



TENDER DOCUMENT FOR PRINTING & SUPPLY OF “OPTCL DIARY-2014”

TENDER CALL NOTICE NO. GL-VI-15/2013 19493 / DATED 08.11.2013

LAST DATE OF SALE OF TENDER : **26.11.2013 till 1.00 PM**
PAPER

LAST DATE OF RECEIPT OF : **27.11.2013 up to 4.00 PM**
TENDER

DATE OF OPENING OF TENDER : **28.11.2013 at 3.30 PM**

COST OF TENDER PAPER : **Rs. 2,100.00 (Rupees two
thousand one hundred) only
(Including VAT @ 5%).**

DATE OF SALE OF TENDER PAPER :

NAME AND ADDRESS OF THE :
**FIRMS/ SUPPLIERS TO WHOM THE
TENDER PAPER ISSUED**



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

No. GL-VI-15/2013.

19493

/ Dated, 08.11.2013

TENDER CALL NOTICE

Sealed tenders are invited from experienced bidders for supply of OPTCL Diary, 2014. Cost of tender paper: Rs.2,100.00, EMD: Rs.4,200. Sale of tender documents: up to 26.11.2013 till 1.00 PM. Last date of submission of tender : 27.11.2013 up to 4.00 PM. Date of opening of tender: 28.11.2013 at 3.30 PM. For details, please visit our website: www.optcl.co.in. Corrigendum if any will be published in the website only.

Sd/-
AGM (HRD)-I

ODISHA POWER TRANSMISSION CORPORATON LIMITED
(A GOVT. OF ODISHA UNDERTAKING)
REGD. OFFICE: JANPATH, BHUBANESWAR-751022

TENDER CALL NOTICE

No. GL-VI-15/2013.

19493

/ Dated, 08.11.2013

For & on behalf of “Odisha Power Transmission Corporation Limited” the sealed tenders are invited from experienced and registered firms/printers located in and around Bhubaneswar having valid TIN with clearance certificate in form No. VAT-612 for printing and supply of OPTCL Diary, 2014.

Interested parties may collect Tender Paper (non-transferable) from General Branch of OPTCL Hqrs. Office on all working days between 11.00 AM to 1.00 PM up to 26.11.2013 on payment of Rs.2,100.00 (Rupees two thousand one hundred) only (non-refundable) in shape of demand draft / Banker’s Cheque drawn in favour of DDO (Hqrs.) OPTCL, Bhubaneswar payable at Bhubaneswar. The tenders superscribing “**Tender for Printing & Supply of OPTCL Diary 2014**” should reach the AGM (HRD)-I, OPTCL, Janpath, Bhubaneswar-22 on or before dated 27.11.2013 by 4.00 PM. The tenders will be opened on the next day i.e. 28.11.2013 at 3.30 PM in presence of the bidders or their authorized representatives. The tenders received in incomplete form or after the scheduled date and time shall be rejected. OPTCL reserves the right to reject any or all tenders without assigning any reason thereof.

ASST. GENERAL MANAGER (HRD)-I

Memo No. 19494 / Dated, 08.11.2013

Copy to DGM (HRD) CR, OPTCL Hqrs. Office, Bhubaneswar for information and necessary action. He is requested to publish the above Tender Call Notice in "The New Indian Express", "The Samaj" & "The Dharitri" at an early date. The extract of approval is enclosed herewith for reference.

The paper cutting of the publication may please be forwarded to AGM (HRD)-I, for reference and record.

Encl:- As above.

MANAGER (HRD) GENERAL SERVICES
Memo No. 19495 / Dated, 08.11.2013

Copy to DGM (IT), OPTCL., Bhubaneswar for information and necessary action. He is requested to post the above Tender Call Notice in OPTCL website.

MANAGER (HRD) GENERAL SERVICES
Memo No. 19496 / Dated, 08.11.2013

Copy to Drawing and Disbursing Officer, Hd. Qrs. Office, OPTCL, Bhubaneswar for information and necessary action.

MANAGER (HRD) GENERAL SERVICES
Memo No. 19497 (4) / Dated, 08.11.2013

Copy to CGM (F) / GM (F) Cost & Budget /AGM (F) A&A/ Manager (F) General for information.

MANAGER (HRD) GENERAL SERVICES
Memo No. 19498 (3) / Dated, 08.11.2013

Copy to Company Secretary, OPTCL/A.G.M. (Elec.) O&M,/ A.G.M. (F) CPC , OPTCL, Bhubaneswar for information.

MANAGER (HRD) GENERAL SERVICES

CC to Notice Board of New Corporate Building/ TW/FW/AW, Hqrs. Office, OPTCL., Bhubaneswar for display of the Tender Call Notice for wide publicity.

TERMS AND CONDITIONS OF THE TENDER CALL NOTICE

1. SCOPE

Printing and supply of 3200 Nos. OPTCL Diary for the year 2014.

