

F. No. J-15012/12/2015-Gen.I
Government of India
Department of Electronics and Information Technology
Ministry of Communications and Information Technology
6, CGO Complex, Lodhi Road,

New Delhi 110003.
Dated 04.05.2016.

e-TENDER DOCUMENT

CRITICAL DATE SHEET

Published Date	06.05.2016 at 03.00 PM
Bid Document Download	06.05.2016 at 03.15 PM
Bid Submission Start Date	06.05.2016 at 03.30 PM
Bid Submission End Date	01.06.2016 at 03.00 PM
Bid Opening Date	01.06.2016 at 03.30 PM

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No. J-15012/12/2015-Genl.I
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6, CGO Complex, Lodhi Road,

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Dated 04.05.2016.

Subject:- Award of rate contract for printing of office stationery, books, journals and brochures etc.

1. e - Tender Notice

On behalf of the President of India, e-tenders are invited from the 'A' class offset printers empanelled with Directorate of Printing, New Delhi located in National Capital Region of Delhi initially for a period of one year. The rate contract can be extended further two years on the basis of mutual consent/agreement and based on satisfactory performance during the period on the same terms and conditions of both the parties (Department and Firm).

2. The tender documents can be downloaded from the website "<http://eprocure.gov.in/eprocure/app>" from **06th May 2016 to 01st June 2016** (upto 03.00 PM).

3. The interested service providers 'A' class offset printers empanelled with Directorate of Printing, New Delhi may submit the tenders online at "<http://eprocure.gov.in/eprocure/app>" in two bid system (i.e. Part I : Technical Bid and Part II : Financial Bid) in the prescribed proforma. Tenders are to be submitted only online through e-procurement portal i.e. "<http://eprocure.gov.in/eprocure/app>". All the documents in support of eligibility criteria etc. are to be scanned and uploaded alongwith the Tender Documents.

4. **Tenders sent by any other mode will not be accepted.**

Joint Director
T.No.24301240

NB : The terms and conditions of the bid are enclosed at **Annexure-I** which should be carefully noted and complied with. Specification of the printing of stationery items are given in BoQ which must be used for quoting rates.

2. Scope of work and General instructions for Tenderers

Scope of work: Printing work of the Department of Electronics and Information Technology (DeitY), 6, CGO Complex, New Delhi 110003.

General Instructions:

- i) The interested service providers/printers have to submit the tender through e-procurement portal as per required packet/cover contents.
- ii) The rate contract shall be initially for a period of one year from the date of letter of awarding the rate contract. However, the rate contract may be extended subsequently, on mutual consent, for a further period of two years as may be decided by the competent authority, after review of performance.
- iii) The exact value of printing work are required to be procured in 2016-17 in the contract cannot be said exactly, as it depends upon the amount of official work for which printing work will be required.
- iv) The quality of printing should be of good standard and as per requirement. In case it is found that the services are not upto the mark and ordered specification, it would be open to the Department to terminate the Agreement and forfeit the Performance Security and black list the firm.
- v) The Earnest Money Deposit (**Annexure-II**) should be submitted to the Section officer, General-I Section, 6, Department of Electronics and Information Technology, New Delhi on or before last date of bid submission upto 03.00 PM. Without which the quotations will not be considered. Late receipt of Earnest Money viz. after closure of online bidding time, or non-receipt of Earnest Money will make the bidder dis-qualified and that bid will not be considered.
- vi) The successful bidder will have to deposit Performance Security (**Annexure-II**) to the Section officer, General-I Section, 6, Department of Electronics and Information Technology, New Delhi for the due fulfillment of the contractual obligations which is refundable without any interest on termination of the contract after deducting any penalty/any liability of any kind imposed by (DeitY) on account of unsatisfactory services.
- vii) The bid must be valid for a minimum period of ninety days from the due date
- viii) No bidding firm will be allowed to withdraw its bids after technical bids have been opened. If any firm intends to withdraw after opening of technical bids, its EMD will be forfeited.
- ix) The Technical Bid shall be opened online on the Scheduled date and time i.e. **01st June, 2016 at 03.30PM.**
- x) If after award of the contract, the successful bidder (L-I) fails to provide required printed/stationery items, the rate contract is liable to be cancelled alongwith forfeiture of Performance Security Deposit and other consequential actions such as Blacklisting of the firm etc.

