



GRIDCO LTD.

(A Government of Odisha Undertaking)

Regd. Office: Janpath, Bhubaneswar – 751022, ODISHA

NOTICE INVITING TENDER

(NIT No: GRIDCO/HR/2022-23/ 01 Date: 13.10.2022)

**SELECTION OF VENDOR FOR EMPANELMENT TO CARRY OUT
OFFICIAL PHOTOCOPY/PRINTING/BINDING/STATIONERY WORK.**

For and behalf of GRIDCO LIMITED, sealed bids are invited under single part bidding system in offline tendering mode from vendors engaged in the business of Printing, DTP Designing, Binding and other ancillary services having their office at Bhubaneswar for following assignments:

A. DETAILS OF WORK:

The empanelled vendors are to carry out official photocopy/printing/binding and other stationary work from time to time as and when required.

B. MODE SUBMISSION AND OPENING OF BID:

1. Bid shall be submitted in offline mode with sealed envelope. Applicants should apply with a formal application addressing “The Dy. General Manager (HRD), GRIDCO LTD, Bhoi Nagar, Janpath, Bhubaneswar-751022”.
2. While submitting the bid, the bidder needs to inscribe the following on the top of the envelope:

“Bid for empanelment as vendor for Photocopy, Printing, Binding, Stationary work”

3. Tender shall be opened in the specified date and time in the presence of the tenderers or their authorized representatives who may desire to be present at the time of opening of the bids.
4. Last date and time of receipt of bid: - 29.10.2022, 04:00 PM
5. Opening of bid: - 29.10.2022, 05:00 PM

C. ELIGIBILITY CRITERIA:

1. The Applicants must be having their office/work place at Bhubaneswar.
2. The bidder should be registered with appropriate authority.
3. The bidder must have own bank account.
4. The bidder must have registered with Income Tax and GST authority.
5. There should not be any criminal cases pending against the bidder/agency/firm.
6. The bidder must have 03 (three) years’ experience in providing similar services.

D. INFORMATIONS/DOCUMENTS TO BE SUBMITTED TO CARRY OUT OFFICIAL PHOTOCOPY/PRINTING/BINDING/STATIONERY WORKS:

1. The application should contain all relevant details like:

- i. Type of business establishment i.e. Sole Proprietor/Pvt. Ltd/Partnership Firm
- ii. GST No. and PAN No.
- iii. Addresses of places of business.
- iv. No. of staff/Employees
- v. Annual Turnover.
- vi. Types of works performed e.g.: Printing/Publishing etc.

2. DOCUMENTS TO BE PROVIDED WITH THE BID:

- i. Attested copy of the registration certificate of the agency/firm.
- ii. Attested copy of PAN and GSTIN.
- iii. A self-attested declaration with regards to, no criminal cases is pending against the vendor/proprietor of the firm/agency participating in the tender.
- iv. Bid Security Declaration by the authorized signatory of the bidder/agency.
- v. Copy of the tender document duly signed and sealed in each page by the authorized signatory of the bidder/agency as token of acceptance to the bid.

E. BID PRICE FOR PHOTOCOPY, PRINTING, BINDING AND OTHER STATIONERY WORK:

The vendor should quote the price for the following jobs in the price bid as per **ANNEXURE I**.

F. GENERAL INSTRUCTIONS:

1. The bidders can quote the price for above and apply for enlistment as empanelled vendor.
2. GRIDCO LTD. reserves the right to accept/ reject any or all tenders without assigning any reasons thereof.
3. All subsequent corrigendum/addendums if any shall be hosted in the official website of GRIDCO i.e. "www.gridco.co.in" only.
4. Any clarifications regarding the scope of work of can be taken from the undersigned during office hours.

G. DURATION OF EMPANELMENT:

The duration of empanelment shall be for a period of three years and may be extended for another 2 years. However, the quality of services provided and the performance of the empanelled agencies shall be reviewed annually. In case the performance is found not satisfactory, their empanelment will be terminated.

H. BID PRICE:

The bidder shall furnish the price bid as per the format at **Annexure-I**. The quoted price shall be firm and shall be valid for 3 years without any condition. Firms not quoting firm price shall be out rightly rejected. For any other special type of work

which is not mentioned in Annexure-1, quotation will be sought from the empaneled vendor. Goods and service tax shall not be included in the bid price. The same shall be paid extra on production of tax invoice considering it as service/works as applicable.

I. EVALUATION OF BID :

The vendors will be empanelled subject to fulfilment of the following condition:

The Bidders, who has agreed to the lowest price so arrived against each individual item as per Annexure-1 after price bid evaluation against the tender.

Taking the above into consideration more than one vendor will be empanelled upon acceptance to the L-I price so arrived.

