



ଓଡିଶା ବିଦ୍ୟୁତ୍ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲିମିଟେଡ୍.

ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Government of Odisha Undertaking)

Regd. Office: OPTCL TECH TOWER, Janpath, Saheed Nagar, Bhubaneswar-751007.

Telephone: (0674) 2542269, 2542743 (EPABX), Website: www.optcl.co.in

CIN: U40102OR2004SGC007553

No.GL-05/2025-

/Dated,

e -TENDER NOTICE NO: HRD-03/2025-26

Odisha Power Transmission Corporation Limited, Bhubaneswar invites bids (in e-Tendering mode only) under two part bidding system from the reputed Firms / Agencies for Printing and Supply of OPTCL Diary and Calendar for the year 2026. The bidder (s) can free view / download the tender documents from official Website of OPTCL "www.optcl.co.in" / e-tender portal of OPTCL "[www.tenderwizard.com /optcl](http://www.tenderwizard.com/optcl)".

- 1) The intending bidder (s) shall have to pay the non-refundable tender cost of ₹7,080/- (Rupees Seven Thousand Eighty) only including GST @ 18% to be paid online through e-payment gateway link provided in e-tender portal (by using Net Banking, Debit Card or Credit Card)].
- 2) The bidders shall have to submit the non-refundable tender processing fee of ₹2,438/- (Rupees Two Thousand Four Hundred Thirty Eight) only including GST through e-payment mode directly to K.S.E.D.C. Ltd, Bengaluru.

(Note: For tender processing fee to K.S.E.D.C Ltd. Bengaluru, the bidder can use various modes of e-payment facility available on Tender wizard portal i.e. by Credit Card, Debit Card and Net Banking)

- 3) The prospective bidder (s) are advised to register their user ID, Password, Company ID with e-tender portal of OPTCL "[www.tenderwizard.com /optcl](http://www.tenderwizard.com/optcl)" by clicking on hyper link "Register Me".
- 4) Any clarifications on the scope of work and technical features of the tender can be heard from the undersigned during office hours.

CHIEF GENERAL MANAGER (HRD)

TENDER SCHEDULE

Sl No	Particulars	Details
1	Name of the work	Printing and Supply of 5000 Nos. of Diary, 800 Nos. of Wall Calendar (300@ Board Mounted) and 4500 Nos. of Table Calendar for the Year-2026 as per the specification
2	E-tender Notice No. & specification	HRD-03/2025-26 & Tender specification for Printing and Supply of OPTCL Diary and Calendar for the Year-2026.
3	Destination	OPTCL Hqrs. Office, Tech Tower, Sahid Nagar, Bhubaneswar-751007
4	Estimated Cost of the Work. (IN INR)	Rs. 20,66,000.00 (Rupees Twenty Lakh Sixty six Thousand only) including GST
5	Cost of Tender documents (IN INR)	₹7,080/- (Rupees Seven Thousand Eighty) only including GST [to be paid online through e-payment gateway link provided in e-tender portal. (by using Net Banking, Debit Card or Credit Card)] (non-refundable)
6	Tender Processing fees.	₹2,438/- (Rupees Two Thousand Four Hundred Thirty Eight) only including GST. Note: For payment of tender processing fee to K.S.E.D.C Ltd. Bengaluru, the bidder can use various modes of e-payment facility available through Tender wizard Portal, i.e. by Credit Card, Debit Card, Net Banking. (non-refundable)
7	EMD	₹20,660/- (Rupees Twenty Thousand Six Hundred Sixty Only)
8	Request for Online Bid Document	From Dated. 31.10.2025, 12.30 Hrs. to Dated. 10.11.2025, 17.30 Hrs
9	Issue of Online Bid Document	From Dated. 31.10.2025, 12.30 Hrs Up to Dated 10.11.2025, 17.30 Hrs
10	Date, Time and Place for Pre-Bid Conference	03.11.2025, 16.00 Hrs, Tech. Tower, OPTCL HQ Office
11	Receipt of bids	Up to Dated. 10.11.2025, 17.30 Hrs
12	Opening of Technical Bids (Part-I)	11.11.2025, 11.00 Hrs onwards
13	Opening of Price Bids (Part-II)	Techno commercially responsive bidder(s) shall be intimated in e-tender portal.

CHIEF GENERAL MANAGER (HRD)

**TENDER FOR
PRINTING AND SUPPLY OF OPTCL
DIARY AND CALENDAR - 2026**

SECTION-I

Instruction to Bidders

(1) General Information:

- a) OPTCL requires the service of reputed, well established, financially sound vendor to print and supply of OPTCL Diary and Calendar for the year 2026 as per the specification mentioned.
- b) The interested bidders may visit General Admin. Branch, OPTCL Hqrs. Office, Bhubaneswar for the sample Diary and Calendar or for any other related query.

(2) Eligibility Criteria:

- (a) The Bidder must have at least 3 (three) years' experience in the last (05) five years in providing similar service in Government Departments, Public Sector Undertakings, reputed Corporate House and Autonomous body etc. for the purpose.
- (b) The Bidder must have their own Bank Account.
- (c) The Bidder must have registered with Income Tax Act and GST Act.
- (d) The Bidder must be a regular IT return filer. Copy of IT & GST returns acknowledged for the last three financial years 2022-23, 2023-24 & 2024-25 must be uploaded.
- (e) The Bidder must upload its Bank details along with IFS code, Branch Code that is RTGS details along with a crossed cheque.
- (f) All the pages of the tender documents should be signed by the bidder or his/its Authorized signatory. In case the tender documents are signed by the authorized signatory, a copy of the power of attorney/authorization must be uploaded.
- (g) A copy of the terms and conditions shall be signed on each page and uploaded with the documents as token of acceptance of terms and conditions.
- (h) 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 uploaded along with Technical bid.

3) Registration/Downloading of tender document:

(A)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 Laws.

- (i) For all the users it is mandatory to procure the Digital Signatures.
- (ii) Contractors / Bidders are requested to follow the below steps for **Registration:**
 - (a) > Click "**Register**", fill the online registration form.

- (b) **Pay the amount of Rs.2,360/- including GST in favour of K.S.E.D.C Ltd Payable at Bangalore. This registration is valid for one year.**
 - (c) Send the acknowledgment copy for verification.
 - (d) As soon as the verification is being done the e-tender user id will be enabled.
- (iii) 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.
- (iv) 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.
- (v) 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.
- (vi) 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.
- (vii) 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.
- (viii) Tender Opening event can be viewed online.
- (ix) Competitors bid sheets are available in the website for all.
- (x) For any e-tendering assistant contact help desk number (Bangalore-080-40482000).

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

Note: While every effort has been made to provide comprehensive and accurate background information, and requirements, Bidders must form their own conclusions about the provisions needed to meet OPTCL’s requirements. Bidders and participants to this tender may consult their own legal advisers in relation to this tender before submission of Tender.

4) Participation in bid:

The Tenderers are required to submit the tender in two parts i.e. Part-I (Technical bid) and Part-II (Price Bid). Only those Firms/ Agencies who have deposited the cost of tender specification & fulfils eligibility criteria are eligible to participate in the tender.

5) Submission of Technical Bid (Part-I):

The intending Bidders are required to submit the technical Bid in the prescribed format as in Annexure-II A of tender specification and also submit copy of the following documents, along with the Technical Bid, failing which their bids shall be summarily/ out rightly rejected and will not be considered for further evaluation.

- (a) **Tender Document cost:** Cost of tender paper to be paid online through e-payment gateway link provided in e-tender portal (by using Net Banking, Debit Card or Credit Card).
- (b) **Tender Processing Fee:** The bidders shall have to submit the **non-refundable tender processing fee of ₹2,438/- (Rupees Two Thousand Four Hundred Thirty Eight) only including GST through e-payment mode directly to K.S.E.D.C. Ltd, Bengaluru.**
- (c) **Earnest Money Deposit:** EMD to be paid through **Demand Draft** in favour of **DDO (Hqrs.), OPTCL, Bhubaneswar**. The scan copy of DD shall be uploaded in tender portal and hard copy shall be submitted in sealed envelope at Gen. Admn. Branch, OPTCL Hqrs. Office, Tech Tower, Bhubaneswar-07. The cover of the duly sealed envelope shall be super-scribed as **"EMD for Printing and Supply of OPTCL Diary for the year 2026"**.

Note:

Bidders who have previously participated in e-Tender Notice No. HRD-02/2025-26 are not required to pay the Tender Paper Cost and EMD again. They may simply upload the same documents while applying for this tender.

Documents to Accompany the Bid:

(I) **Soft copy:** The bidder has to upload scan copy of following documents in tender portal. However, if required they shall be asked to produce original certification for verification.

1	Covering letter along with power of attorney on the bidder's letter head
2	e-payment receipt in support of Tender cost, Bid processing fee as applicable
3	Copy of DD/BG in support of EMD
4	Copy of Certificate of Incorporation of the firm / agency
5	Copy of GSTIN
6	Copy of PAN
7	Copies of IT returns for the last three Financial years
8	Copy of Bank Account details
9	Copies of proof of at least 3 (three) years' experience in the last (05) five years in providing similar service
10	Undertaking regarding non-blacklisting (On stamp paper)
11	Undertaking regarding non-pending of any judicial proceedings (On bidder's letter head)

(II) Hard Copy: The bidder has to furnish a sample Diary exactly same as that is available at General Admn. Branch, OPTCL Hqrs. Office by Speed Post/ Registered Post/ Courier service/ by hand to the DGM (HRD) General Admn., OPTCL Tech Tower, Janpath, Bhubaneswar-07, Khurda, Odisha so as to reach on or before last date of submission of bid in tenderwizard portal. The cover of the duly sealed envelope shall be super-scribed as **"Sample Diary for Printing and Supply of OPTCL Diary for the year 2026"**.

6) **Submission of Price Bid (Part-II):** The tenderers are required to fill up the Price Bid in the format available in tender portal. Bidders are requested to read the terms and condition carefully before quoting their price offer.

7) **Conditional Offer:** Conditional offer shall not be accepted.

8) **Opening of Bids.**

- (i) The part-I shall be opened on the date and time fixed by the OPTCL. Bids will be opened in e-tender portal on the due date of opening of tender. After scrutiny of the technical particulars and other commercial terms, clarifications, if required, shall be sought for from the bidders. The Tenderers shall be allowed to submit their clarifications in the prior to scheduled date and time notified in tender portal.

On receipt of technical clarification the bids shall be reviewed / evaluated and the bids not in conformity with the technical Specification/qualifying experience shall be rejected.

If any of the technical proposals requires modification to make them comparable, discussion will be held with the participating bidders.

All the responsive bidders shall be given opportunity to submit the revised technical and revised price proposals as a follow up to the clarification on the technical proposals. The qualified bidders shall be given opportunity to submit revised price proposals within 15 days from the date of such discussion or within time frame mutually agreed, whichever is earlier.

- (ii) When the revised price proposals are received, only the revised technical and price proposals will be considered for bid evaluation. The price bids [Part-II] of such of the Tenderers, whose tenders have been found to be technically and commercially acceptable, including those supplementary revised price bids, submitted subsequently, shall be opened in the presence of the bidder's representative on a date and time which will be intimated to all technically and commercially acceptable Tenderers.

- (iii) The price bids of the technically and otherwise acceptable bids shall only be evaluated.

It should be distinctly understood that the part-II of the bid shall contain only details/documents relating to price. Inclusion of any of the documents/information etc. shall render the bid liable for rejection.

- (iv) In the event of discrepancy or arithmetical error in the schedule of price, the decision of the Management shall be final and binding on the Tenderer.

- (v) For evaluation the price mentioned in words shall be taken if there is any difference in figure and words in the price bid.

9) **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.

10) **Validity of the Bids:** The tenders should be kept valid for a period of **180** days from the date of opening of the tender, failing which the tenders will be rejected.

11) **Price:** Tenderers are requested to quote-'FIRM' Price. The price quoted should be firm and should be in Indian Rupees. No deviation from **FIRM PRICE** will be entertained irrespective of deviation clause No.7 of this part of the specification.

12) **Tenderers to be fully conversant with the clauses of the Specification:** -

Tenderers are expected to be fully conversant with the meaning of all the clauses of the specification before submitting their tenders. In case of doubt regarding the meaning of any clause, the tenderer may seek clarification in writing from the Chief General Manager

(HRD) OPTCL. This, however, does not entitle the Tenderer to ask for time beyond due date, fixed for receipt of tender.

13) Security deposit:

(i) The successful Bidder, to whom work order is issued shall be required to furnish a security deposit @ 10% of the total purchase order value in shape of Demand Draft or Pay Order drawn on any scheduled Bank in favour of the D.D.O (Head Qrs.), OPTCL and payable at Bhubaneswar. The same shall be submitted by the agency during office hour to the CGM (HRD), OPTCL, Janpath, and Bhubaneswar – 751022.

- a) The sum towards Security Deposit shall be refunded only after satisfactory execution of work.
- b) No interest will be paid on Performance Security Deposit Amount.
- c) Whenever any claim against the Agency / Firm for the payment of a sum of money arises out of or under the contract, the OPTCL shall be entitled to recover such sum by appropriating in part or whole of the Security Deposit of the Agency / Firm. In the event of the Security Deposit being insufficient, the balance or the total sum recoverable as the case may be shall be deducted from any sum then due or which at any time thereafter may fall due. Agency / Firm shall pay to the Company on demand any balance remaining due.
- d) In the event of any breach of the terms of the contract by the Agency / Firm or occurrence of any loss or damage which in the opinion of the concerned Officer of OPTCL has arisen due to Agency/Firm, the decision of the OPTCL shall be final and binding on the Agency / Firm. In the event of the termination of the contract for any such breach, the Security Deposit is liable to be forfeited. The decision of forfeiture by the Company shall be final and binding on the Agency / Firm. This is without prejudice to any other rights of OPTCL under contract law.

(ii) 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 besides annulment of the Agreement.

14) Terms of 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.

15) Other information:

- (i) Any deviation from the prescribed procedures / required information / formats/ conditions shall result in out-right rejection of the bid. Any conditional bid shall be out- rightly rejected.
- (ii) All entries along with the pages in the bid document should be legible, filled-in clearly and signed by the authorized representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory should be attached.
- (iii) To assist in the analysis, evaluation and computation of bids, the authority may ask the bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

(iv) The authority reserves the right to reject any or all bids and terminate the tender process without assigning any reason thereof.

Note: Bidders are advised to study carefully the Tender documents and the condition before applying.

SECTION -II

GENERAL TERMS AND CONDITIONS

1.0 Definition of terms:

- i) The “**Company**” shall mean “ODISHA POWER TRANSMISSION CORPORATION LIMITED (A Government of Odisha Undertaking)” having its registered office at Janpath, Bhubaneswar-751022.
- ii) “**Agency / Firm**” means successful Bidder whose bid has been accepted and shall include the bidder’s executives, administrators, and permitted assignees.
- iii) “**OPTCL**” means OPTCL Management, or any Officer authorized by the Management.
- iv) “**Contract Price**” shall mean the total amount quoted by the successful Bidder inclusive of GST as applicable, which has been accepted by the OPTCL in issuance of the Work Order.
- v) “**Terms & Conditions**” shall mean the General Terms and Conditions of contract, stipulated in this tender specification.
- vi) “**Specification**” shall mean the entire bid document.
- vii) “**Month**” shall mean Calendar month.
- viii) “**Writing**” shall include any manuscript, type written, printed or other statement reproduction in any visible form whether under seal or under hand.
- ix) The term “**Contract Document**” shall mean and include General Terms and Conditions of Contract, Notice inviting tender, instruction to Bidder, schedule of prices, and any special conditions applicable to the contract.
- x) “**Controlling Officer**” shall mean the Officer-in-charge of General Administration Branch of OPTCL or his/her authorized representative.
- xi) “**Reporting Officer**” shall mean the concerned Officer(s) of General Administration Branch of OPTCL as the case may be, under whom supervision work shall be executed by the Bidder and to be declared by the Controlling Officer to act as Reporting Officer for the purpose.

SECTION-III

1. Information Relating To Submission Of Bid:

- (i) The part-I shall be opened on the date and time fixed by the OPTCL in online mode on date and time fixed by OPTCL.
- (ii) On receipt of technical clarification the bids shall be reviewed / evaluated and the bids not in conformity with the technical Specification/qualifying experience shall be rejected. If any of the technical proposals requires modification to make them comparable, discussion will be held with the participating bidders.
If required all the responsive bidders shall be given opportunity to submit the revised technical and revised price proposals as a follow up to the clarification on the technical proposals.
- (iii) The price bids [Part-II] of such of the Tenderers, whose tenders have been found to be technically and commercially acceptable shall be opened in online mode.
- (iv) The bidders are required to furnish sufficient information to establish their eligibility. Such information shall include details of bidder's experience, its financial, managerial and technical capabilities.
- (v) The price bids of the technically and otherwise acceptable bids shall only be evaluated as per the norms applicable in terms of this Specification.

2. Procedure & Opening Time of Tenders:

Tenders will be opened through online mode only. Hence the bidders are requested to visit www.tenderwizard.com/OPTCL , frequently for any update related to the tender.

3. Eligibility for Submission of Bids:

Only those service providers who have deposited the cost of tender specification are eligible to participate in the tender.

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.

5. Mode of Submission of Bids.

(A) Tenders shall be submitted in electronic mode only.

(www.tenderwizard.com/OPTCL)

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

6. e-Reverse Auction process shall be resorted to in the tender as follows.

STRATEGY FOR E-REVERSE AUCTION	
1	Bidders are required to go through the guidelines given below and submit their acceptance to the same.
2	E-Reverse Auction (RA) will be conducted in e-tender portal of OPTCL on specified date and time, while bidders shall quote from their own offices/ places of their choice. Internet connectivity shall be ensured by the respective agencies/bidders themselves.
3	Demonstration/ training (if not trained earlier) of bidder's nominated person(s), shall be done by KEONICS to explain all the rules related to e-Reverse Auction/ Business Rule document to be adopted.
4	The strategy to be used for reverse auction shall be "DYNAMIC TEMPLATE BIDDING"
Procedure for electronic Reverse Auctioning (e-RA):	
5	a. The e-RA shall be conducted on www.tenderwizard.com/OPTCL only. b. Bidder has to submit letter towards agreement to the Process related Terms & Conditions for e-Reverse Auction, as per (Reverse Auction Process Compliance Form at Annexure-IVA). In non-receipt of the same, vendors will not be allowed to participate in e-RA.

