

No. D-29012/01/2014-GA
Government of India
Ministry of Personnel, Public Grievance and Pensions
Department of Administrative Reforms and Public Grievances

5th Floor , Sardar Patel Bhawan,
New Delhi- 110 001 dated: 19.08.2016

To

As per list attached.

Subject: Inviting quotations for printing of various stationery items and making of Rubber Stamps/Name Plates etc. in the Department of Administrative Reforms and Public Grievances for the financial year 2016-2018.

Sir,

The Department of Administrative Reforms & Public Grievances invites Quotations for Printing and Supply of miscellaneous office Stationery items and making of Rubber Stamps/Name Plates etc. in the Department for the financial year 2016-18. A list of such items which are required by this Department are given in the **Annexure I.**

2. The bidders may submit their bids as per detail given below:-

- (i) Sealed quotations of both technical bid and financial bids in separate envelopes and put in a big envelope.
- (ii) The Envelope containing Technical bids should contain:-
 - (a) EMD of Rs. 10,000/- (Ten thousand only) in the form of demand draft in favour of DDO, AR&PG, New Delhi. The above amount will be retained by the Department as security deposit/performance guarantee in case of successful bidder. Further the financial bid will be opened only after the party is short listed based on its technical offer.
 - (b) Self-Declaration that the firm has not been black listed by any Govt. Organization.
 - (c) A copy of TIN/PIN issued by the authorized agency.
 - (d) The envelope containing financial bids should provide the rates of items for the exact quality make as mentioned in the Annexure failing which the quotation is liable to be rejected. Sample for items can be seen on any working day between 1400 hrs to 1700 hrs.

3. Scope of work:

Work involves printing of D.O. letters, envelopes, visiting cards etc. **for a period of two years from the date of award of contract** which can be extended by one year if the service is found to be satisfactory, on the same terms and conditions.

4. Both the sealed covers should be placed in the main sealed envelope superscribed "**Quotations for Printing of various stationery items**" and addressed to the Under Secretary (General Admin), Department of Administrative reforms and Public Grievances, Room No. 524, 5th Floor, Sardar Patel Bhavan, New Delhi-110001 so as to reach latest by **3.00 PM on or before 01st September, 2016**. The quotation can also be dropped in the tender box kept on Reception Centre of Sardar Patel Bhawan,

5. The **Technical Bids** will be opened by the Tender/Purchase Committee on the same day i.e. **3.30 PM on 01.09.2016** in the Office of Under Secretary (GA) Room No.524, Sardar Patel Bhavan, New Delhi-110001 in the presence of participating bidders, who may wish to be present. Quotation received after stipulated time and date will be rejected forthwith. **Financial Bids** of the technically qualified tenderers will be opened on **01.09.2016 at 4.30 PM**.

6. The contract can be terminated by the competent authority at any time without assigning any reasons.

7. The Tender Notice is also available on this Ministry's website (www.darpg.nic.in)



(Khamchin Naulak)

Under Secretary to the Government of India
Tele/Fax: 23401453

Copy to:

(1) Tech. Director, NIC for uploading on website of the Department.

**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.

S.No	Description of Job	Size	Qty	Rates
1.	DO Letters Head with Golden Emblem 100 GSM German Kent papers with Logo (Screen Printing three colour)			
2.	Letter Heads with Emblem with Logo (As per sample)			
3.	Window Envelops (9X4) with printing (As per sample)			
4.	Plain Envelops (9x4) As per sample			
5.	Plain Envelops (9x5) As per sample			
6.	Plain Envelops (10x4.5) Sunshine 70 GSM paper			
7.	Colour Envelops (10x4.5) Sunshine 100 GSM Paper			
8.	Envelopes (A-4 size), yellow with printing (Laminated)			
9.	Envelopes (A-4 size), yellow with printing (cloth)			
10.	Envelopes (SE-7A) with printing (As per sample)			
11.	Envelopes (SE-8A) with printing (Laminated)			
12.	Envelope Laminated Yellow (10 x 4.5)			
13.	Envelopes (SE-8A) with printing (Cloth)			
14.	Visiting Cards with Golden Emblem 330 GSM German Kent			
15.	Wrappers (As per sample)			
16.	Name Plates for Officers (Plastic Etching) Bilingual 12x4			
17.	Name Plates for Officers (Brass Letter 1.5") with PVC base			
18.	Name Plates for Officers (Brass with itching) and wooden base 15x5			
19.	Name Plates for Officers (Steel with itching) and wooden base 15x5			
20.	Self-Inking Rubber Stamps			

21.	Pre-Ink Stamp (Perma Stamp)			
22.	Round Stamp			
23.	Revolving Date Stamp			
24.	Binding of Service Books			
25.	Binding of PBR books			
26.	Binding of Vouchers/Bills			
27.	Stitching of Vouchers/Bills and Files			
28.	Printing of ACRs (As per sample)			
29.	Spiral Binding for documents	100 Pages		
		200 Pages		
30.	Photocopy (one side) - A4			
31.	Photocopy (Both sides) -A4			

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.	
PAN No.	
Whether EMD enclosed	
Whether Undertaking for Blacklisted from any Ministry/Deptt. is attached	

(Signature of the authorized person)

Date:
Place:

Name:
Designation:
Seal: