



# **TENDER DOCUMENT FOR PROCUREMENT OF “PRINTING ITEMS” FOR OPTCL, BHUBANESWAR.**

**TENDER CALL NOTICE NO. GL-VI-12/2017**

**DATED**

DATE OF SALE OF TENDER PAPER	:-	25.05.2017
LAST DATE OF SALE OF TENDER PAPER	:-	08.06.2017 (04.00 PM)
LAST DATE OF RECEIPT OF TENDER	:-	08.06.2017 (04.30 PM)
DATE OF OPENING OF TENDER	:-	09.06.2017 (11.30 AM)
COST OF TENDER PAPER	:-	Rs.6300.00 (Including VAT) (Rupees six thousand three hundred) Only

**NAME AND ADDRESS OF THE FIRMS /**

**SUPPLIERS TO WHOM THE TENDER PAPER ISSUED :-**

## **TERMS AND CONDITIONS OF THE TENDER CALL NOTICE**

### **1. SCOPE**

Supply of printing items of OPTCL Hqrs. Office, Bhubaneswar.

### **2. PRICE**

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 Rs15,500.00(Rupees fifteen thousand five hundred) only for printing items in shape of Bank Draft/Bankers Cheque along with the tender. The Bank Draft or Bankers Cheque is to be drawn in favour of DDO (Head Qrs) OPTCL, Bhubaneswar, drawn on any Nationalized Bank and payable at Bhubaneswar. The Bank Draft/Bankers cheque must be enclosed with sealed tender failing which the tender shall be 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 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 Bankers Cheque/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.

### **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.**

The delivery of material should 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.**

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.

10. **SAMPLE**

The Tenderer is required to furnish the sample paper for printing items for which the rates have been quoted along with 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.

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 super scribed as %Tender for supply of printing items+. The inner envelope duly sealed shall contain EMD and other required documents i.e. xerox copy of clearance certificate in form No.VAT-612, experience certificate along with the tender specification paper with Annexures duly filled in and signed in each page. The tender documents should reach on or before dt 08.06.2017 by 4.30 PM. in the Office of the DGM (HRD) GEN.ADMN. OPTCL Hqrs Office, Janapath, Bhubaneswar-22.

13. **CONSIGNEE.**

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

14. **DESPATCH INSTRUCTIOIN.**

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.

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 materials supplied, through the DDO (Hqrs.) OPTCL, Bhubaneswar-751022.

16. **PAYING OFFICER.**

DDO (Hqrs) Office,OPTCL Bhubaneswar shall be the paying Officer.

17. **DISCRETION OF AUTHORITY.**

The authority reserves right:

- (a) To reject all the Tenders, without assigning any reason.
- (b) 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.
- (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 orders.

18. **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 out of this Tender.

9. **OUTRIGHT REJECTION OF TENDERS:-**

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

- (a) The tender shall not be submitted by telegraphically or by Fax.
- (b) The tender shall be accompanied by the prescribed EMD.
- (c) The tender shall be kept valid for a minimum period of three months from the opening of tenders.
- (d) The tender shall be accompanied by a list of measure supplies prior to date of opening of tender. Data of at least two years shall be furnished.
- (e) The scheduled of prices should be filled up fully to indicate the break 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 BC/DD towards EMD.
4. Should ensure that, they should quote for all items of printing items 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 duly filled in and signed in.

**SPECIFICATIONS**

**ANNEXURE-A**

**1. DIARY REGISTER:- 200Nos.**

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.

**2. UOI REGISTER:- 300 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.

**3. FILE REGISTER: - 200 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. File movement register:-200 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.

**5. Issue register:-200 Nos.**

8.9KG. 60 GSM DFC white paper shall be used for printing. The size of the form 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.

**6. Log Book For assistant:- 100 Nos.**

8.9kg 60GSM DFC white paper shall be used for printing. The size of the form shall be 40 cm 32 cm. both side printing heading and brass rolling. The register shall be got bound with 50 forms ( 200 pages). The register are to be ordinary binding with thread swing. Strong straw board having 2.5mm thickness cover with clothed lined covering minimum 3 cm both sides and full marble paper pasting. A slip of size 15cm 10cm 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.

