

No. L-15057/1/2011-Pub.(Pt.I)  
Government of India  
Directorate of Printing  
'B' Wing, Nirman Bhawan  
New Delhi

Dated : 30-1-2012

To

M/s .....  
.....  
.....  
.....

**Subject: Tender for printing and supply of Hanging Wall Calenders on urgent basis of Ministry of Urban Development.**

Dear Sir,

Sealed tenders are invited for and on behalf of President of India from empanelled Printers of Directorate of Printing, New Delhi for **printing and supply of Hanging Wall Calenders** to Ministry of Urban Development in **two bid system** as per details below:-

**A. Specifications of Hanging Wall Calenders**

1. **Finished Size**—17" x 24"(inches).
2. **Paper**—170 GSM Art paper
3. **Sheets**—8 sheets 16 pages.
4. **Printing** — Offset of highest quality 4 colour (by CTP)
5. **Wiro Binding**—Wiro on 17" inches side with strong hanger and support of thick card sheet 4" x 17" inches for straight holding.
6. **Quantity**—4000 (The quantity may increase or decrease depending upon the demand).
7. **Material for Production**—Designs of Calenders in CD of high definition will be provided by Directorate of Printing.
8. **Time Schedule**—Machine proofs to be submitted in DOP within two days after placing the supply order. The entire lot of Calenders should be delivered **within next 5 days after approval of the proofs.**
9. **Packing and delivery**—The printed **Calenders** are required to be packed to avoid any kind of damage. The final delivery of printed Wall Calenders will be accepted at office of Deputy Director(Ptg.), Directorate of Printing and forward to Ministry of UD.
10. **Mode of Payment:** Quotations and all nodal formalities will be completed by the Directorate of Printing. The awardee firm will submit the bill to Directorate of Printing for verification and payment of bill will be made by the Ministry of UD.

**B. Envelopes.**

1. **Finished Size**—18" x 25"(inches).
2. **Paper**—110 GSM Maplitho paper.
3. **Printing** — Single colour printing on envelope in Golden Colour.
4. **Quantity** — 200.

**C. Carry Bags.**

1. **Finished Size**—19" x 25"(inches).
2. **Paper**—Thick Brown Kraft paper with Handle.
3. **Quantity** — 150.

Contd.....2

Please upload these documents on website of DOP.

AD(Pub) Jek  
30/01/12

**Other Remarks:**

- (a) Damaged supply, poor quality and delayed supply may attract the **heavy penalties**. Directorate of Printing keeps the right to reject the supply of poor quality of printing, packing, paper.
- (b) The time schedule is to be strictly adhered to. Since this is a **time bound job, a serious view will be taken towards delay on part of Printer** and this may attract heavy penalties which Government may decide. The delayed supply may be rejected without any liability of Government.
- (c) A very high class workmanship and top quality reproduction will be required.
- (d) This inquiry is subject to usual terms of tender.
- (e) The rates should be quoted both in words and figures.
- (f) Any overwriting in rates may render the tender as invalid.
- (g) No Packing and forwarding charges will be paid extra.
- (h) Sample of paper must be sent alongwith quotations.
- (i) Printers backing out after quoting the rates will be liable for liquidated damages/suspensions from registration or both.

The tenderers are requested to submit their tender in **two bid system** i.e. (i) **Technical bid** one envelope containing the Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand only) with paper samples and (ii) the other envelope containing the **Price Bid**. Both the envelopes should be properly sealed with tenderer's name and address and kept inside another envelope duly sealed, superscribing thereon the **Tenders for printing and supply of Hanging Wall Calenders** and sent to Director, Directorate of Printing, Nirman Bhavan, New Delhi or dropped in the tender box kept in Room No. 109 'B' Wing, Nirman Bhawan, New Delhi. The firms are requested to submit their rates including packing and forwarding charges, VAT and taxes etc. in the prescribed proforma appended below duly signed, if you are in a position to undertake the production of job and supply the printed material within the specified time schedule.

The EMD of Rs. 10,000/- 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 EMD in the form of cross cheque will not be accepted. The EMD of Rs. 10,000/- will be forfeited to Government account in the event of any tenderer withdrawing from the tendering process after opening of the tender.

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.

The envelope containing Technical bid will be opened first. In case-the EMD is not found in proper form or there is no EMD and the paper samples are found not as per specification, the tender will be rejected outright and the envelope containing the Price Bid will not be opened. Directorate of Printing reserve the right to disqualify any of the tender or all tenders in case, it is not satisfied with the documents furnished or otherwise without assigning any reasons thereof whatsoever.

The tenders will be accepted upto 3.00 PM on 8-2-2012 and 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 Tender. **Late tenders will not be considered.**

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. **The price bid of technically qualified tenderers will only be opened.**

The tender document is available in the Website of Directorate of Printing, New Delhi, [www.dop.gov.in](http://www.dop.gov.in)

  
(Manzoor Ahmed)  
Deputy Director (Ptg.)

**PROFORMA-I**

Rates for printing and supply of 4000 (Four thousand only) Hanging Wall Calenders for Ministry of Urban Development.

Rs. (In figures) \_\_\_\_\_ and Rs. (In words) \_\_\_\_\_

\_\_\_\_\_ Including packing and forwarding charges, VAT and all kind of taxes.

**PROFORMA-II**

Rates for printing and supply of 200 Envelopes for Ministry of Urban Development.

Rs. (In figures) \_\_\_\_\_ and Rs. (In words) \_\_\_\_\_

\_\_\_\_\_ Including packing and forwarding charges, VAT and all kind of taxes.

**PROFORMA-III**

Rates for supply of 150 Carry Bags for Ministry of Urban Development.

Rs. (In figures) \_\_\_\_\_ and Rs. (In words) \_\_\_\_\_

\_\_\_\_\_ Including packing and forwarding charges, VAT and all kind of taxes.

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_