

ଓଡ଼ିଶା ବିଦ୍ୟୁତ୍ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲି.ଡି.
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



**TENDER DOCUMENT FOR PRINTING &
SUPPLY OF “DIARY-2021” FOR OPTCL & GRIDCO,
BHUBANESWAR**

TENDER CALL NOTICE NO. GL-VIII-13/2020	/ DATED : _____
LAST DATE OF SALE OF TENDER PAPER	: 07.01.2021 up to 1 P.M
LAST DATE OF SUBMISSION OF TENDER	: 07.01.2021 up to 03.00 P.M
DATE OF OPENING OF TENDER	: 07.01.2021 at 4.30 P.M. at the office of the DGM (HRD) General Admn.
COST OF TENDER PAPER	: Rs.4480/- (Rupees Four Thousand Four Hundred Eighty) Only (@ Rs. 4000/- +GST 12% i.e. Rs.4480/-)
DATE OF SALE OF TENDER PAPER	: 24.12.2020 from 10 A.M
NAME AND ADDRESS OF THE FIRMS/ SUPPLIERS TO WHOM THE TENDER PAPER ISSUED	:

Corrigendum if any will be published in the OPTCL website only

TERMS AND CONDITIONS OF THE TENDER CALL NOTICE

1. SCOPE

Printing and supply of 5000 Nos. (4000 nos. for OPTCL & 1000 nos. for GRIDCO) Diary for the year 2021.

2. PRICE

- I. 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.
- II. 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.7,000.00 (Rupees Seven Thousand) 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. Only those Firms / suppliers who have deposited the cost of tender specification & EMD are eligible to participate in the tender.
- III. 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 without any interest after finalization of tender or after final execution of order as may be decided.

5. SECURITY DEPOSIT

- (i) The successful tenderer shall be required to deposit security money amounting to @ 10% of the total value of purchase order 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. The amount towards security deposit shall be refunded after successful execution of work.
- (ii) The Security Deposit is to be submitted within 07 (Seven) days from the issue of purchase order. On submission of Security Deposit, EMD of successful firms/suppliers / will be refunded without any interest.

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6. **VALIDITY PERIOD OF TENDER**

The tender shall be valid for a minimum period of 180 days 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.
- 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. **PRICE REDUCTION SCHEDULE**

Due to any delay in delivery of materials which are remaining undelivered within the stipulated delivery period, penalty @ $\frac{1}{2}$ % 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 OPTCL Hqrs. Office will be treated as date of supply.**

9. **REJECTION OF MATERIALS**

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 Diary along with the tender; otherwise, their tender will be rejected. Sample Diary must be furnished / accompanied with the tender in separately. The Sample inner text printing paper is to be collected from General Admn. Branch of OPTCL & submit the same alongwith the tender paper while submitting the bid.

Contd...3

11. **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.	The Bidder must have 3 (three) years experience in providing similar services in Government Departments, Public Sector Undertakings, reputed corporate house and Autonomous body etc.	Copy of supporting work order, completion certificate as applicable shall be furnished.
2.	Bidder should be registered with the income Tax, Goods and Services Tax.	Copies of PAN, GSTIN, IT Returns of the last 3 years.
3.	Bidder must not be any declaration of in-eligibility by any authority and should not be blacklisted with any of the Govt. Department / Office and has no criminal case pending in any court of law as on date of proposal.	Undertaking needs to be provided in the letter head of the bidder.
Financial Criteria		
1.	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.	Duly attested supporting documents
2.	The Bidder must have minimum average annual turnover of 50 Lac for last 3 consecutive years by providing similar services only.	Duly attested Supporting documents

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 & GRIDCO Diary 2021**". The envelope shall contain EMD and other required documents i.e. photocopy of GST permanent certificate with last quarter clearance certificate 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 DGM (HRD) Gen. Admn., OPTCL, Janpath, Bhubaneswar-22 so as to reach on or before **07.01.2021 up to 03.00 P.M** or may be dropped in the Tender box kept in the above office by aforesaid date and time.

13. **SUBLETTING**

The work or any part thereof shall not be sublet, transfer or assign in any manner or degree to any agency.

14. **FORCE MAJEURE**

You shall not be liable for any penalty for delay or for failure to perform the contract for reasons of force majeure such as acts of God, acts of the Public enemy, acts of Government, Fires, Floods, Epidemics, Quarantine restrictions, Strikes, Freight embargo and provided that the supplier shall within Ten (10) days from the beginning of such delay notify the Purchaser in writing of the cause of delay with documentary evidence who shall verify the facts and grant extension, if facts justify.

15. **CONSIGNEE**

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

16. **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.

17. **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.

18. **DISCRETION OF AUTHORITY**

The authority reserves right:

- I. To reject the Tender without assigning any reason.
- II. 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.
- III. 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.

19. **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.

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

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

- I. The tenderer should purchase the tender document from the authorized officer of OPTCL/ Download from OPTCL website. www.optcl.co.in
- II. The tender shall not be submitted telegraphically or by Fax.
- III. The tender shall be accompanied by the prescribed EMD.
- IV. The tender shall be accompanied by the prescribed Paper Cost.
- V. The tender shall be kept valid for a minimum period of three months from the date of opening of tenders.
- VI. If the paper is downloaded, the cost of the tender paper in shape of DD should accompany the tender document.
- VII. The tender must be accompanied with a sample diary copy in a separate envelope.

No conditional tender shall be accepted.

SPECIFICATIONS

OPTCL & GRIDCO DIARY – 2021

(A) OPTCL DIARY 2021

- (I) **QUANTITY:** -4,000 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 2021 after final cutting and finishing will be 22.5 cm x 14.5 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**.
- (IV) **DIARY COVER:**
The Diary cover shall be hard binding on compact line machine sewing with bi-colour (brown and black) fabrics rexine with stitching as per sample available in General Administration Branch.
- (V) **LOGO, EMBOSSING:**
- The date, logo, year (2021) 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 2021.
- (VI) **PAPER :**
- The inner text printing pages of Diary will be printed in **plain natural shade (off white)** paper as per previous year sample OPTCL Diary 2020.
 - Thickness: 80 GSM
- (VII) **BINDING :**
- Diary shall have quality machine & stitching binding (my pos) and pasting with water repellent paper.
 - The gutter fold should be suitable to accommodate the diary dummy.
- (VIII) **INFORMATION PAGES:**
- The OPTCL Diary for the year 2021 shall containing 14 customized printed pages approx.
 - The photograph and Power Maps 8 nos. shall be printed in 130 GSM sinar art paper and in multi colour. The size of map after final cutting and finishing will be 24 cm x 18.5 cm. and folded inside of the diary.

(IX) INNER PAGE:

- The OPTCL Diary for the year 2021 shall contain 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 part of Diary shall also be printed with OPTCL logo (in multi colour) and Diary 2021.
- Month cutting index on page start of every month.

(X) MISCELLANEOUS:

- Hard copy / Soft copy for Maps / photographs and printing matter for printing in OPTCL Diary for the year 2021 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 2021 shall be as per the approved text & sample.
- After issue of work order the final proof copy shall be submitted to DGM(HRD) General Admn. for final approval of Competent Authority within 7 days.

(B) GRIDCO DIARY 2021

(I) QUANTITY: -1,000 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 GRIDCO Diary for the year 2021 after final cutting and finishing will be 22.5 cm x 14.5 cm.

(III) COVER PAGE:

The cover page of the Diary shall be printed with GRIDCO Logo (in multi colour) and Name of the organization i.e. "GRIDCO" in **Golden foil printing**.

(IV) DIARY COVER:

The Diary cover shall be hard binding on compact line machine sewing with bi-colour (brown and black) fabrics rexine with stitching as per sample available in General Administration Branch.

(V) LOGO, EMBOSSING:

- The date, logo, year (2021) 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 25 (approx.) number of diaries for the year 2021.

(VI) PAPER :

- The inner text printing pages of Diary will be printed in **plain natural shade (off white)** paper as per previous year sample OPTCL Diary 2020.
- Thickness: 80 GSM

(VII) BINDING :

- Diary shall have quality machine & stitching binding (my pos) and pasting with water repellent paper.
- The gutter fold should be suitable to accommodate the diary dummy.

(VIII) INFORMATION PAGES:

- The GRIDCO Diary for the year 2021 shall contain 14 customized printed pages approx.
- The photograph and Power Maps 8 nos. shall be printed in 130 GSM solar art paper and in multi colour. The size of map after final cutting and finishing will be 24 cm x 18.5 cm. and folded inside of the diary.

(IX) INNER PAGE:

- The GRIDCO Diary for the year 2021 shall contain 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 part of Diary shall also be printed with GRIDCO logo (in multi colour) and Diary 2021.
- Month cutting index on page start of every month.

(X) MISCELLANEOUS:

- Hard copy / Soft copy for Maps / photographs and printing matter for printing in GRIDCO Diary for the year 2021 shall be collected from General Branch within 5 days of issue of work order.
- Details of printing matters to be contained in the GRIDCO Diary dummy for the year 2021 shall be as per the approved text & sample.
- After issue of work order the final proof copy shall be submitted to DGM (HRD) General Admn. for final approval of Competent Authority within 7 days.

DECLARATION FORM

To

The Dy. 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 **5000 Nos. (4000 nos. for OPTCL & 1000 nos. for GRIDCO)** Diary for the year 2021 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 submit the Security Deposit in the manner acceptable to OPTCL and for the sum as applicable to me/us within 07 (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 of2021

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.)

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 Contact person with Mobile No:
- 10 All other documents as specified in minimum eligibility criteria.

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. Price Reduction Schedule(whether agreeable to OPTCL terms) : Yes/No
 6. List of orders executed/in hand for similar work during recent three years :
 7. GST Clearance Certificate of last quarter 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:

PRICE BID

(To be filled up by the Tenderer)

- (A)**
- | | |
|--|-----|
| (i) Rate for JK/Century / TNPL paper of 80 GSM (22.5 CM X 14.5 CM) size for 184 text pages. | Rs. |
| (ii) Rate per page (22 CM X 14.5 CM) for tri-colour printing for 184 pages | Rs. |
| (iii) Rate for plain 130 GSM plain sinar art paper of (24 CM X 18.5 CM) size for multi-colour map of 4 pages. | Rs. |
| (iv) Rate per page for Printing of multi-colour maps of (24 CM X 18.5 CM) size for 4 pages. | Rs. |
| (v) Rate for plain 130 GSM plain sinar art paper of (22.5 CM X 14.5 CM) size for multi-colour photograph of 4 pages. | Rs. |
| (vi) Rate per page for Printing of multi-colour photographs of (22.5 CM X 14.5 CM) size for 4 pages. | Rs. |
| (vii) Rate for cover as per Specification for each diary. | Rs. |
| (viii) Rate for stitching, binding & pasting as per specification for each diary. | Rs. |
| (ix) Rate for silken cloth strap page marker per each diary. | Rs. |
| (x) (a) Rate for OPTCL & GRIDCO Diary as per specification per diary. | Rs. |
| (xi) Total rate for 5000 diaries | Rs. |
- (B)**
- | | |
|---|-----|
| (i) Rate per each diary for embossing | Rs. |
| (ii) The rate for embossing of individual names on the cover for 375 Nos. of diary. | Rs. |