

**ODISHA POWER TRANSMISSION CORPORATION LTD.
REGD. OFFICE: JANPATH, BHUBANESWAR – 751022,**

[e-Tender No. CPC-29/2020-21](#)

For and on behalf of Odisha Power Transmission Corporation Ltd (OPTCL), Sr.G.M. [C.P.C.] invites Tenders for supply of printing items for OPTCL's HQRS office, Bhubaneswar, as per tender specification. Interested bidders may visit OPTCL's official web site www.tenderwizard.com/OPTCL for detail specification/bidding document available w.e.f dated 30.12.2020

Senior General Manager (CPC)



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

	Option	Schedule
1	<i>e-tender Notice No</i>	<i>CPC-29/ 2020-21</i>
2	<i>Bid Documents No</i>	<i>Sr.G.M-CPC-e-tender-Printing items-29/ 2020-21</i>
3	<i>Description of work</i>	<i>Supply of printing items for OPTCL’s HQRS office, Bhubaneswar, as per tender specification. [Sample copy of printing items are available with Jr. Manager (HRD), General Branch, HQRs Office of OPTCL, Bhubaneswar]</i>
4	<i>Delivery period</i>	<i>30 days from the issue of Purchase order</i>
5	<i>Cost of Tender document</i>	<i>₹ 6,720.00</i>
6	<i>Bid security in INR</i>	<i>₹ 11,100.00</i>
7	<i>Tender processing fee</i>	<i>₹ 1,298.00</i>
8	<i>Free view of Tender document.</i>	<i>On or after dated 30.12.2020, 11.00 AM</i>
9	<i>Issue of Bid document.</i>	<i>From dated 30.12.2020, 11.01 AM Up to dated 18.1.2021, 12.46 PM</i>
10	<i>Last date and time of Receipt of bid.</i>	<i>Up to dated 18.1.2021, 01.00 PM</i>
11	<i>Opening of Techno-commercial bid.</i>	<i>On or after dated 19.1.2021, 11.00 AM</i>



ଓଡ଼ିଶା ବିଦ୍ୟୁତ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲିଡ.

ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Government of Odisha Undertaking)

Regd. Office: Janpath: Bhubaneswar-751022.

Telephone: (0674) 2540051 (EPABX), Website: www.optcl.co.in

CIN:U4102OR2004SGC007553

e-TENDER NOTICE NO: CPC- 29/2020-21

For and on behalf of OPTCL, the undersigned invites e-Tenders under single stage two part bidding system from the reputed firms/ Agencies having minimum 03 (Three) Years' experience in providing Printing & supply of printing items to Departments, PSUs, reputed corporate sectors, organisations and autonomous bodies.

Bidders would be required to enrol themselves on the tender portal www.tenderwizard.com/OPTCL for participation in the above tender. Complete set of bidding documents are available in www.tenderwizard.com/OPTCL from Dated 30.12.2020, 11.00 Hrs.. Interested FIRMS/AGENCIES may visit OPTCL's official website www.tenderwizard.com /OPTCL for detail specification.

*N.B:-All subsequent addendums / corrigendum to the tender shall be **uploaded** in the OPTCL's website www.tenderwizard.com/OPTCL only.*

SENIOR GENERAL MANAGER [CPC]



ଓଡ଼ିଶା ବିଦ୍ୟୁତ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲିଡ.

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Telephone: (0674) 2540051 (EPABX), Website: www.optcl.co.in

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e-tender NOTICE NO- CPC-29/ 2020-21.

For and on behalf of **ODISHA POWER TRANSMISSION CORPORATION LTD**, Sr.G.M [C.P.C.] invites sealed bids under single stage two-bid system in e-tendering mode only from the reputed firms/ Agencies having minimum 03 (Three) Years' experience in providing Printing & supply of printing items to Departments, PSUs, reputed corporate sectors, organisations and autonomous bodies.

The bidders can view the tender documents from www.optcl.co.in website free of cost.

