

No. 14011/2/2016-Admn
Government of India
Ministry of Chemicals & Fertilizers
(Department of Fertilizers)

Room No. 203-D, Shastri Bhawan,
New Delhi- 110 001.

Dated the 19/5 May, 2016.

TENDER NOTICE

Subject: **Award of Annual Contract for supply of printed stationery articles.**

Department of Fertilizers invites sealed rate quotations from local experienced and financially sound firms for supply of printed stationery articles to Department of Fertilizers for a period of one year. **The list of printed items for which rates are being sought may be seen in the Annexure- 'A'.**

2. The complete Tender document can be downloaded from the website (fert.nic.in) of this Department.

3. Interested parties having experience in supply of printed stationery articles in the Government Ministries / Departments / Semi-Government organizations, including Public sector Undertakings may submit quotation in a sealed Envelope superscribed "**Supply of Printed Stationery articles**" addressed to the Under Secretary (Admn.), Department of Fertilizers, Room No. 205-D, Shastri Bhawan, New Delhi-110 001 and drop it in the Tender Box placed at the Facilitation-cum-Right to Information Desk located in Garage No. 12, G.F. Shastri Bhawan, New Delhi **latest by 12.00 Noon on 14.6.2016. It may be noted that rates of articles should be submitted in the proforma containing the list of printed articles at annexure-A. Besides, Declaration Certificate along proforma pertaining to information regarding PAN No. VAT/TIN No. etc. are to be enclosed with the quotation as per annexure 'B' and 'C'. The terms and conditions may be seen in the Annexure-D. The bids will be opened on the same day i.e. 14.6.2016 at 3.00 PM** in the cabin of the undersigned located in Room No. 205-D in the presence of the representatives of the parties who may wish to be present at that time. Bids received after due date / time and other than in Tender Box, will be summarily rejected. **Any Bid received without the EMD of Rs. 10,000/- (Rupees Ten Thousand) only in the name of the Pay & Accounts Officer, Department of Fertilizers in the form of 'Demand Draft' will not be considered.** The earnest money will be returned after the contract is finalized. To ensure due performance of the work contract, **Performance Security of Rs. 10,000/-** in the form of an Account payee Demand Draft in the name of the Pay & Accounts Officer, Department of Fertilizers or Bank Guarantee from a Commercial bank will have to be deposited by the successful bidder within 5 days of the award of the contract. The Performance Security should remain valid for a period of sixty days beyond the date of completion of contract.

2. The Department of Fertilizers reserves the right to amend or withdraw any of the terms and conditions contained in the Tender document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Department of Fertilizers shall be final and binding on all.

Yours faithfully'



(Purnzala Pulamte)

Under Secretary to the Govt. of India
Tele. No.23782545.

✓
To: NIC with request to upload the tender on DOF web site.

Enclosure to Tender Notice No. 14011/2/2016-Admn. dt. May, 2016.

Details of Printed Articles

S. No	Description of Articles	Specification / Size	Rate per thousand (Rs.)	
1.	Letter Heads on imported Paper (120 gms.) with embossed Golden Emblem & Screen Printing in colour	A-4		
		A-5		
		A-6		
		A-8		
2	Letter Heads on 100 gms Ballarpur Mill's paper with emblem and screen printing	A-4		
		A-5		
		A-6		
		A-8		
3	(i) Letter Heads on Sunlit Bond Paper (duly printed)	A-4		
		A-5		
		A-6		
		A-8		
		A-16		
	(ii) On executive bond paper (duly printed)	A-4		
		A-5		
		A-6		
		A-8		
		A-16		
4	Envelopes White/Coloured, fine superior quality (duly printed)(90 gsm) (i) Plain (ii) Window	Specification/ Size	Rate(per thousand (Rs.))	
			(i) (Plain)	(ii) (Window)
		SE-5		
		SE-6		
		10x12		
		10"x8"		
5	Envelopes (khaki)/(Yellow) on good quality Paper (duly printed)	Specification/Size	Rate(per thousand (Rs.))	
			(Khaki)	(Yellow)
		SE-5		
		SE-6		
		SE-7		
		SE-8 (Plain)		
		SE8A(cloth)		
10x12 (Laminated)				

6	Visiting cards with golden emblem and screen printing (@ per Hundred)	(i) Ivory			
		(ii) Plain			
		(iii) Hand made Paper			
7	(i) Slip Pads on executive bond paper (separately perforated tear off facility), duly printed and bound (@ Each)		25 (Sheets)	50 (Sheets)	100 (Sheets)
		A/8			
	A/16				
	(ii) Slip Pads on Sunlit bond paper (separately perforated tear off facility), duly printed and bound (@ Each)	A/8			
		A/16			
	(iii) Slip Pads (plain/ordinary paper) (@ Each)	A/8			
A/16					
8	File Covers in any colour (duly printed on cover and inside) eyeleted and cloth patti on centre-fold. (i) On thick board paper (As per sample) (ii) On Hand made paper @ per thousand	Size (14"x10")	(Thick Board Paper) (27 kg paper) (Each) (i)	Thick Board Paper (31 kg paper) (Each) (ii)	
9.	Lok Sabha/Rajya Sabha , Visitor, Immediate, Secret, Confidential Slips etc.	Per thousand			
10.	Printing of Annual Report	Per Page	Single Colour Printing on Matlitho paper 80 GSM	Four Colour Pringing on Art Paper 100 GSM	
11.	Printing of Outcome Budget	Per Page	Single Colour Printing on Matlitho paper 80 GSM	Four Colour Pringing on Art Paper 100 GSM	
12.	Invitation Cards with golden emblem and screen printing	Per 100			
13.	Printed Certificates	Each			
14.	Banner (Normal Size)	Each			
15.	Printed Identity Cards with, dori (for meeting)	Each			
16.	Identity card Cover (Hard Plastic) with Dori	Each			
17.	Car Parking Label	Each			
18.	Photocopy B & W	Per page (A-4)			
19.	Photocopy coloured	-do-			
20.	Set Making	Upto 51-100 page -do- 101-150 -do- 150-200			

DECLARATION

1. I, _____ son /
daughter of

Sh. _____ Proprietor /

Partner/Director / Authorized signatory of

_____ am competent to sign this
declaration

and execute this Tender document.

2. I have carefully read and understood all the details of
the Tender and these are fully acceptable to me.

3. I hereby certify that our company has not been **black
listed** by any Government Ministry / Department /PSU / Private
sector.

4. The information / documents furnished along with the
above document are true and authentic to the best of my
knowledge and belief. I / We am / are well aware of the fact that
furnishing of any false information / fabricated document would
lead to rejection of Tender at any stage besides liable to
prosecution under appropriate law.

Date:
/Director

Signature of owner / Managing Partner

Full Name:
Place:
Company Seal

N.B: The above declaration, duly signed in token of their
acceptance, should be enclosed with the bid.

PROFORMA**Annexure-C**

1.	Name of the Bidding Firm/Company	
2.	Full Address	
3.	Telephone Number and Fax	
4.	Details of Earnest Money Deposit: Rs. 10,000(Rs. Ten thousand) only	
(b)	D.D. No. and Date:	
(c)	Drawn on Bank:	
5.	Give details of printing work undertaken in Government of India Ministries / Department / Undertakings / Private companies in the following format:	
6.	Details of Ministry / Department where printed work undertaken along with name, designation, address, Telephone & Fax number of the concerned officer and details of value of system installed along with copy of work order etc. (copies of work orders along with telephone numbers of the concerned officer from the Ministries / Departments / PSUs may be enclosed)	1.
		2.
		3.
7.	PAN No: (copy to be enclosed)	
8.	VAT /Pin No. Registration No. (copy to be enclosed)	

Declaration

I hereby certify that the information furnished above is correct to the best of my knowledge. I/ We understand that in case of any deviation is found in the above statement at any stage, the company will be black listed.

Date:

(Signature of Owner / Managing Partner/ Director

Place:

Full Name:

Company seal