**7. NOTE SHEETS:- 1,00,000 Nos.(In two phases)**

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.

**8. Money Receipt Book:-200 Nos**

The size of the book shall be ¼ demy (22cm X 28cm) & cover paper will be 135 GSM (26.2 kg ) quality Demy green/ yellow colour 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 (50 x 3- 150 sheets) (50 x 4=200 receipt). The receipt number shall also be automatic / computerized for Book No. and Serial No. on each Receipt the word ORIGINAL, DUPLICATE, TRIPLICATE shall be printed on top of the original, duplicate, triplicate sheet in Capital Letter respectively. The "OPTCL" Logo & address should be printed on each receipt. Each book contains 200 nos. of receipt which are to be maintained serially. The serial No. of Book and receipt by hand numbering machine is not 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 logo of OPTCL on the top, then ODISHA POWER TRANSMISSION CORPORATION LIMITED with address of then "MONEY 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, clean and mistake free.

**9. FLY LEAF: - 30,000 Nos.(In two phases)**

11.9 Kg century card board shall be used for making of Fly Leaf. It is to be in double folded shape and folding portion as well as eyelids of the both side must be covered up to entire length with pasting of cloth lining of 12 cm width. The middle portion to be pushed 1.5 cm minimum inside. Two nos. of eyelids shall be fitted on both the leave of each fly leaf at top corner keeping 2 (two) cm apart from both upper and side edge. The size of the fly leaf in finishing shape shall be 34 cm x 24 cm. The front cover shall be printed as per sample available with General Branch. "ODISHA POWER TRANSMISSION CORPORATION LIMITED" & OPTCL New Logo shall be printed in the visible place on the Fly Leaf.

**10. FILE BOARD:-15,000 NOS .(In two phases)**

Superior quality of hard pressed brown colour straw board thickness 4 mm shall be used in making of file boards of size 36 x 25 cm. There shall be two nos. of flap 9cm width and 13cm length of which 5.5. cm shall remain inside being pressed in each file board and each flap will open as wings both side of the file board. The above wings are to be made out of superior quality of cloth and craft paper for binding. A strong shrink proof tape of 90 cm length and 1.5 cm width made out of superior quality of cotton thread to be inserted just below the flap in each file board. Two holes being at the distance of 3.5 cm from both side edges.

**11. Service Roll :- 500 Nos.**

12.1KG 80GSM conquest paper shall be used for printing. The size of the Book shall be 20cm x 32cm. 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 a/c forms of forms of 51 cm x 34cm of same quality of conquest paper as that of the Book are to be provided at the end of Book. The first inner page 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 from shall be both side printing and heading vertical and vertical brass rolling. The pages including leave account from shall be printed both side in English and Odiya. 13.4kg plup 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 Power 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.

**12. Service Book:-500 Nos.**

12.1KG 80GSM conquest paper shall be used for printing. The size of the Book shall be 20cm x 32cm. 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 a/c forms of forms of 51 cm x 34cm of same quality of conquest paper as that of the Book are to be provided at the end of Book. The first inner page 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



page including leave account from shall be both side printing and heading vertical and vertical brass rolling. The pages including leave account from shall be printed both side in English and Odiya. 13.4kg plup 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 òODISHA POWER TRANSMISSION CORPORATION LIMITEDö 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.

**14. Blood Exam Report:-150 Nos.**

As per sample available in General Branch. Each book contains 100 forms.

**15. Medical Out door Report :-300 Nos.**

The size of the out-door ticket book shall be 22.5cm x 13cm. The OPTCL logo shall be printed with bi-colour. Each book contains 100 sheets and numbered serially from 2,90,001. To 3,20,000 The printing particulars shall be as per our sample.

**16. Indoor Outdoor Register (OPD Register):- 40 Nos**

As per sample provided by Power Hospital, OPTCL, Bhubaneswar.