The bidders who want to submit bid shall have to pay the tender cost for each package (As mentioned in TABLE-I, non-refundable which is inclusive VAT @ 12%), in the form of Demand draft only, drawn in favour of the D.D.O Head Quarters, OPTCL, Bhubaneswar.

(i) The bidders shall have to submit the non-refundable tender processing fee (mentioned in the tender notice, which is inclusive of service tax @18%) to **K.S.E.D.C. Ltd, in e-payment mode** on or before the scheduled date & time of opening of tender.

(ii) The bidders shall scan the Demand Draft towards **EMD and Tender Cost** against each package and upload the same in the prescribed form in .gif or .jpg format in addition to sending the original as stated above.

(iii) The prospective bidders are advised to register their user ID, Password, company ID from website www.tenderwizard.com/OPTCL by clicking on hyper link "Register Me".

Any clarifications regarding the scope of work and technical features of the project can be had from the undersigned during office hours.

SENIOR GENERAL MANAGER (CPC)

Submission of Bids

The bidder shall submit the bid in Electronic Mode only i.e. www.tenderwizard.com/OPTCL. The bidder must ensure that the bids are received in the specified website of the OPTCL within the date and time indicated in the Tender notice. Bids submitted by telex/telegram will not be accepted. No request from any bidder to the OPTCL to collect the Bids in physical form will be entertained by OPTCL. OPTCL reserves the right to reject any bid, which is not submitted/ deposited according to the instruction, as stipulated in the notification. The participants to the tender should be registered under ODISHA GST.

For all the users it is mandatory to procure the Digital Signatures.

(ii) Contractors / Vendors / Bidders / Suppliers are requested to follow the below steps for

Registration:

- (i) Click “**Register**”, fill the online registration form.
- (ii) Pay the amount of ₹ 2,360/- which is inclusive of GST@18% through DD in favor of K.S.E.D.C Ltd Payable at Bangalore.
- (iii) Send the acknowledgment copy for verification.
- (iv) As soon as the verification is being done the e-tender user id will be enabled.

Participation in e-tender:

- 1) After viewing Tender Notification, if bidder intends to participate in tender, he has to use his e-tendering User Id and Password which has been received after registration and acquisition of DSCs.
- 2) If any Bidder wants to participate in the tender he will have to follow the instructions given below:
 - a) Insert the PKI (which consist your Digital Signature Certificate) in your System.
(Note: Make sure that necessary software of PKI be installed in your system).
 - b) Click / Double Click to open the Microsoft Internet Explorer (This icon will be located on the Desktop of the computer).
 - c) Go to Start > Programs > Internet Explorer.
 - d) Type www.tenderwizard.com/OPTCL in the address bar, to access the Login Screen.
 - e) Enter e-tender User Id and Password, click on “**Go**”.
 - f) Click on “**Click here to login**” for selecting the Digital Signature Certificate.
 - g) Select the Certificate and enter DSC Password.
 - h) Re-enter the e-Procurement User Id Password.
- 3) To make a request for Tender Document Bidders will have to follow below mentioned steps.
 - Click “Un Applied” to view / apply for new tenders.
 - Click on Request icon for online request.
- 4) After making the request Bidders will receive the Tender Documents which can be checked and downloaded by following the below steps:
 - Click to view the tender documents which are received by the user.
 - Tender document screen appears.
 - Click “Click here to download” to download the documents.
- 5) After completing all the formalities Bidders will have to submit the tender and they must take care of following instructions.
 - Prior to submission, verify whether all the required documents have been attached and uploaded to the particular tender or not.
 - Note down / take a print of bid control number once it displayed on the screen
- 6) Tender Opening event can be viewed online.
- 7) Competitors bid sheets are available in the website for all.

8) **For any e-tendering assistant contact help desk number mentioned below.**

- Bangalore – **080-40482000**.

* The participants to the tender should be registered under ODISHA GST.

