



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 / 04

Date: 15-10-2026

SHORT NOTICE INVITING QUOTATIONS

Sealed quotations are invited by the undersigned from empanelled firms/agencies of the Public Relation (PR) Wing for Executive Notebooks of AEGCL for the year 2026 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

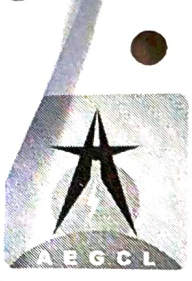
Quotations will be opened in the presence of authorised representatives. Interested/potential bidders are requested to be present at the meeting with samples of Notebooks as per specifications.

SPECIFICATIONS OF THE MATERIALS TO BE SUPPLIED

Item	Particulars	Specifications
Executive Notebook (Customized)	Paper	120 GSM, cream/natural shade, single-colour print with ruled lines on right side and blank on left side.
	Size	A5 (15cm x 21cm)
	Page/Sheet	120 pages, 60 sheets
	Cover	Matte textured premium rigid hard binding ; Deep navy blue colour ; Multi colored logo
	Additional pages	1st page of information/key contacts, etc., as per AEGCL's specification; 1 double-spread Assam Power Map towards the end ; 140 GSM
	Quantity	3,000 Nos. + 150 Nos (packed in gift boxes)
	Packing	Individually wrapped with a polythene envelope and 150 numbers of notebooks to be properly packed in a gift box along with executive pen.

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 Executive Notebooks 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. Multicoloured samples for Notebooks and executive pen are to be provided by the firms/agencies for final approval from AEGCL.
7. The completion period for the assignment is 45 days from the issue of work order.
8. The supply of Notebooks 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.
9. The undersigned reserves the right to cancel or accept/reject any tender without assigning any reason thereof.
10. All other terms and conditions not mentioned herein shall conform to AEGCL General Terms & Conditions of Supply & Erection, 2009.



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Hasika
15/10/26

General Manager (M&PR)
AEGCL, Bijulee Bhawan,
Paltan Bazar, Guwahati – 01

Memo No. AEGCL/MD/Tech-03/PR/Diary&Calendar/2027/4(a)

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.

Hasika
15/10/26

General Manager (M&PR)
AEGCL, Bijulee Bhawan,
Paltan Bazar, Guwahati – 01