

No.D-29012/01/2014-Genl.
Government of India
Ministry of Consumer Affairs, Food & Public Distribution
Department of Consumer Affairs

Krishi Bhawan, New Delhi.
Dated the 18th November, 2016

TENDER NOTICE

Subject: Printing and Supply of D.O Letter heads/Envelops/Slip-Pads/Visiting Cards/books etc. and binding works etc. - reg.

The undersigned is directed to invite quotations from reputed and financially sound firms for Printing and Supply of D.O Letter heads/Envelops/Slip-Pads/Visiting Cards/books etc, Binding works and other miscellaneous & allied jobs as mentioned in the enclosed Annexure during the year 2016-2017 for the use of the Department of Consumer Affairs, Krishi Bhawan, New Delhi.

The document containing detailed terms and conditions & eligibility criteria is enclosed herewith. As regards schedule of requirement this can be had from Section Officer (General), Room No. 373-A, Krishi Bhawan, New Delhi. The quotation must be accompanied by Earnest Money of Rs. 10,000/- (Rupees Ten Thousand only) in the form of Demand Draft drawn on any Nationalized Bank and drawn in favour of Pay & Accounts Officer, Department of Consumer Affairs, New Delhi. The document can also be downloaded from the Ministry's website : <http://www.fcamin.nic.in>. The cover containing the quotation should be sealed and super scribed "Quotation for Printing and Binding Contract" and should be addressed and sent to Section Officer (General), Room No. 373-A, Department of Consumer Affairs Krishi Bhawan, New Delhi. The schedule of receipt and opening of quotations is as under:-

Last Date & Time for receipt of quotations: 09.12.2016 (3.00 P.M.)

Date & Time for opening of the quotations: 09.12.2016 (4.00 P.M.)

Yours faithfully,



(J. S. Rawat)
Section Officer (GA)
Tel. No. 23383557

Copy to: NIC for uploading in the website of the Department of Consumer Affairs.

ELIGIBILITY CRETERIA AND TERMS & CONDITION

The contract is subject to the following eligibility criteria and terms and Conditions:-

- i) Only reputed firms which have vast experience in printing and supply of such terms and registered with Sales Tax Authorities and are having PAN/VAT registration in their name are eligible to apply.
- ii) Copies of CST/State Sales Tax registration certificates should be enclosed with the quotation.
- iii) Details of such works undertaken during the last 2-3 years should be given with the quotation.
- iv) The quotation must be accompanied by Earnest Money of Rs. 10,000/- (Rs. Ten Thousand only) in the form of Demand Draft drawn on any Nationalized Bank and drawn in favour of Pay & Accounts Officer, Department of Consumer Affairs, New Delhi. The Earnest Money Deposit of successful tenders will be converted into security deposit and in case of other tenders, the earnest money will be refunded on finalization of the contract.
- v) Quotation received without earnest money deposit will not be considered at all
- vi) Tenderers may please quote their unconditional rates strictly as per schedule of requirements enclosed. Cutting/over-writing, if any should be countersigned by the tenderers.
- vii) The rates quoted in response to this notice will remain in force up to one year.
- viii) The quality of the material as well as printing, should be very good and of a high standard.
- ix) The rates should be inclusive of delivery charges to this Department in Krishi Bhawan, New Delhi in Room No. 373-A.
- x) The rates should be quoted according to the specification given in attached list. The rates of sales Tax, Service Tax/VAT, if payable extra, should be clearly indicated
- xi) Payment will be made only after satisfactory completion of work.
- xii) One representative of the firm will have to visit this Department twice a week i.e. on Monday and Thursday to enquire about the demand or to make delivery. Telephone number/Mobile number of the firm should be indicated for urgent communication

- xiii) After issue of the work order, any increase in quantity of any item will be paid at the approved rates only.
- xiv) The firm should ensure that the printing is done and printed items are supplied within the given time frame.
- xv) The Department will give sufficient time for delivery of various items; however, at times the items/work may be required to be supplied/undertaken at a very short notice.
- xvi) In case the firm is not able to undertake/supply the work/items due to any reasons, these will be arranged from some other agency at the cost and risk of the Contractor.
- xvii) If the contractor commits break of any of the above terms and conditions or is not able to complete the work in time, the contract will be cancelled and security deposit shall be forfeited and the work will be assigned to another firm at the risk and cost of the contractor.
- xviii) The undersigned reserve the right to reject any or all the quotations without assigning any reason.
- xix) The Department of Consumer Affairs reserves the right to terminate the contract any time without assigning any reasons.
- xx) The contract is awarded to the contractor on fixed rates for one year. However, the contract may be extended for the next two years on year to year basis, if mutually agreed by both the parties, subject to fulfillment of satisfactory performance.