TERMS AND CONDITIONS OF THE TENDER CALL NOTICE

- 1.0 **Scope:** Supply of printing items of OPTCL Hqrs. Office, Bhubaneswar as per the Annexure-A.
- 2.0 **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.
- 3.0 **GST:** 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.
- 4.0 **EMD:**
(i) The Technical Bid should be accompanied with an Earnest Money Deposit (EMD) @ Rs. 11,100/- (Rupees Eleven Thousand one hundred) only, which is refundable without interest, in the form of Demand Draft / Pay Order drawn in favour of D.D.O (Head Qrs.), OPTCL, Bhubaneswar failing which the tender shall be rejected out rightly.
(ii) The Earnest Money Deposit in respect of the Bidder / Agency who do not qualify in the Technical Bid (First Stage) / Financial Bid (Second competitive stage) shall be returned to them without any interest after finalization of the Tender. In case of successful Bidder, if the Bidder / Agency fail to supply the printing materials within 30 days from date of placing the order, the EMD shall stand forfeited without giving any further notice. In case of successful Bidder, the E.M.D amount / EMD BG will be returned to the bidder soon after the deposit of security deposit BG.
- 5.0 **Security deposit:**
(i) The successful bidder/ Agency will have to deposit a Security Deposit @ 10% of the contract value in shape of Demand Draft or Pay Order drawn on any scheduled Bank in favor of the D.D.O (Head Qrs.), OPTCL and payable at Bhubaneswar or in the form of Demand Draft/ Bank Guarantee (B.G) from any Nationalized Bank drawn in favor of Sr.GM (CPC), Odisha Power Transmission Corporation Limited, Bhubaneswar and payable / en-cashable at Bhubaneswar. The same shall be submitted by the agency during office hour to the Sr.GM (CPC), OPTCL, Janpath, Bhubaneswar – 751022.
(ii) The security deposit shall be refunded to the successful bidder after supply of the printing items in all shape without any interest.
(iii) The BG is to be submitted within 15 days from the issue of purchase order. On submission of such Bank Guarantee, EMD of successful bidder / agency will be refunded without any interest.
(iv) In case of breach of any terms and conditions of the agreement, the Security Deposit of the Bidder / Agency shall be liable to be forfeited.
- Note:**
1) The Authority of OPTCL reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
2) All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority is located.
- 6.0 **Validity period of tender** :The Offer should be valid for a period of 180 days from the date of opening of technical bid, failing which the tender will be liable for rejection.
- 7.0 **Delivery of materials** : The delivery of material should be made within 30 days from the date of issue of the purchase order.
- 8.0 **Price reduction schedule** : 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.

9.0 **Rejection of materials:** The materials found defective and not according to the specification at the time of delivery will not be accepted and the bidder 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.

10.0 **Sample:** Tenderer is required to furnish the sample copy 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 copy.

11.0 **The tendering Agencies should fulfil the following General Qualifying requirement.**

(i) *The registered office or one of the branch offices of the Agencies / Firms should be located within the jurisdiction of the Corporate Office, OPTCL.*

(ii) *The Bidder should be registered with **Appropriate Authority**.*

(iii) *The Bidder must have own Bank Account. The Bidder must provide its Bank details along with IFS code, Branch Code that is RTGS details along with a crossed cheque.*

(iv) *The Bidder must have registered with Income Tax and GST.*

(v) *The Bidder must be a regular IT return filer. Copy of IT returns acknowledged for the last three financial years 2017-18, 2018-19 & 2019-20 must be enclosed.*

(vi) *The bidder should agree to all terms and condition of tender. A copy of the terms and conditions duly signed on each page should be uploaded with technical bid as token of acceptance of terms and conditions.*

(vii) *There shall not be any criminal case pending against the company / firm / Agency. Blacklisted Company / Firm / Agency shall not be allowed to participate in tender process. In this regard a declaration by MD / Director / Proprietor / Authorized Representative of the Company / Firm / Agency shall be furnished along with Technical bid.*

