

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

**Yojana Bhavan, Sansad Marg,**  
**New Delhi, the 27 July, 2010**

**TENDER NOTICE**

1. Sealed tenders are invited under **Two Bid System** i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Firms / Agencies for printing and binding of miscellaneous stationery items in the Planning Commission, office of Economic Advisory Council to the Prime Minister at Vigyan Bhavan and in the Office of Adviser to Prime Minister (P.I.I.I.) for a period of one year from the date of award of contract.
2. Complete Tender Documents may be obtained from Room No. 445, 4<sup>th</sup> Floor, Yojana Bhavan, Sansad Marg, New Delhi on all working days from 10.00 AM to 5.00 PM from the date of advertisement of the tender notice to till 02.08.2010. It can also be downloaded from the official website of this commission ([www.planningcommission.nic.in](http://www.planningcommission.nic.in)).
3. The sealed quotations superscribed as "quotations for the contract of printing and binding of miscellaneous stationery items", complete in all respects along with Earnest Money Deposit (EMD) of Rs. 5,000 with the Technical bid and other requisite documents latest by Tuesday, 03.08.2010 from 10.00 AM to 1.00 PM in the Tender Box kept at the Reception area of Yojana Bhavan, Sansad Marg, New Delhi-1. **No tenders will be entertained after this deadline under any circumstances whatsoever.**
4. The Technical bid shall be opened at 2.30 PM on Tuesday, 03.08.2010 in Room No. 412, Yojana Bhavan, Sansad Marg, New Delhi in the presence of the representative of those firms who wish to be present. The date & time for opening of Financial bid of the technically qualified tenderers will be informed separately.
5. This Commission reserves the right to amend / withdraw/relax/modify any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the H.O.D, Planning Commission in this regard will be final.
6. The Commission at its sole discretion, may decide to have a panel of Printers, subject to the willingness of tendering firms to work on the approved rates of L-1 firm.

  
(M. Chaudhary)

**Under Secretary to the Government of India**

## TERMS AND CONDITIONS

1. The contract is likely to commence from the date of award of contract and would continue for a period of three years on yearly basis on the same terms and conditions subject to annual review of performance which is found to be satisfactory. The Commission, however, reserves right to terminate this initial contract at any time after giving one week's notice to the selected Printers.
2. The tender shall be accepted under **Two bid system**. The interested agencies are advised to submit two separate sealed envelopes super scribing "**Technical Bid for Printing & Binding of Miscellaneous Stationery items.**" and "**Financial Bid for Printing & Binding of Miscellaneous Stationery items**". Both sealed envelopes should be kept in a third bigger sealed envelope super scribing "**QUOTATIONS FOR THE ANNUAL CONTRACT FOR PRINTING AND BINDING OF MISCELLANEOUS STATIONERY ITEMS**".
3. **The Earnest Money Deposit (EMD) of Rs. 5,000 (Rupees Five Thousand only), refundable (without interest), should be necessarily accompanied with the Technical Bid of the Firm in the form of Demand Draft / Pay Order drawn in favour of Pay & Accounts Officer, Planning Commission, New Delhi failing which the tender shall be rejected summarily**
4. The interested Firms may put the tender **document complete in all respects along with Earnest Money Deposit (EMD) of Rs. 5,000/- with Technical bid upto 1.00 PM by Tuesday, 03.08.2010 in the Tender Box kept at the Reception Counter of Yojana Bhavan, Sansad Marg, New Delhi-1**
5. The tender received after the due date and time will not be entertained. The conditional bids shall also not be considered and will be outrightly rejected in very first instance.
6. The selected Firm will have to deposit a performance Security of 5 to 10% of the total value of annual contract in the form of fixed deposit receipt ( FDR ) or Pay Order from a Commercial Bank in the name of the firm/agency but hypothecated to the Pay & Accounts Officer, Planning Commission covering the period of contract. The amount of FDR will be intimated at the time of award of contract.
7. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be appended. No overwriting or cutting is permitted in the Financial bid form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical bid application must be attested by the person authorized to sign the bids.
8. The firm will be declared as L-1 on the basis of the calculated total value of annual contract.
9. The rates must be quoted for all the items in the enclosed proforma.

10. The firms should have an experience of at least one year for the printing & binding of miscellaneous stationery items in at least two government Departments/Ministries/PSUs. A list of clients should be enclosed with the proper documentary proof.
11. No sub-contracting shall be allowed by the successful bidder. If it is found that the successful bidder has subcontracted the Print Order, the contract shall stand terminated for breach of the covenants/terms & conditions.
12. The firm must have an establishment and sound financial standing so that the work assigned to him is completed in the specified time even on a very short notice. No extra payment shall be payable to the firm in this effect.
13. The contractor/firm shall remain in touch with this office for all the day-to-day jobs. The time limit given to the firm shall be strictly adhere to without any extra payment.
14. The participation by a firm in the tender shall be treated having accepted the terms and conditions of the contracts and no alibi of ignorance of the same will be accepted later.
15. The successful bidder/firm should supply strictly in accordance to the quality, specifications, dimensions etc. as would be specified in the supply order. In case any variation with respect to the nature/dimension 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. The normal period of supply of printed material will be maximum of seven days from the date of print order. However special and exceptional cases where lesser period has been mentioned in the print order, the same should be adhered to by the printer firm.
16. If the firms fails to supply the Printed material within the stipulated time or the quality & specification of the mater are not as per Print Order, a penalty of 10% of the cost of the order or Rs. 100/- per day which ever is higher shall be imposed. The substandard material, wherever applicable shall be forfeited and will not be returned to the Printing firm.
17. A panel of successful Printing firms will be drawn out of the bidding firm who along with other qualify after technical bids subject to their willingness in writing to work at the rate of L-1. All such firms who wish to be impaneled should say so in writing in their technical bids itself.
18. The firm would be required to deliver the goods at their cost with in the premises/stores of the Planning Commission located at Yojana Bhavan, Sansad Marg, New Delhi and also at EAC office, Vigyan Bhavan Annexe, New Delhi.