	c. e-RA shall be carried out after opening of Price bids and completion of Price bid evaluation, which will be intimated only to the techno-commercially qualified bidders by OPTCL as per procedure given below. d. OPTCL reserves the right to conduct e-RA and it is obligatory on part of bidder(s) invited to participate in e-RA process once they have responded to the techno-commercial bid.
6	Prior intimation/ Notice for RA invitation will be given to techno-commercially qualified bidders regarding the date & time of opening of the e-RA. The start bid price (SBP) for e-Reverse Auction of each bidder under a particular package shall be the L1 evaluated price for the subject package including Taxes & Duties for the total scope for subject Package. Taking the above discovered L1 price as the upper limit e-RA will be conducted to determine the lowest possible price. Reverse Auction will be conducted amongst first 50% of the technically qualified bidders arranged in order of prices from lowest to highest, as L1, L2, L3-----Ln, and L1 price will be discovered. Minimum of 3 bidders shall be eligible for e RA. (eg. If 4 bidders are financially evaluated then the L1, L2 and L3 bidders shall be eligible for e-RA). Number of bidders eligible for participating in RA would be rounded off to next higher integer value if number of technically qualified bidders is odd (e.g. if 7 bids are technically qualified, then RA will be conducted amongst L1 to L4). However, in case only two bidders are found to be responsive, e-RA would be carried out with both the parties without any elimination. However, OPTCL reserves the right to invite the evaluated L1 bidder for negotiation without conducting the e-RA. In case of price submitted by any bidder is found to be abnormal, OPTCL reserves the right to reject the bid of the bidder(s). Rank of bidders would be displayed as per the total cost to OPTCL, i.e. including Taxes and Duties payable by OPTCL as per the provisions of the bidding document & after e-RA process is over.
7	Names of bidders/ vendors shall not be disclosed during the e-RA process. Names of bidders/ vendors shall be anonymously masked in the e-RA process. (i) In case of RA, start/ reference price and step value of decrement shall be indicated to the bidders at the start of the auction. Any participating bidder can bid one or multiple step decrement lower than the prevailing lowest bid at that time. The Bidder shall be able to view Bid Start Price, Bid Decrement Value, Prevailing Lowest Bid value, last Bid Placed by him and time left for bidding. (ii) The step value of decrement in a package to be offered by bidder (the minimum amount of reduction in the total bid price including all taxes & duties during auction) , shall be kept at 0.15% of L1 bidder's final evaluated price (or) at approved amount as decided by OPTCL. (iii) Bidders can only quote any value lower than their previous quoted price. However, at no stage, increase in Price will be permissible. (iv) At any point during Reverse Auction, bidding Price field (Total price) shall remain enabled for the bidders. The total reverse auction period will be for one twenty (120) minutes. The initial auction period (1st slot) will be of thirty (30) minutes with provision of auto extension by (10) ten minutes from the schedule/ extended closing time, if any fresh lower bid is received in last ten minutes of initial auction period or extended auction period. Total/ maximum number of auto

	extension will be for 9 (nine) times after the 1st slot. After end of 120 minutes, the reverse auction process shall get closed automatically without any extension. (v) However, bidders are advised not to wait till the last minute or last few seconds to enter their bid during the period of e-reverse auction to avoid complication related with internet connectivity, network problem, system crash down, power failure etc.
8	After conclusion of e-Reverse Auction i.e (Closing Price in Reverse Auction will be taken as offered price by the L1 bidder), decrease in price of individual head of the template shall be considered proportionately on all individual line items of the respective head of the price schedule of the successful L1 bidder . Any bid received at the tender wizard server end subsequent to closure of the e-RA shall be summarily rejected and shall not be considered as a valid bid under whatsoever circumstances. For this purpose, tender wizard server log shall prevail. The bidder shall not involve himself or any of his representatives in price manipulation of any kind directly or indirectly by communicating with other bidders. During Reverse Auction, If no bid is received within the specified time, OPTCL, at its discretion, may decide to close the reverse auction process/ proceed with conventional mode of tendering [Evaluation of Part-II (price bid) submitted by bidders earlier].
9	Consequent upon completion of e-Reverse Auction, OPTCL's decision on award of contract shall be final and binding on the bidders. OPTCL shall be at liberty to call the L1 bidder for further process/ negotiation and also at liberty to cancel the e-reverse auction process/ re-tender at any time, without assigning any reason thereof. OPTCL can decide to reschedule or cancel any reverse auction: the bidders shall be informed accordingly. OPTCL/ Service Provider shall not have any liability to bidders for any interruption or delay in access to the e-Tender site/ Reverse Auction link irrespective of the cause.

SECTION-IV

1. Other Terms And Conditions

- (i) On execution of the work order, the successful Bidder shall have to execute an Agreement as per specimen enclosed within the time period of 15 days from the date of acceptance of work order.
- (ii) No request for any variation in quoted rates or withdrawal of Tender on any ground of the Bidder shall be entertained.
- (iii) The Agency / Firm has to execute the contract by himself and not by any sub-agency. If at any time the agency will be found to have engaged sub-agency, then the contract will be terminated by the OPTCL with forfeiture of Security deposit.
- (iv) Any deviation from the contract will be viewed seriously and the OPTCL Management will terminate the contract by issuing one month's notice to the Agency / Firm within the contract period.

2. Validity Of The Tender :

The Tender shall be kept valid for a minimum period of **180 days** from the date of opening of the Tender failing which the Tenders will be rejected.

3. Submission of Sample :

The bidder must submit a sample Diary exactly same as that is available at General Admn. Branch, OPTCL Hqrs. Office by Speed Post/ Registered Post/ Courier service/ by hand to the DGM (HRD) General Admn., OPTCL Tech Tower, Janpath, Bhubaneswar-07, Khurda, Odisha so as to reach on or before last date of submission of bid in tenderwizard portal. The cover of the duly sealed envelope must be super-scribed as **"Sample Diary for Printing and Supply of OPTCL Diary for the year 2026"**. The Sample Diary will be displayed to the bidders in pre-bid meeting, the date & time of which are mentioned in the Tender Schedule section. Bidders may also visit General Administration Branch, Tech Tower to check the sample diary prior to submission.

OPTCL will verify the sample Diaries submitted by the bidders and the price bid of only such bidders will be opened, whose sample diaries meet the required specifications.

4. Delivery Of Materials:

- I. The delivery of the full quantity Diary & Calendar shall be made within **20 days** from the date of issue of the Purchase Order.
- II. The soft copy 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.

5. Price Reduction Schedule

Due to any delay in delivery of materials which are remaining undelivered within the stipulated delivery period, Price Reduction Schedule @ 1% (one percent) of the taxable value of the contract price of the undelivered materials for each Calendar week of delay or part thereof subject to maximum of 5% 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.**

6. 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 Management of OPTCL. 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.

7. Subletting :

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

8. Consignee

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

9. 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. **Each packet contains 50 no of units with proper packaging**

10. Termination for default

- (i) OPTCL, without prejudice to any other contractual rights and remedies available to it, may, by written notice of default sent to the agency, terminate the contract in whole or in part, if the Contractor / agency fails to provide the materials or not able to perform any other obligation(s) as specified in the tender, or within any extension thereof granted by OPTCL.
- (ii) In the event OPTCL terminates the contract in whole or in part, OPTCL may procure materials similar to those cancelled, with such terms and conditions and in such manner as it deems fit and the Contractor/agency shall be liable to OPTCL for the extra expenditure, if any, incurred for arranging such procurement.

11. Termination for Insolvency:

If the Contractor/agency becomes bankrupt or otherwise insolvent, OPTCL reserves the right to terminate the contract at any time, by serving written notice to the Contractor/agency without any compensation, whatsoever, to the Contractor/agency, subject to further condition that such termination will not prejudice or affect the rights and remedies which have accrued and / or will accrue thereafter to OPTCL

12. Force Majeure:

In case OPTCL does not require Agency / Firm services due to unforeseen and unavoidable events beyond the control of the OPTCL, no amount (the contract rate), shall be paid to the Agency / Firm for such period.

13. Dispute Settlement:

Any dispute or difference arising out of this contract shall be mutually settled, but if any disagreement arises on such settlement, the decision of the CMD, OPTCL or his authorized representative shall be final & binding.

14. Jurisdiction:

Suits, if any arising out of this contract shall be filed by either party in a Court of Law to which jurisdiction of Civil Court at Bhubaneswar, Odisha extends.

15. Paying Officer:

The **Drawing & Disbursing Officer, Head Qrs, OPTCL** is the Paying Officer for the purpose.

16. Bid Price :

The interested Agencies / Firms are requested to quote 'FIRM' price. No deviation from firm price will be entertained. The rate quoted by the Agency / Firm should be inclusive of cost of materials, taxes, delivery charges (if any) and FIRM. No escalation of rate shall be allowed during the currency of the contract. Quoted rates shall be deemed to include and cover all costs, expenses and liabilities of every description and all risks of every kind to be taken in execution and completion of the contract.

N.B: Any imposition of new tax or revision of tax shall be paid/reimbursed at the time of dispatch, scheduled or actual whichever is lower (i.e. If delivery is within schedule period, tax variation as applicable shall be paid, and if delivery is made beyond schedule date, any additional financial implication due to statutory variation in tax shall be to bidder's account

17. Criterion Of Selection :

- (i) The OPTCL reserves the right to accept or reject any or all bids without assigning any reasons thereof.
- (ii) The OPTCL also reserves the right to reject any bid (including the lowest one) which in its opinion is not responsive or violating any of the conditions/specifications or the quoted rate found to be un-reasonable and carrying the intention only to become lowest one in the bidding process.
- (iii) Incomplete Tenders would be rejected.
- (iv) OPTCL will reject out-rightly the bids quoting the extremely low that may be apparently not cover and justify the legitimate expenses of the bidder including other overheads etc.
- (v) OPTCL also reserves the right reject the L1 bidder that may be apparently not cover and justify the legitimate expenses of the bidder including other overheads etc.
- (vi) If no rates quoted by the Agency / Firm in the bids, the said bid shall be treated as non-responsive.
- (vii) Price bids in any other format other than the prescribed one will not be considered for evaluation.
- (viii) The total rates quoted by the tendering agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract.
- (ix) The Technical bids would first be taken into consideration by the Tender Evaluation Committee and only those bidders who qualify in the Technical bid would be considered for the Price Bids. The lowest bidder (L1) in the price bid would be preferred for award of Contract

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.

However, OPTCL reserves the right to add or delete or alter in any clause of Terms and Conditions of Tender Specification, if deem fit in the interest of the OPTCL.

SECTION-V

ANNEXURE - I

TECHNICAL SPECIFICATIONS

OPTCL DIARY - 2026

(I) QUANTITY: 5,000 NOS. (Each packet contains 50 no of units with proper packaging)

(II) SIZE & PRINTING:

- a) The printing should be done in Cambria letter & different sizes.
- b) The mode of printing shall be offset to ensure good quality printing in Bi-colours.
- c) The size of the OPTCL Diary after final cutting and finishing will be 21 cm x 14cm.
- d) The Edge banding / side gilding with a tagline printed “ Life line of Odisha”

(III) INNER PAGE:

- a) The Diary shall contain approx.115 customized printed sheets (1 sheet = 2 pages).
- b) The date/ Month with weekdays and year (2026) in each page to be printed at the top. E.g : --/-- M T W T F S S

(IV) PAPER :

- a) The text printing pages of Diary will be Custom printed inner in thickness of 70 GSM NS (Natural shade) (Bi-colour).

(V) DIARY COVER:

- a) The Diary cover shall be hard bound with PU, stitching and laser etched logo and other embellishment with two numbers of rivets and..... (Photo enclosed)
- b) Slip in Case made from 300 GSM brown craft board along with single colour prints in each diary.
- c) Shrink wrap packing in each diary.

(VI) BINDING:

- a) Diary shall be of quality machine stitching binding with rounded corner.
- b) Matching ribbon page/Book marker with laser etched Stainless Steel Loop shall be fixed in each diary.

(VII) INFORMATION PAGES:

- a) The Diary shall contain approx. 30 customized printed sheets (1 sheet = 2 pages).
- b) The photograph and Power Maps 2 nos. shall be printed in 120 GSM art paper and in multi-colour.

NOTE:

- Hard copy / Soft copy for Maps / photographs and printing matter for printing in Diary shall be collected from General & Administration Branch within 5 days of issue of work order.
- Details of printing matters to be contained in the sample Diary shall be as per the approved text & sample.

- Before final printing, the proof copy shall be submitted to CGM (HRD), Hqrs. Office OPTCL for final approval.

ANNEXURE-II

WALL CALENDAR (Board Mounted):

Quantity **800 nos.**

Wall calendar will be printed in tri-colour with border design on one side on DFC 70 GSM full size 40.5 x 60 cm white Maplitho paper. Out of the above 800 copies, 300 copies will be pasted on thick quality hard pressed brown straw board of 4 mm thickness. Size of the board shall be 44 x 64 cm with pasting DFC paper on the back side of the board and cloth line border. OPTCL logo will printed in bi-colour on the top. There shall be two nos. of punched eyelets at the top of the Calendar mount on board for use of black/red tape which shall also be provided in order to hang the same suitably on the wall. The list of the holidays and optional holidays for the year 2026 will appear just below the Calendar portion.

TABLE CALENDAR:

Quantity **4500 nos.**

Table Calendar for the year 2026 shall be printed in 165 GSM 09.8 Kg per 150 sheet white colour Century card board. There shall be one side printing of tri-colour with OPTCL Logo at top. The size of the Table Calendar will be 35 cm x 28 cm. The list of the holidays and optional holidays for the year 2026 will appear just below the Calendar portion.

ANNEXURE-II A

QUOTATION FOR PRINTING AND SUPPLY OF OPTCL DIARY & CALENDAR FOR THE YEAR 2026

TECHNICAL BID

1. Name & Address of the Tenderer Organization/ Agency with phone number, fax number, e-mail etc.	
2.Name and designation of contact person with telephone/mobile number etc.	
3.The bidder shall have minimum 3 (three) years of experience in the last (05) five years for providing similar services in Government Departments , Public Sector Undertaking, Reputed Corporate House and Autonomous body etc.	Attested copy of supporting documents indicating business in similar services. Copy of supporting work order, completion certificate as applicable shall be furnished
4.Bidder should be registered with the Income Tax, Goods and Services Tax.	Copies of PAN, GSTIN, IT & GST Returns of the last 3 years.
5. 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.	Undertaking needs to be provided in letter head of bidder.
6.The Bidder must have their own Bank Account.	Attested supporting Documents
7. The Bidder must be a regular IT return Filer, Copy of IT Returns Acknowledged.	Duly attested supporting documents.
8.The Bidder must have provided their Bank Details along with IFSC Code, Branch Code, RTGS details along with a crossed cheque.	Self-attested supporting Documents.
9.The Bidder must duly authorized their signatory.	Power of attorney / authorizations must be enclosed along with the tender.
10. The Bidder must agree to the e-Reverse Auction process	To submit Reverse Auction Compliance Form as per Annexure-IVA.

Declaration by the Tenderer

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

2. Terms & Conditions (each page must be signed and sealed)

3. Financial Bid.

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Phone No (O):

PRICE BID

DIARY- 2026					
Sl. No.	Description	Cost for 1 (one) no Diary	Cost for 5000 Nos. Diary	GST	Total Cost Including GST
1	Cost of Diary				
WALL CALENDAR- 2026					
Sl. No.	Description	Cost for 1 (one) no Wall Calendar	Cost for 800 nos. Calendar	GST	Total Cost Including GST
1	Wall Calendar (300 nos. Board mounted)				
TABLE CALENDAR -2026					
Sl. No.	Description	Cost for 1 (one) no Table Calendar	Cost for 4500 nos. Table Calendar	GST	Total Cost Including GST
2	Table Calendar				

Declaration by the Tenderer

This is to certify that I/We before signing this tender, have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Note: i) No other charges would be payable by OPTCL.

ii) There would be no increase in rates during the Contract period except for provision made under the terms and conditions.

(Signature of Tenderer with seal)

 Name:

Seal:

Address:

Phone No (O):

Date

UNDERTAKING

[On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting]

I, hereby undertake that, our organization has not been **blacklisted /debarred** by any of the Central / State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

Authorized Signature [In full and initials]

Name and Designation of the Signatory:

Name of the Bidder and Address:

BIDDER'S COVERING LETTER

To,
The Chief General Manager (HRD)
OPTCL, Hqrs.
Bhubaneswar

Dear Sir/Madam,

Ref: e-Tender no: _____

Having examined the above specification together with tender conditions referred to therein I/We the undersigned hereby offer to supply of 5000 nos. of Diaries, 800 nos. of Wall Calendar -Wiro Binding (300 Board mounted) and 4500 nos. of Table Calendar for the year 2026 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 undertake that, if our bid is accepted we shall submit the performance security deposit as per the conditions mentioned in the contract.

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 per the conditions mentioned in the contract failing which I/We clearly understand that the said purchase / work order will be liable to be cancelled.

We agree to abide by this bid for a period of 180 days from the date of bid opening and it shall remain binding and in full force and may be accepted at any time before the expiry of that period.

Bid Security Declaration

*I/We further declare that, we will not modify/withdraw the bid after opening of techno-commercial bid (i.e. part-I bid) during its validity period and in such an event we agree that OPTCL would be free to debar us from participating in the tenders floated by OPTCL for a period of three years.

Bid submitted by us is properly prepared and sealed so as to prevent any subsequent alteration, corrections or modifications.

Dated this Day of (The month and year) Signature of Authorized Signatory
In capacity of

Duly authorized to sign the bid for and on behalf of.....

The cost of bid document: Rs. _____/ -

Reverse Auction Process Compliance Form

(To be submitted on letter head of the bidding company with sign and stamp and along with Technical bid)

To,
CGM (HRD), OPTCL
Bhubaneswar-751010, Odisha

Sub: Agreement to the Process related Terms & Conditions for e-Reverse Auction.

Dear Sir/Madam,

This letter is to confirm that:

- The undersigned is authorized representative of the company.
- We have studied the Commercial Terms and the Business rules governing the Reverse Auction as mentioned in your tender and confirm our agreement to that.
- We also confirm that we have gone through the auction manual and have understood the functionality of the same thoroughly.
- We, hereby, confirm that we will honor the Bids placed by us during the tendering/ e-Reverse auction process as called as e-RA.
- We also confirm that we will accept our Rank / Position that will be displayed when the Bidding Time for the Online Reverse Auction is over.

With regards,
with company seal Name & Address
subject package.

Signature with Designation
Person having power of attorney for the

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

Tender No: _____

To

The CGM (HRD)

OPTCL Hqrs,

Bhubaneswar

Dear Madam,

Subject: Authorization for attending bid opening on (Date)
in the Tender for **Printing and Supply of OPTCL Diary, Wall Calendar and Table Calendar for the Year 2026** in OPTCL (Tender no :___)

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of..... (Bidder) in order of preference given below.

Order of Preference	Name	Specimen Signature
---------------------	------	--------------------

1.		
----	--	--

(Specimen Signature duly attested)

Officer authorized to sign the bid documents on behalf of the bidder.

Note:

1. Only one representative shall be allowed.
2. Permission for entry to the hall where bids are opened, may be refused in case authorization as prescribed above is not produced.