- xi) **Applicant contractor must provide demand Draft for Rs. 1000/- (Rupees One Thousand Only) (to be purchased on or after publication date of this tender)** in favour of Pay & Accounts Officer, Department of Electronics and Information Technology, Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi -110003 payable at New Delhi obtained from any Nationalized/Scheduled Bank valid for Six months with their application/downloaded tenders as the cost of tender forms/documents. The all applicable bank charges shall be borne by the applicant and he shall not have any claim what so ever on this account on Government. In case of re-tendering, the firm which has submitted the Demand Draft in earlier calls will require to submit DD alongwith their tender/application in subsequent calls also. Tender not accompanied with the cost of tender documents is liable to be rejected.

3. Eligibility Criteria for qualify the Technical Bids:-

- i) The bidders must be 'A' Class offset printer empanelled as private printer with Directorate of Printing, New Delhi. Copy of the Registration Certificate/letter must be uploaded.
- ii) Bidders are required to upload a statement indicating the contracts on hand with details of the Departments, Ministries/PSUs and reputed business Organizations, contact of dealing person (Name & Designation) with complete official address and Telephone/Mobile number.
- iii) Bidder are required to uploaded at least two major work orders i.e. Rs.50.00 lacs each for the Financial Year 2014-15 and 2015-16 respectively awarded to him by the Government Departments, PSUs and reputed Business Organizations as on date.
- iv) Bidders are required to upload PAN Card in r/o firm, TIN or Service Tax Registration Certificate allotted by concerned authorities.
- v) Bidder is required to upload Balance Sheet alongwith Profit and Loss statement duly certified by Chartered Accountant having turnover of more than Rs.50 lacs for the Financial Year 2013-14 to as on date.
- vi) Bidders are required to upload a Declaration on letter head stating that the bidder has not been black-listed by any Ministry/Department/Organization.
- vii) Minimum EMD deposit is Rs. 20,000/- (Twenty Thousand Only). Bidders are required to upload the scanned copy of the EMD of Rs. 20,000/- (Package-I) and Rs. 30,000/- (Package-II) or Rs. 50,000/- (for both packages) should be in the form of Pay Order/ Bank Draft issued by any commercial bank in favour of 'Pay & Accounts Officer, DeitY' payable at New Delhi.

If it is subsequently established or found that the bidding firm has given any false information or facts or has suppressed facts or manipulated the documents etc., the Earnest Money Deposit or the Performance Security deposit, as the case may be, will be forfeited and no excuse what so ever will be entertained therefore.

4. Terms and conditions

- i) The rate approved in this tender shall be valid for the whole of the period of the rate contract and no upward revision will be allowed during the period of the contract.

