

Ref. : GSIDC/ADM/14/M19-13216716

14<sup>th</sup> March 2022.

**SHORT NOTICE INVITING QUOTATION**

Sealed Item Rate quotations are invited from authorized suppliers / dealers for the “**Printing & Supply of Stationery for the Corporation**”. The sealed quotations shall be received **upto 15:00 hours on 23<sup>rd</sup> March 2022** and the same will be opened at 15:30 hours on the same day. The quotations should be accompanied by an Earnest Money Deposit (EMD) of Rs. 5,000.00 by Demand Draft in favour of Ms. Goa State Infrastructure Development Corporation Limited, payable at Panaji – Goa. The EMD will be refunded to unsuccessful bidders without interest. The EMD of the successful bidder shall be converted into Security Deposit and retained till the end of the contract period. If the offer is accepted by the Corporation and the successful bidder does not come forward to accept the same the amount deposited towards Earnest Money Deposit shall be forfeited. The quotation not accompanied by EMD will be rejected.

The Schedule of Quantities including the description of the item is furnished in **ANNEXURE-I** enclosed herewith. The bidders shall submit their offer by indicating rates only for the items as per the enclosed **ANNEXURE-I** while submitting the quotation. Rates shall be inclusive of all taxes and all other levies, except for goods & service tax, same will be paid/as applicable. All the pages of **ANNEXURE-I** shall be duly stamped and signed. Offers submitted with any special conditions are liable for rejection.

Suppliers / Dealers may peruse the Schedule of Quantities and obtain the same from the office of GSIDC on all working days free of cost in person or through authorized representative only. The last date of issue of bid documents shall be **22<sup>nd</sup> March 2022 upto 17:30 hours**.

Please note that the rates quoted should be valid for a period of one year from 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2022 and the Purchase order for the purchase of Printing & Stationery shall be issued by the Corporation as and when the need arises during the year.



GSIDC reserves the right to accept or reject any or all the quotations in part or full without assigning any reason whatsoever.

All the items enclosed in Annexure I should be delivered to GSIDC office at 7<sup>th</sup> Floor, EDC House, Dr. Atmaram Borkar Road, Panaji – Goa as and when ordered by the Corporation.



(Harish Adconkar)  
Managing Director

Enclosure :ANNEXURE-I & II

- Copy to :
1. The Notice Board of GSIDC
  2. **THE DIRECTOR,**  
Director & Ex-Officio Special Secretary Printing & Stationery  
Government Printing Press,  
Panaji, Goa. :With a request to display the notice on the Notice  
Board
  3. Website of GSIDC
  4. Office file ... HR Department

GOA STATE INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED

REFERENCE: SHORT NOTICE INVITING QUOTATION NO. GSIDC/ADM/14/NIQ

- /2022-2023/

DATED

March 2022

WORK: Printing &amp; Supply of Stationery for the Corporation.

SCHEDULE OF QUOTATION

ITEM NO.	DESCRIPTION OF ITEM	MINIMUM Order Qty	YEARLY approx Qty	UNIT	RATE (Rs.)	
					IN FIGURES	IN WORDS
1.	Clip Files - Black / Blue Cloth Border	1000	2000	Each		
2.	Spring Files Black / Blue Cloth Border	1000	2000	Each		
3.	Brown Paper Files - Standard Quality with tussle	1000	4000	Each		
4.	Visiting Cards - Front & back - on special paper (Ivory)	100	1000	Each		
5.	Window Envelopes - 80 gsm paper JK Copier (Red) - 9.25" x 4.25"	4000	15000	Each		
6.	A 4 Envelopes - 80 gsm paper JK Copier (Red) - 9" x 12"	500	1000	Each		
7.	Letter Heads - 1/4 size NS shade 80 gsm paper	4000	33000	Each		
8.	Chairman Letter Heads NS shade 80 gsm paper	500	1000	Each		
9.	Lenyards with satin cloth	200	500	Each		
10.	Card Holder	200	500	Each		
11.	Plain Papers (Blue & Pink) - Size 210 mm x 290 mm	500	1000	Each		

BIDDER

NO. OF CORRECTIONS

EMPLOYER

(Format of Covering Letter)

From :

-----,  
-----,  
-----.

Date :

To

**THE MANAGING DIRECTOR,**  
GSIDC Limited,  
7<sup>th</sup> Floor, EDC House,  
Dr. Atmaram Borkar road,  
Panaji – Goa 403 001

Sir,

Sub : **Printing & supply of Stationery for the Corporation**

Ref. : Short Notice Inviting Quotation No. GSIDC/ADM/14/NIQ- /2022-2023 March 2022.

In response to Short Notice Inviting Quotation No. GSIDC/ADM/14/NIQ- /2022-2023 March 2022 for the “**Printing & supply of Stationery for the Corporation**”, I / We hereby submit my / our offer by indicating rates for the item listed in the Schedule of Quotation enclosed at ANNEXURE-1. My / Our rates are inclusive of all taxes applicable.

I / We hereby state that I / We fully abide by the conditions put forth in the said Notice Inviting Quotation.

Thanking you,

Yours faithfully,

(Signature of the Bidder)

Full name of the Bidder : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone No. \_\_\_\_\_ Mobile No. : \_\_\_\_\_ Fax : \_\_\_\_\_