**17. DO Letter Pad :-100 Nos.**

JK Excel Bond Paper A4 Size 100 GSM with bi-colour printing.

**18. Peon Book:-120 Nos.**

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

**19. CONTIGENT BILL FORM: -1,000 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.

**20. T. A. BILL FORM: – 3,000 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.

**21. Journal Book:-30 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 & 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 & corner leathered. The strong straw board 2.5 mm thickness shall be used as cover with full cloth pasting. A slip of size 15cm x 10cm denoting the name of the register JOURNAL BOOK (General) & name of Office öODISHA POWER TRANSMISSION CORPORATION LIMITEDö 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.

**22. Plain Envelop (Big Size):-4000 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. The OPTCL logo shall be printed at the top left side of the envelope.

öIf 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.

**23. 77 (A) Co Envelop (A4 Size):-5000Nos.**

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 30cm overlapping 2.5cm, 2.5cm at the pasting point (joints) & overlapping flap of of 4.5cm at the mouth of the envelope and inside gauge cloth pasting. The OPTCL logo shall be printed at the top left side of the envelope.

ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Govt. of Odisha Undertaking)

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

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**24. 77 Co Envelope (Large Size) :-1000 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 gauge cloth pasting. One side printing. Superior quality of manila paper crep 80 GSM shall be used in making of Envelopes.

**25. PLAIN ENVELOPE (MIDDLE): – 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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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.

**26. 79 (A) CO ENVELOPE (MIDDLE CLOTHED): – 10,000 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.

øIf undelivered please return to :

ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Govt. of Odisha Undertaking)

OFFICE OF THE \_\_\_\_\_0\_\_\_\_\_

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.

**27. 80 (A) CO ENVELOPE (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. øIf undelivered please return to :

ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Govt. of Odisha Undertaking)

OFFICE OF THE \_\_\_\_\_0\_\_\_\_\_

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.

**28. 81 CO ENVELOPE (BIG -CLOTHED) - 2000 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.

øIf 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.

**29. GENERAL CASH BOOK:-200 Nos.**

22 kg double crown conquest paper shall be used be in printing. The size D/crown (75cm X 51 cm). Both side printing and bi-colour rolling. Rolling horizontal and vertical. Each register shall contain 200 nos. of such folios and to be middle stitched (juice binding) forming the 200 sheets, 400 pages crown size folios are to be machine numbered serially form 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 folios (i.e. 200 sheets) intact of the book.

**30. D.C.V. PAD: -2000 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 multicolour 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.

**31. SCRIBBLING PAD (10 sheet):- 3000 Nos.**

60 GSM J.K. bond paper shall be used for printing. The size of the pad shall be 21.5 CM X 13.5 CM. Each pad shall contain 50 sheets of above size paper. The OPTCL new Logo shall be printed in multicolour each sheet at top. Perforation shall also be made in each sheet. Pulp board at bottom and craft paper at top shall be used as cover of the pad. The top cover paper shall bear the printing of "ODISHA POWER TRANSMISSION CORPORATION LIMITED, BHUBANESWAR" at the bottom in bold capital letter, OPTCL Logo at top center.

**32. SCRIBBLING PAD (50 page):- 3000 Nos.**

60 GSM J.K. bond paper shall be used for printing. The size of the pad shall be 21.5 CM X 13.5 CM. Each pad shall contain 50 sheets of above size paper. The OPTCL new Logo shall be printed in each sheet at top. Perforation shall also be made in each sheet. Pulp board at bottom and craft paper at top shall be used as cover of the pad. The top cover paper shall bear the printing of "ODISHA POWER TRANSMISSION CORPORATION LIMITED, BHUBANESWAR" at the bottom in bold capital letter, OPTCL Logo at top center.

**33. Attendance Register Form: – 2000 Nos.**

14.1 kg 95 GSM conquest paper shall be used in printing. The size of form shall be DFC size. Both side printing and ruling horizontal and vertical is to be done. ODISHA POWER TRANSMISSION CORPORATION LTD shall be printed in bold capital letters at top middle portion of each sheets.