- ii) It shall be the responsibility of the successful tenderer to deliver the printing work at DeitY premises as stipulated date/time of work order.
- iii) All entries in the tender form should be legible and filled clearly. If the space provided for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be scanned and uploaded. No correction either in the Technical Bids or Financial Bids is permitted. In no case should there be any change in the format of the Financial Bid. The bids submitted in the proforma other than the proforma provided for the purpose, will be rejected summarily.
- iv) Bidders may inspect the samples of stationery items, books, journals and brochures before bidding or quoting rates on any working day between 02.00 PM to 05.00 PM. Bidders shall quote rates for all the items of Package I (BoQ) or Package II (BoQ) and not a few items of any annexure.
- v) The bidders should have at least one dedicated landline telephone connection and one mobile for contact. The details of the same may be furnished in the bid (**Annexure-I**).
- vi) Selected lowest Bidder(s) shall be empanelled as Service Providers on the fixed rate for one year from the date of signing of Agreement. The contract may be extended for next two years if mutually agreed to by both the parties on year to year basis. In case, the empanelled service provider is found in breach of any condition(s) of tender/agreement at any stage or services of service provider are found not to the satisfaction to the Department, the agreement/contract may be terminated leading to forfeiture of performance security. The decision of the Department shall be final in this regard.
- vii) It may specifically be mentioned whether quotation is strictly as per terms and conditions of the tender. Deviation if any must be spelt out specifically in Technical Bid. In the absence of this, the quotation may be rejected.
- viii) The bidder must quote for all items as per price schedule (BoQ), **the quantity of which is tentative and may vary time to time.** The evaluation of bids shall be made on overall basis. Conditional discounts, if any offered shall not be considered for evaluation purpose. **After technical bids have been opened, then no bidding firm will be allowed to withdraw or on notifying the rates, refuses to accept the tender or violate any other terms and conditions of the tender, its EMD will be forfeited.**
- ix) All the rates quoted in BoQ must be inclusive of excise duty, freight, transportation, packing, forwarding, handling etc. but excluding of VAT and Service tax, which shall be paid by the Department on applicable rates.
- x) Duly constituted committee shall first open and evaluate Technical Bids. Price bids of only those bidders shall be opened whose technical bids are found to be in order as per terms and conditions of tender. Intimation to this effect shall be separately sent to the bidders whose bids are found technically acceptable. **The lowest quoted bidder(s) shall be chosen on the basis of total lowest bid price received.**
- xi) The Department reserves the right to accept or reject any bid or cancel the tender proceeding without assigning any reason whatsoever

5. **Promotion of Micro and Small Entrepreneurs of SC/ST categories:-** The Micro and Small Enterprises owned by Scheduled Castes or Scheduled Tribes will be given weightage in accordance with Notification Order S.O. 581(E) dated 23.03.2012 issued by Micro and Small Enterprises. The details may be noted from the website "<http://msme.gov.in/>" (Procurement Policy MSME 2012).

In case the contract is awarded to Medium Entrepreneurs on the basis of lowest quotation, the Department may allow the contract to be shared in the ratio of 80:20 on the lowest rates between Medium Entrepreneur and Micro or Small Entrepreneur, respectively, competing the bidding process subject to fulfillment of tender conditions.

6. **Receipt of Tax liability:** The contract awarding firm for repair/manufacturer of photocopier machines will be given applicable tax on the bills raised in the first quarter. The firm will ensure that the tax receipts are deposited to the Department, while raising bill for the second and subsequent quarters. In case the receipt(s) is/are not submitted by the firm, the tax would not be paid to the firm and the already paid tax would be recovered from the bill so raised.

7. **Payment:** Payment shall be made through ECS to the firm only on satisfactory acceptance of the work as well as receipt of pre-receipted bill in triplicate. In case any item is found to be not as per ordered specification or does not meet the requirement or found to be of sub-standard quality, the same shall be rejected and supplier should replace the same without extra charge within the specified delivery schedule.

8. **Earnest Money Deposit (EMD):** Each quotation must be accompanied by Earnest Money Deposit as per **Annexure-III** which shall be in the form of Demand Draft / Pay Order in the name of "Pay & Accounts Officer, Department of Electronics and Information Technology" payable at New Delhi. Quotations received without Earnest Money deposit are liable to be rejected.

1. Earnest Money is liable to be forfeited and bid is liable to be rejected, if the tenderer withdraws amends, impairs or derogates from the tender in any respect within the period of validity of the tender.
2. The earnest money of all the unsuccessful tenderers will be returned as early as possible after award of contract letter. No interest will be payable by the Department on the Earnest Money Deposit.
3. Earnest Money of successful bidder shall be returned after furnishing of performance Security.

9. **Performance Security:** The successful bidder shall require to submit a **Performance Security of Rs.1,00,000/- (Package I) Rs.1,50,000/- (Package II) or Rs.2,50,000/- (for both packages)** as indicated in (**Annexure III**) within a week of the issue of Acceptance of Bid letter by the Department. The performance security may be in the form of Demand Draft/Pay order/Bank Guarantee or Fixed Deposits Receipts (FDR) of any commercial bank. In case, the printer/supplier fails to provide satisfactory services during the term of contract, the performance security submitted by the firms will be forfeited without prejudice to other remedies. No interest will be payable by the purchaser on the performance security. Performance Security should be valid for a minimum period of 14 months from the date of acceptance.

If the supplier fails to deliver any or all off the goods within the period specified in the purchase order, the purchaser shall without prejudice to its other remedies, deduct as liquidated

damage 5% of the price of the delayed goods for each and every week (part of the week shall be considered as full week) subject to maximum of 25% of the delayed supply value and the same shall be deducted from the bill(s) or any other payment due to the party. Department shall be at liberty to terminate the agreement, cancel the purchase order and may also forfeit the Performance Security in case, supplier fails to deliver the items within stipulated delivery period.

10. **Agreement deed:** -The successful bidder/s shall execute an agreement for the fulfillment of the contract on Rs. 100/- non-judicial stamp paper within 7 days from the date of award of the contract. Agreement/contract will be signed after the submission of the performance security at the following terms.

- a) The period of contract for completion of job shall be 90 days from the date of award of contract/submission of the performance security/Agreement Deed whichever is later but not more than seven days. The bidder has to submit all the formalities within seven days, failing which the schedule of time will be counted from the date of award of contract.
- b) The incidental expenses of execution of Agreement/Contract shall be borne by the successful bidder.

11. **Arbitration:** In the event of any dispute or disagreement under or in relation to this Agreement or over the interpretation of any of the terms hereinabove contained or any claim or liability of the party, the same shall be referred to the sole Arbitrator to be nominated by mutual consent of both parties therein. The intending party will serve notice in writing upon the other party notifying its intention for appointment of Arbitrator. Should both parties fail to agree on by mutual consent, then Department will appoint the sole Arbitrator. The provisions of Arbitration and Conciliation Act, 1996 will apply. The arbitration proceedings will be held in New Delhi. The Arbitrator will give reasons for his award and the award passed by the Arbitrator shall be final and binding upon the parties herein. Such reference shall be deemed to be a submission to arbitration under the Indian Arbitration and Conciliation Act, 1996, or of any modifications or reenactment thereof including the rules framed there under.

12. **Force Majeure:** Notwithstanding the provision of the **clause 9**, the firm shall not be liable for forfeiture of its performance security, liquidated damages or termination for breach, if and to the extent that, its delay in performance or other failure to perform its obligation under the agreement is the result of an event of Force Majeure. For purpose of this clause, "Force Majeure" means an event beyond the control of the firm and not involving the firm's fault or negligence and not foreseeable. Such events may include, but are not restricted to, act of the 'Department' either in its sovereign or contractual capacity, wars or revolutions, fire, floods, epidemics, quarantine restrictions and freight embargoes. If the Force Majeure situation arises, the firm shall promptly notify the 'Department' in writing of such condition and the cause thereof. Unless otherwise directed by the 'Department' in writing, the firm shall continue to perform its obligation under the agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

13. All disputes are subject to the jurisdiction of courts in the National Capital Territory of Delhi.

Joint Director
Tel. No. 24301240

Annexure – II

Details of Securities to be submitted by bidder

Package No.	Description	EMD	Performance Security
I	Printing and supplying of Books, Brochures, and Journals etc.	Rs. 20,000/-	Rs. 1,00,000/-
II	Printing and supplying of official stationery items.	Rs. 30,000/-	Rs. 1,50,000/-
I & II	Stated as above	Rs.50,000/-	Rs.2,50,000/-

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated , then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app> .