(viii) *In case the tender documents are signed by the authorized signatory, a copy of the power of attorney/authorization must be enclosed along with tender.*

12.0 **Minimum Eligibility Criteria:** The bidders shall meet the following minimum eligibility requirement through supporting documentation to qualify for participation in the bidding process:-

Description of Criteria	Required Supporting Document
Technical Criteria	
1. <i>The Bidder must have 3 (three) years' experience in providing similar services in Government Departments , Public Sector Undertaking, reputed corporate house and Autonomous body etc.</i>	<i>Copy of supporting work order, completion certificate as applicable shall be furnished</i>

2.	<i>Bidder should be registered with the income Tax, Goods and Services Tax.</i>	<i>Copies of PAN, GSTIN, IT Returns of the last 3 years.</i>
3.	<i>Bidder must not be under any declaration of Ineligibility by any authority and should not be blacklisted with any of the government department/office and has no criminal case pending in any court of law as on date of proposal.</i>	<i>Undertaking needs to be provided in letter head of bidder.</i>
Financial Criteria		
1	<i>The Bidder must be a regular IT return Filer. Firm should furnish copy of IT Return filed in the FY 2017-18, 2018-19 & 2019-20.</i>	<i>Duly attested supporting documents.</i>
2	<i>The Bidder must have minimum average annual turnover of 50 Lac for last 3 consecutive years by providing similar services only.</i>	<i>Duly attested Supporting documents with CA certificate.</i>

13.0 **Mode of Submission of Bids.**

(1)Tenders shall be submitted in electronic mode only. (www.tenderwizard.com/OPTCL)

(2)Telegraphic or FAX tenders shall not be accepted under any circumstances.

(3)**Procedure & opening Time of Tenders:** Tenders will be opened in the office of the Sr.GM (CPC) on the specified date and time in presence of the Tenderers or their authorized representatives (limited to one person only) who may desire to be present, at the time of opening the bids.

(4)**Management's Right to Reject Bids:** The Management reserves the right to reject any or all the tenders without assigning any reasons what so ever.

14.0 **Evaluation of Tender.** The Tender shall be evaluated at the Corporate Office and the job may also be split among more than one Tenderer for any particular item if considered necessary in the interest of the Management.

15.0 **Despatch Instruction.** 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.

16.0 **Consignee.** Junior Manager (HRD), General Branch, HQRs Office of OPTCL, Bhubaneswar, shall be Consignee.

17.0 **Paying officer.** DDO (Hqrs) Office, OPTCL, Bhubaneswar.

18.0 **Verification of supplied materials:** The verification of materials shall be done by the Quality control committee of General Branch. The materials found defective and not according to the specification & approved samples will not be accepted and the concerned supplier has to take back the rejected materials within 07days from the date of rejection at his own expenses failing which the OPTCL will not held responsible for any loss of materials.

19.0 **Guarantee:** The materials shall be Guaranteed for satisfactory Quality for a period of at least 12 (Twelve) months from the last date of delivery. The above Guarantee Certificate shall be furnished along with the bill to the Consignee for his approval. Any defects noticed during this period should be replaced by the supplier free of cost to the Purchaser, upon written notice from the Purchaser.

20.0 **Terms of Payment.** 100% 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.

21.0 **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.

22.0 **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.

23.0 **Outright rejection of tender.** 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 accompanied by the prescribed tender paper cost

(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 measure supplies prior to date of opening of tender.

Data of at least two years shall be furnished.

(f) 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.

(g) No conditional tender shall be accepted.

