

**F.No.D-29013/2/2008-Gen.II**  
**Government of India**  
**Planning Commission**

**Yojana Bhawan, Sansad Marg,**  
**New Delhi-110001**  
**Date : 11<sup>th</sup> May, 2009.**

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 the printing and binding of miscellaneous stationery items from reputed firms having sufficient experience and sound financial standing. The printing items include Letter-Heads, Visiting Cards, Slip Books, File Covers , etc. The duration of the printing contract shall be one year commencing from the date of the tender is awarded or upto 31<sup>st</sup> March, 2010. Firms having their offices/ set-up within 10km from Planning Commission need only apply. The prescribed format alongwith terms and conditions governing contract can be had from Under Secretary ( General Branch-II ), Room No. 412, Yojana Bhawan, Sansad Marg, New Delhi-110001 on any working day between 3.00 pm to 4.00pm. Earnest Money of Rs. 10,000/- ( Rupees Ten Thousand only) by way of Pay Order/ Demand Draft drawn in favour of Pay & Account Officer, Planning Commission, New Delhi should accompany the quotation.

Sealed quotation duly super-scribed as “Quotations for printing and binding of misc. stationery items” should be dropped in the tender box kept at the reception of Yojana Bhawan, Sansad Marg, New Delhi -110001 on or before 2.30 pm on Monday, 8<sup>th</sup> June, 2009. The quotations will be opened on the same day i.e. 8<sup>th</sup> June, 2009 at 3.00 pm in the presence of the tenderer who may wish to be present. Late bids shall be rejected outright.

**( Mahender Chaudhary)**  
**Under Secretary to the Govt. of India**  
**Tele no. 23096746**

## Terms & Conditions

1. The period of the contract shall be effective from the date it would be awarded and shall remain in force till 31-3-2010. The contract can be extended beyond 31.3.2010 upon satisfactory performance by the firms.
2. The firm, willing to participate in the tender will be required to deposit a bank draft/Pay Order, of Rs.10,000/- (refundable) drawn in favour of Pay & Accounts Officer, Planning Commission, being earnest money, along with the quotation in the prescribed form. In case, the successful bidder shown inability at any stage, after the contract is finalized and awarded, for whatsoever reason(s), to honour the contract, the earnest money deposited would be forfeited.
3. The successful bidder shall be required to deposit a sum of Rs.10,000/- (Ten Thousand Only) as security money in form of a Demand Draft/P.O. drawn in favour of Pay & Accounts Officer, Planning Commission. The same would be refunded after the successful completion of the term of the contract.
4. Mere quoting lowest rates will not amount to commitment for award of contract.
5. At any stage if the firm is found not adhering to the terms & conditions governing the contract, the same would be terminated without any notice and security money would be forfeited.
6. The firm should be having sufficient experience and expertise in the relevant field with sound financial standing. The firm who is declared as L-1 must have the lowest rates at least in 50% of the total items for which the tender have been called for.
7. The normal period for supply would be a maximum of 7 days form the date supply order is placed.
8. Supply should be strictly in accordance to the quality, specifications, dimensions etc. as would be specified in the supply order. In case of any variation with respect to the nature/dimensions or quality of the order, supply would be liable to be rejected and no loss/expenditure incurred by the firm on this account will be payable by the Planning Commission. The firm will be required to provide the exact replacement as per supply order.
9. The firm would be required to deliver the goods at their cost with in the premises/stores of the Planning Commission located at Yojana Bhawan, Sansad Marg, New Delhi & also at EAC office, Vigyan Bhawan Annexe, New Delhi.
10. No request/claim for any hike in the approved rates would be entertained, under any circumstances, during the period of the contract.
11. The quotation may be dropped in the tender box kept at the Reception, Yojana Bhawan, Sansad Marg, New Delhi on or before 8-6-2009 at 2.30 PM hrs. The sealed envelope containing the quotation should be superscripted "Tender/quotation for supply of Printing items".
12. Contract can be extended on the basis of satisfactory performance by the firm.
13. In case of any dispute, the decision of the Head of the Department of the Planning Commission shall be final.
14. Planning Commission reserves the right to accept or reject any or all quotation (s) without assigning any reason(s) thereof.
15. These terms & conditions are not exhaustive but general in nature. Planning Commission shall have the right to clarify any clause or part thereof of the terms & conditions and that will be final & binding.

Terms & Conditions are acceptable.

Dated :-

(Authorized signatory)

Name of the Firm/Agency

With full Postal Address and Contact Number

**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”		