

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

No 1505 /PP/OTDC

Dtd:06.04.2022

Expression of Interest (Eoi) for Empanelment of Printing Agencies

1. Odisha Tourism Development Corporation Ltd. (OTDC) shall empanel printing agencies who shall 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.**

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.25.00 lakhs during last 3 financial years ending on 31.3.2021.
 - c) Should have valid G.S.T. registration.
 - d) Should have PAN Number.
 - e) Must own printing infrastructure.
 - f) Shall submit sample copies of previous production in connection with printing and advertisement works to confirm the firm experience in printing job.

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 21.04.2022**
- b) Date & time of opening of bids : **3 PM of 21.04.2022**
- c) Eol documents without participation fee & EMD, will be rejected.
- d) The Eol documents shall be duly signed and sealed on each page.
- e) The printers may submit Eol in person or by post or by courier. Eol documents sent by FAX or email not be accepted.
- f) Postal / Courier / Speed Post delay or loss of Eol 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 its authorized representative may remain present at the time of opening of Eols.
- i) The Authority reserves the right to reject any or all Eols without assigning any reason thereof.

**Sd/-
Divi. Manager (PP)**