

**No.15/7/2012 – Admn.**

Government of India  
Ministry of Mines

Room No.338, "A" wing,  
Shastri Bhawan, New Delhi,  
Dated : the 14<sup>th</sup> February, 2013.

**TENDER NOTICE**

Subject: **Award of Annual Contract for Printing & Supply of Letter Heads, Visiting Cards, envelopes, etc., in the Ministry of Mines.**

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**SEALED quotations** are invited from reputed/registered firms for award of Annual Contract for the printing & supply of Letter Heads, visiting Cards, envelopes, slip pads, etc., in the Ministry of Mines as per details mentioned at Annexure – I on the terms and conditions enumerated in the following paragraphs. Only reputed firms having adequate experience of atleast five [5] years in the field, in the Government Ministries/ Departments/Semi-Government Organizations, including Public Sector Undertaking are requested to submit their rates in the attached proforma duly completed and signed. The prospective firms should also furnish a copy of the PAN, Service Tax Registration and "Experience Certificate" from at least five [05] Government Ministries/Department with their quotations.

The tender form complete in all respect should be sent in sealed cover and super-scribed as under & be dropped in the Tender box kept at the Information & Facilitation Centre, Ministry of Mines, Garage No.23, Ground Floor, "A" wing, Shastri Bhawan, New Delhi – 110001 by 12.00 Noon by **06.03.2013**.

***"Quotations for the Printing work in the Ministry of Mines"***.

2. The quotations will be opened on the same day i.e **06.03.2013** by "**Tender Opening Committee**" at 3.30 P.M. in the Ministry. The tenderers, if they so desire, may depute their representative to be present at the time of opening of tenders.

3. The Quotations should be accompanied with an earnest money of Rs.10,000/- (Rs. Ten thousand only) in the form of Demand Draft in favour of "Pay & Accounts Officer, Ministry of Mines, New Delhi", without which the quotations will not be considered. The earnest money will be returned to all the tenderers after the contract is finalized.

**Contd.....2/-**

4. The Terms & Conditions of the contract will be as follows:-
- (i) **Period:** The successful firm will be required to start working immediately after award of the contract. The Ministry shall, however, has the right to terminate the contract at any time without assigning any reason thereof.
  - (ii) No increase in amount shall be considered at all during the currency of the Annual Contract. Any other charges like transportation/fare etc., will not be paid.
  - (iii) The firm should ensure that the printing is done and printed items are supplied within the given time frame.
  - (iv) In case the firm is not able to undertake/supply the work/items due to any reasons, the same will be arranged from some other agency at the cost and risk of the Firm.
  - (v) Conditional tender will not be accepted. Similarly, quotations received after stipulated date and time will also not be considered under any circumstances.
  - (vi) If the Firm commits breach of any of the terms and conditions or is not able to complete the work in time or the quality of work/paper is not of the desired level, the contract will be cancelled and security deposit shall be forfeited and the work will be assigned to another firm at the risk and cost of the Firm.
  - (vii) The Ministry of Mines reserves the right to terminate the contract any time without assigning any reason therefor.
  - (viii) The representative of the firm will have to pick –up the work orders/material for printing from the office of this Ministry and will have to deliver the printed material in the office.
  - (ix) As most of the items of work will be of urgent and time bound nature, the work will have to be completed within the stipulated time frame.
  - (x) The firm will ensure that proof are shown and got approved before final printing. In case, the printing is done without getting the proofs approved and there is any error in the printing, this Ministry will not accept such work and no payment will be made for such work.

