

F.No.D-29013/2/2002-Gen.II

Government of India

Planning Commission

Yojana Bhawan, Sansad Marg,

New Delhi-110001

Date : 2<sup>nd</sup> May, 2006.

To,

Sub: **Printing of Misc. Stationery Items for the Planning Commission - calling of quotations reg.**

Sir,

Planning Commission has proposed to call for sealed quotations for finalizing the contract for supply of Printed Misc. Stationery items for the Planning Commission. A copy of the proforma and detailed terms & conditions are enclosed.

In case, your firm/agency desires to participate in the tender, you may submit your rates in the enclosed proforma alongwith other relevant documents (specified in the terms & conditions) and deposit the same in the sealed cover in the tender box placed at the Reception of the Yojana Bhawan on or before 3.00 PM on 19-05-2006. The quotations will be opened in the presence of the representatives of the participating firms/agencies who wish to be present on the same day at 3.30 PM in the room of Under Secretary (GA), Planning Commission, New Delhi. (Room No.411).

Yours faithfully,

(PAWAN KUMAR)

Under Secretary to the Govt. of India

Copy to :- C& I , Yojana Bhawan, New Delhi with the request to display a copy of the enclosed tender form in the official site of NIC, Planning Commission.

**Printing & Binding of Misc. Stationery Items**  
**Terms & Conditions**

1. The contract shall be effective from the date it is awarded/formalities completed and remain in force till 31-3-2007 or until further orders, whichever is earlier.
2. Government taxes namely Service Tax/VAT etc will be payable whenever applicable and the bill to be submitted by the firm should bear valid tax registration number. Validity of the tax registration during the period of contract shall be the sole responsibility of the firms.
3. Earnest money of Rs.5,000/- (Five Thousand Only) by way of Pay Order/Demand Draft drawn in favour of Pay & Accounts Officers, Planning Commission, New Delhi should accompany the quotation.
4. Security deposit of Rs.10,000/- (Ten Thousand Only) shall have to be made by the successful tenderer by way of FDR hypothecated in favour of Planning Commission. The FDR should cover the period of contract and should be submitted to Section Officer (Gen.II) for safe custody.
5. In case the successful bidder shows their inability at any stage after the contract is finalized for whatsoever reasons for taking up the contract their earnest money would be forfeited.
6. The rates should be quoted strictly in accordance with quality, quantity and unit specification. The rates should include delivery charges upto Yojana Bhawan/Vigyan Bhawan Annexe.
7. The tenderer should have an office/ well established office located within a radius of 10 kms from Yojana Bhawan. A person should be available on all working days from 9.00 AM to 5.30 PM. In case of need after office hours firm contact no. (Mobile) should be available with the firm and provided to this office.
8. Mere quoting lowest rates will not amount to commitment for award of contract.
9. The firm should have sufficient experience and expertise in the relevant field with sound financial standing.
10. The competent authority shall have the right to terminate the contract at any time without assigning any reason.
11. In case violation of any terms & conditions is noticed on the part of the firm, the security deposited can be forfeited at the discretion of the competent authority.

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(To be signed in support of acceptance of the above Terms & Conditions)

**List of Items for Printing & Binding of Misc. Stationery Items**

<b>S.No</b>	<b>Specification</b>	<b>Paper</b>	<b>Size</b>	<b>Rates per 100</b>	<b>Rates per 500</b>
1 (a)	Bilingual Printed D.O. Letterheads	80 gsm Sunshine TA	8.82x5.63		
1 (b)	- do -	- do -	9.50x7.50		
1 (c)	- do -	- do -	11.69x8.38		
2 (a)	Bilingual Printed D.O. Letterheads	Imported D.O.	8.82x5.63		
2 (b)	- do -	- do -	9.50x7.50		
2 (c)	- do -	- do -	11.69x8.38		
2 (d)	- do – (Printed on bottom as well)	- do -	8.82x5.63		
2 (e)	- do -	- do -	9.50x7.50		
2 (f)	- do -	- do -	11.69x8.38		
2 (g)	Bilingual printed DO Letter heads 2 colours	- do -	8.82x5.63		
2 (h)	- do -	- do -	9.50x7.50		
2 (i)	- do -	- do -	11.69x8.38		
2 (j)	Rate of Golden Die for S.No.2(a) to (f) above	-----	-----		
3 (a)	Visiting Cards	Synthetic	Std. Am.		
3 (b)	- do -	Ivory	- do -		
3 (c)	- do -	Handmade	- do -		
3 (d)	- do -	Spl. Paper	- do -		
3 (e)	Rate of Golden Die for S.No.3	- - - -	- - - -		
4 (a)	Bilingual Printed Slip Books on Ruled Paper with 25 sheets. Binding>Perforated Book Shape with 80 gsm Printed Cover.	60 gsm	8 x 5		
4 (b)	Bilingual Printed Slip Books on Ruled Paper with 10 sheets. Binding>Perforated Book shape with 80 gsm Printed Cover.	60 gsm	8 x 5		
4 (c)	Bilingual Printed Slip Books on Ruled Paper with 40 yellow sheets. Binding>Perforated Book Shape with 80 gsm Printed Cover.	75 gsm	8.25 x 5.25		
4 (d)	- do -	75 gsm	8.25 x 12		
4 (e)	Bilingual Printed Spiral Pad on Ruled Paper containing 40 sheets; with 150 gsm coloured Cover at Top & Bottom	70 gsm	8.5 x 7		
5 (a)	Bilingual Printed File Cover. Printed on Cover 1,2,3 & 4. Special>Metal eyelid 2 no. & 3” side clothe on the central fold of each cover.	250 gsm	19.5 x 14		
5 (b)	File Board (Blue colour)	120 gsm	14 x 11		
6 (a)	Bilingual Printed white Envelops with printing on Flap.	80 gsm	10 x 4.5		
6 (b)	- do – with 1.5” x 4” window	- do -	10 x 4.5		
6 (c)	Bilingual Printed White Envelop with printing on Flap.	95 gsm	10 x 4.5		
6 (d)	- do – with 1.5” x 4” Window	95 gsm	10 x 4.5		

6 (e)	- do – with Lamination/cloth (as per requirement) pasted inside	120 gsm	12 x 10		
6 (f)	- do -	120 gsm	14 x 11		
6 (g)	Bilingual Printed white Envelop with printing on Flap with Lamination/cloth pasted inside	120 gsm	10 x 8		
6 (h)	- do -	120 gsm	10 x 4.5		
6 (i)	- do -	120 gsm	15.5 x 12		
7 (a)	Bilingual Printed Complimentary Slip (Single Colour)	70 gsm	8 x 5		
7 (b)	- do – (Two Colour)	- do -	- do -		
8 (a)	Printing of Cover Page (printing on cover page 1 and/or 4) and its binding – Section Sewing with cover pasted on Spine. Rate should include cost of cover page.	220 gsm Art Card CP	Book – 8.25x11 Cover – 17x11		
8 (b)	Printing of cover page in 4 colours, with lamination and binding of the cover page – section sewing with cover pasted on spine. Rate should include the cost of cover page.	- do	- do -		
8 (c)	Printing of cover page in 2 colours and binding of the cover page – section sewing with cover pasted on spine. Rate should include the cost of cover page.	- do -	- do -		
9 (a)	Hard Binding Book Type (A-4 size) Pages>upto 100	-----	- do -		
9 (b)	- do – Pages>101-200	-----	- do -		
10 (a)	Spiral Binding with cost of two transparency Pages>upto 100	150 micron transparency	Book - 8.25x11 Cover – 17x11		
10 (b)	- do - Pages>101-200	- do -	- do -		
11(a)	Bilingual Printed Pay Slips	65 gsm	15 x 6		
11 (b)	Bilingual Printed Slips (Typeset & Printing on both sizes)	120 gsm	3.5x2.25		
11 (c)	- do -	60 gsm	6 x 9		
11 (d)	- do -	220 gsm	13 x 9		
12 (a)	Bilingual Printed Ruled Registers, with hard binding, both side printing < 8 qr. > (Quantity minimum 5 registers)	80 gsm	9 x 13		
12 (b)	- do - <5 qr.>	- do -	- do -		
13	Bilingual Printed Stickers. Designing, Printing in four colours and lamination or gumming – as per requirement	150 micron sheet	7” x 5.25”		
14	Bilingual Screen Printed Invitation Cards with Golden Emblem and Golden Border Line of ½ cm width. Price includes the cost of envelopes.	400 gsm Imported Card	8” x 5”		

## **List of Printers**

1. M/s Harsh Printers,  
565, Bhai Premanand Colony (West),  
Near Tagore Park.,  
Delhi-110009.
2. M/s Tara Art Pvt. Ltd.,  
B-4, Hans Bhawan,  
Bhadur Shah Zafar Marg,  
New Delhi.
3. M/s Sharda Bhawani Printers  
3069, Sir Sayed Ahmed Road,  
Behind P.O. Darya Ganj,  
New Delhi-110002
4. M/s G.N. Graphics & Communications Pvt. Ltd.,  
F-3, Gautam Nagar, Gulmohar Park Road,  
New Delhi-110049.
5. M/s Friends,  
L-38, First Floor,  
C.P, New Delhi.
6. M/s Sunrise Enterprises,  
218, Basement, Vinobapuri,  
Lajpat Nagar-11,  
New Delhi-110024.
7. M/s Chadha Stationers,  
67, Chitra Gupta Road,  
Pahar Ganj, New Delhi-110055.
8. M/s Kendriya Bhandar,  
R.K. Puram,  
New Delhi-110066.
9. M/s NCCF,  
Deepali, 6<sup>th</sup> Floor,  
92, Nehru Place,  
New Delhi-110019.
10. M/s DGS & D,  
Jeevan Tara Building,  
Parliament Street,  
New Delhi-110001.