DOCUMENTS TO BE SUBMITTED BY THE BIDDERS

DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

1. Technical Bid.
2. Cost of tender paper in shape of demand draft / pay order only.
3. EMD amount in shape of Bank Draft or Bank Guarantee
4. Attested copy of registration certificate of Agency /Firm /Company.
5. Certified copy of the statement of bank account of agency for the last three years;
6. Attested copy of PAN / GIR Card;
7. Attested copy of the latest IT return filed by agency;
8. Attested copy of GST registration certificate;
9. Certified documents (CA certified) in support of the financial turnover of the agency.
10. Copy of the Tender Document with each page duly signed and sealed in each page by the authorized signatory of the Bidder / Agency to be uploaded in tender portal as token of their acceptance.
11. Power of Attorney/authorization for signing the bid documents (in Form-T3).
12. An undertaking regarding blacklisting of the Firm/Agency/Company and on criminal case criminal case pending against the Director of the firm/Company/Agency participating in the tender
13. Should ensure that, all the annexures A,B & C duly filled in and signed in.

SPECIFICATIONS OF PRINTING MATERIALS

1. DAK PAD:- 100 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.

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. FLY LEAF: - 25,000 NOS. 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.

4. CHEQUE ISSUE 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 & on the approved paper sample.

5. D.C.V. PAD: -500 NOS. 7.4 KG 56 GSM demy paper shall be used in printing. Each pad shall contain 100 forms in duplicate (100x2) of size 1/6th 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.

6. ENVELOPE A-4 SIZE CLOTH:- 5000 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 30cm overlapping 2.5cm, 2.5cm at the pasting point (joints) & overlapping flap of 4.5cm 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.

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.

7. ENVELOPE BIG SIZE CLOTH:- 5000 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 gauge cloth pasting. The OPTCL logo shall be printed at the top left side of the envelope.

“If undelivered please return to :

ODISHA POWER TRANSMISSION CORPORATION LIMITED

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OFFICE OF THE _____

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8. ENVELOPE BIG SIZE PLAIN:- 5000 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.

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9. ENVELOPE MEDIUM PLAIN:- 5000 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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11. FILE MOVEMENT 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.

12. OPTCL NOTE PAD (10 SHEETS) :- 1000 NOS. 54 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 10 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. 400 GSM pulp board at bottom and 130 GSM art paper with multicolour printing 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.

13. PEON BOOK:-100 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 “PEON BOOK” and the name of the office “ODISHA POWER TRANSMISSION CORPORATION LIMITED” 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.

14. SCRIBBLING PAD (50 page):- 2000 NOS. 54 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. 400 GSM pulp board at bottom and 130 GSM art paper with multicolour printing 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.

15. 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 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 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.

16. HAND RECEIPT REGISTER: - 200 NOS. 8.9 KG 60 GSM white paper shall be used for printing. The size of the book shall be 30 CM X 20 CM after finishing. Both side printing and perforation shall be done in middle portion. Each Book shall contain 100 Nos. of forms which will be machine numbered serially and to be side stitching at two places with pulp board at bottom and craft paper at top cover. The printing particulars shall be as per sample provided by General Admin. Branch.

17. ENVELOPE SMALL: - 5000 NOS. 85 GSM Manila Creppaper 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 :

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.

18. FILE BOARD:-15,000 NOS. 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.

19. ISSUE REGISTER:-100 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 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.

20. NOTE SHEETS:- 1,00,000 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.

21. PPO - I: - 300 NOS : 70 GSM white maplitho paper as per approved sample shall be used in printing. The size of the book shall be 16 x20 CM. Each booklet shall contain 8 sheets with 14 printing pages. 1st and last page of the booklet remaining blank will be pasted with the inside cover pages of the book. The 1st pages printing matter and other nine pages printing matter with brass rolling. Rolling both horizontal and vertical. Pages are to be off machine numbered serially from 1 to 14. 4 sheets of 32 x 20 CM size forms are to be middle stitched (thread swing) being affixed suitably with the cover. Pulp board 0.5 MM thickness shall be used as cover. The name of the book exhibiting the OPTCL emblem shall be printed and pasted on top cover page as per sample enclosed. A plastic jacket thickness of 18 mm size (32 cm x 20 cm) suitable to Booklet will be used for cover of the pension Book according to sample available in office.

22. PPO-I I: - 300 NOS. : 70 GSM white maplitho paper as per approved sample shall be used in printing. The size of the book shall be 16 x20 CM. Each booklet shall contain 8 sheets with 14 printing pages. 1st and last page of the booklet remaining blank will be pasted with the inside cover pages of the book. The 1st pages printing matter and other nine pages printing matter 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 forms are to be middle stitched (thread swing) being affixed suitably with the cover. Pulp board 0.5 MM thickness shall be used as cover. The name of the book exhibiting the OPTCL emblem shall be printed and pasted on top cover page as per sample enclosed.

23. NOTEPAD (20 SHEETS):- 200 NOS. : 54 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 20 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. 400 GSM pulp board at bottom and 130 GSM art paper with multicolour printing 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.

24. NOTEPAD (80 SHEETS):- 200 NOS. : 54 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 80 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. 400 GSM pulp board at bottom and 130 GSM art paper with multicolour printing 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.

25. LONG EXERCISE NOTE BOOK A4:- 200 NOS. : 8.9 Kg 60 GSM DFC white maplitho paper shall be used. The size of the form shall be 40 cm x 32 cm. The long exercise note book shall be got bound with 50 forms (200 pages). The note book are to be ordinary binding with thread swing. The cover of the note book shall be multicolour printing using 300 GSM art board with lamination and printing of “ODISHA POWER TRANSMISSION CORPORATION LIMITED” and new Emblem of OPTCL shall be printed on top of the cover.

26. STORE INDENT SLIP (MEDICAL):-100 NOS. :

- 1) Each book of the indent slip shall contain 100 sheets of 1/8 size 60 GSM. Demi paper with one side printing and numbering serially.
- 2) The slip number shall be printed serially from sl No. ----
- 3) The book shall be sewed securely with high quality thred and provided with cover of high quality cover paper.
- 4) Each sheet of the book shall be perforated at 5 cm from the left edge of the book.
- 5) The printing particulars of the book shall be as per sample available with general branch.

27. REXINE BOUND ROLLED REGISTER NO.2 – 200 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 ODISSA 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.

28. REXINE BOUND ROLLED REGISTER NO.4 :- 200 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 ODISSA 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.

29. REXINE BOUND ROLLED REGISTER NO.6:-200 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 ODISSA 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.

30. REXINE BOUND ROLLED REGISTER NO.8:-100 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 ODISSA 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.

31. REXINE BOUND ROLLED REGISTER No-10- 100 NOS : Size inner paper19x31 cm, paper – outer cover board 20x33cm, 8.9. kg wt, 60 GSM, DFC ledger paper of size43x69 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 ODISSA 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

32. REXINE BOUND ROLLED REGISTER No-12- 100 NOS: Size inner paper 19x31 cm, paper – outer cover board 20x33cm, 8.9 kg wt, 60 GSM, DFC ledger paper of size 43 X 69 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 ODISSA 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.

N.B. Interested Firms/Agencies are requested to verify the printing material samples from Gen. Admn. Branch before quoting the bid who desires to do so.

ANNEXURE-A
DECLARATION FORM

To,

Sr. GM (CPC)

OPTCL Hqrs.

Sir,

1. Having examined the above specification together with tender conditions referred to therein I/We the undersigned hereby offer to supply 33 nos. of Printing Articles of OPTCL for the year 2020-2021 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 thisday of2020

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.)

ANNEXURE-B

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 GST 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-C

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. Tender paper cost deposit
(Deposited in shape of Bank Draft/Bankers Cheque)

a) Name of the Bank :

b) Amount deposited :

c) Bank Draft./Bankers Cheque No. & Date.:

3. Validity of tender in days from the date of opening of tender.

4. Nature of price Firm / Variable

5. Security deposit (whether agreeable to OPTCL terms): Yes/No

6. Price reduction schedule (whether agreeable to OPTCL terms) : Yes/No

7. List of orders executed/in hand for similar work during recent three years: Yes / No.
If Yes give details:-

(Strike out whichever is not applicable).

SIGNATURE OF THE TENDERER

DATE / SEAL

Annexure-D

PRICE BID

Sl. No	Name of the materials	Qty. required
1	Dak Pad	100
2	Diary Register	100
3	fly leaf	25000
4	Cheque Issue Register	50
5	DCV Pad	500
6	Envelope A-4 size Cloth	5000
7	Envelope Big size cloth	5000
8	Envelope Big size plain	5000
9	Envelope medium size plain	5000
10	Envelope medium size cloth	5000
11	file movement register	100
12	OPTCL Note pad(10sheets)	1000
13	Peon book	100
14	Scribbling pad(50 sheets)	2000
15	Service book	500
16	Hand receipt register	200
17	Envelope Small	5000
18	File board	15000
19	Issue register	100
20	Note sheet	100000
21	PPO-I	300
22	PPO-II	300
23	Note Pad(20sheets)	200
24	Note Pad(80sheets)	200
25	Long exercise note book A4	200
26	Store indent slip(medical slip)	100
27	Rexine Bound Rolled Register No.2	200
28	Rexine Bound Rolled Register No.4	200
29	Rexine Bound Rolled Register No.6	200
30	Rexine Bound Rolled Register No.8	100
31	Rexine Bound Rolled Register No.10	100
32	Rexine Bound Rolled Register No.12	100

Note:

(1) Interested Firms/Agencies are requested to verify the printing material samples from Gen. Administration Branch before quoting the bid who desires to do so.

(2) For details please contact Junior Manager (HRD), General Branch, HQRs Office of OPTCL, Bhubaneswar (Mobile No: 9438907040).

ANNEXURE-VII
[PROFORMA FOR COMPOSITE BANK GUARANTEE FOR SECURITY DEPOSIT PAYMENT AND PERFORMANCE]

(To be stamped in accordance with Stamp Act and the Non-Judicial stamp paper of appropriate value should be in the name of the Issuing Bank.)

Ref No:-
Bank Guarantee No.
Date:
BG Amount:.....
Validity Period:.....

This Guarantee Bond is executed this..... day of by us the..... Bank at , P.O..... , Dist....., State..... and Code No.....

Whereas the ODISHA POWER TRANSMISSION CORPORATION Limited, Janpath, Bhubaneswar, a company constituted under the Companies Act-1956 (hereinafter called OPTCL) has issued Letter of Award (LOA) No..... Dated..... for the purpose of work under Package No..... (herein after called "the Agreement") to M/s/Shri , Address..... (herein after called the "Contractor") for supply, erection, installation & commissioning and associated civil works under the above LoA and whereas OPTCL has agreed (1) to exempt demand of security deposit under the terms and conditions of the LOA (2) to release payment of the cost of the Contract Price to the Contractor on furnishing by the Contractor to OPTCL a Contract Performance Bank Guarantee (CPBG) of the value of 10% of the Contract Price of the said Agreement.

1. Now therefore, in accordance with the terms and conditions of LOA No. _____ dated _____ for the due fulfillment by the said Contractor of the terms and conditions contained in the said agreement, on production of a Bank Guarantee for Rs. _____ (Rupees _____) only, we the bank _____ [Indicate bank Name , Address & Code] (hereinafter referred to as "the Bank") at the request of M/s/Shri _____ contractor do hereby undertake to pay to OPTCL, an amount not exceeding Rs. _____ (Rupees _____) only .

2. We, the _____ Bank [indicate the name of the Bank, Address & Code] do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from OPTCL. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees----- In Words).

3. We, the Bank also undertake to pay to OPTCL any money so demanded notwithstanding any dispute or disputes raised by the Contractor in any suit or proceeding instituted / pending before any court or tribunal relating thereto, our liability under this present being absolute and irrevocable. The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the Contractor shall have no claim against us for making such payment.

4. We, the _____ Bank further agree that the guarantee herein contained shall remain in full force and effect during the aforesaid period of _____ days and it shall continue to be so enforceable till all the dues of OPTCL under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till OPTCL certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor and accordingly discharges this guarantee.

Unless a demand or claim under this guarantee is made on us or our Branch Office at Bhubaneswar <Mention Name, Address & Code of the Branch Office at Bhubaneswar of issuing Bank> in writing

on or before (Date), we shall be discharged from all liability under this guarantee thereafter.

5. We, the _____ Bank [indicate the name of the Bank, Address & Code] further agree with the Board that OPTCL shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Bid or to extend time or performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by OPTCL against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Bid and we shall not be relieved from our liability by reason of any such variation postponement or extension being granted to the said contractor(s) or for any forbearance, act or omission on the part of OPTCL or any indulgence by OPTCL to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have the effect of so relieving us.

6. This guarantee will not be discharged due to the change in the name, style or constitution of the Bank and/or of the contractor(s).

7. We, the _____ Bank [indicate the name of the bank, Address & Code] lastly undertake not to revoke this guarantee during its currency except with the previous consent of OPTCL in writing.

8. We, the _____ Bank (Name, Address & Code) further agree that this guarantee shall also be invocable at our place of business at **Bhubaneswar** (indicate Name, Address & Code of the Branch at Bhubaneswar) in the State of Odisha.

“ Notwithstanding anything contained herein”

a) Our liability under the bank guarantee shall not exceed Rs.------(Rupees in words-----) only.

b) This Bank guarantee shall be valid up to -----.

c) We or our Branch at **Bhubaneswar** <Mention Name, Address & Code.....> shall be liable to pay guaranteed amount or any part thereof under this guarantee only if you serve upon us at----- Branch of Bhubaneswar a written claim or demand on or before,
The Bank Guarantee is issued in paper form and Advice transmitted through SFMS with required details to the beneficiary’s advising bank (**ICICI Bank Bhubaneswar**, IFSC Code ICIC0000061).

Dated, the _____ Day of _____

For _____ [Indicate name of Bank]

Signature.....

Full Name.....

Designation.....

Power Of Attorney.....

Dated.....

Seal of the Bank.....

WITNESS: (SIGNATURE WITH NAME AND ADDRESS)

1. Signature.....

Full Name.....

2. Signature.....

Full Name.....

N.B.:

1. Name of the Contractor.:

2. BG No & Date :.....

3. Amount (In Rs.):.....
4. Validity up to :.....
5. LOA No.....
6. Package No.....
7. Name, Address & Code of Issuing Bank:.....
8. Name, Address & Code of Bhubaneswar Branch of the Issuing Bank:.....
1. The Bank Guarantee shall be accepted after getting SFMS advice as per details below.

Format for SFMS details

(The Unique Identifier for field 7037 is “OPTCL541405793”)

Sl. No	PARTICULARS	TYPE	DETAILS
1	Type of Bank Guarantee	Mandatory	Contract Performance
2	Currency & Amount	Mandatory	
3	Validity Period(from—to --)	Mandatory	
4	Effective Date	Mandatory	
5	End date of lodgment of Claim	Mandatory	
6	Place of lodgment of claim	Mandatory	Bhubaneswar, Branch Name----- of Bhubaneswar Branch code----- of Bhubaneswar Branch Address ----- at Bhubaneswar
7	Issuing Branch IFSC Code	Mandatory	
8	Issuing Branch name & address	Mandatory	
9	Name of applicant and its details	Mandatory	
10	Name of Beneficiary and its details	Mandatory	
11	Beneficiary's Bank/Branch and IFSC Code	Mandatory	ICICI Bank Ltd IFSC Code-ICIC0000061
12	Beneficiary's Bank/Branch name and address	Mandatory	ICICI Bank Ltd Bhubaneswar Main Branch, Bhubaneswar
13	Sender to receiver information	Mandatory	
14	Purpose of Guarantee	Mandatory	Contract Performance
15	Reference/Description of the <u>tender/contract</u>	Mandatory	LOA No----