

GOVT. OF NCT OF DELHI
DELHI DISPUTE RESOLUTION SOCIETY (REGD.)
(DEPTT. OF LAW, JUSTICE & LEGISLATIVE AFFAIRS)
H0: Ground Floor, B- Block, Vikas Bhawan-II, Civil Lines,
Near Metcalf House, Delhi-110054

F.No.9/DDRS /PA/ADR/2010/diradr/224

Dated: 23.5.2013

TENDER NOTICE

Subject: Award of Annual Contract for Printing & Supply of Citizen Charter, Posters, Pamphlets Letter Heads, envelopes, etc., in Delhi Dispute Resolution Society.

SEALED quotations are invited from reputed/registered firms for award of Annual Contract for the printing & supply of **Citizen Charter, Posters, Pamphlets Letter Heads, envelopes**, etc., in the Delhi Dispute Resolution Society as per details mentioned at Annexure-I on the terms and conditions enumerated in the following paragraphs. Only reputed firms having adequate experience of at least three [3] years in the field are requested to submit their rates in the attached proforma (Annexure-I) duly completed and signed. The prospective firms should also furnish a copy of the PAN, Service Tax Registration along with detail in Annexure-II.

The tender form complete in all respect should be sent in sealed cover and super-scribed as under so as to reach this office by **12:00PM, 31.05.2013**.

"Quotations for the Printing work in the Delhi Dispute Resolution Society "

4. The quotations will be opened on the same day i.e **31.05.2013** by "**Purchase Committee**" of DDRS at 2.30 P.M. in the Head Office of this Society. The tenderers, if they so desire, may depute their representative to be present at the time of opening of tenders.
5. The Quotations should be accompanied with an earnest money of Rs.8,000/- (Rs. Eight thousand only) in the form of Cross-Cheque/Demand Draft in favour of "Delhi Dispute Resolution Society", without which the quotations will not be considered. The earnest money will be returned to all the tenderers after the contract is finalized.
6. The Terms & Conditions of the contract will be as follows:-
 - (i) **Period:** The successful firm will be required to start working immediately after award of the contract. The Society shall, however, has the right to terminate the contract at any time without assigning any reason thereof.
 - (ii) No increase in amount shall be considered at all during the currency of the Annual Contract. Any other charges like transportation/fare etc., will not be paid.
 - (iii) The firm should ensure that the printing is done and printed items are supplied within the given time frame.
 - (iv) 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.
 - (v) Conditional tender will not be accepted. Similarly, quotations received after stipulated date and time will also not be considered under any circumstances.
 - (vi) If the Firm commits breach of any of the terms and conditions or is not able to complete the work in time or the quality of work/paper is not of the desired level, the contract will be cancelled and security deposit shall be forfeited and the work will be assigned to another firm at the risk and cost of the Firm.

- (vii) The Delhi Dispute Resolution Society reserves the right to terminate the contract any time without assigning any reason.
- (viii) The representative of the firm will have to pick -up the work orders/material for printing from the office of this Society and will have to deliver the printed material in the office.
- (ix) As most of the items of work will be of urgent and time bound nature, the work will have to be completed within the stipulated time frame.
- (x) The firm will ensure that proof are shown and got approved before final printing. In case, the printing is done without getting the proofs approved and there is any error in the printing, this Society will not accept such work and no payment will be made for such work.
- (xi) No printing work shall be undertaken without prior permission/orders from the Director(ADR) / Supdt.(CT).
- (xii) Very good workmanship and quality of printing/paper are of vital importance. Any shortfall in the workmanship / quality of paper will not be tolerated and the firm may be asked to undertake the work again at no extra cost.
- (xiii) If at any stage, it is found that the performance, quality of work and paper is not satisfactory, the contract is liable to be terminated without any notice and the Performance Security shall be forfeited.
- (xiv) The Firm shall be awarded to the selected bidder(s) on fixed rates for one year. However, the contract may be extended for further period of one year, if mutually agreed by both the parties.
- (xv) The firm shall also indicate their PAN number, TIN number, address of the office and other statutory registration.
- (xvi) The firm must be situated in Delhi.
- (xvii) The successful Firm will be required to furnish the security deposit of Rs.15,000/- (Rs. Fifteen Thousand only) within ten days from the date of awarding the contract. The security deposit shall be in the form of Fixed Deposit with any of the scheduled Bank & pledged in favour of The Delhi Dispute Resolution Society, Delhi. The security deposit will be refunded only after the termination of the contract, subject to the satisfactory service/performance during the period of the contract. The security deposit will be forfeited if during the period of the contract, the services of the contracted agency are found to be unsatisfactory.
- (xviii) The rates may be quoted as per Annexure-I, Taxes (VAT, Service Tax) if any, may be specifically and separately indicated in the quotation.
- (xix) All the tenderers are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending their quotations, as no change or violation of the aforesaid terms & conditions are permissible once the quotation is accepted by this Society.

