



ASSAM ELECTRICITY GRID CORPORATION LIMITED

OFFICE OF THE MANAGING DIRECTOR

Regd. Office: (FIRST FLOOR), BIJULEE BHAWAN, PALTANBAZAR; GUWAHATI - 781001

CIN: U40101AS2003SGC007238 GSTIN: 18AAFCA4973J9Z3

PHONE: 0361-2739520 Web: www.aegcl.co.in



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आज़ादी का
अमृत महोत्सव

No. AEGCL/MD/HR/Dairy & Calendar/144/2022/16

Date - 03.12.2022

NOTICE INVITING QUOTATIONS

Sealed quotations are invited by the undersigned from experienced firms/agencies for **Printing and Supplying of Calendars & Notebooks for the year 2023** as per the following terms and conditions. The last date of receiving the same is at **2:30 p.m. on 09.12.2022** and will be opened at **03:00 p.m.** on the same day in the presence of authorized representatives. A pre-bid meeting is scheduled to be held on **07.12.2022**. The interested/potential bidders are requested to be present in the meeting with samples of Wall Calendars/Notebooks as per specifications.

The tender document can either be collected from AEGCL Head Office (HR Section) on submission of the tender paper cost or downloaded from AEGCL website (www.aegcl.co.in). For tender documents downloaded from AEGCL website, tender paper cost (as DD/Bankers Cheque) has to be submitted along with tender quotation. The cost of the tender paper is Rs. 2,000 /- (Rupees Two Thousand Only) to be pledged in favour of the "Managing Director, AEGCL, Bijulee Bhawan, Paltan Bazar, Guwahati – 781001".

SPECIFICATIONS OF THE MATERIALS TO BE SUPPLIED

ITEM	PARTICULARS	SPECIFICATIONS
WALL CALENDAR	Paper	130 GSM superior quality glossy art paper with top mounted by wire 'O' with metal hook. (Sample Paper to be submitted)
	Size	14.5"x 19.5" (Wall Calendar)
	No. of Sheets	6 leaves with double side printing
	Process of Printing	Offset
	Colour Scheme	Multicolour
	Printing	The date-sheets to be printed on both sides having date list of month in English & Assamese with holidays mentioned and highlighted.
NOTEBOOK	Paper	80 GSM, Cream shade, single colour print with ruled lines
	Size	A5
	Page/Sheet:	240 pages (including 6 pages multicolour back-to-back print, Paper 100 GSM art), 120 sheets
	Cover	Soft Cover PU cover (preferably brown) with name & logo to be embossed on cover

Terms & Conditions:

1. The rate should be inclusive of the GST and all kinds of duties (if any) and commercial packaging, freight, forwarding, insurance etc.
2. Proof of similar work done earlier must be submitted.



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3. The prescribed design and layout to be done by the tenderer at his/own cost (to be approved by AEGCL). The successful bidder for Wall Calendar must submit the sample layout, only in the paper size specified above, for final approval from AEGCL.
4. Samples for both Wall Calendars and Notebooks is to be provided by the tenderers.
5. The supply of Wall Calendar & Notebooks will be in AEGCL HQ in Bijulee Bhawan, Paltan Bazar, Guwahati – 01 and Field Offices of AEGCL across Assam at supplier's/s' own expense.
6. The undersigned reserves the right to cancel or accept/reject any tender without assigning any reason thereof.

K.M.
31/12/2022
General Manager (HR), i/c
AEGCL, Bijulee Bhawan,
Paltan Bazar, Guwahati -01

Memo No. AEGCL/MD/HR/Dairy & Calendar/144/2022/16(a)

Date - 03.12.2022

Copy To:

1. P.S to the MD, AEGCL for favour of kind information
2. CGM (F&A) i/c, AEGCL for kind information
3. The DGM (BD & Tariff, IT), O/o the MD, AEGCL for publication in the AEGCL's website.
4. Shri Kamal Das, DGM (PR), O/o the MD, AEGCL for publication in newspapers :-
 - a. The Assam Tribune and
 - b. Niyomiya Barta
5. Office Copy

K.M.
31/12/2022
General Manager (HR), i/c
AEGCL, Bijulee Bhawan,
Paltan Bazar, Guwahati -01