

**No.15020/7/2016-Genl.**  
**Government of India**  
**Ministry of Textiles**

UdyogBhawan, New Delhi  
February , 2016

To,  
(As per enclosed list)

Subject: Limited Tender Enquiry for procurement of printed stationery items by the Ministry of Textiles,  
UdyogBhawan, New Delhi.

Sir,

I am directed to say that the Ministry of Textiles intends to procure printed stationery items through limited tender enquiries. The details of items to be procured are given in Annexure-I.

2. The following are the terms and conditions for the firms for submission of bids:

- (a) The firm should be a reputed firm having its registered office in Delhi and its own printing facility.
- (b) The firm should be registered under the Delhi Sales Tax / Delhi Value Added Tax (DVAT) Act, 2004.
- (c) The firm should have a minimum of five years experience in printing of stationery items to the Government Ministries / Departments, PSUs, Statutory / Autonomous Bodies etc.
- (d) The firm should have a valid PAN number.
- (e) The firm should have minimum annual turnover of Rs. 10 lakh during each of the last three years.
- (f) The firm should be in a position to supply printed stationery items at a short notice as and when requisitioned by the Ministry.
- (g) The printed stationery items shall be delivered in the Stationery Cell of this Ministry near Gate No. 11, Basement, UdyogBhawan, New Delhi.
- (h) The owner /proprietor /manager of the firm should be available on his own direct telephone (office as well as residence) and also on mobile phone as and when contacted.
- (i) The rates quoted for different printed stationery items shall be valid for one year from the date of opening of the bids. No request for escalation of rates shall be entertained after approval of the rates. However, in case of reduction in the market price of any of the items during the period of one year, the payment shall be admissible at the reduced rates. The selected firm shall charge the best rates i.e, the lowest rates as may be offered by it to other clients.
- (j) The printed stationery items should be of standard quality. In case it is found that the items supplied are sub-standard or are of unacceptable nature, it would be open for the Ministry to return back these items. In case of repetition of such an act on the part of the firm, the Ministry may terminate the contract and also forfeit the Performance Security.

- (k) The Ministry reserves the right to accept or reject any or all the bids without assigning any reason thereof.
- (l) The contract for supply of items will be awarded for a period of one year which may be extended or curtailed keeping in view the performance of the firm.
- (m) In case the firm is not able to supply the required items to this Ministry in time after placing of the supply order by it during the currency of the contract, the Ministry may terminate the contract and also forfeit the Performance Security.
- (n) The bidding firms are required to submit Technical Bids and Financial Bids. The Financial Bids of only those firms shall be opened who qualify technically.
- (o) The firms should quote unconditional rates strictly as per list of items. There should be no cutting/overwriting in the bids.
- (p) The bidding firms are required to deposit Bid Security (Earnest Money) of Rs. 10,000/- (Rupees ten thousand only) in the form of Bank Draft in favour of DDO (Cash), Ministry of Textiles, New Delhi along with the Technical Bids. The Earnest Money will be refunded to the unsuccessful bidders after finalization of the bids.
- (q) The successful bidder will have to deposit Performance Security Money for an amount of five percent of the value of the annual contract in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a commercial Bank, Bank Guarantee from a commercial Bank in an acceptable form safeguarding this Ministry's interest in all respects. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. Bid security of the successful bidder will be refunded on receipt of Performance Security.
3. Interested and eligible firms may submit Technical and Financial Bids (in prescribed Formats as given in Annexure-II & Annexure-III respectively) in separate sealed covers. Both these covers should be further sealed in a separate cover which should be superscribed "Bid for Printed Stationery Items" addressed to the **Under Secretary (Admn.), Ministry of Textiles, Room No. 29-B, UdyogBhawan, New Delhi and should reach him / her latest by 03.00 PM on 11<sup>th</sup> March, 2016.** Bids received after the stipulated date/time shall not be entertained. **The Technical Bids will be opened on 11<sup>th</sup> March, 2016 at 03.30 P.M. in Room No. 29B, UdyogBhawan, New Delhi** in the presence of the bidders or their representatives who may wish to be present.
4. This tender enquiry is also available on the Ministry of Textiles' website i.e., [texmin.nic.in](http://texmin.nic.in).

**Yours faithfully,**

**(JayashreeSivakumar)**  
**Under Secretary to the Govt. of India**  
**Tel No. 23062256**

Encls: As above.

**Copy to:** NIC, Ministry of Textiles for uploading on the website of Ministry of Textiles.

**Group- I**  
**Printed Items**

<b>S.N.</b>	<b>Details of the Items</b>	<b>Rate</b>
1.	Envelop SE-5 100GSM(Printed) Brown	
2	Envelop SE-6 100 GSM(Printed) Brown	
3	Envelop SE-7 100 GSM (Printed) Brown	
4	Envelop SE-8(Printed) Brown with cloth	
5	File cover Brown Printed 300 GSM	
6	File Cover Red/Green(Printed) 300 GSM	
7	D.O.Letter Big size(Imported Paper) with embossed Logo	
8	D.O.Letter Medium size(Imported paper) with embossed logo.	
9	D.O.Letter Small size(Imported paper) with embossed logo	
10	D.O.Letter for Ministry of Textiles, Big size , Simple Paper (Top printed)	
11	D.O.Letter for Ministry of Textiles small size , Simple Paper (Top printed)	
12	Slip Book Printed (10 pages)	
13	Slip Book Printed (100 pages)	
14	Visiting card Imported single/both embossed	
15	White envelop printed plain SE-6	
16	White envelop printed window SE-6	
17	Envelop White printed 120 GSM(A4)	
18	With Best Compliment slip	
19	Immediate/Confidential/seret/Priority/Urgent Slip	

Note: Samples of items to be printed may be seen in General Section of the Ministry, Room No. 29-B, UdyogBhawan, New Delhi.

(Signature of proprietor with seal)

## Annexure-II

### Format of Technical Bid

1. Name of the Firm:
2. Name of the owner / proprietor:
3. Address of the registered office of the firm:
4. Address where the printing facility is available:
5. Telephone / Mobile No.:
6. Registration No. of Delhi Sales Tax /  
Delhi Value Added Tax (a copy of the  
registration certificate to be attached):
7. PAN No. of the firm (a copy of PAN  
Card to be enclosed):
8. Experience in years (Documentary proof  
in support thereof may be attached):
9. Annual Turnover during the last three years:  
2012-13:  
2013-14:  
2014-15:  
(Enclose copies of balance sheet)
10. Details of Bid Security (Earnest Money):  
Demand Draft Amount:  
Demand Draft Number:  
Demand Draft Date :  
Name of Issuing Bank:

(Signature of proprietor with seal)

## Annexure-III

### Format of Financial Bid

<b>Sl. No.</b>	<b>Name of printed Stationary Item</b>	<b>Price / per item</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

- Note: 1. The rates quoted should be exclusive of VAT.  
2. The names of the items should be indicated Sl. No. wise as indicated in Annexure-I.

(Signature of proprietor with seal)