**34. Vehicle Log Book (A):-100 Nos**

as per sample provided by General Branch.

**35. J.V. Register:- 200Nos.**

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 & 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 & corner leathered. The strong straw board 2.5 mm thickness shall be used as cover with full cloth pasting. A slip of size 15cm x 10cm denoting the name of the register JOURNAL BOOK (General) & name of Office öODISHA POWER TRANSMISSION CORPORATION LIMITEDö 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.

**36. Journal Voucher Pad: – 300 Pads.**

7.4 K.G. 50 GSM Demy Colour Paper shall be used for printing. Each pad shall contain 100 forms in duplicate ( 100 x 2 ). The size of the form shall be 8.5ö X 10.5ö. Original Copy shall be printed in Pink Colour Paper and duplicating shall be Yellow Colour Paper. The word öDUPLICATEö shall be printed on duplicate sheet in Red Ink. Half LB pulp board at bottom and craft paper on top shall be provided in each pad as cover. The printing particulars shall be as per sample available with General Branch.

**37. BILL Register:-40 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 sowing and corner clothed shall be provided.

**38. A.T.D Book:-40 Nos.**

1. Account Code-37

Book serial no. 831 to 870 .

From serial no 83001 to 87000 .

2. Each book shall contain 100 forms (in Quintruplicate). And serial of book and from should begin and end with no indicated above.

3. The colour of from of 37 account code is yellow sample copy is enclosed herewith for reference.

**39. OPTCL Letter Head Pad:-500 Nos.**

The size of the Letter Head Pad of OPTCL shall be of A-4 size. Each pad shall contain 100 sheets of 80 GSM J.K Excel bond paper. The printing shall be neat and clean with OPTCL Logo. The plup board at bottom and craft paper at top shall be used as cover of the each pad. The printing particulars shall be as per sample available with General Branch.

**40. DAK PAD: – 400 Nos.**

The size of the Dak Pad shall be 35.5 CM X 25 CM in finishing shape. A hard board of 2 MM thickness of size 35.5 X 25 CM shall be used. Besides that two nos. of ply coated flap of size 25 CM (left side) and 20 CM (right side) breadth and length 24 CM each. Another two nos. of the same type of flaps of size 20 CM X 23 CM shall be used at the top and bottom as cover of the Dak Pad. Such flap shall be inserted 5 CM inside the hard board, marble paper shall be pasted on the both side of the hard board. Two holes shall be made in the both edges of the hard board keeping apart from 5 CM from both the edges. A strong cotton tape of length 90 CM shall be inserted in the holes to bind the Dak Pad. The name of the Office "ODISHA POWER TRANSMISSION CORPORATION LIMITED BHUBANESWAR" with OPTCL New Logo in capital letters in a half circle shape shall be printed on the front cover of the Dak Pad. Dak Pad shall also be printed on the cover.

**41. CHEQUE ISSUE REGISTER: - 300 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.

**ANNEXURE-B**

**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 41 nos. of Printing Articles of OPTCL for the year 2017-2018 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/ Cheque
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 to be cancelled.

Signed this \_\_\_\_ day of \_\_\_\_\_ 2017

Yours faithfully,

(Signature of the Tenderer with seal of the firm)

(This form should be duly filled up by the tenderer and submitted along with 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/ SRIN No.
- 5 PAN No.
- 6 Experience in similar type of works
- 7 Name of the person authorized to sign the tender & bills in case of successful tenderer.
- 8 Earnest Money Deposit Amount
- 9 Whether the tenderer / firm black listed by OPTCL/ GIRDCO 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



## ANNEXURE-D

### 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 : Yes / No.  
If Yes give details :-
7. OSTCC Furnished Yes / No  
If yes, valid up to \_\_\_\_\_.
8. Clearance Certificate in Form No.VAT-612 furnished Yes/No  
If Yes Valid up to ò ò ò .
9. TIN No.  
(Strike out whichever is not applicable).

SIGNATURE OF THE TENDERER

DATE:

SEAL:

