


<p>ମହାନଦୀ କୋଲ୍‌ଫିଲ୍ଡ୍‌ସ୍‌ଲିମିଟେଡ୍  <b>महानदीकोलफील्ड्सलिमिटेडMahanadi</b>          Coalfields Limited (A subsidiary of          Coal India Limited )</p>	<p><b>महाप्रबंधककार्यालय (प्रबंधन प्रशिक्षण संस्थान/राजभाषा)</b>          Office of the General Manager (MTI/RB)          मो./डाकघर: जागृतिविहार,बुर्ला, संबलपुर-768020 At -AnandVihar,          PO- Jagruti vihar,Sambalpur-768020</p>	
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Ref: MCL/HQ/Rajbhasha/45/2019/1232

Date:19.12.2019

To

M/s. \_\_\_\_\_  
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**निविदा/ TENDER**

Sealed quotation are invited from intended local printers including ancillary units of MCL for offering lowest rates for printing and supply as per the bill of quantity as mentioned in Annexure -I. The offers are invited in single cover bid basis with following documents:-

The envelop will consist of following:

1. A self declaration that the bidder owns a printing press having a 4 colour printing press with scanning facilities and capable of doing DTP in English and Hindi.
2. Self attested Xerox copies of last supply orders, if any, of printing items from MCL/PSU/Govt. Organization.
3. Xerox copy of GST Registration certificate (Self attested).
4. Xerox copy of PAN card (Self attested).It may be noted that PAN must either be in the name of the firm or in the name of the proprietor.
5. Price of all items (as per enclosed BOQ) should be indicated in your offer letter head pad showing taxable amount, CGST/SGST/IGST.
6. Copy of this quotation call notice duly signed with seal is to be enclosed as a token of acceptance of our terms and conditions.
7. Pro forma of Undertaking for the Genuineness of the information submitted by Bidder. (Enclosed vide Annexure - II)

**Terms & conditions:**

1. You are requested to quote your lowest offer and send it to the office of the General Manager (MTI/Rajbhasha), MCL HQ, Anand Vihar, Burla so as to reach there by 5.00PM on date 03.01.2020. Offer received after due date and time will summarily be rejected. Due date of opening at 11.00AM on date 04.01.2020.
2. That rates quoted by the supplier shall remain firm for a period of 60 days from the date of supply order.
3. The Offer of the bidder will be Valid for a period of 120 Days from the Date of Submission of Bid.
4. The party has to supply the material within 05 (Five) days after checking of proof copy. The proof i.e. printing material with paper sample as per BOQ to be submitted General Manager(MTI/Rajbhasha),MCL HQ, Anand Vihar, Burla within 03 (three) days after receipt of the order.
5. The rates quoted must show GST separately & materials are to be delivered to General Manager (MTI/Rajbhasha), MCLHQ, Anand Vihar, Burla or his authorised representative or in the office of General Manager (MTI/ Rajbhasha), MCL HQ, Anand Vihar, Burla for destination basis.
6. The management reserves the right to reject the offer wholly or partly of it without assigning any reason thereof.
7. **Payment terms** : 100% payment through e-mode will be made within 21 days from the date of receipt and acceptance of GST invoice/Bill for which the party has to submit the duly certified mandate form.
8. **Consignee:** General Manager (MTI/Rajbhasha),MCL HQ, Anand Vihar, Burla or his authorised representative.
9. **Paying Authority** : General Manager(Finance),MCL HQ.
10. All the documents must be signed with seal. Photo copy should be self attested.
11. In the event of failure to delivery/ dispatch of the required materials/items within stipulated date/period, MCL reserves the right to deduct a sum not less than 0.5% for each week or part thereof limited to 10% of the ordered value\* for late delivery of the ordered items.

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19/12/19

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19/12/19

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19/12/19