



# GOVERNMENT COLLEGE OF ENGINEERING, KALAHANDI, BHAWANIPATNA

## EXPRESSION OF INTEREST (EOI) FOR PRINTING WORK

Ref No.: GCEK/ 1994

Date: 28/09/2026

Sealed EOIs are invited from the eligible Registered Firms/Suppliers/Printers/ Dealers/S.S.I Units for printing of Internal Answer booklets and some office documents for one year on annual rate contract basis. The details of the EOI document and schedule shall be available on GCEK website [www.gcekbpatna.ac.in](http://www.gcekbpatna.ac.in). The last date of submission of EOI is **19/10/2026** up to 4.00 P.M.

The undersigned reserves the right to extent the date and accept or reject any or all EOI without assigning any reason thereof.

  
Principal  
Principal  
Govt. College of Engineering  
Kalahandi, Bhawanipatna



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## INSTRUCTIONS TO THE SUPPLIERS:

This EOI is for Printing and supplying the Answer booklet, Fly leaf, Letter pad, Note sheet, different forms etc. The Answer booklet contains 8 pages of 58 GSM paper. Half portion of the front page is to be printed as in the sample copy. The sample copies of each item are to be collected from the Central store of the College in any working day. The EOI containing the **Price Bid** along with the complete postal address of the supplier/press may be submitted by post only addressed to “**The Principal, Govt. College of Engineering, Bhawanipatna, Kalahandi, Odisha**”, which should reach the Govt. College of Engineering Kalahandi , Bhawanipatna by the scheduled date and time. EOI received beyond the scheduled date shall be summarily rejected. The authority shall not be responsible for postal delay if any.

- Last date of receipt of EOI: **19/10/2026 up-to 4.00 PM**
- Date and time of opening of Bid: **21/10/2026 at 4.00 PM**

## GENERAL TERMS AND CONDITIONS:

1. Suppliers are advised to go through the EOI document carefully before submitting the EOI form. It will be presumed that the Supplier has considered and accepted all the terms and conditions of this EOI. No enquiry, what so ever verbal or written shall be entertained in respect of acceptance / rejection of the EOI. **BID MUST BE UNCONDITIONAL.**
2. The Suppliers must have its own establishment having valid registration GST & up-to-date dealership / distributorship of reputed branded items wherever applicable. The Suppliers should have experience for supply of these items to other institution, University, Colleges, State / Public Sectors or reputed Private Sectors. The proof of such credential should be furnished by the Supplier.
3. Each and every page of the EOI document, Price Bid and the document attached there to should be signed by the Supplier.
4. The contract shall remain in force for **1 (one)** year only.
5. The dealer/distributor should have not been blacklisted by any Government or other organizations.
6. The materials as mentioned in the Price Bid are to be supplied to our Institute, Bhawanipatna during the contract against our requirement on monthly or as

Address: Bandopala, Po: Bhawanipatna Engg College S.O., Bhawanipatna, Kalahandi-766 003



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and when required basis, against necessary Purchase Orders placed in phases. The materials should be supplied as per the specification of the purchase order.

7. The price shall remain firm throughout the contract period. No request for hike in price shall be entertained.
8. The rates should be inclusive of GST, transportation, loading & unloading etc. The rate must be quoted for a unit item.
9. The materials shall have to be delivered at our office Store during office hours which shall be inspected by authorized official of the Institute and if found defective or not upto standard, shall be replaced free of cost.
10. The Supplier shall not assign or sublet the contract.
11. 100% payment shall be released within 10 days from the date of supply and acceptance of the materials at the institute, and upon submission of invoice in duplicate.
12. Any dispute shall be subject to the jurisdictions of Kalahandi District, Odisha.
13. Any act or effort on the part of the Supplier to influence anybody in the institute is liable for rejection of EOI.
14. The Brand of each item should be mentioned. Supplier can quote more than one brand for each item.
15. If the date of opening of quotation falls in a Govt holiday then it will be shifted to the next working day.
16. The minimum price of the whole package will be considered as L1 bidder.

  
**PRINCIPAL**  
**Principal**

**Govt. College of Engineering**  
**Kalahandi, Bhawanipatna**



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## INFORMATION OF THE SUPPLIERS

6. Name and address of the Supplier:
7. Status of the Supplier (Manufacturer/authorized Dealer/Stockiest/Distributor /SSI Unit) :
8. Telephone No:
9. Name of Proprietor/ Managing Partner/Director:
10. GST Registration. No. of the Supplier:
- 6 Permanent Account No (PAN) :

This is to certify that, I / We have carefully gone through all the above contents of the EOI document, thereby fully understood the terms and conditions therein and undertakes myself/ourselves to abide by the same.

Place:

Name of the Supplier. : .....

Date:

Name of the Signatory: .....

Signature with seal: .....

Documents to be attached with Technical Bid:

- 6) Self-attested photocopy of PAN card
- 7) Self-attested photocopy of GST certificate
- 8) Self-attested photocopy of purchase order in support of executing such business transactions with other institutions/organizations
- 9) Signed EOI document
- 10) Undertaking (Annexure-A)



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## PRICE BID

Name and address of the Supplier \_\_\_\_\_

| Sl. No. | Description of entity                                                                                                             | Price without any tax | Price including GST |
|---------|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------|
| 1.      | Answer booklet* (32 cmx11.5 cm)<br>Double foolscap 58 GSM paper, 8 Pages (Both side). Each script is to be numbered.              |                       |                     |
| 2.      | Standard File*<br>Material: Cardboard, Preferably to keep A4 size papers, 2 Pin special file with heavy metal sheet clip, 800 GSM |                       |                     |
| 3.      | Letter pad*<br>(A book of 100 leaves), 100 GSM, A4 JK Paper                                                                       |                       |                     |
| 4.      | Note sheet*<br>(A book of 100 leaves), Ladger paper, 80 GSM                                                                       |                       |                     |
| 5.      | Admission Form (58 GSM)                                                                                                           |                       |                     |
| 6.      | Hostel Admission form (58 GSM)                                                                                                    |                       |                     |
| 7.      | Feedback form (58 GSM)                                                                                                            |                       |                     |
| 8.      | White Envelope(25.5 cmx11 cm), 80 GSM Paper                                                                                       |                       |                     |
| 9.      | Fly Leaf File (35.5 cmx22.5 cm) Cover Print<br>Printed with college name etc, High quality 130 GSM Kraft Paper                    |                       |                     |
| 10      | Student Attendance Register (16pages)                                                                                             |                       |                     |
| 11      | Issued Register                                                                                                                   |                       |                     |
| 12      | Received Register                                                                                                                 |                       |                     |

(Please collect the samples before participating in the EOI in any working day of the college. The text to be printed is given in the sample copy)

\* To be filled in by the Supplier

Place:

Date:

Name of the Supplier. : .....

Name of the Signatory:

Signature with seal: .....

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(Annexure-A)

## EXPRESSION OF INTEREST FOR PRINTING WORK

### UNDERTAKING

This is to certify that my /our firm /agency /company have never been blacklisted by any of the Government or other organization and no criminal case/s pending against our firm/agency/company.

Place:

Name of the Supplier. ....

Date:

Name of the Signatory:.....