

F.No.7 (23)/2007/NMCC
Government of India
National Manufacturing Competitiveness Council
(Ministry of Commerce & Industry)

Vigyan Bhawan Annexe New Delhi
Dated the 20th Nov 2007

Sub : Tender for Printing of letter Heads/ D.O letter Heads, Visiting Cards, File Cover, Slip Pads and other stationary items for the National Manufacturing Competitiveness' Council (NMCC), New Delhi.

Sealed Tenders are invited for Printing and supply of the office Stationary items as per list at Annexure for the National Manufacturing Competitiveness, (NMCC), Department of Industrial Policy & Promotion, Ministry of Commerce & Industry, Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi, as per terms and condition given below:

Terms and Conditions:-

- (a) Late submission of tenders will not be accepted. NMCC reserves the right to reject any or all quotations without assigning any reason therefore.
- (b) The tenderer should sign and stamp on each page of the tender document as a token of having read and understood the terms &
- (c) (i) TIN No. of the tenderer may be indicated. If TIN No. has not been obtained copies of IT returns for the last 3 years may be attached.
(ii) The VAT No. of the firm may also be indicated failing which the tender will not be considered.
- (d) The Printers are required to quote comprehensive cost and shall arrange for all materials and machines required for execution of the job.
- (e) Rates should be quoted strictly as per the tender specifications and should be valid for a period of minimum one year or till finalization of next tender and any deviation from the given specification shall not be considered at all.

(f) **The Earnest Money of Rs. 2,000/-** (Rupees Two Thousand Only) through a Demand Draft from any scheduled National / International bank in Delhi/New Delhi drawn in favor of DDO, NMCC, New Delhi must accompany the quotation letter. Quotation received without earnest money will not be considered.

(g) The Earnest Money will be refunded to the unsuccessful bidders without any interest. However, **Earnest Money** deposited by the successful tendered will be kept as **Security Deposit**. The same will be refunded without any interest after the successful completion of the contract.

(h) Non-acceptance of contract by the successful tender will also result in forfeiture of Earnest Money and subsequent disqualification for participation in any future tender in the NMCC. Similarly, Non-compliance of terms and conditions will result in cancellation of the contract and forfeiture of Security Deposit.

(i) The ordered printed material has to be supplied within a period of three days from the placement of the purchase order and as per the specification/approved quality of material to be printed upon. If the items printed/supplied are not found according to the specification/approved quality, the same will not be accepted. The defective Printed material will be replaced by the supplier at his own cost. NMCC shall not be liable for any compensation whatsoever.

(j) The normal schedule of payment is 30 days from the date of receipt of bill in NMCC. The payment will be made through A/C payee cheque only.

(k) The accepted rates will remain operative for a period of one year from the date of awarding the contract. No escalation in rates, whatsoever reason, statutory or otherwise, will be allowed. However, extension of the contract for the next year or part thereof will be considered keeping in view the satisfactory performance of the firm.

(l) Sub letting of the job or part thereof shall not be allowed in any way. The Firm will abide by the terms & condition of the tender strictly.

(m) Notwithstanding any thing contained herein, NMCC also reserves the right to terminate the contract at any time or stage during the period of contract without assigning any reason therefor and without incurring any financial liability whatsoever to the Firm.

2. The tender in sealed cover prominently marked as “**Tender for Printing & supply of Office Stationary items**” addressed to the Deputy Chief, NMCC, should reach the undersigned latest by 1500 Hrs 03rd December, 2007. Tender received after due date and time will not be entertained. The Quotations will be opened on the same day at 1600 hrs in Room No. 242, Vigyan Bhawan Annexe, New Delhi-110011. One authorized representative of each bidder would be allowed to participate in the tender opening process.

3. The samples of the above items can be inspected in Room No. 110, Vigyan Bhawan Annexe between 1100 hrs to 1300 hrs on all working days.

(S.S. Madan)
Deputy Chief
Telefax : 2302-2535
E-mail: ss.madan@nic.in

Annexure

S No	Name of the firm	Rates	Quantity
1	2	3	4
1	Confidential/Most Immediate/for signature/ Rajya Sabha/ Lok Sabha Slips(Ivory paper)		Per hundred
2	Slip Pad for Meeting purpose (20 sheets ruled- A-8 Size with fine paper)-		per Pad/ Per hundred
3.	Slip pad (Spiral with Hard cover) for meeting purpose A-8 size in Hard cover with Name & Address.		per Pad/ Per hundred
4	White Envelope SE-5 with Name & Address of the Council printed thereon.		100gms/ per thousand
5	White Envelope SE-6, with Name & Address of the Council printed thereon.		100gms/ per thousand
6.	White Envelope SE-8, with Name & Address of the Council printed thereon.		100gms/ per thousand
7.	White Envelope A-4, with Name & Address of the Council printed thereon.		100gms/ per thousand
8.	White Window Envelope SE-5 with Name & address of the Council printed thereon (100gms/per thousand)		100gms/ per thousand
9.	White Window Envelope A-4 with Address of the Council to be printed thereon.		100gms/ per thousand
10.	Brown Envelope SE-5, with Name & Address of the Council printed thereon.		100gms/ per thousand
11.	Brown Envelope SE-6, with Name & Address of the Council printed thereon.		100gms/ per thousand
12.	Brown Envelope SE-8, with Name & Address of the Council printed thereon.		100gms/ per thousand
13.	Brown Envelope A-4, with Name & Address of the Council printed thereon.		100gms/ per thousand
14.	DO Letter Heads A-4 with National Emblem in coloured ink - Bond Paper.		Per hundred
15.	DO Letter Heads A-5 with National Emblem in coloured ink - Bond Paper.		Per hundred
16.	DO Letter Heads A-4 with National Emblem in Golden Embossed Bond Paper.		Per hundred
17.	DO Letter Heads A-5 with National Emblem in Golden Embossed Bond Paper.		Per hundred
18.	Letter Head A-4 Ordinary on Bond paper with Council Address printed thereon.- Ordinary.		Per hundred

19.	Letter Head A-5 Ordinary on Bond paper with Council Address printed thereon.- Ordinary.		Per hundred
20.	Envelope A-4 (Plastic Quoting inside) with address of the council duly printed there on.		Per hundred
21.	Envelope SE-8 with Cloth Quoting from inside printed with Ashok Emblem and name and Council's address printed thereon.		Per hundred
22.	Solo Plastic Folder (No-101) with Golden National Emblem and address of the Council printed thereon.		Per hundred
23.	Visiting Card (Sun-shine) –Single side printing with coloured National Emblem.		Per hundred
24.	Visiting Card (Sun-shine) –Both side printing with coloured National Emblem.		Per hundred
25.	Visiting Card (Executive) with Golden embossed National Emblem – Single side printing.		Per hundred
26.	Visiting Card (Executive) with Golden embossed National Emblem – Both side printing.		Per hundred
27.	Printed Remarks slip for Officer's Desk of different size		40 sheets per pad/per hundred
28.	File Cover printed with Council's Name & Address as per sample approved.		Per hundred