



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

No. AEGCL/MD/Tech-03/PR/Diary&Calendar/2027/05

Date: 15-10-2026

SHORT NOTICE INVITING QUOTATIONS

Sealed quotations are invited by the undersigned from the empanelled firms/agencies of the Public Relation (PR) Wing of AEGCL for designing, printing and supply of Wall Calendars of AEGCL for the year 2027 as per the specifications, terms and conditions mentioned below.

Last date of receiving quotations: up to 11:00 hrs of 30-10-2026

Quotation opening date: at 12:00 hrs of 30-10-2026

Quotations will be opened in the presence of authorised representatives. Interested/potential bidders are requested to be present at the meeting with samples of Wall Calendars as per specifications.

SPECIFICATIONS OF THE MATERIALS TO BE SUPPLIED

Item	Particulars	Specifications
Wall Calendar	Paper	170 GSM superior-quality glossy art paper with top mounting by wire 'O' and aluminium hook (sample paper to be submitted)
	Size	16" x 24" (Wall Calendar)
	No. of Sheets	6 leaves with printing on both sides
	Process of Printing	Offset
	Colour Scheme	Date sheets in multicolour
	Printing	Date sheets to be printed on both sides, with one month's date list in English and Assamese; holidays to be mentioned and highlighted, along with previous months' date lists in smaller fonts
	Quantity	5,000 Nos.

Terms & Conditions:

1. The quotations should reach us within the stipulated time and date in a sealed cover. The caption "Quotations for Designing, Printing & Supply of Wall Calendar of AEGCL for the year 2027" should be superscribed on the sealed cover.
2. The rate should be inclusive of GST and all kinds of duties and other taxes, if any. Commercial packaging, freight, etc. shall be borne by the vendor.
3. Experience of similar work done earlier must be submitted.
4. The first draft/sample must be provided to AEGCL within 7 days from the date of issue of work order.
5. The design and layout shall be prepared by the firm/agency at its own cost, subject to approval by AEGCL. The successful bidder must submit the sample layout in the specified paper size for final approval from AEGCL.
6. The completion period for the assignment is 45 days from the issue of work order.
7. The supply of Wall Calendars shall be made at AEGCL HQ, Bijulee Bhawan, Paltan Bazar, Guwahati-01, and Field Offices of AEGCL across Assam, at the supplier's own expense.
8. The undersigned reserves the right to cancel or accept/reject any tender without assigning any reason thereof.
9. All other terms and conditions not mentioned herein shall conform to AEGCL General Terms & Conditions of Supply & Erection, 2009.

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PHONE: 0361-2739520 Web: www.aegcl.co.in*Atasha*
15/10/26**General Manager (M&PR)**
AEGCL, Bijulee Bhawan,
Paltan Bazar, Guwahati – 01

Memo No.AEGCL/MD/Tech-03/PR/Diary&Calendar/2027/5(0)

Date: 15/10/26

Copy To:

1. P.S. to the Managing Director, AEGCL, Bijulee Bhawan, Paltanbazar, Guwahati-1, for favour of kind information.
2. The Chief General Manager (F&A), AEGCL, Bijulee Bhawan, Paltanbazar, Guwahati-1, for kind information.
3. Office Copy.

Atasha
15/10/26**General Manager (M&PR)**
AEGCL, Bijulee Bhawan,
Paltan Bazar, Guwahati – 01