Sl. No	Items	Unit
1.	Bilingually printed D.O. letterheads with Ashok Emblem (Golden Die Printing) on Superior D.O. Paper (with cost of paper and screen printing) (With Logo) (a) Big Size (b) Medium Size (c) Small Size	Per 1000
2.	Bilingually printed D.O. letterheads with Ashok Emblem on Sunlit Bond Paper (with cost of paper and screen printing) (With Logo) (a) Big Size (b) Medium Size (c) Small Size	Per 1000
3.	Bilingually printed D.O. letterheads of hand made Khadi Paper with Ashok Emblem (Golden Die Printing) (with cost of paper and screen printing) (With the Logo) (a) Big Size (b) Medium Size (c) Small Size	Per 1000
4.	Bilingually printed D.O. letterheads of hand made Khadi Paper with Ashok Emblem (with cost of paper and screen printing) (a) Big Size (b) Medium Size (c) Small Size	Per 1000
5.	Bilingually printed Envelops for D.O. letters on Superior White Paper (a) Big Size (b) Medium Size (c) Small Size	Per 1000
6.	Bilingually printed Window Envelops for D.O. letters on White Paper (a) Big Size (b) Medium Size (c) Small Size	Per 1000
7.	Bilingually printed Window Envelops for D.O. letters of hand made Khadi Paper (a) Big Size (b) Medium Size (c) Small Size	Per 1000
8.	Bilingually printed Window Envelops for D.O. letters of hand made Khadi Paper (a) Medium Size (b) Small Size	Per 1000
9.	Bilingually printed Slip Books on plain bond paper with 50 sheets (with cost of Paper and printing.) (a) Medium Size (b) Small Size	Each Slip Book

10.	Bilingually printed Slip Books on Ruled paper with 50 sheets. (with cost of Paper and printing.) (a) Medium Size (b) Small Size	Each Slip Book
11.	Bilingually printed Slip Books on plain Bond paper with 100 sheets (with cost of Paper and printing.) (a) Big Size(A-4) (b) Medium Size (c) Small Size	Each Slip Book
12.	Bilingually printed Slip Books on Ruled paper with 100 sheets (with cost of Paper and printing.) (a) Big Size(A-4) (b) Medium Size (c) Small Size	Each Slip Book
13.	Visiting Cards (As per standard Size) (a) Single side printed (with golden Die Emblem and Good Quality Paper) (b) Both side printed (with golden Die Emblem and Good Quality Paper) (c) Single side printed on Hand Made Khadi Paper(with Golden Die Emblem) (d) Both side printed on Hand Made Khadi Paper (with golden Die Emblem)	Per 100
14.	Printing of Internal Telephone Directory on offset printing Paper (upto 50 Pages, both Side ordinary Printing and binding with printed and hard laminated front and back covers). (a) English (b) Hindi	Per Directory
15.	Bilingually printed complementary slips of Hon'ble Minister/Members on Sunlite Bond Paper	Per Pad of 100 slips
16.	Printing of Desk Pads (a) Big Size (A-4) (b) Medium Size (c) Small Size	Per Pad of 100 Sheet
17.	Printing of self sticking Desk Pads (a) Medium Size (b) Small Size	Per Pad of 100 Sheet

18.	Bilingually printed greeting card on ivory paper with matching envelopes. (a) Single side printing (b) Both side printing	Per 1000 cards
19.	Bilingually printed greeting card Diwali & New Year (in multi colours) with matching envelopes. (a) Single side printing (b) Both side printing	Per 1000 cards
20.	Printing of ACR proforma on A-4 size paper (a) Upto 16 pages (b) above 16 pages	Per proforma
21.	Printing of ACR Folders of Good Quality Hard Board (including printing and supply of folder)	Each folder
22.	Printing of official Reports/Publication on A-4 size paper (ordinary printing and binding) (a) Up to 50 pages (b) Up to 100 pages (c) Up to 150 pages (d) Up to 200 pages	Per report
23.	Printing of Stickers (a) Ordinary Printing (b) Multi color printing	Rate per Sq. inch
24.	Binding of PBR's (a) Half Cloth Binding (b) Half Leather Binding	Per PBR
25.	Binding of Pay Bill (a) Half Cloth Binding (b) Half Leather Binding	Per bunch of 50 bills
26.	Binding of Service Books	Per Book
27.	Bilingually printing of File Covers(Only printing)	Per file cover
28.	Printing of Identity Card Proformas (a) Multi colour (b) Single colour	Per card
29.	Printing of Entry Badges/Conference Badges in different colour schemes complete with Plastic Paunch, Dori, Clips etc.	Rate each

