



GRIDCO LTD.
(A Govt. of Odisha Undertaking)
Regd. Office: Janpath, Bhubaneswar-751022, ODISHA

NOTICE INVITING TENDER

(NIT No: GRIDCO/CS/2021-22/ 01 Date: 25.11.2021)

SELECTION OF VENDOR FOR (1) PRINTING 1,500 NUMBERS OF EXECUTIVE DIARIES FOR THE CALENDAR YEAR 2022, AND (2) EMPANELMENT TO CARRY OUT OFFICIAL PRINTING/BINDING/STATIONARY WORKS.

For and on 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 WORKS:

1. For printing 1,500 numbers of executive diaries for the Calendar Year 2022.
2. For empanelment to carry out official printing/binding/stationary works from time to time as and when required.

B. SUBMISSION AND OPENING OF BID:

- i. Applicants should apply with a formal application addressing “The Company Secretary, GRIDCO LTD, Bhoi Nagar, Janpath, Bhubaneswar, 751002”
- ii. The bidder to submit the bid for printing of diary and for empanelment in two separate envelope. On the top of the envelope

should be marked as “Bid for printing GRIDCO DIARY-2022” / “Bid for empanelment as vendor for Printing, DTP Designing, Binding”

- iii. Last date and time of receipt of bid : 02.12.2021 at 3 PM.
- iv. Opening of single part bid : 02.12.2021 at 3 PM.

C. TERMS AND CONDITIONS FOR PROVIDING QUOTATION FOR 1,500 NOS. OF DIARIES:

- a. Diaries are for the Calendar Year 2022 to be printed as per the sample with logo of GRIDCO to be imposed on the cover page in Golden foil printing along with text-caption **‘Diary -2022’**
- b. The diary should be delivered by 28th December,2021.
- c. The diary shall be as per the sample diary available with Public Relation Officer, GRIDCO. The same can be verified from 25.11.2021 to 01.12.2021 during the office hours.
- d. The Diary will have the following specifications.
 - Single fold Raxine bound front and back cover.
 - The dimension of the Diary shall be 15cm x 21.5cm
 - The Diary will have 110 sheets of inner pages (220 page) in total inclusive of approx. 20 sheets of pages (40 pages) embodying GRIDCO information/ map(s).
 - 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 inner text printing pages of Diary will be printed in plain Natural shade paper of 80 GSM as per sample.
 - The date, logo and year (2022) to be printed at the top in each page.
 - Power Maps approx. 2nos. shall be printed in 130 GSM sinar art paper and in multi colour.

D. TERMS AND CONDITIONS FOR EMPANELMENT TO CARRY OUT OFFICIAL PRINTING/BINDING/STATIONARY WORKS:

- a) Applicants must be having their office/work place at Bhubaneswar.
- b) Application should contain all relevant details like:
 - Type of business establishment i.e. Sole Proprietor/Pvt. Ltd./Partnership Firm

- GST No. if registered or PAN No. in case of sole proprietor
 - Addresses of places of business
 - No. of Staffs/Employees
 - Annual turnover
 - Types of works performed e.g. : Printing/ Publishing etc.
- c) All the documents attached with the application shall be self-attested

E. BID PRICE FOR PRINTING 2022 DIARIES:

- a) The quoted price for printing 1,500 numbers of executive diaries for the calendar year 2022 should be FIRM and without any condition.
- b) The bidder shall quote the price per diary considering the expected 110 numbers of inner sheets(220pages) per diary. The bidder is also required to quote the price for printing each 8 number of additional sheets per diary. 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.
- c) Firms not quoting firm price shall be out rightly rejected.
- d) The bidder shall furnish the price in the price bid format at **Annexure-I.**
- e) Applicants should apply with a formal application addressing “The Company Secretary, GRIDCO LTD, Bhoi Nagar, Janpath, Bhubaneswar, 751002” along with the quoted price as provided at **Annexure-I.**

F. General Instruction:

1. The bidders can quote the price for (1) above and can also apply for (2) above for enlistment as empanelled vendor. In case a bidder apply for both (1) and (2) above he/she has to submit the bid in two separate sealed envelopes.
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 web site of GRIDCO ie: “**www.gridco.co.in**” only.
4. Any clarifications regarding the scope of work of the printing /empanelment can be taken from the undersigned during office hours.

Sd/-
Company Secretary

ANNEXURE-I

**PRICE BID FOR PRINTING AND SUPPLY OF 1500 NUMBERS OF
GRIDCO DIARY FOR THE CALENDAR YEAR-2022 ALONGWITH
GRIDCO LOGO**

To

**The Company Secretary,
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 No.	Particulars	Quoted Price per Diary in INR(Rs.)
1	All inclusive lump sum fee(including all expenses etc. for the entire scope of work covered under the terms of reference on a firm price basis)	
2	For printing additional sheet of 8 (Eight) Nos or part there-of.	

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)