

MoES/9/3/2013-Genl.  
Ministry of Earth Sciences  
Prithvi Bhavan, Lodhi Raod,  
New Delhi-110003.

Dated 13/02/2015

To,

As per list

Subject: - Limited Tender Enquiry for Printing of Office Stationary items-regarding.

Sir,

Ministry of Earth Sciences invites Limited Quotations for Printing and Supply of miscellaneous office Stationary items. A list of such items which are required by this Ministry are given in the Annexure I attached herewith. The details of items and quantity written in Annexure-I are for the purpose of arriving at the lowest Bidder only. This Ministry does not give any Commitment at this stage about the quantity of various items, which may be required to be printed during the contract period.

**In case you are interested in participating in the above said Tender process, you are requested to submit your Quotations under two bid system i.e. by submitting 2 separate sealed covers, - one for Technical Bid and the other for Financial Bid. Both these covers may be placed in a bigger envelop and on this bigger cover, the following may be super-scribed-**

**“Quotations for Printing and supply of office stationery items”**

The Tender may be addressed to Section Officer (Gen.), Ministry of Earth Science, Prithvi Bhawan, IMD Campus, Lodhi Road, New Delhi-110003 and these should reach this Ministry by 06<sup>th</sup> March, 2015 up to 2.30 P.M. The Tenders received after due date time will not be considered and these will be returned unopened to the concerned Bidder.

The Technical Bids will be opened on the same day 3 P.M. on 06<sup>th</sup> March, 2015. One representative of the Tendering firm can attend the opening of the Technical Bids. The Financial bids of only those bidders will be opened who qualify the Technical Bids.

**Eligibility Conditions-**

- The firm should have experience of at least 3 year in the field of printing and supply of miscellaneous office stationary items.
- The average turn-over of the firm during the last 3 years should be Rs. 10 lakh or above.
- The firm should be having PAN number and it should be registered with the concerned tax authorities like Services tax. VAT etc.
- It should not be black listed by the government department or any PSU. An undertaking in this regard may be attached with Technical Bid.

Note: - Documents in support of their experience, turnover and registration with Tax authorities may be attached with Technical Bid.

### **Selection Procedure-**

The firm which meets the minimum eligibility conditions and quoted the lowest rates shall be declared the Lowest Bidder and the work shall be awarded to him. The lowest quote shall be determined by arriving at the overall lowest rate by adding rates of all items mentioned in the prescribed format. In case 2 or more firm quote the same rate, the Tender will be awarded of the firm which have more experience in the relevant field. The decision of the Tender Committee shall be final in this regard.

The rates quote by your firm will be valid a period of 2 year from the date of issue of the work order. The submission of quotation will not place this Ministry under any obligation to place the order with your firm and expensed incurred by your firm in this regard will not be payable by this Ministry.

An Earnest Money Deposit (EMD) of an amount of Rs. 20,000/- is required to be submitted with the Technical Bids and this EMD may be in the form of Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any commercial Bank. The EMD may be drawn in favour of D.D.O., Ministry of Earth Sciences, and it should be payable at New Delhi. Quotations submitted without the EMD shall not be considered as valid.

The Technical Bid should be accompanied with the details of PAN number, Service Tax registration and other applicable tax registration, contact address with Telephone number and fax number. A copy each of these documents may also be attached with the Technical Bid.

The Tender Notice is also available on this Ministry's website [www.moes.gov.in](http://www.moes.gov.in) and on the Central Public Procurement Portal of Govt of India ([eprocure.gov.in](http://eprocure.gov.in)) the quotations not sent in the manner indicated above would be liable to be rejected.

In case your firm is declared as lowest. Bidder and this Tender is awarded to your firm, if your firms banks out after the award of work, in addition to the forfeiture of the EMD, this Ministry shall black list your firm for the period of one year from participating in the tender process of this Ministry.

The articles/material will be required to be delivered free of cartage at this Ministry' office at Prithvi Bhawan, Lodhi Road, New Delhi.

In case your rates are approved and you are asked to supply the printed material, you will be required to supply the same within two weeks from the date of placement of the order. In case of delay on the part of your firm, liquidated damage charges at the rate of 1% of total value of the Order per week will be imposed.

The Ministry reserves the right to reject all or any of the quotations without assigning any reason. Any further details, if required, may be obtained from Section Officer (Gen.), Room No.1 Ground Floor, Prithvi Bhawan, Lodhi Road, New Delhi on any working day.

Yours faithfully,

(Manjula Daniel)  
Under Secretary (GA)  
Tel: - 24669558

Copy to:-

1. NIC Division of Ministry of Earth Sciences, With the request that the above Tender Notice may be uploaded on the web-side of this Ministry.
2. All Ministries/Department with the request to give wide publicity to the above tender notice among the Contractor working with them.
3. IT Division, MoES with the request to upload the above Tender Notice on the e-procurement portal of Govt.of India.

**Annexure-I****PROFORMA FOR FINANCIAL BID****(TO BE PUT IN SEPARATELY UNDER SEALED COVER)**

1. Name of the Company, address, etc.
2. Details of rate quoted:

Note: No cutting or over-writing will be allowed. Any financial bid with over-writing or cutting is liable to be disqualified.

<b>S.No</b>	<b>Description of Job</b>	<b>Size</b>	<b>Qty</b>	<b>Rates</b>
1.	D.O. Letter Head executive bond paper 80 GSM Raising printing + Ashoka emblem.	A-5 A-4	1000	
	D.O. Letter Head German Bond paper 100 GSM Single Colour/double colour Along with Die Logo	A-5 A-4	1000	
	D.O. Letter Head German Bond Paper 100 GSM Single Colour/double colour Along with Metal Logo		1000	
	D.O. Letter Head German Bond Paper 100 GSM Single Colour/double colour Along with Metal Logo & Name		1000	
2.	D.O. Envelops Raised Printing	A-5 A-4	1000	
	D.O. Envelops Ordinary Printing	A-5 A-4	1000	
3.	Continuation Sheet of D.O Letter Head in Executive Bond Paper 80 GSM		1000	
	Continuation Sheet of D.O Letter Head in German Bond paper 100 GSM		1000	
4.	Slip Books 50 Sheet ruled (with paper & printing bond paper perforated)		5000	
	20 sheet plain (with paper & printing bond paper perforated)		5000	
	Slip Books 50 Sheet ruled (with paper & printing bond paper spiral)		5000	
	20 Sheet plain (with paper & printing bond paper spiral)		5000	
5.	Invitation Cards Raised printing with envelops		1000	
	Invitation Cards Metal printing with envelops		1000	
	Invitation Cards Die printing with envelops		1000	
	Ord. Printing with envelops		1000	
6.	Visiting Cards Raised printing one side per 100 Both side per 100		100	
	Logo Die Printing per 100		100	
	Visiting Cards Metal printing one side per 100 Both side per 100		100	
	Logo Metal Printing per 100		100	
7.	Binding work Spiral Binding with PVC & Plastic coated cover		100	

	100 sheets & above			
8.	Comb binding with PVC Plastic Coated Cover 100 sheet & above		100	
9.	Binding of books/PBRs Half cloth binding		100	
10.	Half leather binding		100	
11.	Complementary/Parl slips		100	
12.	Hindi Publication consists of 150 in A-5 size high quality paper in multicolor printing including photographs a)Size : A-5 b)Page : 150 c)Quantity :Hindi Version-500 copies d) Cover page : 300 GSM important Art		500	
	Cards laminated outside(front and back cover) e) Inside paper quality: 80 GSM good quality white paper. f) Printing : Cover-Multicolor and Inside some single color/some multicolor. g) Language : Text in Hindi version will be printing in multicolor. Photographs for Hindi Version. h) Charges for exact of pages will be decided on pro-rate basis.		500	
13.	Parking Stickers		100	
14.	I Cards Printing		100	
15.	Exchange Voucher (A-4) 1+4		500	
16.	Exchange Voucher (A-4) 1+4 Self Carbon		500	
17.	Pocket Diary: Size 3.75' x 5', No. of pages 10+ Cover with Racing jacket Color-rest tri (color) one color Jacket, paper 1000GSM sunshine D.O.Printing paper (for test) and 270 GSM Matt. Finish Art paper (for cover) jacket= -Racing Jacket with one side screen printing. Binding-Central Stitching.		500	
18.	Flexi Posters (3' x 5') (Good Quality) with multicolour offset printing with PVC Pipe & Dori with Bag Packing.		50	
19.	Flyers (A-4) double side colour printing with border		1000	
20.	Flyers Jackets with Printing and both side pocket in 300 GSM		1000	
	S.Tax as applicable @			
	VAT as applicable @			
	Grand Total (inclusive of taxes) Amount may be written in figures & words			

Note:- In case of any discrepancy between the amount written in figures and words, the amount written in words shall be taken into consideration.)

**PROFORMA FOR TECHNICAL BID**

The details of the company are as under:

Name of the firm	
Contact Address with Telephone/Fax	
Sales Tax/Income Tax Registration No.	
Sales Tax/Income Tax Clearance Certificate	
PAN and Service Tax Details	
Whether EMD enclosed	

**DECLARATION**

Declaration letter on official letter head stating the following:

- (1) We are involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
- (2) We are not black-listed by any Central/State Government or Public Sector Undertaking in India.

Date:  
Place:  
Business Address

(Yours faithfully)  
(Signature of the Authorized person)  
Name:  
Designation:  
Seal:

## List of Printers

1. M/s Insight Printers  
8/10, Single Storey,  
Ramesh Nager,  
New Delhi-15.
2. M/s Sonu Printing Press Pvt. Ltd.  
S-217, Bank Street Munirka,  
New Delhi-67
3. M/s Sai Offset Printer  
Plot No.9 & 10, Gali No.-1 (App. Nala Side),  
Dabari,  
New Delhi-45
4. M/s Rachit Printer  
A-2, Mannulal Building,  
Ground Floor (Opp. Pili Kothi)  
Khanpur, M.B.Road,  
New Delhi-62.
5. M/s Bub Printers  
S-217, Munirka,  
New Delhi-67
6. M/s dominant Printers & Packers,  
CP-182, Maurya Enclave,  
Pitam Pura,  
Delhi-34.
7. M/s Manshikha Printing Press,  
WZ – 62C, Possangi Pur Market,  
Janak Puri,  
New Delhi-58.
8. M/s Ajanta Printers,  
WZ-26, Tihar Village,  
Subhash Nagar (Behind Radha Swami Bhawan)  
New Delhi-18.
9. M/s Shree Packaging,  
C-42, Sector-4,  
Bawana Industrial Area,  
New Delhi-39.
10. M/s Concept Printers,  
B-58, Kirti Nagar Industrial Area,  
New Delhi-15.
11. M/s Colour Graphics,  
K-7, Gali No.5, Kotla Mubarakpur,  
New Delhi.