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link **"Online bidder Enrollment"** on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage

encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232. Bidder can also get help at +91-7878007972 & +91-7878007973.

Annexure-III**Financial Bid for package -I**

S. N.	Specifications	Unit	Tentative Qty. are required within a year in nos. (app.)	Unit Rate (in Rs.)	Total Amount (in Rs.)
1	Composing, Artwork, Page planning, Designing - per page with cover (Hindi/English) of A4 size in four colours – offset Printing	Per page	700 nos.		
2	Composing, Artwork, Page planning, Designing - per page with cover (English/Hindi) of A4 size in single colour – offset printing	Per page	100 nos.		
3	Processing and plate making per Performa of 4 pages of A-4 size or part thereof with PS Plate (each colours)	Per plate per colour	700 nos.		
4	Four colours offset printing per format of four pages (A-4 size) each colour	Impressions of Per colour 1000 each plate	700 nos.		
5	Magna Star Art Card 300 GSM (A-4) size - Glossy	Per ream	10 ream		
6	Magna Star Art Card 300 GSM (A-4) size - Matt	Per ream	10 ream		
7	Paper Magnomat 100 GSM (A-4) size - Glossy	Per ream	1700 ream		
8	Paper Magnomat 100 GSM (A-4) size - Matt	Per ream	1700 ream		
9	Paper Magnomat 130 GSM (A-4) size - Glossy	Per ream	1700 ream		
10	Paper Magnomat 130 GSM (A-4) size - Matt	Per ream	1700 ream		
11	Paper Maplitho 80 GSM (A-4) size	Per ream	500 ream		
12	Paper Maplitho 90 GSM (A-4) size	Per ream	500 ream		
13	Thermal Lamination of 1 st and 4 th page	Per cover	5000 nos.		
14	Perfect binding with section sewing	Per book	5000 nos.		

(Ream contains 500 pages)

Financial Bid for package -II

Annexure-IV

S.N.	Stationery items	size	Special Description	Unit	Required Qty. in nos. (app.)	Per unit Rate (Rs.)	Total Amount in Rs.
1	Letter heads	A4	100 GSM paper – offset printing - single colour	Nos.	50000		
		A4	100 GSM paper – offset printing – four colours	Nos.	50000		
		A4	100 GSM Handmade paper – offset printing – four colour with embossed logo	Nos.	10000		
2	DO letter heads	A4	100 GSM – Screen Printing single colours	Nos.	10000		
		A5	100 GSM – Screen Printing single colours	Nos.	10000		
		A6	100 GSM – Screen Printing single colours	Nos.	10000		
		A4	100 GSM – Golden Embossed and Glossing Emblem – Four Colour	Nos.	50000		
		A5	100 GSM – Golden Embossed and Glossing Emblem – Four Colour	Nos.	10000		
		A6	100 GSM – Golden Embossed and Glossing Emblem – Four Colour	Nos.	10000		
3	Folder	10 x 8 inches	White folder with golden embossed emblem	Nos.	1000		
		11 x 8 inches	White folder with golden embossed emblem	Nos.	1000		
		12 x 9 inches	White folder with golden embossed emblem	Nos.	1000		
4	Dossiers Folder	13 ½ x 10 inches	Printed confidential report dossier with tag	Nos.	1000		
5	File Covers	10 x 14 inches	Printed on imported yellow thick seat	Nos.	10000		
6	Continuation Sheet	11.75 x 8.25 inches	Printed white sheet	Nos.	1000		
7	Envelopes	16 x 12 inches	Printed with single colour white envelop having good quality thick net	Nos.	10000		

	16 x 12 inches	Printed with single colour laminated white envelop	Nos.	10000	
	16 x 12 inches	Printed with single colour white envelop having good quality thick net (for 02-03 files)	Nos.	10000	
	16 x 12 inches	Printed with single colour white envelop having good quality thick net (for 04-05 files)	Nos.	10000	
	16 x 12 inches	Printed with single colour yellow laminated envelope with gum pasting	Nos.	1000	
	12 x 10 inches	Printed with single colour white envelop with good quality thick net	Nos.	10000	
	12 x 10 inches	Printed with single colour laminated white envelop with gum pasting	Nos.	10000	
	12 x 10 inches	Printed yellow laminated envelope with good quality thick net and gum pasting	Nos.	10000	
	11 x 5 inches	Printed white envelope with window	Nos.	10000	
	11 x 5 inches	Printed white envelope without window	Nos.	10000	
	9 x 4 inches	Printed white envelope with window	Nos.	1000	
	9 x 4 inches	Printed white envelope without window	Nos.	1000	
	8 x 3 ½ inches	Printed key envelop thick yellow paper with Plastic Coated Lamination with gum pasting	Nos.	1000	
	4 ½ x 3 ½ inches	Printed key envelop thick yellow paper with Plastic Coated Lamination with gum pasting	Nos.	1000	
8	14 x 9 inches	Printed register with perfect binding containing 100 leafs	Nos.	100	
	14 x 9 inches	Printed register with perfect binding containing 200 leafs	Nos.	100	
	14 x 9 inches	Printed register with perfect binding containing 300 leafs	Nos.	100	
	14 x 9 inches	Printed register with perfect binding containing 400 leafs	Nos.	100	
	34 x 20 inches	Printed pay bill register with perfect binding containing 100 leafs	Nos.	50	

		34 x 20 inches	Printed pay bill register with perfect binding containing 200 leafs	Nos.	50	
		34 x 20 inches	Printed pay bill register with perfect binding containing 300 leafs	Nos.	50	
		34 x 20 inches	Printed pay bill register with perfect binding containing 400 leafs	Nos.	50	
9	Label/Stickers/Cards	7 x 8 inches	Printed parking labels with gumming back side, numbering, and cover with lamination - four colour	Nos.	1000	
		9 x 3 ½ inches	Printed pass in for security Section - single colour	Nos.	10000	
		5 x 4 ½ inches	Plastic folder for pass of security section	Nos.	1000	
		5 ½ x 3 ½ inches	Printed Library Card - single colour	Nos.	1000	
		4 x 5 ½ inches	Printed Library sticker with 1 inches gumming back side - single colour	Nos.	10000	
		6 x 2 inches	Printed Slips for library with numberings and gumming back side - single colour	Nos.	10000	
		3 x 2 inches	Printed library sticker with back side gumming - single colour	Nos.	10000	
		4 x 3 ½ inches	Printed manual Visitors Pass/slip - single colour	Nos.	10000	
		7 ½ x 5 inches	Printed Visitors Pass/slip - single colour	Nos.	10000	
		8 x 5 ½ inches	Printed visitor pass with 135 GSM for reception - single colour	Nos.	100000	
		8 x 5 inches	Printed Cash Receipts Book with numbering and binding containing 100 leafs – single colour	Nos.	100	
		9 x 6 inches	Printed Beat Book for CISF with numbering and binding containing 100 leafs – single colour	Nos.	100	
		6 x 7 inches	Printed invitation card/cover both with golden logo having glossing, embossing	Nos.	5000	
		6 x 9 inches	Printed invitation card/cover both with golden logo having glossing, embossing	Nos.	2500	
		9 x 6 inches	Printed Meeting note pad	Nos.	1000	
		-	Bar Code Label	Nos.	5000	

10	Visiting Cards	13 x 9 inches	Printed Signature Board – single colour	Nos.	1000	
		9 cm x 5.5 cms	Printed bilingual visiting cards one side 210 GSM card paper with Golden Logo, Embossing, Glossing, four colours	Nos.	50000	
		9 cm x 5.5 cms	Printed bilingual visiting cards one side 210 GSM with Black Logo, Embossing, Glossing single colour	Nos.	50000	