

**No.15020/7/2016-Genl.**  
**Government of India**  
**Ministry of Corporate Affairs**

Shastri Bhavan, New Delhi  
Dated the 17 January, 2017

To,  
(As per enclosed list)

Subject: Limited Tender Enquiry for procurement of printed stationery items by the  
Ministry of Corporate Affairs, Shastri Bhavan, New Delhi.

Sir,

I am directed to say that the Ministry of Corporate Affairs intends to procure printed stationery items through limited tender enquiries. The details of items to be procured are given in Annexure-I.

2. The following are the terms and conditions for the firms for submission of bids:

- (a) The firm should be a reputed firm having its registered office in Delhi and its own printing facility.
- (b) The firm should be registered under the Delhi Sales Tax / Delhi Value Added Tax (DVAT) Act, 2004.
- (c) The firm should have a minimum of five years' experience in printing of stationery items to the Government Ministries / Departments, PSUs, Statutory / Autonomous Bodies etc.
- (d) The firm should have a valid PAN number.
- (e) The firm should have minimum annual turnover of Rs. 10 lakh during each of the last three years.
- (f) The firm should be in a position to supply printed stationery items at a short notice as and when requisitioned by the Ministry.
- (g) The printed stationery items shall be delivered in the General Section of this Ministry in Room No. 511-B, Shastri Bhavan, New Delhi.
- (h) The owner /proprietor /manager of the firm should be available on his own direct telephone (office as well as residence) and also on mobile phone as and when contacted.



- (i) The rates quoted for different printed stationery items shall be valid for one year from the date of opening of the bids. No request for escalation of rates shall be entertained after approval of the rates. However, in case of reduction in the market price of any of the items during the period of one year, the payment shall be admissible at the reduced rates. The selected firm shall charge the best rates i.e, the lowest rates as may be offered by it to other clients.
- (j) The printed stationery items should be of standard quality. In case it is found that the items supplied are sub-standard or are of unacceptable nature, it would be open for the Ministry to reject such items and no payment shall be made for such items. In case of repetition of such an act on the part of the firm, the Ministry may terminate the contract and also forfeit the Performance Security.
- k) The Ministry reserves the right to accept or reject any or all the bids without assigning any reason thereof.
- (l) L-1bidder will be selected on the basis of lowest total tender value i.e. total of the rates quoted for each unit of the items mentioned in Annexure-II in column A and B separately. Then the total tender value of both the columns will be added for arriving at lowest tender value. In other words if the total of rates quoted in Col A is Rs. X and that of Col.-B is Rs. Y, the total tender value will be Rs. X + Rs.Y.**
- (m) The contract for printing and supply of stationery items shall be awarded initially for a period of one year. The contract can be extended for another year subject to satisfactory performance and with the consent of both the parties.
- (n) The firms should quote unconditional rates strictly as per list of items. There should be no cutting/overwriting in the bids.
- (o) In case the firm is not able to supply the required items to this Ministry in time after placing of the supply order by it during the currency of the contract, the Ministry may terminate the contract and also forfeit the Performance Security.
- (p) The bidding firms are required to deposit Bid Security (Earnest Money) of Rs. 5,000/- (Rupees five thousand only) in the form of Bank Draft in favour of Pay and Account Officer, Ministry of Corporate Affairs, New Delhi along with the Technical Bids. The Earnest Money will be refunded to the unsuccessful bidders after finalization of the bids.
- (q) The successful bidder will have to deposit Rs. 20,000/- as Performance Security in

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the form of Fixed Deposit/Bank Guarantee in favour of Pay and Account Officer, Ministry of Corporate Affairs, New Delhi. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. Bid security of the successful bidder will be refunded on receipt of Performance Security.

3. Interested and eligible firms may submit Bids under Single Bid System (in prescribed Formats as given in Annexure-I & Annexure-II respectively) in as single sealed cover which should be superscribed "Bid for Printed Stationery Items" addressed to the **Under Secretary (General), Ministry of Corporate Affairs, Room No. 529-A, Shastri Bhavan, New Delhi and should reach him / her latest by 11.30 AM on 3<sup>rd</sup> February, 2017.** Bids received after the stipulated date/time shall not be entertained. **The Bids will be opened on 3<sup>rd</sup> February, 2017 at 03.30 P.M. in Room No. 529-A, Shastri Bhawan, New Delhi** in the presence of the bidders or their representatives who may wish to be present.

4. This tender enquiry is also available on the Ministry of Corporate Affairs' website i.e., [www.mca.gov.in](http://www.mca.gov.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in).

Yours faithfully,



(Akhilesh Kumar Singh)

Under Secretary to the Govt. of India

Tel No. 23389391

Encls: As above.

**Copy to:** e-Gov. Cell, Ministry of Corporate Affairs for uploading on the website of Ministry of Corporate Affairs



**Annexure-I**

1. Name of the Firm :
  2. Name of the owner / proprietor:
  3. Address of the registered office of the firm:
  4. Address where the printing facility is available:
  5. Telephone / Mobile No.:
  6. Registration No. of Delhi Sales Tax / Delhi Value Added Tax (a copy of the Registration certificate to be attached): -----
  
  7. PAN No. of the firm (a copy of PAN Card to be enclosed): -----
  
  8. Experience in years (Documentary proof in support thereof may be attached): -----
  
  8. Annual Turnover during the last three years to be provided with proof:  
2013-14: Rs. -----  
2014-15: Rs.-----  
2015-16: Rs. -----
- (Enclose copies of balance sheet)
19. Details of Bid Security (Earnest Money):  
Demand Draft Amount: -----  
Demand Draft Number: -----  
Demand Draft Date: -----  
Name of Issuing Bank: -----

(Signature of proprietor with seal)



**Annexure-II**

Name of the Firm:-

Contract No of the firm:-

TIN/VAT Registration Number

(Copy of the above should be enclosed)

S. No	Description of items	Specification	Unit for which rates are to be quoted	Rate with Make in India and Swachh Bharat logos in color print.	Rate without logos
1.	DO letter Heads (On hand made paper) A-4	100 GSM	Per thousand		
2.	DO letter Heads (On hand made paper) A-5	100 GSM	Per thousand		
3.	DO letter Heads (On hand made paper) A-8	120 GSM	Per thousand		
4.	DO letter Heads (Ordinary) A-4 Size	120 GSM	Per thousand		
5.	DO letter Heads (Ordinary) A-5 Size	120 GSM	Per thousand		
6.	DO letter Heads (Ordinary) A-8 Size	120 GSM	Per thousand		
7.	White Envelope (18" x 12") with cloth coating	120 GSM	Per thousand		
8.	White Envelopes A-4(13" x 10") with cloth coating	120 GSM	Per thousand		
9.	Printed White Envelope (Window) SE - 6	11x15, 90 GSM	Per thousand		
10.	Printed White Envelope SE-6	11x5,90 GSM	Per thousand		
11.	Plain White Envelope SE - 5	9x4,90 GSM	Per thousand	Not required.	
12.	Visitors Slips		Per Hundred	Not required	
13.	Slip Pad	80 GSM	Each	Not required	
14.	Continue sheet for DO letter A-4 Size	120 GSM	Per thousand	Not required	
15.	Continue Sheet for DO letter A-5 Size	120 GSM	Per thousand	Not required	
16.	Printed Plastic Folders (with Officer Name) A-4 Size		Each	Not required	
17.	With Best compliment Slips	80 GSM	Per hundred	Not required	
18.	Engagement Slips	80 GSM	Per hundred	Not required	

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19.	Most Immediate Slips	Card Board	Per thousand	Not required	
20.	Priority Slips	Card Board	Per thousand	Not required	
21.	Secret Slips	Card Board	Per thousand	Not required	
22.	Lok Sabha Slips	80 GSM	Per thousand	Not required	
23.	Rajya Sabha Slips	80 GSM	Per thousand	Not required	
24.	Card Board A-4 Size	300 GSM	each	Not required	
25.	Card Board <b>Legal</b> Size	300 GSM	each	Not required	
26.	Printed File Cover <b>Legal size</b>	210 GSM	each		
27.	Printed <b>Green Note Sheet</b> Pad (100 pages each pad)	80 GSM	Each pad	Not required	
28.	Visiting Cards	120 GSM	Per hundred	Not required	
29.	Invitation Card 7"X5"	300 GSM	Per hundred	Not required	
30.	Invitation Card both Side Printing with Envelops	300 GSM	Per hundred	Not required	
31.	Envelope Large Size Brown with Cloth (18"*13")	120 GSM	Per thousand		
32.	DO Folders with Envelope A-4 Size	300 GSM Imported Paper	each	Not required	
33.	DO Folders with Envelope A-5 Size	-do-	each	Not required	
34.	DO Folders with Envelope A-8 Size	-do-	each	Not required	
35.	File Cover Special Lok Sabha	210 GSM	each	Not required	
36.	File Cover Special Rajya Sabha	210 GSM	each	Not required	
37.	Spiral Slip Pad(30 pages)	80 GSM	each	Not required	
38.	Slip Pad Wiro(30 pages)	80 GSM	each	Not required	
39.	Envelope on Handmade paper SE-6	120 GSM DO	Per thousand		
40.	Printed Hindi Certificate A-4 Size	300 GSM	Per hundred	Not required	
41.	Printed Hindi Certificate A -5 Size	300 GSM	Per hundred	Not required	
42.	<u>Slip Books</u>	50 Sheets Bond Paper	each	Not required	

Note: 1. The rates quoted should be exclusive of VAT.

2. Samples of items to be printed may be seen in General Section of the Ministry, Room No. 511-B, General Section, Ministry of Corporate Affairs, New Delhi.

(Signature of proprietor with seal)

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