall be accommodagte in minimum space. Printing should be neat, clean and mistake free. Thbe printing particulars shall be as per sample provided by General Branch.

12. **File Board** – 23,000 Nos.

As per sample available at General Branch.

13. **T.A. Bill Form** – 1,000 Nos.

8.9 K.G. 60 GSM white paper shall be used for printing. The size of the form shall be 40 CM x 32 CM. One side printing. The printing particulars shall be as per sample provided by General Branch.

**14. Contingent Bill Form – 2,000 Nos.**

8.9 Kg 60 GSM white paper shall be used in printing. The size of the form shall be 30 x 20 cm. Both side printing. The name of the form, office and logo shall be printed at top. The printing particulars shall be as per the sample available with General Branch.

**15. Misc. Bill Form – 2,000 Nos.**

8.9 Kg 60 GSM white paper shall be used in printing. Both side printing. The size of the form shall be 30 cm X 20 cm. The name of the form, office and logo shall be printed at top. The printing particulars shall be as per the sample available with General Branch.

**16. 77 Co Envelop (Large Size) – 1,000 Nos.**

Size of the Envelope shall be 47 cm X 30 cm overlapping 3.5 cm. Flap 6 cm and overlapping flap 2.5 cm and inside gause cloth pasting. One side printing. Superior quality of manila paper crep 80 GSM shall be used in making of Envelopes.

"If undelivered please return to :

ODISHA POWER TRANSMISSION CORPORATION LIMITED  
(A Govt. of ODISHA Undertaking)  
OFFICE OF THE \_\_\_\_\_

Shall be printed on the bottom of the left side of the envelope and for To address To should be printed in bold letter at the middle of the envelope.

**17. 77 (A) Co Envelop (A4 Size) – 5,000 Nos.**

80 GSM superior quality of manila crep paper shall be used for making of envelopes. The size of the envelopes shall be 23 cm x 30 cm overlapping 2.5 cm, 2.5 cm at the pasting point (joints) & overlapping flap of 4.5 cm at the mouth of the envelope and inside gause cloth pasting. The OPTCL logo shall be printed at the top left side of the envelope.

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OFFICE OF THE \_\_\_\_\_

Shall be printed on the bottom of the left side of the envelope and for To address To should be printed in bold letter at the middle of the envelope.

**18. 79 Co Envelop (Middle Size) - 30,000 Nos.**

80 GSM superior quality of manila crep paper shall be used for making of envelopes. The size of the envelopes shall be 26 cm x 11 cm . Overlapping 1.5 cm, 1.5 cm at the pasting point (joint) & un-pasted flap of 3 cm at the mouth of the envelope. One side printing. The OPTCL logo shall be printed at the top left side of the envelope.

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Shall be printed on the bottom of the left side of the envelope and for To address To should be printed in bold letter at the middle of the envelope.

**19. 79 (A) Co Envelope (Middle Clothed) -5,000 Nos.**

80 GSM superior quality of manila crep paper shall be used for making of envelopes. The size of the envelopes shall be 26 cm x 11 cm with gauze cloth pasting. Overlapping 1.5 cm, 1.5 cm at the pasting point (joint) & un-pasted flap of 3 cm at the mouth of the envelope. One side printing. The OPTCL logo shall be printed at the top left side of the envelope.

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(A Govt. of ODISHA Undertaking)  
OFFICE OF THE \_\_\_\_\_

Shall be printed on the bottom of the left side of the envelope and for To address To should be printed in bold letter at the middle of the envelope.

**20. 80 (A) Co Envelop (Small Size) - 30,000 Nos.**

85 GSM Manila Crep paper shall be used for making of Envelope. The size shall be 15 CM X 10.5 CM overlapping 1.5 CM, Flap 2.5 CM and overlapping Flap 2 CM. One side printing. The OPTCL Logo shall be printed of the top left side corner of the Envelope. "If undelivered please return to :

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(A Govt. of ODISHA Undertaking)  
OFFICE OF THE \_\_\_\_\_

Shall be printed on the bottom of the left side of the envelope and for To address To should be printed in bold letter at the middle of the envelope.

**21. 81 Co Envelop (Clothed Big Size) -5,000 Nos.**

80 GSM superior quality of manila crep paper shall be used for making of envelopes. The size of the envelopes shall be 38.5 cm x 15.5 cm overlapping 2.5 cm, 2.5 cm at the pasting point (joints) & overlapping flap of 4.5 cm at the mouth of the envelope and inside gauze cloth pasting. The OPTCL logo shall be printed at the top left side of the envelope.

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ODISHA POWER TRANSMISSION CORPORATION LIMITED  
(A Govt. of ODISHA Undertaking)  
OFFICE OF THE \_\_\_\_\_

Shall be printed on the bottom of the left side of the envelope and for To address To should be printed in bold letter at the middle of the envelope.

22. **General Cash Book** -50 Nos.