GRIDCO's decision in the empanelment process is final and GRIDCO will neither entertain any correspondence in this regard nor will be bound to furnish any explanation.

J. ACCEPTANCE BY THE VENDOR:

Further, GRIDCO shall intimate the list of empanelled vendors to respective vendors who are empanelled. Within 7 days of receipt of the letter, the vendor shall sign the same, and return it to GRIDCO as token of acceptance of empanelment.

K. PREDATORY PRICING/ABNORMALLY LOW BIDS:

An abnormally low bid is one in which the bid price appears so low that it raises material concern as to capability of the vendor to perform the work at the offered price. In case any bid price appears to be abnormally low, GRIDCO reserves the right to reject such bid of the vendor without assigning any reason thereto.

L. BID SECURITY DECLARATION:

The vendor is to submit a "Bid Security Declaration" in lieu of bid security as per the format at ANNEXURE-II with the stipulation that, if they withdraw or modify their bids during period of validity, they will be suspended from being eligible for bidding of all future contracts of GRIDCO Ltd for a period of one year.

M. BID VALIDITY PERIOD:

Bid shall remain valid for 60 days from the date of bid opening prescribed by GRIDCO. A bid valid for a shorter period will be rejected by GRIDCO as non-responsive.

N. REMOVAL FROM EMPANELMENT:

GRIDCO reserves the right to remove any vendor from the empanelled list of vendors, who is unable to complete the assignment satisfactorily within the scheduled time period.

**Sd/-
DGM (HRD)**

**PRICE BID FOR EMPANELMENT TO CARRY OUT OFFICIAL
PHOTOCOPY/PRINTING/BINDING/STATIONERY WORK**

To
The Dy. General Manager (HRD),
GRIDCO Limited,
Janapath, Bhubaneswar
Pin- 751022

1. Name of the Vendor
2. Address of place of Business
3. Type of business establishment (Sole Proprietor/ Pvt. Ltd. / Partnership Firm)
4. GST No.
5. PAN No.
6. Annual Turnover

Sl.	Particulars	Bid Price
1	Price for single page Xerox B/w (A4 size) on 70 GSM paper.	
2	Price for single page Xerox Colour (A4 size) on 70 GSM paper.	
3	Price for single page Xerox B/w (A3 size) on 70 GSM paper	
4	Price for single page Xerox Colour (A3 size) on 70 GSM paper	
5	Price for double side page Xerox B/w (A4 size) on 70 GSM paper.	
6	Price for double side page Xerox Colour (A4 size) on 70 GSM paper.	
7	Price for double side page Xerox B/w (A3 size) on 70 GSM paper	
8	Price for double side page Xerox Colour (A3 size) on 70 GSM paper	
9	Price for b/w Printing of paper per page (single side), (A4 size) on 70 GSM Paper.	
10	Price for b/w Printing of paper per page (double sided),(A4 size) on 70 GSM Paper.	
11	Price for b/w Printing of paper per page (single side), (A3 size) on 70 GSM paper.	
12	Price for b/w Printing of paper per page (double sided), (A3 size) on 70 GSM paper.	
13	Price for colour Printing of paper per page (single side),(A4 size) on 70 GSM paper	
14	Price for colour Printing of paper per page (double sided),(A4 size) on 70 GSM paper	
15	Price for colour Printing of paper per page (single side),(A3 size) on 70 GSM paper	

16	Price for colour Printing of paper per page (double sided),(A3 size) on 70 GSM paper	
17	Price of spiral binding with Transparent Sheet on both sides – upto 100 pages.	
18	Price of wire binding with opaque cover on both sides – upto 100 pages.	
19	Price of book binding (hard)-upto 200 pages.	
20	Price of book binding (soft) – upto 200 pages.	
21	Price of binding with rexin cover – upto 200 pages.	

Please Note: Goods and Service Tax, if any, will be paid extra at the applicable rates and is not to be quoted above. In case of any discrepancy in Fee between figures and the amount mentioned in Words, the Fee mentioned in Words shall be taken into cognizance.

(Signature of the authorized person with stamp)

ANNEXURE-II

**FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD
(On bidders Letter Head)**

I/We, the authorized signatory of M/s _____
participating in the subject tender No. _____ for the item/job of
_____ do here by declare:

- i. That, I/we have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender.
- ii. That, in the event we withdrew/modify our bid during the period of validity/we commit any breach of Tender Conditions I/we will be suspended from being eligible for bidding/award of all future contracts of GRIDCO Ltd. for a period of one year from the date of committing such breach.

Signature and seal of authorized Signatory of bidder

Name of Authorized Signatory _____

Vendor Name _____