30.	Printing of Conference Folder/Bags with Emblem/Logos(only printing) Single side printing: (a) Single colour (b) Multi colour Both Side Printing: (a) Single colour (b) Multi colour	Per Folder
31.	Printing on writing pens (with symbol and name of Ministry/Department)	Each Pen
32.	Printing of Stock Register-400 pages lase paper leather binding	Per Register
33	Printing of Expenditure Register-400 pages laser paper leather binding	Per Register
34	Printing of Telephone Register-400 pages laser paper leather binding	Per Register
35	Printing of Stationery Issue Register-400 page laser paper leather binding	Per Register
36.	Printing of Dead Stock Register-600 page (with leather binding)	Per Register
37.	Printing of Consumable Register-400 pages laser paper leather binding	Per Register
38.	Printing of Cash Books-400 pages laser paper leather binding	Per Register
39.	Printing of Contingent Register-400 pages laser paper leather binding	Per Register
40.	Bilingually printed Invitation Cards with Emblem/Logos (Single Colour) on Ivory paper with matching sprinted envelops. (a) Single side printing (b) Both Side Printing	Per Card
41.	Bilingually printed Invitation Cards with Emblem/Logos (in multi colour) with matching sprinted envelops. (a) Single side printing (b) Both Side Printing	Per Card

42.	Binding of official Reports/Publication on A-4 size paper (Ordinary Binding with front and back Cover) (a) Up to 50 pages (b) Up to 100 pages (c) Up to 150 pages (d) Up to 200 pages	Per Report
43.	Binding of official Reports/Publication on A-4 size paper (Spiral Binding with front transparent ;and back hard plastic sheet) (a) Up to 50 pages (b) Up to 100 pages (c) Up to 150 pages (d) Up to 200 pages	Per Report
44.	Binding of official Reports/Publication on A-4 size paper (Spiral Binding with front transparent and back hard plastic sheet) (a) Up to 50 pages (b) Up to 100 pages (c) Up to 150 pages (d) Up to 200 pages	Per Report
45	Bilingually printed slips 3"x2" i.e.. Immediate, Mosty Immediate, Priority, Secret, Confidential etc.	Per 1000 Slips
46.	Bilingually printed alphabetically flags 3"x1" (A to Z)	Per 1000 flags
47.	Bilingually printed Lok Sabha/Rajya Sabha Slips	Per 1000 Slips
48.	Bilingually printed Lok Sabha/Rajya Sabha reply formats.	Per 1000 Formats
49.	Bilingually printed Spiral pads of Sunlit Paper (a) 50 pages (9"x7") and (9"x11") (b) 100 pages (9"x7") and (9"x11")	Per pad
50	Printing of Table Telephgone Directory (Chart)	Per Chart
51.	Printing of Exit Pass Book-up to 100 pages (9"x6") on Maplio paper.	Per Book
52.	Printing of Exchange Voucher Books-400 pages	Per Book
53.	Coloured Printing with Design & Setting	Per Page
54.	Black & White Printing with Design & Setting	Per Page
55.	Colour Photo Copy A-4 & A6 Size	Per copy
56.	Black & White Photo Copy A-4 & A6 Size	Per Copy

57.	E-book (ordinary printing) 1 to 50 pages 1 to 100 pages	
58.	E-book (Digital printing) upto 50 pages upto 100 pages	
59.	D.O. letter heads with Ashoka Emblum, on superior Special paper (multi colour) A-4 size Medium Size Small Size	
60.	Visitors slip book (per 1000 slip)	
61.	Printing of book (digital printing) Upto 50 pages Upto 100 pages Upto 150 pages	
62.	Printing of book (ordinary printing) Upto 50 pages Upto 100 pages Upto 150 pages	
63.	Printing of pumplets in multi colours (ordinary printing) Two folds Three folds Four folds	