22 Kg double crown conquest paper shall be used in printing. The size D/crown (75 cm X 51 cm). Both side printing and bi-colour rolling. Rolling horizontal and vertical. Each Register shall contain 200 Nos. of such follios and to be middle stitched (juice binding) forming the 200 sheets, 400 pages crown size follios are to be machine numbered serially from 1 to 200. Register are to be half leather binding and corner leathered with strong straw board cover and full cloth pasting. A slip (Red) denoting the name of the office, name of the register and the emblem of the office shall be pasted in top cover in Golden colour ink. One additional form has to be provided in each register to be pasted with two inner cover to keep the follios (i.e. 200 sheets) in tact of the book.

23. **Journal Book** -100 Nos.

22 Kg. Double crown conquest paper shall be used in printing. The size of the each forms shall be 40 cm X 32 cm. Each register shall contain 50 sheets. Both side printing and bi-colour rolling. Rolling both horizontal and vertical. The 50 sheets of forms shall be middle stitched so as to form the register 100 sheets 200 pages of ½ full scape size. Pages shall be machine numbered serially. Besides one more additional sheet shall be pasted with the two inner cover of the each register. Register shall be leather binding covering minimum 3 cm of both the sides and corner leathered. The strong straw board 2.5 mm thickness shall be used as cover with full cloth pasting. A slop of size 15 cm X 10 cm denoting the name of the register "JOURNAL BOOK" and name of the office "Odisha Power Transmission Corporation Limited" with OPTCL emblem shall be pasted on top cover of the register. The inner printing particulars shall be as per the sample available with General Branch.

24. **Cheque Issue Register** – 100 Nos.

22 Kg. Double crown conquest paper shall be used in printing. The size of the each forms shall be 42 cm x 34 cm. Each register shall contain 50 sheets. Both side printing & bi-colour rolling. Rolling both horizontal and vertical. The 50 sheets of the forms shall be middle stitched so as to form the register. Forms shall be machine numbered serially (1 to 50). Besides that one additional sheet shall be provided in each register and the same shall be pasted with the two inner cover of the each register. Register shall be cloth lined covering minimum 3 cm of both the sides & corner clothed. Strong straw board 2.5 mm thickness shall be used as cover with full marble paper pasting. A slip of size 15 cm x 10 cm denoting the name of Register and name of the office "ODISHA POWER TRANSMISSION CORPORATION LIMITED" with OPTCL emblem shall be printed and pasted on top cover of the register. The inner printing particulars shall be as per the sample available with General Branch & on the approved paper sample.

25. **Cheque Receipt Register – 50 Nos.**

22 Kg. Double crown conquest paper shall be used in printing. The size of the each forms shall be 42 cm x 34 cm. Each register shall contain 50 sheets. Both side printing & bi-colour Rolling. Rolling both horizontal and vertical. The 50 sheets of the forms shall be middle stitched so as to form the register. Forms shall be machine numbered serially (1 to 50). Besides that one additional sheet shall be provided in each register and the same shall be pasted with the two inner cover of the each register. Register shall be cloth lined covering minimum 3 cm of both the sides & corner clothed. Strong straw board 2.5 mm thickness shall be used as cover with full marble paper pasting. A slip of size 15 cm x 10 cm denoting the name of Register and name of the office “ODISHA POWER TRANSMISSION CORPORATION LIMITED” with OPTCL emblem shall be printed and pasted on top cover of the register. The inner printing particulars shall be as per the sample available with General Branch.

26. **D.C.V. Pad – 1,000 Nos.**

7.4 KG 56 GSM demy paper shall be used in printing. Each pad shall contain 100 forms in duplicate (100x2) of size 1/6<sup>th</sup> demy paper. Original sheet shall be printed in white paper and pink paper shall be used for duplicate sheet. One side printing. The work “DUPLICATE” shall be printed in duplicate sheet in yellow ink. Pulp board at bottom and craft paper at top shall be provided as cover in each pad. The inner printing particulars shall be as per the sample available with General Branch.

27. **C.C.V. Pad – 1,000 Nos.**

7.4 KG 56 GSM demy paper shall be used in printing. Each pad shall contain 100 forms in duplicate (100 X 2) of size 1/6<sup>th</sup> demy. Original Sheet shall be printed in white paper and green paper shall be used for duplicate sheet. One side printing. The word “DUPLICATE” shall be printed in duplicate sheet in Yellow ink. Pulp Board at bottom and craft paper at top shall be provided as cover in each pad. The printing particulars shall be as per sample available with General Branch.

28. **Meney Receipt Book – 200 Nos.**

The size of the book shall be of ¼ Demy (22 cm X 28 cm) & cover paper will be 135 GSM (26.2 KG) quality Demy green/ yellow colour as cover of the book. The inner paper should be white 65 GSM for the “ORIGINAL”, 47 GSM pink for “DUPLICATE” & 47 GSM yellow for “TRIPLICATE”. Each book shall contain 50 sheets in Triplicate (50X 3 = 150 sheets) 50X4=200 Receipt). The Receipt Number shall also be automatic/ Computerised for Book No. and Serial No. on each Receipt. The work ORIGINAL, DUPLICATE, TRIPLICATE shall be printed on top of the original, duplicate, Triplicate sheet in Capital letters respectively. The “OPTCL” logo & address should be printed on each receipt. Each book contain 200 Nos. of receipts which are to be maintained serially. The serial No. of Book and receipt by hand numbering is not be allowed. These are to be machine / computerized numbered only. The book shall be securely thread sewing with the cover. The top cover of the book shall be printed with of OPTCL on the top, then ODISHA POWER TRANSMISSION CORPORATION LIMITED with address of then “MONY RECEIPT

BOOK". A copy of spacemen for printing may be seen in our stores of this office for printing purpose only. The printing shall be very neat, lean and mistake free.

29. **Out Door Ticket Booklet – 2,000 Nos.**

The size of the out-door ticket book shall be 22.5 CM X 13 CM. The OPTCL logo shall be printed with bi-colour. Each book contains 100 pages and number serially from 90,000 to 2,90,000. The printing particulars shall be as per our sample.

30. **Bill Register – 20 Nos.**

The Register shall be contain 200 Nos. folios of size ½ full scape of double full scape conquest paper and rolling vertical and horizontal. The heading shall be printed as per sample. Cloth binding with thread sewing and corner clothed shall be provided.

31. **Blood Exam Report Form -100 Nos.**

80 GSM maplitho paper shall be used in printing. The size of the report form shall be 22 cm X 14 cm. One side printing. Each book shall contain 100 sheets Ticket. Ticket shall be Bi-colour printing with numbering and performing and binding in 100 sheets with top cover. The printing matters shall be as per the sample available with General Branch.

32. **Stool Exam Report Form – 100 Nos.**

80 GSM maplitho paper shall be used in printing. The size of the report form shall be 22 cm X 14 cm. One side printing. Each book shall contain 100 sheets Ticket. Ticket shall be Bi-colour printing with numbering and performing and binding in 100 sheets with top cover. The printing matters shall be as per the sample available with General Branch.

33. **Pension Payment Order Book – I (Pensioners Copy) – 1,000 Nos.**

70 GSM white maplitho paper as per approved sample shall be used in printing. The size of the book shall be 16 X 20 CM. Each booklet shall contain 8 sheets with 14 printing pages. 1<sup>st</sup> and last page of the booklet remaining blank will be pasted with the inside cover pages of the book. The 1<sup>st</sup> 5 pages printing matter and other nine pages printing mater with brass rolling. Rolling both horizontal and vertical. Pages are to be machine numbered serially from 1 to 14. 4 sheets of 32 X 20 CM size form are to be middle stitched (thread sewing) being affixed suitably with the cover.

34. **Pension Payment Order Book –II (Disbursers Copy) -1,000 Nos.**

70 GSM white maplitho paper as per approved sample shall be used in printing. The size of the book shall be 16 X 20 CM. Each booklet shall contain 8 sheets with 14 printing pages. 1<sup>st</sup> and last page of the booklet remaining blank will be pasted with the inside cover pages of the book. The 1<sup>st</sup> 5 pages printing matter and other nine pages printing mater with brass rolling. Rolling both horizontal and vertical. Pages are to be machine numbered serially from 1 to 14. 4 sheets of 32 X

20 CM size form are to be middle stitched (thread sewing) being affixed suitably with the cover.

35. PARTICIPATION CERTIFICATE:- 3000 Nos.

300 GSM Sinar Art Board will be used for printing of certificate in multi colour (one side). The size of the certificate will be 22 cm X 28 cm. Supply will be made 100 pcs in one packet. Printing matter will be supplied by the General Branch.

## **SPECIFICATION**

**1. DUPLICATING PAPER (METRIC SIZE): - 300 Pkt.**

Emami brand. Metric size 21x29.7cm, 75 GSM, Each ream should contain 500 sheets in original Mill pack.

**2. DUPLICATING INK – 50 Nos.**

Make Kores, Black colour, Net weight 400gms, No.4746, Batch No. & Month of Manufacturing should be recorded on each tube.

**3. TYPE CARBON:-30 Pkt.**

(210x330mm) (in ream) - Make Kores, Colour Black, Brand Sapphire, 100 sheets in each packet in original Mill pack.

**4. CELLO TAPE (Brown):- 100 Tapes**

**5. CELLO TAPE (Small):- 200 Tapes**

**6. ALPIN (T):-300 Pkts.**

Assorted size, King/Bell brand, gross weight of 100 gms in each packet and net weight 90gm, sharp pointed nickel coated.

**7. COTTON TAG –500 BUNDLES**

Length 8/9", each bundle shall contain 100 nos. better quality.

**8. JEMS CLIP (STEEL):-50 Pkts.**

Bell brand, steel pin, each packet should contain 100 nos.

**9. SHORTHAND PENCIL (APSARA MAKE):- 200 Nos.**



10. **PENCIL (APSARA PLANTINUM EXTRA BLACK) : - 500 Nos.**
11. **NON-DUST ERASER (APSARA) :- 300 Nos.**
12. **STAMP PAD (FAVER CASTEL) :- 100 Nos.**  
110 MM X 69 MM, Faber Castell Make.
13. **STAMP PAD INK :- 50 Bottles.**  
110 MM X 69 MM, Faber Castell Make.
14. **ERRAZ-EX (WHITE FLUID) :-100 Tube/Bottle**  
With Diluter Kores make, 15 ml each in one bottle.
15. **JUTE BALL :- 500 Bundle**
16. **STAPLER NO.10:-100 Nos.**  
Kangaro make
17. **STAPLER NO.24/6: – 50 Nos.**  
Kangaro make
18. **STAPLER PIN NO.10:-600 PKTS.**  
Kangaro make
19. **STAPLER PIN NO-24/6 :- 200 Pkt.**  
Kangaro make.
20. **PUNCHING MACHINE (SINGLE HOLE) :- 50 Nos.**  
4.5 mm Hole, Kangaro brand.
21. **PUNCHING MACHINE (DOUBLE HOLE) :- 50 Nos.**  
8 CM 480 Kangaro brand.
22. **BUDKIN:- 100 Nos.**  
  
Plastic handle sharp pointed with middle bole.
23. **DESK KNIFE (PAPER CUTTER) :- 200 Nos.**
24. **COTTON THREAD BALL :- 100 Nos.**
25. **FEVISTIC:-100 Nos.**
26. **PIN CUSHION :- 70 Nos.**
27. **PLASTIC SCALE :-100 Nos.**

**Natraj 621**

**28. SCISSORS:- 50 Nos.**

Godrej Make ( Kartini)

**29. SPRING FILE (JYOTI COBRA):- 500 Nos.**

Size 44x28cm, 1.5mm thickness, printing of ODISHA POWER TRANSMISSION CORPORATION LIMITED, BHUBANESWAR, at the top in bold capital letter, OPTCL Logo at the middle.

**30. LEVER ARCH FILE :- 100 Nos.**

Size 26x34cm, 3mm thickness, middle gap 8cm (Sweta Brand).

**31. LEVER CLIP FILE:- 100 Nos.**

**32. L-SHAPE PLASTIC FOLDER :- 2000 Nos.**

Size 25 X 35 CM, top cover should be transparent, the bottom should be in bi-colour, gap should be flap, size 6.5 X 9.7 cm, both the flap and top cover should be of transparent. The flap needs to be fixed at edge of bottom cover at 10 cm approximately from the bottom. The OPTCL Emblem and ODISHA POWER TRANSMISSION CORPORATION LIMITED, BHUBANESWAR-751022 to be printed at the top middle of each in bold capital letter.

**33. REXIN BOUND ROLLED REGISTER NO.2– 50 Nos.**

Size inner paper 19x31cm, paper – outer cover board 20x33cm, 8.9 kg wt, 60 GSM, DFC paper of size 43x69cm to be used as inner sheet of each Register. Each sheet should be ROLLED horizontally with bi-colour. Binding- 2LB strong JK straw board to be used, half rexin bound (side and corner rexin) good quality marble paper to be pasted at the both of the side (bottom and top). The top marble paper should bear the printing of ODISHA POWER TRANSMISSION CORPORATION LIMITED, BHUBANESWAR, at the top in bold capital letter. Each number should be stand for 16 sheets (32 pages). Each Register should serially page numbered from 01 onwards.

**34. REXIN BOUND ROLLED REGISTER NO.4 :- 75 Nos.**

Size inner paper 19x31cm, paper – outer cover board 20x33cm, 8.9 kg wt, 60 GSM, DFC paper of size 43x69cm to be used as inner sheet of each Register. Each sheet should be ROLLED horizontally with bi-colour. Binding- 2LB strong JK straw board to be used, half rexin bound (side and corner rexin) good quality marble paper to be pasted at the both of the side (bottom and top). The top marble paper should bear the printing of ODISHA POWER TRANSMISSION CORPORATION LIMITED, BHUBANESWAR, at the top in bold capital letter. Each number should be stand for 16 sheets (32 pages). Each Register should serially page numbered from 01 onwards.

**35. REXIN BOUND ROLLED REGISTER NO.6:-50 Nos.**

Size inner paper 19x31cm, paper – outer cover board 20x33cm, 8.9 kg wt, 60 GSM, DFC paper of size 43x68.5cm to be used as inner sheet of each Register. Each sheet should be ROLLED horizontally with bi-colour. Binding- 2LB strong JK straw board to be used, half rexin bound (side and corner rexin) good quality marble paper to be pasted at the both of the side (bottom and top). The top marble paper should bear the printing of ODISHA POWER TRANSMISSION CORPORATION LIMITED, BHUBANESWAR, at the top in bold capital letter. Each number should be stand for 16 sheets(32 pages). Each Register should serially page numbered from 01 onwards.

**36. REXIN BOUND ROLLED REGISTER NO.8:-50 Nos.**

Size inner paper 19x31cm, paper – outer cover board 20x33cm, 8.9 kg wt, 60 GSM, DFC white paper of size 43x69cm to be used as inner sheet of each Register. Each sheet should be ROLLED horizontally with bi-colour. Binding- 2LB strong JK straw board to be used, half rexin bound (side and corner rexin) good quality marble paper to be pasted at the both of the side (bottom and top). The top marble paper should bear the printing of ODISHA POWER TRANSMISSION CORPORATION LIMITED, BHUBANESWAR, at the top in bold capital letter. Each number should be stand for 16 sheets(32 pages). Each Register should serially page numbered from 01 onwards.

**37. REXIN BOUND ROLLED REGISTER NO.10 – 50 Nos.**

Size inner paper 19x31cm, paper – outer cover board 20x33cm, 8.9 kg wt, 60 GSM, DFC white paper of size 43x69cm to be used as inner sheet of each Register. Each sheet should be ROLLED horizontally with bi-colour. Binding- 2LB strong JK straw board to be used, half rexin bound (side and corner rexin) good quality marble paper to be pasted at the both of the side (bottom and top). The top marble paper should bear the printing of ODISHA POWER TRANSMISSION CORPORATION LIMITED, BHUBANESWAR, at the top in bold capital letter. Each number should be stand for 16 sheets (32 pages). Each Register should serially page numbered from 01 onwards.

**38. REXIN BOUND ROLLED REGISTER NO.12:-50 Nos.**

Size inner paper 19x31cm, paper – outer cover board 20x33cm, 8.9 kg wt, 60 GSM, DFC white paper of size 43x69cm to be used as inner sheet of each Register. Each sheet should be ROLLED horizontally with bi-colour. Binding- 2LB strong JK straw board to be used, half rexin bound (side and corner rexin) good quality marble paper to be pasted at the both of the side (bottom and top). The top marble paper should bear the printing of ODISHA POWER TRANSMISSION CORPORATION LIMITED, BHUBANESWAR, at the top in bold capital letter. Each number should be stand for 16 sheets (32 pages). Each Register should serially page numbered from 01 onwards above.

**39. CANVAS BOUND ROLLED REGISTER NO.14:- 20 Nos.**

Size inner paper 20 X 33 cm, paper – outer cover board 21x34cm, 14.1 kg wt, 95 GSM, DFC ledger paper of size 20 X 33 cm to be used as inner sheet of each Register. Each sheet should be ROLLED horizontally with bi-colour. Binding- 2LB strong JK straw board to be used, half canvas bound (side and corner canvas) good quality marble paper to be pasted at the both of the side (bottom and top). The top marble paper should bear the printing of ODISHA POWER TRANSMISSION CORPORATION LIMITED, BHUBANESWAR, at the top in bold capital letter. Each number should be stand for 16 sheets (32 pages). Each Register should serially page numbered from 01 onwards above.

**40. CANVAS BOUND ROLLED REGISTER NO.16:- 25 Nos.**

Size inner paper 20 X 33 cm, paper – outer cover board 21 X 34 cm, 14.1 kg wt, 95 GSM, DFC conquest paper of size 43x68.5cm to be used as inner sheet of each Register. Each sheet should be ROLLED horizontally with bi-colour. Binding- 2LB strong JK straw board to be used, half canvas bound (side and corner canvas) good quality marble paper to be pasted at the both of the side (bottom and top). The top marble paper should bear the printing of ODISHA POWER TRANSMISSION CORPORATION LIMITED, BHUBANESWAR, at the top in bold capital letter. Each number should be stand for 16 sheets (32 pages). Each Register should serially page numbered from 01 onwards above.

**41. LEATHER BOUND ROLLED REGISTER NO.20:- 10 Nos.**

Size inner paper 20 X 33 cm, paper – outer cover board 21 X 34cm, 14.1 kg wt, 95GSM, DFC conquest paper of size 43x68.5cm to be used as inner sheet of each Register. Each sheet should be ROLLED horizontally with bi-colour. Binding- 2 LB strong JK straw board to be used, half leather bound (side and corner leather) good quality marble paper to be pasted at the both of the side (bottom and top). The top marble paper should bear the printing of ODISHA POWER TRANSMISSION CORPORATION LIMITED, BHUBANESWAR, at the top in bold capital letter. Each number should be stand for 16 sheets (32 pages). Each Register should serially page numbered from 01 onwards above.

**42. LEATHER BOUND ROLLED REGISTER NO.22:- 10 Nos.**

Size inner paper 20 X 33cm, paper – outer cover board 21 X 34 cm, 14.1 kg wt, 95 GSM, DFC conquest paper of size 43x68.5cm to be used as inner sheet of each Register. Each sheet should be ROLLED horizontally with bi-colour. Binding- 2LB strong JK straw board to be used, half leather bound (side and corner leather) good quality marble paper to be pasted at the both of the side(bottom and top). The top marble paper should bear the printing of ODISHA POWER TRANSMISSION CORPORATION LIMITED, BHUBANESWAR, at the top in bold capital letter. Each number should be stand for 16 sheets (32 pages). Each Register should serially page numbered from 01 onwards above.

**43. PAPER WEIGHT:-100 Nos.**

(Flat /Round standard size)

**44. HIGH LIGHTER FABER CASTELL :-50 Nos.**

**45. MARKER PEN:-50 Nos.**

**46. BARNISH COATED COVER PAPER:- 100 Sheets.**

**47. PHOTOCOPIER PAPER (A4 SIZE) J.K. COPIER:-3000 pkts.**

Each reams / packets of paper shall contain 500 sheets of JK Plain copier paper with following specification.

- (i) Size:- The size of plain copier paper shall be A4 (i.e. 210x297 mm).
- (ii) Moisture content and curling:- Controlled moisture content and no curling.
- (iii) Grammages:- The grammage of plain copier paper shall 75grams per square meter and total ream wt. 2.34 kg.
- (iv) Packing:- Each ream of paper shall be wrapped by means of wax coated paper to prevent moisture absorption. It shall then be packed in 4 ply corrugated cartons to ensure that the paper is not damaged due to handling and transportation or shall be packed as agreed to between the purchaser and the supplier.
- (v) Marketing:-  
The package shall be marked with the following particulars.
  - a) Description and size of the paper.
  - b) Thickness in microns and substance in g/m<sup>2</sup>.
  - c) Quantity (i.e. No. of sheets).
  - d) Lot No. and month and year of manufacture.
  - e) The source of manufacture.

**48. PHOTOCOPIER PAPER (A3 SIZE) J.K. COPIER:-20 pkts.**

Each reams / packets of paper shall contain 500 sheets of JK Plain copier paper with following specification.

- (i) Size:- The size of plain copier paper shall be A4 (i.e. 297x420 mm).
- (ii) Moisture content and curling:- Controlled moisture content and no curling.
- (iii) Grammages:- The grammage of plain copier paper shall 75grams per square metre and total ream wt. 4.68 kg.
- (iv) Packing:- Each ream of paper shall be wrapped by means of wax coated paper to prevent moisture absorption. It shall then be packed in 4 ply corrugated cartons to ensure that the paper is not damaged due to handling and transportation or shall be packed as agreed to between the purchaser and the supplier.
- (v) Marketing:-  
The package shall be marked with the following particulars.
  - (a) Description and size of the paper.
  - (b) Thickness in microns and substance in g/m<sup>2</sup>.
  - (c) Quantity (i.e. No. of sheets).
  - (d) Lot No. and month and year of manufacture.
  - (e) The source of manufacture.

**49. PHOTOCOPIER PAPER (FULL SCAPE) J.K. COPIER:-50 pkts.**

Each reams / packets of paper shall contain 500 sheets of JK Plain copier paper with following specification.

- (i) Size:- The size of plain copier paper shall be full scape (i.e. 215x345 mm).
- (ii) Moisture content and curling:- Controlled moisture content and no curling.
- (iii) Grammages:- The grammage of plain copier paper shall 75grams per square metre and total ream wt. 2.78 kg.

- (iv) Packing:- Each ream of paper shall be wrapped by means of wax coated paper to prevent moisture absorption. It shall then be packed in 4 ply corrugated cartons to ensure that the paper is not damaged due to handling and transportation or shall be packed as agreed to between the purchaser and the supplier.
- (v) Marketing:-  
The package shall be marked with the following particulars.
  - (a) Description and size of the paper.
  - (b) Thickness in microns and substance in g/m<sup>2</sup>.
  - (c) Quantity (i.e. No. of sheets).
  - (d) Lot No. and month and year of manufacture.
  - (e) The source of manufacture.

**50. 10 X 12 X 3 PART 60 GSM COMPUTER PAPER (PLAIN):- 16,000 Sheet**

Computer paper 80 Col., size 10" X 12" single part (plain) 80 GSM. Each sheet should be page perforated and standard punching provision. The paper should be supplied in packets containing 1000 sheets each.

**51. 10 X 12 X 2 PART 60 GSM COMPUTER PAPER (PLAIN):- 20,000 Sheet**

Computer paper 80 Col., size 10" X 12" single part (plain) 60 GSM. Each sheet should be page perforated and standard punching provision. The paper should be supplied in packets containing 500 sheets each.

**52. 10 X 12 X 1 PART 60 GSM COMPUTER PAPER (PLAIN):- 20,000 Sheet**

Computer paper 80 Col., size 10" X 12" single part (plain) 60 GSM. Each sheet should be page perforated and standard punching provision. The paper should be supplied in packets containing 1000 sheets each.

**53. 10 X 12 X 1 PART 80 GSM COMPUTER PAPER (PLAIN):- 10,000 Sheet**

Computer paper 80 Col., size 10" X 12" single part (plain) 80 GSM. Each sheet should be page perforated and standard punching provision. The paper should be supplied in packets containing 1000 sheets each.

**54. 15 X 12 X 1 PART 60 GSM COMPUTER PAPER (PLAIN):- 10,000 Sheet**

Computer paper 132 Col., size 15" X 12" single part (plain) 60 GSM. Each sheet should be page perforated and standard punching provision. The paper should be supplied in packets containing 1000 sheets each.

**55. 15 X 12 X 1 PART 80 GSM COMPUTER PAPER (PLAIN):- 10,000 Sheet**

Computer paper 132 Col., size 15" X 12" single part (plain) 80 GSM. Each sheet should be page perforated and standard punching provision. The paper should be supplied in packets containing 1000 sheets each.

**56. 15 X 12 X 2 PART 60 GSM COMPUTER PAPER (PLAIN):- 10,000 Sheet**

Computer paper 132 Col., size 15" X 12" single part (plain) 60 GSM. Each sheet should be page perforated and standard punching provision. The paper should be supplied in packets containing 500 sheets each.

**57. 15 X 12 X 3 PART 60 GSM COMPUTER PAPER (PLAIN):- 10,000 Sheet**

Computer paper 132 Col., size 15" X 12" single part (plain) 60 GSM. Each sheet should be page perforated and standard punching provision. The paper should be supplied in packets containing 250 sheets each.

**58. PENCIL CUTTER (LONG POINT) APSARA MAKE: 100 Nos.**

**59. STATEMENT CARBON: -10 Pkts.**

Size 420x330mm, Kores make, Sapphire brand, 100 sheets in a packet.

**60. METAL CLIP:-500 Nos.**

**61. DUSTBIN:-50 Nos.**

**62. SPIRAL NOTE BOOK 145 X 210:-150 Nos.**

DECLARATION FORM

To

Sir,

1. Having examined the above specification together with tender conditions referred to therein I / We the undersigned hereby offer to supply \_\_\_\_\_ Nos. of Printing Materials/ Stationery Articles (Strike out whichever is not applicable) of OPTCL for the year 2013-14 as per the specification, terms and conditions at the rates quoted by us in the tender.
2. I / We undertake to deliver the above materials within the time specified in the work or Purchase Order.
3. I / We hereby guarantee the particulars given in the tender supported with necessary documents from concerned authorities.
4. I / We certify to have purchased the specification by remitting Demand Draft / Pay Order.
5. In the event of purchase / work order being decided in my favour I / We agree to deposit the Security Money in the manner acceptable to OPTCL and for the sum as applicable to me / us within 7 (seven) days of issue of purchase / work order failing which I / We clearly understand that the said purchase / work order will be liable cancellation.

Signed this ..... day of ..... 2013.

Yours faithfully,

(Signature of the Tenderer with seal of the firm)

(This form should be duly filled up by the tenderer and submitted alongwith the original copy of the tender.)



**DETAILS OF TENDERER**

(To be enclosed in the Tender Envelope)

1. Name of the Tenderer / Firm
2. Permanent Address
3. Mailing Address (with Telephone No., Mobile No., Fax No.)
4. Valid TIN No.
5. PAN No.
6. Experience in similar type of works (copies of recent 2 years purchase order be submitted along with the original copy of the order).
7. Name of the person authorised to sign the tender and bills in case of successful tenderer.
8. Earnest Money Deposit Amount
9. Whether the tenderer / firm black listed by OPTCL / GRIDCO or any other organization previously. YES / NO  
(a) If yes, then give details :-
  
  
  
  
  
  
  
  
  
  
10. Whether the tenderer / firm fully executed the previous purchase order placed with them by OPTCL /GRIDCO YES / NO  
(a) If No, then give details:-

Signature of the Tenderer with seal

**ABSTRACT OF TERMS AND CONDITIONS**

(This Proforma should be filled with all information and should be furnished along with the Tender)

1. Earnest Money deposit  
(Deposited in shape of Bank Draft / Pay Order)
  - a) Name of the Bank:
  - b) Amount deposited:
  - c) Bank Draft/ Pay Order No. & Date:
2. Validity of tender in days from the date of opening of tender.
3. Nature of price Firm / Variable
4. Security deposit (whether agreeable to OPTCL terms): Yes / No.
5. Penalty (whether agreeable to OPTCL terms): Yes / No.
6. List of orders executed/ in hand for similar work during recent two years: Yes / No.  
If Yes give details:-
  
7. Clearance Certificate in Form No. VAT-612 furnished Yes / No.  
If Yes Valid up to \_\_\_\_\_
  
8. TIN No.

(Strike out whichever is not applicable).

SIGNATURE OF THE TENDERER

DATE:

SEAL:

ANNEXURE-E  
(for Printing Items)

**SCHEDULE OF PRICE**

(Amount in Rs.)

Item No.	Description / Name of the Item	Qty.	Unit landing cost including all taxes & duties	Total landing cost including all taxes & duties.
1	2	3	4	5
1.	UOI Register	100 Nos.		
2.	Diary Register	100 Nos.		
3.	File Register	100 Nos.		
4.	Issue Register	100 Nos.		
5.	Log Book for Assistant	100 Nos.		
6.	Note Sheet	30,000 Nos.		
7.	Fly Leaf	20,000 Nos.		
8.	Board Meeting Pad	1,000 Pads		
9.	Peon Book	150 Nos.		
10.	Service Roll	500 Nos.		
11.	Service Book	500 Nos.		
12.	File Board	23,000 Nos.		
13.	T.A. Bill Form	1,000 Nos.		
14.	Contingents Bill Form	2,000 Nos.		
15.	Misc. Bill Form	2,000 Nos.		
16.	77 Co Envelop (Large Size)	1,000 Nos.		
17.	77 (A) Co Envelop (A4 Size)	5,000 Nos.		
18.	79 Co Envelop (Middle Size)	30,000 Nos.		
19.	79 (A) Co Envelop (Middle Clothed)	5,000 Nos.		
20.	80 (A) Co Envelop (Small Size)	30,000 Nos.		
21.	81 Co Envelop (Clothed Big Size)	5,000 Nos.		
22.	General Cash Book	50 Nos.		
23.	Journal Book	100 Nos.		
24.	Cheque Issue Register	100 Nos.		
25.	Cheque Receipt Register	50 Nos.		
26.	D.C.V. Pad	1,000 Nos.		
27.	C.C.V. Pad	1,000 Nos.		
28.	Money Receipt Book	200 Nos.		
29.	Out Door Ticket Booklet	2,000 Nos.		
30.	Bill Register	20 Nos.		
31.	Blood Exam Report Form	100 Nos.		
32.	Stool Exam Report Form	100 Nos.		
33.	Pension Payment Order Book-I (Pensioners Copy)	1,000 Nos.		
34.	Pension Payment Order Book-II (Disbursers Copy)	1,000 Nos.		
35.	Participation Certificate	3,000 Nos.		
			Total=	

