

No. L-15033/5/2011-Pub.

Government of India
Directorate of Printing
'B' Wing, Nirman Bhawan

New Delhi, dated : 21-11-2011

To

M/s

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Subject: Tender for printing and supply of "Special Day Cover" (Envelopes) and Wall Calenders on urgent basis on the occasion of 150 Anniversary Celebrations of Archaeological Survey of India.

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 "Special Day Cover" (Envelopes) and Hanging Wall Calender** to Archaeological Survey of India in two bid system as per details below:-

I. Specification of "Special Day Cover" (Envelopes)

- 1. Kind of Envelopes**—10 kinds of **Codak Envelopes** are to be printed.
- 2. Quantity**—10,000 each (Total 1,00,000) of 10 different design of Envelopes (The quantity may increase or decrease depending upon the demand of ASI).
- 3. Finished Size**—13 x 22 cm (side opening)
- 4. Process of Production**—Offset Printing
- 5. Printing** — Multicolour (both side of cover)
- 6. Paper**—Good quality White Maplitho 120 GSM.
- 7. Material for Production**—Designs of all 10(Ten) different design of Codak Envelopes in CD will be provided by Directorate of Printing.
- 8. Time Schedule**—Machine proofs to be submitted to Directorate of Printing within two days after placing the work order. The entire lot of one lakhs Envelopes of 10 kinds (10,000 each) should be delivered **within next 5 days after approval of the proofs.**
- 9. Packing and delivery**—The printed Envelopes are required to be packed in a bundle of 100 Envelopes each to be paper stripped and 5 such bundles are to be kept in a white board box which should again be wrapped with brown tape. All those white board boxes containing printed Envelopes are to be delivered to Archaeological Survey of India, Janpath, New Delhi through challan.
- 10. Mode of Payment:** Bills to be submitted alongwith the challans of receipt of the consignment to Directorate of Printing which in turn will forward the same to ASI after verification for consideration of payment etc.

II. Specification of Hanging Wall Calenders

- 1. Finished Size**—23" x 36".
- 2. Sheets**—13 (one sheet for each month i.e. 13 months Calender. Each sheet will contain visual as well as date sheet, monograms, names etc. of the Department).
- 3. Paper**—250 GSM SBS (Solid Bleached Sulphate) paper
- 4. Printing** — 4 colour Offset printing of highest quality and any subsequent colour if required (rates of 4 colour and subsequent colour if printed is to be given separately).
- 5. Additional Quantity**—Rates for printing of more quantity may be quoted separately (per thousand).
- 6. Wiro Binding**—Wiro on 23" side with strong hanger and support of Nylon strip i.e. 4" x 23" for straight holding.
- 7. Quantity**—**5000** (The quantity may increase or decrease depending upon the demand of ASI).
- 8. Dust Cover:** To accommodate calendar of 23 x 36" flat. The dust cover is to be made of 120 GSM Maplitho paper and 4 colour printing (one side).
- 9. Material for Production**—Designs of Calenders in CD will be provided by Directorate of Printing.

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10. **Time Schedule**—Machine proofs to be submitted in DOP within two days after placing the work order. The entire lot of Calenders should be delivered **within next 5 days after approval of the proofs.**
11. **Packing and delivery**—The printed **Hanging Wall Calenders** are required to be packed flat in bundle of 25 each to avoid any damage. The final delivery of printed Hanging Wall Calenders will be accepted at office of Archaeological Survey of India, Janpath, New Delhi.
12. **Mode of Payment:** Bills to be submitted alongwith the challans of receipt of the consignment to Directorate of Printing which in turn will forward the same to ASI after verification for consideration of payment etc.

Other Remarks:

- (a) Damaged supply, poor quality in part or in total and delayed supply may attract the **heavy penalties.** Directorate of Printing keeps the right to reject the entire or part of printed material which is not found satisfactory as per demand.
- (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 is 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 as demanded to be used in printing must be sent alongwith quotations, failing which tender shall be rejected outrightly.
- (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. 45,000/- (Rs. Forty Thousand only) with paper samples and other material to be used in preparation of Hanging Wall Calenders and Envelopes (ii) the other envelope containing the **Price Bid**. Both the envelopes should be properly sealed separately with tenderer's name and address and kept inside another envelope duly sealed, superscribing thereon the **Tenders for printing and supply of Special Day Cover (Envelopes) and 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 are in a position to undertake the production of job and supply the printed material within the specified time schedule only.

The EMD of Rs. 45,000/- 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. The EMD of Rs. 45,000/- 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 issue the work order. In the event of non-supply of printed material in time or withdrawing from the tendering process, printed material not found to the satisfaction, the entire amount of the Security Deposit may be forfeited to Government Account in addition to penalties.

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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 2-12-2011 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

(Manzoor Ahmed)
Deputy Director(Ptg.)

PROFORMA-I

Rates for printing and supply of 1,00,000 (One lakhs only) Envelopes for Archaeological Survey of India. Rates are to be quoted per Envelope.

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 5000 (Five thousand only) Hanging Wall Calenders for Archaeological Survey of India. Rates are to be quoted per Hanging Wall Calender.

Rs. (In figures) _____ and Rs. (In words) _____

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

DATE _____

SIGNATURE _____