2. PRICE

2.1 Price shall be inclusive of all Taxes, duties and charges (i.e. including freight, VAT, Entry Tax, Printing, Binding, DTP, Page marker, work spoilage towards proof reading and embossing of limited nos. of name on cover of Diary etc.) for delivery in the OPTCL Head Qrs. Office, Bhubaneswar. VAT may be indicated separately for billing purposes only.

2.2 PRICES quoted shall be firm and not subject to any variation.

3. VAT

The bidder should have valid TIN Nos. and 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.

(i) The bidder shall have to deposit Earnest Money of Rs.4,200.00 (Rupees four thousand two hundred) only along with the tender in shape of Bank Draft/ Bankers Cheque drawn in favour of DDO (Hqrs.) OPTCL, Bhubaneswar and payable at Bhubaneswar failing which the tender shall be liable for rejection.

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

5. SECURITY DEPOSIT

The successful bidder shall be required to deposit security money @ 5 % of the total value of purchase order (less the amount of EMD already deposited) in shape of bankers Cheque/Bank Draft drawn in favour of DDO (Hqrs.) OPTCL, Bhubaneswar payable at 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.

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.

7. DELIVERY OF MATERIALS.

i) The delivery of the full quantity of Diary shall be made within 30 days from the date of issue of the purchase order or 20 days from the date of receipt of final proof which ever is later.

- ii) The soft copy preferably in CD of final printed matters including the photographs and maps after correction of the proof shall be handed over to the consignee along with delivery of materials.

8. **PENALTY**

Due to any delay in delivery of materials which remain 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 recovered. The date of receipt of materials in Hqrs. Office will be treated as date of supply.

9. **VERIFICATION.**

The materials found defective and not in accordance with the specification at the time of verification 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 OPTCL will not be held responsible for any loss of materials. In case such materials are accepted the supplier shall be liable to pay such penalty as may be decided by the QCC. 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.

10. **SAMPLE**

The Tenderers are required to furnish the sample along with the tender, otherwise, their tender will be rejected.

11. **EXPERIENCE.**

The tenderers are required to furnish a list showing the orders executed by them fully, timely and satisfactorily during last three years as proof of experience along with the copies of Purchase Orders. At least one experience certificate should be from any Government Department or Central / Sate PSU or Autonomous body.

12. **SUBMISSION OF TENDER**

The submission of tender within the stipulated date and time will be taken as final. Any correspondence received after the last date and time fixed in the tender shall not be entertained. The cover of the tender envelope duly sealed shall be superscribed as "Tender for Printing and Supply of OPTCL Diary 2014". The envelope shall contain EMD and other required documents i.e. photocopy of VAT registration, experience certificates along with the tender specification paper with Annexure duly filled in and signed in each page. The tender documents are to be sent by Speed Post/ Registered Post/ Courier service to the AGM (HRD)-I, OPTCL, Janpath, Bhubaneswar-22 so as to reach on or before 27.11.2013 by 4.00 PM or may be dropped in the Tender box kept in the above office by aforesaid date and time.

13. **CONSIGNEE**

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

14. **DESPATCH INSTRUCTION**

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

15. **PAYMENT**

The payment will be made after receipt of materials in this office by the Consignee in good condition and after verification of the quality and quantity of supplied materials by the appropriate committee of OPTCL through the DDO (Hqrs.), OPTCL, Bhubaneswar-751022. As per statutory provisions, deduction of Tax shall be made from the bill and TDS certificate shall be issued by DDO, OPTCL, Hqrs.

16. **DISCRETION OF AUTHORITY**

The authority reserves right:

- a) To reject the Tender without assigning any reason.
- b) To increase or decrease the quantities of material or to split up the quantity of material covered under the tender without assigning any reason thereof.
- c) 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 Order.

17. **JURISDICTION OF COURT**

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

18. **OUTRIGHT REJECTION OF TENDER:-**

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

- (a) The bidder should purchase the tender document from the authorized officer of OPTCL.
- (b) The tender shall not be submitted by Fax.
- (c) The tender shall be accompanied by the prescribed EMD, proof of payment of Tender Cost VAT clearance certificate in form VAT-612.
- (d) The tender shall be kept valid for a minimum period of three months from the date of opening of tenders.
- (e) The bidder shall quote item wise rates as specified.
- (f) Experience certificate

No conditional tender shall be accepted.

SPECIFICATIONS

OPTCL DIARY – 2014

QUANTITY -3200 NOS.

- (a) The size of the OPTCL Diary for the year 2014 after final cutting and finishing will be 21 Cm x 16 Cm. The cover page of the Diary shall be foil printed with OPTCL Logo and year 2014 below the Logo. The Diary cover shall be two fold with stiff hard cardboard of 3mm thickness with good quality mypos binding and pasting with water repellent paper. The gutter fold should suitably accommodate the diary dummy.
- (b) The OPTCL Diary for the year 2014 shall contain 370 customized printed pages approximately comprising of date pages, text pages & 8 pages colour photographs / power maps with a silken cloth strap page marker. The inner text printing pages of Diary will be printed in JK/Century/TNPL Maplitho paper of 75 GSM. The photograph and Power Maps shall be printed in 130 GSM sinar art paper. All the pages of Diary shall be printed in bi-colour/ tri-colour. The Maps/ Colour photographs (8 Pages) shall be printed in multi colours.
- (c) The date, logo, year (2014) in each page shall be printed at the top. The printing should be done in English Roman letter of different fonts & sizes as may be specified by this office. The printing shall be of good quality, neat, clean, mistake free. The mode of printing shall be offset to ensure good quality printing.
- (d) Details of printing matters to be contained in the OPTCL Diary dummy for the year 2014 shall be as per the approved text & sample.
- (e) Good quality embossing of individual name on cover of 200 diaries is to be done as per instruction of this office.
- (f) Hard copy/ Soft copy for Maps / photographs and printing matter for printing in OPTCL Diary for the year 2014 shall be supplied by General Branch. Before final printing, the proof copy shall be submitted to General Branch for final approval of competent authority.

DECLARATION FORM

To

The Asst. General Manager (HRD)-I,
Odisha Power Transmission Corporation Limited,
Janpath, Bhubaneswar-751022.

Sir,

Having examined the above specification together with tender conditions referred to therein I/We the undersigned hereby offer to supply (i) 3200 nos. of OPTCL Diaries for the year 2014 covered therein complete in all respects as per the specification, terms, conditions and at the rates quoted by us in the tender.

I/We undertake to deliver the above materials within the time specified in the tender.

I/We hereby guarantee the particulars given in the tender supported with necessary documents from concerned authorities.

I/We certify to have purchased the specification by remitting the amount in shape of Demand Draft/ Banker's cheque.

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 to be cancelled.

Signed thisday of2013

Yours faithfully,

(Signature of the bidder with seal)

(This form should be duly filled up by the bidder and submitted along with the original copy of the tender.)

ANNEXURE-C

DETAILS OF TENDERER
(To be enclosed in the Tender Envelope)

- 1 Name of the bidder/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 experience certificates along with Purchase Orders of recent 3 years be furnished)
- 7 Name of the person authorized to sign the tender & bills in case of successful bidder.
- 8 Earnest Money Deposit Amount:-
- 9 Name of the Contact person with Mobile No:

Signature of the bidder 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/Bankers Cheque)
 - a) Name of the Bank
 - b) Amount deposited
 - c) Bank Draft./Bankers Cheque 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 three years :
7. Clearance Certificate in Form No.VAT-612 furnished:- Yes/No If Yes Valid up to
.....
8. TIN No.
(Strike out which is not applicable).

SIGNATURE OF THE BIDDER

DATE:

SEAL:

ANNEXURE-E

DETAILS OF ITEMWISE RATE FOR PRINTING OF DIARY
(AS SPECIFIED IN ANNEXURE-A)

(To be filled up by the Tenderer)

1. (A)

- | | | |
|--------|--|-----|
| (i) | Rate per sheet of JK/Century/TNPL maplitho paper of 75 GSM (21CM X 16 CM) size for printing of text pages. | Rs. |
| (ii) | Rate per sheet of plain 130 GSM sinar art paper of (21CM x16 CM) size for printing of multi-colour photograph & map | Rs. |
| (iii) | Rate per page for Printing of multi-colour photographs & maps of (21cm x 16cm) size for 3200 copies. | Rs. |
| (iv) | Rate per page (21cm x 16cm) for tri-colour printing for 3200 copies | Rs. |
| (v) | Rate per page (21 CM X 16 CM) for bi-colour printing for 3200 copies | Rs. |
| (vi) | Rate of cover of Diary with Golden foil printing & as per specification for each diary. | Rs. |
| (vii) | Rate per each for stitching, binding (mypos) & pasting of Diary. | Rs. |
| (viii) | Rate per each for silken cloth strap page marker. | Rs. |
| (ix) | (a) Rate of each OPTCL Diary as per specification without embossing.[The rate is to be arrived by considering the above rates from Sl. (i) to (viii) except (v)]. | Rs. |
| | (b) Rate of each OPTCL Diary as per specification without Embossing.[The rate is to be arrived by considering the above rates from Sl. (i) to (viii) except (iv)] | Rs. |
| | Total (per diary) | Rs. |

1. (B)

| | | |
|--|--|-----|
| The charges for embossing of individual names on the cover of the 200 Nos. of diary. | | Rs. |
|--|--|-----|

Total quoted price

| | |
|-------------------------------------|-----|
| Per diary X 3200 nos. | Rs. |
| Add embossing charges for 200 diary | Rs. |
| Total quoted price | Rs. |

Signature of bidder with seal
Date: