

**ODISHA TOURISM DEVELOPMENT CORPORATION LTD.**  
**(A Govt. of Odisha Undertaking)**  
**Lewis Road, Bhubaneswar – 751014.**

No .7448 /PP/OTDC

Dtd:13.11.2018

**Expression of Interest (Eoi) for Empanelment of Printing Agencies**

1. Odisha Tourism Development Corporation Ltd. (OTDC) shall empanel printing agencies who can produce & print quality materials like brochures, folders, bulletin, annual reports, forms, leaflets, etc. during the contract period. The empanelment will be for a period of two year. **OTDC will circulate tender documents for its printing works among the empanelled printing agencies only.**
2. **Scope of work:**  
Designing, Text writing, Editing, Printing, Folding & Packaging, Delivery, etc.
3. **Eligibility Criteria:**
  - a) Should have at least 3 years of experience in the printing works.
  - b) Must have average annual turnover of Rs.40.00 lakhs during last 3 financial years ending on 31.3.2018.
  - c) Should have valid G.S.T. registration.
  - d) Should have PAN Number.
  - e) Must own modern printing infrastructure.
  - f) Shall submit sample copies of previous production in connection with printing and advertisement works.
4. **Documents for submission of Eoi:**  
The Eoi should be submitted in a sealed packet containing:
  - a) An application addressing to the Managing Director enclosing the following documents.
  - b) Documents as proof in respect of items 3 (a) to (f).
  - c) Profile of the Agency.

- d) List of the clients for printing work.
- e) Certified P & L Account and Balance-sheets for last 3 years.
- f) Participation fees of Rs.5,000/- (non- refundable) in shape of DD favouring M.D., OTDC Ltd. payable at Bhubaneswar.
- g) EMD of Rs.10,000/- in shape of DD favouring M.D., OTDC Ltd. payable at Bhubaneswar which is refundable for unsuccessful printers or after completion of the period of empanelment.
- h) Undertaking to deposit SD of Rs.20,000/- in shape of DD favouring M.D., OTDC Ltd. payable at Bhubaneswar, if selected as preferred bidder.

5. **General Conditions:**

- a) Receipt of bids : Upto **1 PM of 27.11. 2018**
- b) Date & time of opening of bids : **3 PM of 27.11. 2018**
- c) EoI documents without participation fee EMD will be rejected.
- d) The EoI documents shall be duly signed and sealed on each page.
- e) The printers may submit EoI in person or by post or by courier. EoI documents sent by FAX or email not be accepted.
- f) Postal / Courier / Speed Post delay or loss of EoI documents in transit will not be responsibility of OTDC.
- g) The sealed packet should be superscribed "**Empanelment of Printing Agencies by OTDC**".
- h) The Printers or his authorized representative may remain present at the time of opening of EoIs.
- i) The Authority reserves the right to reject any or all EoIs without assigning any reason thereof.

**Sd/  
Divisional Manager (Finance)**