

Ref. : GSIDC/ADM/14/ 6774

21<sup>st</sup> March 2023.

**SHORT NOTICE INVITING QUOTATION - 101**

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 29<sup>th</sup> March 2023** and the same will be opened at 15:30 hours on the same day.

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 **28<sup>th</sup> March 2023 upto 17:30 hours**.

**Please note that the rates quoted should be valid for a period of 12 months from 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 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.

**Signature valid**

Digitally signed by HARISH NAMDEO  
ADCONKAR  
Date: 2023.03.21 11:05:48  
Designation: Managing Director  
DOC Ref No :21032023-01

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.


Sd/-  
(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

**Signature valid**

Digitally signed by HARISH NAM  
ADCONKAR  
Date: 2023.03.21 11:05:48  
Designation: Managing Director  
DOC Ref No. :2103023-01



**ANNEXURE - I**

GOA STATE INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED

REFERENCE: SHORT NOTICE INVITING QUOTATION NO. GSIDC/ADM/14/NIQ - /2023-2024/ DATED April 2023

WORK: **Printing & Supply of Stationery for the Corporation.**

**SCHEDULE OF QUOTATION**

ITEM NO.	DESCRIPTION OF ITEM	MINIMUM Order Qty	UNIT	RATE (Rs.)	
				IN FIGURES	IN WORDS
1.	Spring Files Black / Blue Cloth Border	1000	Each		
2.	Brown Paper Files - Standard Quality with tussle	1000	Each		
3.	Visiting Cards - Front & back - on special paper (Ivory)	100	Each		
4.	Window Envelopes - 80 gsm paper JK Copier (Red) - 9.25" x 4.25"	4000	Each		
5.	A 4 Envelopes - 80 gsm paper JK Copier (Red) - 9" x 12"	500	Each		
6.	Letter Heads - A/4 size NS shade 80 gsm paper	4000	Each		
7.	Chairman/Vice Chairman Letter Heads NS shade 80 gsm paper	500	Each		
8.	Letter Head with G20 Logo Colotech paper of 100 gsm	1000	Each		

BIDDER

NO. OF CORRECTIONS

EMPLOYER

(Format of Covering Letter)

From :

.....,  
.....,  
.....

To

Date :

**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- /2023-2024 April 2023.

In response to Short Notice Inviting Quotation No. GSIDC/ADM/14/NIQ- /2023-2024 April 2023 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-I. 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 : \_\_\_\_\_