

No. L-15015/1/2011-OP
Government of India
Directorate of Printing
'B' Wing, Nirman Bhawan
New Delhi

Dated : 7-4-2011

To

M/s
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Subject: Tender for printing of Invitation Cards, Parking labels and Instruction slips for the various Government functions.

Dear Sir,

1. Sealed tenders are invited for and on behalf of President of India for printing and supply of Invitation Cards, Parking labels and Instruction slips for the various Government functions (as and when required) for one year from A & B Class empanelled Printers of Directorate of Printing as per details given in Annexure-I.

2. The **Invitation cards** and **Self-stick car parking labels** etc. are to be printed in two/three colours as per the requirement. The colours may be changed for different Government functions during the year.

3. The tenderers are requested to submit their rates in **two bid system** i.e. (i) **Technical bid** envelope containing the **Earnest Money Deposit (EMD) of Rs. 25,000/- (Rs. Twenty Five Thousand only) with paper samples** and (ii) the other envelope containing the **Price Bid**. Both the envelopes should be properly sealed and kept inside another envelope duly sealed, superscribing thereon the **Tenders for printing of Invitation Cards and accessories for Government functions** be despatched to Director, Directorate of Printing or dropped in the tender box kept in Room No. 113A 'B' Wing, Nirman Bhawan, New Delhi. Directorate of Printing will not be responsible for any postal/courier delay or loss of tender during transit.

4. The EMD of Rs. 25,000/- should be submitted in the form of Demand Draft/Bank Gurantee/Banker's cheque/fixed deposit receipt from any Nationalized Bank in favour of Director, Directorate of Printing, B-Wing, Nirman Bhawan, New Delhi alongwith samples of paper to be used. The samples of paper may be seen in the office of Asstt. Director(Pub), Directorate of Printing, Room No. 113A 'B' Wing, Nirman Bhawan, New Delhi on any working day.

5. The tenderers are requested to quote their rates **in the enclosed proforma Annexure-I**, duly signed and stamped. The **rates should be valid for one year. The EMD of Rs. 25,000/- will be forfeited to Government account in the event of any tenderer withdrawing from the tendering process after opening of the tender.**

6. The **successful tenderer** is required to submit a **Security Deposit (SD)** for an amount of Rs. 40,000/- (Rupees Forty Thousand only) or equivalent to **10% of the tendered value before placing the supply order.** In the event of **non-supply of printed material in time or withdrawing from the tendering process, the entire amount of the Security Deposit will be forfeited to Government Account.**

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7. The envelope containing Technical bid will be opened first and in case the EMD is not found in proper form or there is no EMD and paper samples, the envelope containing the Price Bid will not be opened at all.
8. The successful tenderer will be required to execute an agreement for a period of one year which can be extended for another one year depending upon the performance of the supplier for printing and supply of Invitation Cards, Parking labels and Instruction slips for the various Government functions as per tendered/accepted rules. During the period of the agreement in force, change in rates will not be entertained.
9. The successful Tenderers are requested to ensure that the supply of the printed material on door delivery basis is made **within 3 days in one go** from the date of issue of supply order or as and when required by this Directorate.
10. This is a time bound job, **a serious view will be taken towards damaged supply, poor quality and delay on part of Printer and this may attract heavy penalties which Directorate of Printing may decide.** The delayed delivery of printed materials are likely to be rejected without any liability of Directorate of Printing.
11. The **tenders will be accepted upto 3.00 PM on 19-4-2011** and technical bid will be opened at **3.30 PM on the same day.** The tenderer may nominate their authorized representative to present at the time of opening of Technical bid. **Late tenders will not be considered.**
12. The acceptance and cancellation of tender document is sole discretion of Director, Directorate of Printing without assigning any reason.

Yours faithfully,

(Kumar Ghosh)
Deputy Director(Ptg.)

Tender for Printing and supply of Invitation Cards, Parking labels and Instruction slips for the various Government functions.

Proforma

Sl. No.	Item No.	Specification	Rates (Per piece)
1.	VVIPs Card on Hand made paper of 400 GSM (7" x 5")	3 colour printing on both side. Crest in gold colour, text in black colour and a triangle on left hand top corner in Maroon colour, duly numbered at right hand top corner. English matter to be printed on one side and Hindi on other side with same specification of colours.	
2.	VIP Cards Hand made paper of 400 GSM (7" x 5")	3 colour printing on both side. Crest in gold colour, text in black colour and a triangle on left hand top corner in Green colour, duly numbered at right hand top corner. English matter to be printed on one side and Hindi on other side with same specification of colours.	
3.	General Cards on imported Ivory of 400 GSM (7" x 5")	Double Colour printing on both side. Crest in gold colour and text in black duly numbered at right hand top corner. English matter to be printed on one side and Hindi on other side with same specification of colours.	
4.	Envelopes for VVIP Cards	Hand made paper of 110 GSM of the same texture (quality) and colour. A triangle on left hand top corner in Maroon colour, as per Invitation Cards of VVIP to be printed on Envelopes for VVIP Cards.	
5.	Envelopes for VIP Cards	Hand made paper of 110 GSM of the same texture (quality) and colour. A triangle on left hand top corner in Green colour, as per Invitation Cards of VIP to be printed on Envelopes for VIP Cards.	
6.	Envelopes for General Cards	110 GSM Super Sunshine Offset paper to be used for manufacturing of Envelopes.	
7.	Car Parking Stickers (4" x 4")	110 GSM Art paper (4" x 4" square, 4" dia of round shape and 4" high in triangle). Die cut Car parking stickers of three different shapes i.e. triangle, rounded and square in three different colours to be supplied with gumming for self sticking.	
8.	Instructions Slips (7" x 5")	110 GSM Super Sunshine Offset Paper. To be printed in single colour bilingually on one side.	

The rates are inclusive of all charges, taxes and delivery.

Sample paper of 400 GSM Hand made paper, 110 GSM Handmade paper, 110 GSM Art paper and 110 GSM Super Sunshine offset paper are enclosed.

Name of the Printer.....

Name of the firm.....

Dated:.....

Seal