19. The firm shall submit the bills in triplicate for payment on the Company's letter head clearly mentioning the PAN/TAN/Service tax numbers etc.
20. Bids after the expiry of date and time shall not be consider under any circumstances.
21. No bidder will be allowed to withdraw after submission of the bids other wise the EMD submitted by the bidding firm would stand forfeited.
22. Planning Commission reserves the right to amend / withdraw/relax/modify any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the H.O.D, Planning Commission in this regard will be final.

  
(M. Chaudhary)

**Under Secretary to the Govt. of India**

**Terms and Conditions are acceptable**

(Authorized Signatory)

Signature with seal in token of acceptance of terms and conditions

Dated:-

**Application for Technical Bid.**

1. Name of Tendering Company/ : \_\_\_\_\_  
Firm / Agency

2. Status of the Firm  
(Whether of the Owner/Partner/Director : \_\_\_\_\_

3. Name of proprietor / Director : \_\_\_\_\_  
of Company / Firm / agency \_\_\_\_\_  
\_\_\_\_\_

4. Full Address of Reg. Office : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No. : \_\_\_\_\_  
FAX No. : \_\_\_\_\_  
E-Mail Address : \_\_\_\_\_

5. Full address of Operating  
/ Branch Office : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No. : \_\_\_\_\_  
FAX No. : \_\_\_\_\_  
E-Mail Address : \_\_\_\_\_

6. Banker of Company / Firm / agency with full address :

\_\_\_\_\_  
\_\_\_\_\_

Telephone Number : \_\_\_\_\_  
Of Banker

7. PAN / TIN No. : \_\_\_\_\_  
(Attach attested copy)

8. Service Tax Registration No. if available : \_\_\_\_\_  
(Attach attested copy)

9. Details of EMD (Rs. 5,000/-)

(a) Banker's Cheque/DD No. : \_\_\_\_\_

(b) Dated : \_\_\_\_\_

(c) Name of the issuing Bank : \_\_\_\_\_

10. We are willing to be impaneled for printing jobs as per the tender notice and undertake to work at the rates of L-1.

(Authorized Signatory)  
Signature with seal

Dated:-

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

Sl.No.	Specification	Paper	Size	Rates per 100 (Rs.)	Rates per 500 (Rs.)
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 -	- do -	8.82x5.63		
2. (e)	- do -	- do -	9.50x7.50		
2. (f)	- do -	- do -	11.69x8.38		
2. (g)	- do -	- 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.N. 2(a) to 2(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 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		

Sl.No.	Specification	Paper	Size	Rates per 100 (Rs.)	Rates per 500 (Rs.)
5 (a)	Bilingual Printed File Cover. Printed on Cover 1,2,3 & 4. Special>Metal eyelid 2 No. ^ 3 side cloth 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"x4" window	- do -	10 x 4.5		
6 (c)	Bilingual Printed white Envelops with printing on Flap.	95 gsm	10 x 4.5		
6 (d)	- do - with 1.5"x4" 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 Envelops 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 Cover)	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- 8.25 x 11 Cover 17 x 11		
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 -		



Sl.No.	Specification	Paper	Size	Rates per 100 (Rs.)	Rates per 500 (Rs.)
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 -		
8 (d)	Hard Binding Book Type (A4 size) pages>upto 100	-----	- do -		
8 (e)	- do -Pages>101-200	-----	- do -		
9 (a)	Spiral Binding with cost of two transparency Pages>upto 100	150 micron transparency	Book – 8.25 x 11 Cover – 17 x 11		
9 (b)	- do – Pages>101-200	- do -	- do -		
10 (a)	Bilingual Printed Pay Slip	65 gsm	15 x 6		
10 (b)	Bilingual Printed Slips (Typeset & Printing on both sizes)	120 gsm	3.5 x 2.25		
10 (c)	- do -	60 gsm	6 x 9		
10 (d)	- do -	220 gsm	13 x 9		
11 (a)	Bilingual Printed Ruled Registers, with hard binding, both side printing < 8 qr. > (Quantity minimum 5 registers)	80 gsm	9 x 13		
11 (b)	- do - <5 qr. >	- do -	- do -		
12	Bilingual Printed Stickers. Designing, Printing in four colours and lamination or gumming – as per requirement	150 micron sheet	7” x 5.25”		
13	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”		
14.	Printing of parking labels round holograms		1 inch diameter		
15.	Visiting cards white paper with golden color emblem				
16.	Visiting cards Khadi/Handmade paper with golden color Ashok Emblem				

**(Authorized Signatory)**  
**Name of the Firm with Seal**