

MINISTRY OF EARTH SCIENCES, GOVERNMENT OF INDIA
Mahasagar Bhavan, Block-12, CGO Complex, Lodi Road, New Delhi-110003, India
Website <http://www.moes.gov.in>

MoES/ 8/1 /2010 -Genl.

Dated 03 / 11 /2010

Subject:-Sealed quotation for printing & supply of misc. stationery of this Ministry.

Sir,

Sealed quotations are invited for the following works of this

Ministry .

- (1). Spiral binding with PVC & plastic coated cover of ¼ and full scape size up to 100 sheets & above 100 sheets.
- (2). Leather binding & ordinary binding of various sizes including service book etc.
- (3). (a) Supply of DO letter head duly printed on executive bond 80 GSM paper ¼ and 1/5 sizes alongwith the logo prescribed by the Government of India.
(b) Supply of DO letter head duly printed on German bond 80 GSM paper ¼ and 1/5 sizes alongwith the logo prescribed by the Government of India.
(c) Supply of letter head duly printed on executive bond 80 GSM paper in ¼ and 1/5 sizes
- (4). Making of colour photocopy A-4, F/S and A-3 sizes per copy.
- (5). (a) Supply of (Ruled slip book) good quality (A-8 size) printing and spiral binding (50 sheets).
(b) Supply of (Plain slip book) good quality (A-8 size) printing and spiral binding (20 sheets)
- (6). Supply of invitation cards:-
(a) Cost of card with envelopes size 4"x 6" and 5"x 7"
(b) Printing per side and both side per 100 single colour
(c) Printing per side and both side per 100 in two colours.
- (7). Supply of visiting cards :- 1) Ivory 2) synthetic
(a) Ordinary Printing one side per 100 and both sides per 100 cards.
(b) Raised printing one side per 100 and both sides per 100 cards.
(c) Screen printing process one side per 100 and both sides per 100
(d) With die printing (logo) one side per 100 and both sides per 100

2. You are requested to send your quotations in **two separate sealed covers** using **one for technical bids** and **one for financial bids** containing in a sealed cover superscribing "Quotation for PRINTING & SUPPLY OF Misc. STATIONERY ITEMS for use in the Ministry" addressing to the Section Officer(Genl.) latest by 29/11/2010 by 15.00 hrs. The Technical bids will be opened on the same day at 15.30 hrs by the committee constituted. One representative of the firm, if so desire may present at the time of opening of technical bid. Financial bid will be opened in due course in respect of those bidders only to whom the Committee will find technically qualified.

3. The quotation not sent in the manner indicated above would be liable to be ignored. The rates quoted by you will be valid for one year from the date of issue of the work order.
4. The submission of quotation will not place this Ministry under any obligation to place the order and expenses incurred by you in this regard will not be payable by this Ministry. The quotation may be dropped in the Tender Box kept at Ground floor by 15.00 hrs on or before 29/11/2010 along with Account Payee Demand Draft of Rs.8,000/- (Rupees eight thousand only) as EMD (refundable without interest after the order awarded) drawn in favor of the D.D.O., Ministry of Earth Sciences, Block-12, CGO Complex, New Delhi-110003. An amount of Rs.15,000 will be taken from successful bidder by the Ministry as security deposit and the same will be returned to the concerned firm within sixty days after the supply of items and no interest on it will be paid. **Quotation not supported with the demand draft for the said amount will not be entertained.**
5. **Along with technical bids - PAN/Service Tax details; contact address with telephone number/fax number; Proof of Sales Tax/Income Tax Registration Number; Proof of Sales Tax/Income Tax Clearance Certificate, are to be attached. In the financial bids, only rates are to be clearly indicated whether it is inclusive or exclusive of taxes.**
6. The tender notice is also available on Ministry's **website** [www://moes.nic.in](http://www.moes.nic.in).
7. The quotation not sent in the manner indicated above would be liable to be ignored. It should be clearly indicated whether the rates quoted by you are inclusive or exclusive of tax. The article will be required to be delivered free of cartage charges at the premises of the office, Ministry of Earth Sciences, Block-12, CGO Complex, Lodi Road, New Delhi-3.
8. In case your rates are approved and you are asked to supply the same, you will be required to supply the same within two weeks from the date of order.
9. The Ministry reserves the right to accept any quotation not necessarily the lowest or to reject all the quotations without assigning any reason.
10. Any further details, if required may be obtained from "Section Officer(Genl), Room No.1, Ground Floor, Block-12, on any working day.

Sd/-

(K.S.Subramanian)
Section Officer(Genl.)
Tel:-24306891

PROFORMA FOR FINANCIAL BID
(TO BE PUT SEPARATELY UNDER SEALED COVER)

1. Name of the Company, address, etc.
2. Details of rate quoted
(Figures may be written in words as well as in figures. In case of any discrepancy between figures and words, the written in words will be taken for consideration.
Note : No cutting or over-writing will be allowed. Any financial bid with over-writing or cutting will be disqualified.

TABLE

1. Spiral binding with PVC & plastic coated cover of ¼ and full scape size up to 100 sheets & above 100 sheets.
2. Leather binding & ordinary binding of various sizes including service book etc.
3. (a) Supply of DO letter head duly printed on executive bond 80 GSM paper ¼ and 1/5 sizes along with the logo prescribed by the Government of India.
(b) Supply of DO letter head duly printed on German bond 100 GSM paper ¼ and 1/5 sizes along with the logo prescribed by the Government of India.
(c) Supply of letter head duly printed on executive bond 80 GSM paper in ¼ and 1/5 sizes
4. Making of color photocopy A-4,F/S and A-3 sizes per copy.
5. (a) Supply of (Ruled slip pad) good quality A-8 size printing and spiral binding (50 sheets).
(b) Supply of (Plain slip pad) good quality A-8 size printing and spiral binding (15 sheets)
6. Supply of invitation cards:-
(a) Cost of card with envelopes size 4"x 6" and 5"x 7"
(b) Printing per side and both side per 100 single color
(c) Printing per side and both side per 100 in two color.
7. Supply of visiting cards :- 1) Ivory 2) synthetic
(a) Ordinary Printing one side per 100 and both sides per 100 cards.
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(c) Screen printing process one side per 100 and both sides per 100 cards.
(d) With die printing (logo) one side per 100 and both sides per 100

Yours faithfully,

(Signature of the Authorized person)

Date:
Place:
Business Address:

Name:
Designation:
Seal:

PROFORMA FOR Technical Bid

The details in respect of the company are as given under:

Name of Firm	
Contact Address with Telephone/Fax No.	
Prof of Sales Tax/Income Tax Registration No.	
Prof of Sales Tax/Income Tax clearance Certificate	
PAN and Service Tax details	
Whether EMD enclosed	

DECLARATION

Declaration letter on official letter head stating the following:

- (1) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
- (2) We are not black-listed by any Central/State Government/ Public Sector Undertaking in India.
- (3) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
- (4) We are not black-listed by any Central/State Government/ Public Sector Undertaking in India.

Yours faithfully,

(Signature of the Authorized person)

Date:
Place:
Business Address:

Name:
Designation:
Seal: