

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 25th April, 2016.

TENDER NOTICE

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

Department of Fertilizers invites sealed tenders under '**Two Bid system**' i.e. 'Technical Bid and 'Financial Bid' from reputed, 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 tiems for which rates are being sought may be seen in the Financial Bid Form at Annexure- 'B'.**

2. The complete Tender document can be downloaded from the website (fert.nic.in) of this Department.
3. Interested financially sound parties having adequate experience in supply of printed stationery articles in the Government Ministries / Departments / Semi-Government organizations, including Public sector Undertakings may submit their quotations 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. The sealed cover containing the **Technical Bid (Annexure-A)** and **Financial Bid (Annexure-B)** is to be deposited only 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 12.5.2016.** **The Technical Bid and the Financial Bid should be sealed by the bidder in separate covers duly superscribed as mentioned above.** The **Declaration Certificate** in the prescribed proforma at **Annexure-C**, should be enclosed with the Technical Bid. **The terms and conditions may be seen in the Annexure-D.** Bids received after due date / time and other than in Tender Box, will be summarily rejected. The Technical bid will first be opened on the same day i.e. 12.5.2016 at 3.00 PM in the cabin of the undersigned located in Room No. 205-D and the Financial Bids of those found qualified from the technical angle and short listed, will be opened at the same time and vaneue on 13.5.16. The authorized representatives of the bidders who wish to attend the 'Technical and Financial bid' opening, may contact the undersigned to facilitate their entry. **Any Technical Bid received without the EMD of Rs. 20,000/- 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 to all the tenderers after the contract is finalized. To ensure due performance of the work contract, **Performance Security of Rs. 20,000/-** 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 Secuirty 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'

(Sanjay Srivastava)  
Under Secretary to the Govt. of India  
Tele. No.23389364.

Copy to:-

1. As per list.
2. NIC with request to upload the above information on DOF web site.

**APPLICATION – TECHNICAL BID**  
**For supply of stationary and sundry items to Department of Fertilizers.**

9. Name of Tendering Company/: \_\_\_\_\_  
 Firm / Agency  
 ( Attach certificate of registration)
10. Name of proprietor / Director : \_\_\_\_\_  
 of Company / Firm /agency \_\_\_\_\_  
 \_\_\_\_\_
11. Full Address of Reg. Office:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Telephone No. : \_\_\_\_\_  
 FAX No. : \_\_\_\_\_  
 E-Mail Address : \_\_\_\_\_
12. Full address of Operating  
 /Branch Office  
 : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Telephone No. : \_\_\_\_\_  
 FAX No. : \_\_\_\_\_  
 E-Mail Address : \_\_\_\_\_
13. PAN / GIR No. : \_\_\_\_\_  
 (Attach self-attested copy)
14. VAT/TIN Registration No. : \_\_\_\_\_  
 (Attach self-attested copy)

15. Experience if any in the printing area may be indicated alongwith copies of experience.
16. Additional information, if any  
(Attach separate sheet, if required)
17. Details of Earnest Money Deposit : Rs. 20,000/- (Rupees Twenty thousand only)  
D.D. /P.O No.&Date : \_\_\_\_\_  
Drawn of Bank: \_\_\_\_\_

Signature of authorized person

Date :

Name :

Place:

Seal:

**Enclosure to Tender Notice No. 14011/2/2016-Admn. dt. April, 2016.****ANNEXURE-B****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 (Hundred) ( @ per	(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
		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		
8	File Covers khaki/colour (duly printed) eyeleted and cloth patti on centre-fold. (iii) On Craft paper (iv) On Hand made paper @ per thousand)	Size (14"x10")	Craft Paper (Each) (i)	Hand made 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 130 GSM
11.	Printing of Outcome Budget	Per Page	Single Colour Printing on Matlitho paper 80 GSM	Four Colour Pringing on Art Paper 130 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.	Stitching of Files	Each		
19.	Stitching and binding of Registers	Each		
20.	Stitching and binding of Pay Bill Registers	Each		
21.	Stitching and binding of Service Book	Each		
22.	Stitching and binding of GPF. Register	Each		
23.	Photocopy B & W	Per page(A-4)		
24.	Photocopy coloured	-do-		
25.	Set Making	Upto 51-100 page -do- 101-150 -do-150-200		
26.	Pensioner I. Card (Each)	Both side		

**Annexure-C**

**DECLARATION**

1. I, \_\_\_\_\_ Son / Daughter / Wife of Shri  
\_\_\_\_\_ Proprietor/Director/authorized signatory of  
the agency/Firm, mentioned above, is competent to sign this declaration and execute  
this document;
2. I have carefully read and understood all the terms and conditions of the tender for  
supply of Printed Stationery articles to Department of Fertilizers, New Delhi and  
undertake to abide by them;'
3. The information / documents furnished along with the above application 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  
my tender at any stage besides liabilities towards prosecution under appropriate law.
4. We also certify that our firm has never been black listed by any Minsitry/ Department  
of Govt. of India or any PSU/ State Govt.

**Date:**

**Place:**

**Signature of authorized person**

**Full Name:**

**Seal:**

Annexure-D

Enclosure to Tender Notice No. 14011/2/2016-Admn. dated April, 2016

Terms and Conditions

1. The rates for all items should invariably be quoted and also to be given in specified format. The rates to be approved on the basis of quotations shall be valid for the whole of the period of contract and no upward revision will be allowed during the period of contract under any circumstances. The contract will be for a period of one year which can be extended further subject to satisfactory performance of the contractor and will also depend upon the price trend for the services / products in the market on the date of extension. The successful tenderer shall employ and depute sufficient number of people for collecting of samples and supply of goods to the Department. It may be noted that no compromise on quality would be made. In case it is found at any stage that the quality is inferior than that already approved, the contract is likely to be cancelled and firm blacklisted. No advance payment will be made under any circumstances. The Department reserves the right to terminate the contract any time without assigning any reason.
2. The firms desirous of participating in the tender process should have necessary competence / capacity to handle jobs relating to printing etc. The firm should have to ensure that the orders to be supplied by the Department are executed within the give time frame.
3. 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. If the firm commits breach of any of the terms and conditions or is not able to complete the work in time or quality of work / paper etc. is not found of he desired level, the contract will be cancelled and security deposit shall be forfeited.

LIST OF PRINTING FIRMS WHOM LETTER SEEKING QUOTATIONS ARE BEING SENT BY SPEED POST.

12. M/s. Ashoka Offset Works,  
A-60/3, G.T. Karnal Road, Industrial Area,  
Azadpur, Delhi.
13. U.K. Printograxc zphics,  
2289, Gali Bari Paharwali,  
Dharampura, Chawri Bazar,  
Delhi-110006.
14. Swastic Impex,  
M-64, Gali No. 4,  
Naveen Shahdara,  
Delhi-110052.
15. M/s. Mehta Offset Pvt. Ltd.,  
Mehta House, A-16(East), Naraina Industrial Area-II,  
New Delhi-110028.
16. M/s. Gowersons Publishers (P) Ltd.,  
Gulab House, Maya Puri Industrial Area,  
New Delhi.
17. Anil Enterprises,  
A-118, Ashok Vihar Phase-II,  
Delhi-110032.
18. M/s. Aravali Printers & Publishers (P) Ltd.,  
W-30, Okhla Industrial Area, Phase-II,  
New Delhi-110020.
19. V.V.S. Stationers & Printers,  
2292, Ground Floor, Gali Bari Pahar Wali,  
Dharampura, Chawri Bazar,  
Delhi-110006.
20. M/s. Viba Press Pvt. Ltd.,  
C-66/3, Okhla Industrial Area,  
Phase-II,  
New Delhi-110020.
21. Gopal Fine Press,  
21, Oberoi Compound,  
Gali Patthar Wali,  
Opp. Dilshad Garden Metro Station,  
Delhi-110095.
22. Prakash Marketing,  
Unit 14, Tribhuvan Complex,  
10<sup>th</sup> Mile Stone,  
Mathura Road, Iswar Nagar,  
New Delhi-110065.