-sd/-
(SHARAD KUMAR SRIVASTAVA)
Supdt. (C.T.), D.D.R.S.

To

Website of Delhi Dispute Resolution Society.

Enclosure to Tender Notice No.F.9/DDRS /PA/ADR/2010/diradr/224 Dt. 23.05.2013

Form of quotation for printing of various items of Delhi Dispute Resolution Society

S.No.	Items of work	Size	Quality	Min Qty per order	Rates (in Rs)
1.	Multi Colour poster	12x18 inch	300gsm Art Paper, digital prints		
2.	Citizen Charter (glossy)	7x11 inch	130gsm Glossy Art Paper two colour prints on coloured paper (both side)		
3.	Citizen Charter (plain)	A4	75gsm Copy Paper black prints (logo in greyscale) on coloured paper (both side)		
4.	Pamphlets	A5	75gsm Copy Paper black prints (logo/pictures in greyscale) on coloured paper (both side)		
5.	Flyer	10x14 inch ±0.2	Newsprint paper		
6.	D.O. Letter Heads	A4	100gsm Royal Exec. Bond Golden/Blue Emblem and Screen Embossed Prints		
7.	Office Letter Heads	A4	75gsm Copy Paper logo in different colour		
8.	Office Letter Heads	A4	75gsm Copy Paper logo in same colour		
9.	Window Envelops	SE-6 280x127mm ±1.0	90gsm white paper transparent foil window for address		
10.	Window Envelops	SE-5 245x108mm ±1.0	90gsm white paper transparent foil window for address		
11.	Brown Envelops	SE-6 280x127mm ±1.0	good quality brown paper		
12.	Slip Pads	14x 22 cm	75/80gsm plain paper (WITH MICRO PERFORATION) 40 sheets with customised cover prints		
13.	Conference Pads	14x 22 cm	75/80gsm plain paper (WITH MICRO PERFORATION) 20 sheets with customised cover prints		
14.	Office File Covers	26 x35.5 cm ±0.05	300gsm (or higher) art paper File with one eyelet on top left corner with Binding Cloth pasted on center inside fold with customised cover prints		
15.	Visiting Cards With Golden Emblem	3.5 x 2 in ±0.05	220gsm fine quality coated art paper with good brightness and gloss		

16.	Visiting Cards	3.5 x 2 in ±0.05	220gsm fine quality coated art paper with good brightness and gloss		
17.	Employees ID Cards with lamination, cover and strap	3.5 x 2 in ±0.05	220gsm fine quality coated art paper		
			250gsm fine quality coated art paper		
			lamination		
			card holder (PVC /Plastic)		
			strap for card holder		
18.	Spiral Binding	A4 booklets	with transparent cover		
19.	Spiral Binding	A5 booklets	with transparent cover		

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(Signature of Authorised signatory)
(under seal of the co./firm)

Name of the Quotationer:

Complete Address:

Address(Works), if any & Contact Nos.

*Note: - the representative of the firms submitting quotations should also bring sample prints (relevant to above mentioned items) available with their firms, which will be kept with opened quotations for the purpose of comparative selection by the Purchase Committee of DDRS.

(to be submitted in the printed letter head of the firm)

To

Delhi Dispute Resolution Society (Regd.)
 (Deptt. of Law, Justice & Legislative Affairs)
 Govt. of NCT of Delhi
 Ground Floor, B- Block, Vikas Bhawan-II, Civil Lines,
 Near Metcalf House, Delhi – 110054

**Sub:- Award of Annual Contract for Printing & Supply of various items to Delhi Dispute Resolution Society
 - Invitation of quotations – regarding.**

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Delhi Dispute Resolution Society's Tender Notice No.9/DDRS /PA/ADR/2010/diradr/ _____ dated _____. The rates quoted are enclosed in Annexure-I and the information desired is as under: -

1.	Quotations (as in Annexure-I enclosed)		
2.	EMD Details	Amount : Name of Bank: Number of DD: Date of DD:	
3.	Experience Details	Name of the organization(s)	Year and value of work done (₹)
4.	Details of works premises including Infrastructure available		
5.	The details of the PAN and other statutory registration.		

1. I/we undertake that the documents mentioned above are genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and competent to contract.
2. I/we understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information.

(Signature of Authorised signatory)
 (under seal of the co./firm)

Name of the Quotationer:

Complete Address:

Address(Works), if any & Contact Nos.