

Speed Post

No. L-15049/1/2011-Pub(Pt.I)
Government of India
Directorate of Printing
'B' Wing, Nirman Bhawan
New Delhi

Dated : 30-1-2012

To

M/s
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Subject: Tender for Digital printing of four colour/single colour with Spiral/Comb binding of Government Publications/Reports.

Dear Sir,

1. Sealed tenders are invited for and on behalf of President of India for Digital printing of four colour/single colour with Spiral/Comb binding for Government publications/Reports (as and when required) for one year from Digital Printers and empanelled Printers of Directorate of Printing as per details given in Annexure-I.
2. The tenderers are requested to submit their rates with **Earnest Money Deposit (EMD) of Rs. 25,000/- (Rs. Twenty Five Thousand only)**. The envelope containing the **Price Bid** should be properly sealed with tenderer's name and address and kept inside another envelope duly sealed, superscribing thereon the **Tenders for Digital printing of four colour/single colour with Spiral/Comb Binding** and sent to Director, Directorate of Printing, Nirman Bhawan, New Delhi or dropped in the tender box kept in Room No. 109 'B' Wing, Nirman Bhawan, New Delhi on or before the date and time prescribed. Directorate of Printing will not be responsible for any postal/courier delay or loss of tender during transit.
3. 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. The EMD in the form of cross cheque will not be accepted.
4. The tenderers are requested to quote their rates both in figures and words 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.
5. The successful tenderer is required to submit a **Security Deposit (SD)** for an amount 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.
6. 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 Printer for Digital printing and Spiral/Comb binding as per tendered/accepted rules. During the period of the contract in force, no change in rates will be entertained.

Please upload these documents on website of Contd....2
D.O.P.

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7. 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 work order or as and when required by this Directorate.
8. 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.
9. **The tenders will be accepted upto 3.00 PM on 10-2-2012** and will be opened at **3.30 PM on the same day.** The tenderer may nominate their authorized representative to be present at the time of opening of Price bid. **Late tenders will not be considered.**
10. Directorate of Printing reserves the right to reject/cancel the tender without assigning any reason to the tenderers and same not be questioned on any ground whatsoever it is.
11. The tender documents are available in the Website of Directorate of Printing, New Delhi, www.dop.gov.in.

Yours faithfully,


(Manzoor Ahmed)
Deputy Director(Ptg.)

Tender for Digital Printing of four colour/single colour with Spiral/Comb binding

Proforma

Sl. No.	Specifications for Digital Printing	Rates (Per page A4 size)	Rates (Per page A5 size)
1.	Single colour both side(A4 size) on 100 GSM Maplitho paper		
2.	Single colour one side(A4 size) on 100 GSM Maplitho paper		
3.	Four colour both side(A4 size) on 100 GSM Maplitho paper		
4.	Four colour one side(A4 size) on 100 GSM Maplitho paper		
5.	Single colour both side(A4 size) on 100 GSM Art paper		
6.	Single colour one side(A4 size) on 100 GSM Art paper		
7.	Four colour both side(A4 size) on 100 GSM Art paper		
8.	Four colour one side(A4 size) on 100 GSM Art paper		
9.	Cover printing four colour on 250 GSM Art Card		
10.	Spiral Binding (per book)		
11.	Comb binding(per book)		

The rates are inclusive of all charges, taxes and delivery.
Maximum print order 100 copies and Minimum print order 40 copies

Name of the Printer.....

Name of the firm.....

Dated:.....

Seal