



## **TENDER DOCUMENT FOR PRINTING & SUPPLY OF “DIARY-2019” FOR OPTCL, BHUBANESWAR**

**TENDER CALL NOTICE NO. 22271**

**/ DATED :01.11.2018**

- LAST DATE OF SALE OF TENDER PAPER : 15.11.2018 Up to 12 P.M**
- LAST DATE OF RECEIPT OF TENDER : 15.11.2018 Up to 4 P.M**
- DATE OF OPENING OF TENDER : 16.11.2018 at 4 P.M. at the office of  
the GM (HRD) General Admn.**
- COST OF TENDER PAPER : Rs.4480.00 (Rupees Four Thousand  
Four Hundred Eighty only.**
- DATE OF SALE OF TENDER PAPER : 02.11.2018 to 15.11.2018 upto 1 P.M**
- NAME AND ADDRESS OF THE FIRMS/  
SUPPLIERS TO WHOM THE TENDER  
PAPER ISSUED :**

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

### **1. SCOPE**

Printing and supply of 6500 Nos. of OPTCL Diary for the year 2019.

### **2. PRICE**

2.1 Price shall be inclusive of all Taxes, duties and charges (i.e. including freight, GST, 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.

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

### **3. GST**

The Tenderer should have valid GSTIN Nos. and shall have to furnish up-to-date GST clearance certificate in form GST. The original clearance certificate in form GST shall be produced at the time of opening of Tender for necessary verification. GST may be indicated separately for billing purposes only.

### **4. EARNEST MONEY DEPOSIT (EMD)**

(i) The tenderer shall have to deposit Earnest Money of Rs.7500.00 (Rupees Seven Thousand five 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.

(ii) 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 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 by 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 approved proof whichever 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 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 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. Copy must be furnished / accompanied with the tender in separately.

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.

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 super scribed as "Tender for Printing and Supply of OPTCL Diary 2019". The envelope shall contain EMD and other required documents i.e. photocopy of GST 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) Gen.Admn., Janpath, Bhubaneswar-22 so as to reach on or before 15.11.2018 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 JM (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.

16. **DISCRETION OF AUTHORITY**

The authority reserves right:

- a) To reject the Tender without assigning any reason.
- b) To increase or decrease the quantity 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. **CRITERIA FOR REJECTION OF TENDER:-**

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

- (a) The tenderer should purchase the tender document from the authorized officer of OPTCL/ Download from OPCL website. [www.optcl.co.in](http://www.optcl.co.in)
- (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 date of opening of tenders.
- (e) The tenderers shall quote item wise rates as specified.
- (f) If the paper is downloaded, the cost of the tender paper in shape of DD should accompany the tender document.
- (g) The tender must be accompanied with a sample diary copy in a separate envelope.

**No conditional tender shall be accepted.**

**SPECIFICATIONS****OPTCL DIARY – 2019**

- (I) **QUANTITY:** -6,500 NOS.
- (II) **SIZE & PRINTING:**
- The printing should be done in Times New Roman letter of different fonts & sizes.
  - The mode of printing shall be offset to ensure good quality printing in tri-colours.
  - The size of the OPTCL Diary for the year 2019 after final cutting and finishing will be 24 cm x 16.5 cm.
- (III) **COVER PAGE:**
- The cover page of the Diary shall be printing with OPTCL Logo (in multi colour) and Name of the organization i.e. "ODISHA POWER TRANSMISSION CORPORATION LIMITED" in Golden foil printing. The Diary cover shall be single fold with stiff hard cardboard of 3mm thickness.
- (IV) **LOGO, EMBOSSING:**
- The date, logo, year (2019) and calendar of the current & succeeding month in each page to be printed at the top.
  - Embossing of individual name of officers in the Grade of AGM and above, other dignitaries associated with Power Sector to be embossed on 350 (approx..) number of diaries for the year 2019.
- (V) **PAPER :**
- The inner text printing pages of Diary will be printed in plain Parchment paper of 80 GSM.
- (VI) **BINDING :**
- Diary shall have good quality binding (my pos) and pasting with water repellent paper.
  - The gutter fold should be suitable to accommodate the diary dummy.
- (VII) **INFORMATION PAGES:**
- The OPTCL Diary for the year 2019 shall containing 80 customized printed pages approx.
  - The photograph and Power Maps 8 nos. shall be printed in 130 GSM sinar art paper and in multi colour.
- (VIII) **INNER PAGE:**
- The OPTCL Diary for the year 2019 shall containing 184 pages customized printed pages approximately comprising of text pages.
  - Each page shall consist of 2 (two) nos. of calendar days.
  - Calendar of Current & succeeding month in each page to be printed at the right side of the top.
  - The port of Diary shall also be printed with OPTCL logo (in multi colour) and Diary 2019.
- (IX) **MISCELLANEOUS:**
- Hard copy / Soft copy for Maps / photographs and printing matter for printing in OPTCL Diary for the year 2019 shall be collected from General Branch within 5 days of issue of work order.
  - Details of printing matters to be contained in the OPTCL Diary dummy for the year 2019 shall be as per the approved text & sample.
  - Before final printing, the proof copy shall be submitted to AGM(HRD)General for final approval of competent authority on or before 02.12.2018.

DECLARATION FORM

To

The Asst. General Manager (HRD), Gen. Admn.  
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) 6500 nos. of OPTCL Diaries for the year 2019 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 Demand Draft/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 this .....day of .....2018

Yours faithfully,

(Signature of the Tenderer with seal)

(This form should be duly filled up by the tenderer 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 Tenderer/Firm
- 2 Permanent Address:-
- 3 Mailing Address (With Telephone No., Mobile No., Fax No.)
- 4 Valid GSTIN No.
- 5 PAN No.
- 6 Experience in similar type of works (copies of recent 3 years Purchase Orders to be furnished)
- 7 Name of the person authorized to sign the tender & bills in case of successful tenderer.
- 8 Earnest Money Deposit Amount:-
- 9 Name of the Contract person with Mobile No:

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/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
  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.GST furnished: - Yes/No If Yes Valid up to .....
  8. GSTIN No.
- (Strike out which is not applicable).

SIGNATURE OF THE TENDERER

DATE:

SEAL:



**DETAILS OF ITEMWISE RATE FOR PRINTING OF DIARY**

(To be filled up by the Tenderer)

1. (A)

- (i) Rate per sheet of Parchment paper of 80 GSM (24 CM X 16.5 CM) size for printing of text pages. Rs.
- (ii) Rate per sheet of plain 130 GSM plain parchment paper of (24 CM X 16.5 CM) size for printing of multi-colour photograph & map. Rs.
- (iii) Rate per page for Printing of multi-colour photographs & maps of (24 CM X 16.5 CM) size for 6500 copies. Rs.
- (iv) Rate per page (24 CM X 16.5 CM) for tri-colour printing for 6500 copies Rs.
- (v) Rate per page (24 CM X 16.5 CM) for bi-colour printing for 6500 copies Rs.
- (vi) Rate of cover of Diary as per specification for each diary. Rs.
- (vii) Rate per each for stitching, binding & 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

1. (B)

- The charges for embossing of individual names on the cover of the 350 Nos. of diary. Rs.