



Government of India  
**NATIONAL DISASTER MANAGEMENT AUTHORITY**  
"NDMA Bhawan", A-1 Safdarjung Enclave,  
New Delhi –110029  
Tel. No. 26701796, Fax 26701834



=====

**No. D-15020/01/2013 –G&C**

**Date: 3<sup>rd</sup> January, 2013**

To

As per list attached

**Subject: Annual Rate Contract for printing of D.O. letter heads/file covers etc.**

I am directed to say that this Authority intends to award Annual Rate Contract (ARC) for printing of official stationery of the National Disaster Management Authority. It is requested that sealed quotations may be sent to the undersigned at NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi – 110029 on or before 28.01.2013 at 3.00 PM. The tender will be opened on the same day at 3.30 PM. in front of the representative of the firm. A copy of the terms and conditions are enclosed herewith as Annexure-I and the price bid is enclosed as Annexure-II.

**s/d-**  
**(Partha Kansabanik)**  
**Under Secretary (G&C)**

**Copy to:** Compute cell, NDMA with request that the tender may please be upload / displayed on the NDMA website.

**TERMS AND CONDITIONS FOR QUTATION FOR PRINTING BINDING JOBS IN THE NATIONAL DISASTER MANAGEMENT AUTHORITY**

1. The rates for the items may be quoted in the prescribed proforma given at Annexure – II and the rates may be quoted both in words and figures.
2. The firms should have at least three years experience of binding and printing work in Central Government Offices. A copy of the experience certificate may be enclosed. The firm should also supply PAN/TIN/VAT Registration Numbers.
3. The firms should have turnover of more than 4 lakhs during previous three financial years.
4. The materials/samples will be collected from NDMA Bhawan, at A-1, Safdarjung Enclave and bound reports and booklets, printed material as the case may be. Printed material will be delivered within the stipulated time to the office without any additional charge for cartage / labour, etc
5. The component of taxes, if any, should be indicated separately and clearly in the quotations. This should not be added on in the basic prices of the items of work.
6. The quality of work will be inspected by an officer of user of the Authority and if found to be sub-standard or of poor quality or if the job has not been executed as per the instructions, the bound/printed material will not be accepted by the Authority. The firm shall be responsible for any loss/damage etc., which might be caused to the original material or books etc. of this Authority. The loss would be made good from security deposit or any dues payable to the firm at the appointed time. The charges of bills will be inclusive of all proof readings.
7. The order will be placed on “on requirement basis”. It should be clearly specified in the bid document as to what is the scope of work i.e. which item involves only printing/embossing and which involves supply of stationery apart from printing.
8. The evaluation shall be done on L-1 vender of total package cost of all the items. The comparison for evaluation shall be of price of the goods offered inclusive of all Taxes and levies. However, the exact work will be placed based on the actual requirement.
9. Normally, the contract will be awarded for one year. However, extension should not be more than three month. While extending the existing contract, the price trend will not lower.

10. Payment generally made within 30 days from the date of receipt of valid bills in the office of NDMA. Monthly bills shall be submitted to the Under Secretary (Gen.), NDMA along with the copy of requisition & receiving slip.
11. The contract is liable to be cancelled without notice if the work is not found satisfactory or if any of the conditions of the rate contract are violated by the firm or the work is not completed within the stipulated time.
12. This Authority reserves the right to accept or reject any quotations in whole or in part at any time without assigning any reasons thereof.
13. The bidder will deposit an amount of Rs. 10,000/- (Rupees ten thousand only) as account payee bank draft/Banker's cheque / Bank Guarantee drawn in favour of DDO, NDMA payable at New Delhi as Earnest Money Deposit (EMD).
14. The earnest money deposited by the bidder will be forfeited or appropriated towards loss caused to the Govt. on account of non-acceptance of work contract by the successful bidder. The EMD of the successful applicant may be adjusted against the performance security. The EMD of unsuccessful bidder would be returned after finalization of Tender.
15. The decision of the Authority to the interpretation of the terms & conditions of the contract or any dispute arising out of it will be final and binding on the firm.
16. The work relating to binding of official documents and other important documents/booklets will have to be done within the office premises at designated place only by, if required.
17. Notwithstanding anything contained in the above the Authority reserves the right to terminate the contract at any stage without assigning any reason thereto.
18. The successful bidder will have to deposit performance security should be 10% of the tendered cost and in the shape of Bank Guarantee valid for fourteen months w.e.f. the date of award of the contract before any supply order is placed. The security money will be forfeited if the firm fails to perform any of the terms or conditions of the Tender.
19. The firm should be in position to undertake the printing and other related jobs/ supply printed items mentioned in the lists enclosed at very short notice as and when requisitioned by the office.
20. The item should be of prescribed specifications. In case it is found that the items supplied are of sub-standard or of unacceptable nature, it would be open to this office to return the supplies or even forfeit the security money.

21. The firm shall be responsible for delivery of items in office as per supply order in good condition. Selected firms should deliver the items at site free of cost.
22. The firm shall replace any item at its own cost, if not found in good condition, substandard or not as per the specifications.
23. In case of bad quality of material a penalty of Rs. 200/- and if the items not received within stipulated time period a penalty of Rs. 100/- per day shall be imposed on the firm.
24. The above particulars are also available on NDMA website i.e. [www.ndma.gov.in](http://www.ndma.gov.in)
25. Samples of each of the items can be seen from Section Officer (Gen.), A-1, Safdarjung Enclave, New Delhi – 110029 during office hours.

The rates of the individual items are enclosed in the prescribed proforma.

**THE TERMS AND CONDITIONS MENTIONED ABOVE ARE AGREED TO**

Signature in full with date-----

Telephone Number-----

e mail-----

**Quotations for printing of printing of D.O. letterheads, visiting cards, invitation cards, envelopes and file covers etc. binding (ordinary and spiral) of miscellaneous reports/books etc. for the National Disaster Management Authority**

Name of the firm (in Block letter) :

Complete Address (With telephone No.):

In response to the tender inquiry letter No. ----- dated the ----- . We hereby submit our quotations for printing and binding (ordinary & spiral)

<b>S.No.</b>	<b>Item description</b>	<b>Estimated Quantity</b>	<b>Rate/Unit (Both words and figure) excluding VAT</b>
1.	DO letter full size, Royal Executive Bond Paper 100 GSM with embossing of State Emblem and seven colour embossed print of NDMA logo	1000	
2.	DO letter medium size, Royal Executive Bond Paper 100 GSM with embossment of State Emblem and seven colour embossed print of NDMA logo.	1000	
3.	DO letter small size, Royal Executive Bond Paper 100 GSM with embossing of State Emblem and seven colour embossed print of NDMA logo.	1000	
4.	File cover white (six colour printing of State Emblem and NDMA logo)	1000	
5.	Envelopes Plain (yellow paper 100 GSM with 5 colour printing) size 10' x 4 ½	1000	
6.	Envelopes Plain (yellow paper 100 GSM with 5 colour printing) size 8 ½ x 6"	1000	
7.	Invitation Cards (10 colour printing with embossing of State Emblem and NDMA logo)	1000	
8.	Programme cards with envelopes 4 ½ x 6 ½" (10 colour printing with embossing of State Emblem and NDMA logo)	1000	
9.	Visiting Cards (8 colour printing)	1000	
10.	Visiting Cards Printing English/Hindi in one colour	1000	
11.	SE-6 Envelopes, white (window/without window type) 100 GSM printed	1000	
12.	A4 size envelopes, white printing 110 GSM	1000	
<b>Binding Works</b>			
13.	(i) Spiral binding with transparent sheets on both sides (per book):-		
	(a) upto 100 sheets		
	(b) for every additional 10 pages		
14.	(ii) Ordinary Binding (per book)		
15.	(iii) Cover page printed on Art Card (250 GSM) rate per cover		
16.	(iv) Binding of Service Book or any other similar article and the work will be carried out in the office premises only.		

**Signature in full with date-----**

**Telephone No.-----**

**List of dealer:**

1. M/s K K Art Prints, 1/30, Lalita Park, Vikash Marg, Laxmi Nagar, Delhi – 110092.
2. M/s Radhika Sales Corportation, 3820, Charkhe Walan, Opp. Post Officer, Chawri Bazal, Delhi – 110066
3. M/s Abhinav Prints, WZ-48, Shakurpur Village, Opposite 'M' Block Market, Delhi
4. M/s Shkalya Printers, 4833, Laddu Ghati, Pahar Ganj, New Delhi – 110055.
5. U.K. Printographics, 2289, Gali Badi Pahar Wali, Dharam Pura, Chawari Bazar, Delhi – 110006
6. Nanda Printing Press, 2070, Street No. 5, First Floor, Chuna Mandi, Pahargang, New Delhi-110055

\*\*\*\*\*