(Rupees

) only

Signature of Tenderer  
with seal of the Company

**ANNEXURE-E**  
For Stationery Articles

**SCHEDULE OF PRICE**

(Amount in Rs.)

Item No.	Description/ Name of the Item	Qty.	Unit landing cost including all taxes & duties	Total landing cost including all taxes & duties.
1	2	3	4	5
1.	Duplicating Paper (Metric Size)	300 pkt.		
2.	Duplicating Ink	50 Nos.		
3.	Type Carbon	30 pkt.		
4.	Cello Tape (Brown)	100 Tapes		
5.	Cello Tape (Small)	200 Tapes		
6.	Alpin (T)	300 pkts.		
7.	Cotton Tag	500 Bundles		
8.	Jems Clip (Steel)	50 pkts.		
9.	Shorthand Pencil (Apsara Make)	200 Nos.		
10.	Pencil (Apsara Plantinum Extra Black)	500 Nos.		
11.	Non-Dust Eraser (Apsara)	300 Nos.		
12.	Stamp Pad (Fever Castel)	100 Nos.		
13.	Stamp Pad Ink	50 Bottles.		
14.	Erraz-ex (White Fluid)	100 Tube/ Bottle		
15.	Jute Ball	500 Bundle		
16.	Stapler No.10	100 Nos.		
17.	Stapler No.24/6	50 Nos.		
18.	Stapler Pin No.10	600 pkts.		
19.	Stapler No.24/6	200 pkt.		
20.	Punching Machine (Single Hole)	50 Nos.		
21.	Punching Machine (Double Hole)	50 Nos.		
22.	Budkin	100 Nos.		
23.	Desk Knife (Paper Cutter)	200 Nos.		
24.	Cotton Thread Ball	100 Nos.		
25.	Fevistic	100 Nos.		
26.	Pin Cushion	70 Nos.		
27.	Plastic Scale	100 Nos.		
28.	Scissors	50 Nos.		
29.	Spring File (Jyoti Cobra)	500 Nos.		
30.	Lever Arch File	100 Nos.		
31.	Lever Clip File	100 Nos.		
32.	L-Shape Plastic Folder	2000 Nos.		
33.	Rexin Bound Rolled Register No.2	50 Nos.		
34.	Rexin Bound Rolled Register No.4	75 Nos.		
35.	Rexin Bound Rolled Register No.6	50 Nos.		

36.	Rexin Bound Rolled Register No.8	50 Nos.		
37.	Rexin Bound Rolled Register No.10	50 Nos.		
38.	Rexin Bound Rolled Register No.12	50 Nos.		
39.	Canvas Bound Rolled Register No. 14	20 Nos.		
40.	Canvas Bound Rolled Register No. 16	25 Nos.		
41.	Leather Bound Rolled Register No.20	10 Nos.		
42.	Leather Bound Rolled Register No.22	10 Nos.		
43.	Paper Weight	100 Nos.		
44.	High Lighter Faber Castell	50 Nos.		
45.	Marker	50 Nos.		
46.	Barnish Coated Cover Paper	100 Sheets.		
47.	Photocopier paper (A4 Size) J.K. Copier	3000 pkts.		
48.	Photocopier paper (A3 Size) J.K. Copier	20 pkts.		
49.	Photocopier paper(Full Scape) J.K. Copier	50 pkts.		
50.	10x12x3 Part 60 GSM Computer Paper (Plain)	16,000 Sheet		
51.	10x12x2 Part 60 GSM Computer Paper (Plain)	20,000 Sheet		
52.	10x12x1 Part 60 GSM Computer Paper (Plain)	20,000 Sheet		
53.	10x12x1 Part 80 GSM Computer Paper (Plain)	10,000 Sheet		
54.	15x12x1 Part 60 GSM Computer Paper (Plain)	10,000 Sheet		
55.	15x12x1 Part 80 GSM Computer Paper (Plain)	10,000 Sheet		
56.	15x12x2 Part 60 GSM Computer Paper (Plain)	10,000 Sheet		
57.	15x12x3 Part 60 GSM Computer Paper (Plain)	10,000 Sheet		
58.	Pencil Cutter (Long Point) Apsara Make	100 Nos.		
59.	Statement Carbon	10 pkts.		
60.	Metal Clip	500 Nos.		
61.	Dustbin	50 Nos.		
62.	Spiral Note Book 145x210	150 Nos.		
Total=				