**Contd....3/-**

- (xi) No printing work shall be undertaken without prior permission/orders from the Section Officer (Admn.)/Under Secy.(Admn.)/Dy. Secy. (Admn.).
- (xii) Very good workmanship and quality of printing/paper are of vital importance. Any shortfall in the workmanship / quality of paper will not be tolerated and the firm may be asked to undertake the work again at no extra cost.
- (xiii) If at any stage, it is found that the performance, quality of work and paper is not satisfactory, the contract is liable to be terminated without any notice and the Performance Security shall be forfeited.
- (xiv) The Firm shall be awarded to the selected bidder(s) on fixed rates for one year. However, the contract may be extended for further period of one year, if mutually agreed by both the parties.
- (xv) The firms are also required to prove their competence to undertake such printing job by furnishing certificate/document regarding satisfactory service from atleast five Ministries/Departments. The firm shall also indicate their registration number, Income – PAN number, TIN number, address of the registered office. The prospective firm must have its own printing press.
- (xvi) The firm must be situated in Delhi.
- (xvii) The successful Firm will be required to furnish the security deposit of ₹10,000/- (₹Ten thousand only) within ten days from the date of awarding the contract. The security deposit shall be in the form of Fixed Deposit with any of the scheduled Bank & pledged in favour of The Pay & Accounts Officer, Ministry of Mines, New Delhi. The security deposit will be refunded only after the termination of the contract, subject to the satisfactory service/performance during the period of the contract. The security deposit will be forfeited if during the period of the contract, the services of the contracted agency are found to be unsatisfactory.
- (xviii) The rates may be quoted as per Annexure-I, Taxes (VAT, Service Tax) if any, may be specifically and separately indicated in the quotation.

**Contd....4/-**

5. All the tenderers are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending their quotations, as no change or violation of the aforesaid terms & conditions are permissible once the quotation is accepted by this Ministry.

( वी. प्रसाद )

अनुभाग अधिकारी

☎: 2338 1631

To

1. Website of “Central Procurement Portal”.
2. Director(NIC) with a request to upload the tender document on the website of this Ministry.
3. All Ministries/Departments of Government of India



11	Visiting card size slips of Immediate, Most Immediate for Signature etc. on thick paper [As per sample]	[Per 100]	=	
12	Slip pads on plain paper of 80/100 GSM With cover printed.	<b>Size :</b> A - 8 [Per Pad]	<b>80 GSM</b>	<b>100 GSM</b>
13	Slip pads spiral binding with cover and each top of the paper printing, having paper of 80/100 GSM	<b>Size:</b> A – 8 [Per Pad]	<b>80 GSM</b>	<b>100 GSM</b>
14	File cover with inner and outer printed [three side printing]	Per Piece	=	
15	Meeting slip pad (30 pages with Printing Ministry's name thereon.	Per Piece	=	
16	Meeting slip pad (50 pages) with Printing Ministry's name thereon.	Per Piece	=	
17	Photocopy B & W	Per Page [A4 size]	=	
18	Photocopy Coloured	Per Page [A4 size]	=	
19	Spiral Binding	Upto 50 Pages	=	
		For 51-100 Pages	=	
		For 101-150 Pages	=	
		For 151-200 Pages	=	
20	Set making	Upto 50 Pages	=	
		For 51-100 Pages	=	
		For 101-150 Pages	=	
		For 151-200 Pages	=	
21	Perfect Binding Book type	Per Book	=	
22	Printing : C.R. Reports / APA Reports	Per Page	=	
23	Visiting Cards With Golden Emblem [Per 100]	Single Side Both side	=	
24	Invitation Cards with Matching Envelopes [Per Set] on 300 GSM paper	Single side Both side	=	
25	Visitor Slip Pads (1x100) per pad		=	
26	Printing of I Card Strap( Dori) each		=	
27.	Pensioner I Card	Both side	=	
28.	Printed Card Board (A4 size)	Per 100	=	
29.	D.O. letter Head Folder set	Per set	=	
30.	Cash Receipt Book (1 + 1) [A8 size]	200 receipts	=	
31.	Printed Cover (A4 size)	Single colour	=	
		Double colour	=	
		Multi colour	=	
32.	Printed Card Board	Each	=	
33.	DO Letter Head Folder set (A4 size)	Each	=	
34.	DO Letter Head Folder set (A5 Size)	Each	=	

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