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GOVT. OF NCT OF DELHI  
DEPARTMENT OF TRADE AND TAXES  
VYAPAR BHAWAN, I.P. ESTATE, NEW DELHI-110002.  
F.M. BRANCH

No.F.1(44)/CTT/FMB/16-17/ 2023-33

Dated 26/10/16

To

The Joint Director (EDP),  
Department of T&T,  
GNCT of Delhi, 12<sup>th</sup> floor, Vyapar Bhawan,  
I.P. Estate, New Delhi-110002.


Subject : Uploading of tender documents on Delhi Govt. / Departmental website of this department.

Sir,

Please find enclosed herewith a copy of Tender documents for the work of "Printing and providing of Service Brouchers".

You are, hereby, requested to upload the same on Delhi Govt. / Departmental website of this department **today positively**.

Enclosure : As above.

Yours faithfully  
  
26/10/16  
ASSTT. COMMISSIONER(FM)

543/EJP  
26/10/16

Speed Post

GOVT. OF NCT OF DELHI  
DEPARTMENT OF TRADE & TAXES  
VYAPAR BHAWAN, I.P. ESTATE, NEW DELHI  
FACILITY MANAGEMENT BRANCH

No.F.1(101)/CTT/FMB/16-17/

Dated :

To

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Subject: Inviting of Quotation for the 'Printing and providing of services brochures'.

Sir,

The undersigned is directed to invite quotations for work of 'Printing and providing of services brochures'. Interested parties may send their Quotation in sealed covered envelop addressed to the Asstt. Commissioner(FM), Department of Trade & Taxes (Facility Management Branch), Govt. Of NCT of Delhi, Room No.1005, 10<sup>th</sup> Floor, Vyapar Bhawan, I.P. Estate, New Delhi – 110002 subscribed with the work 'Providing and printing of services brochures'. The Quotations should reach the undersigned latest by 1.00 p.m. on **02.11.2015**. The quotations will be opened on the same at 3.00 pm in the above mentioned room in the presence of representative (s) of the firm who may wish to present there. **The estimated cost of work is less than Rupees Two lacs.**

**Terms and Condition on which the work will be entrusted are as given below:**

1. The rates should be quoted according to the details at Annexure 'B'.
2. Once accepted rates will not be altered.
3. An Earnest Money of Rs.10,000/- (Rupees Ten thousand only) in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Bankers's cheque or Bank Guarantee from any of the commercial bank in favour of **Commissioner, Trade & Taxes, Government of National Capital Territory of Delhi**, Vyapar Bhawan, I.P. Estate, New Delhi-110002. Earnest Money will not be accepted in the form of Cash/Money Order. The bid security shall remain valid for the period of three months from the date of issue. The EMD must be submitted physically before the last date and at the time of submission of tender.
4. The quoted rates of items must be including of all taxes, all charges, cartage and printing charges.
5. If the quality of papers and printing are found unsatisfactory, the Work Order will be terminated immediately without assigning any reason and EMD will be forfeited.
6. The articles should be supplied within Three days from the date of issue of Offer letter.

  
26/10/16

6. The articles should be supplied within Three days from the date of issue of Offer letter.
7. No extra payment would be made in any case to the firm except the rates approved by this department.
8. Tax Deduction Certificate (TDS) and Work Contract Tax (WCT), if applicable, will be deducted at applicable rates by the department.
9. The firm must be registered with Trade and Taxes Deptt., Govt. of NCT of Delhi and must also provide a copy of Sales Tax Registration/VAT/TIN Registration Certificate and valid PAN Card.
10. Conditional tenders shall not be accepted and shall not be rejected straightway.
11. The decision of Commissioner, VAT will be final in this regard.
12. Technical Bid-It must contain the documents mentioned in Performa for Technical Bid (Annexure -A).
13. The Tenderer must enclose the sample of the paper which will be used for printing of service brochures with tender documents.
14. Financial Bid-Should have only prices/rates quoted by the tenderers (Annexure-B).
15. **Financial Bid-Should have only prices/rates quoted by the tenderers (Annexure-B) and should be sent in separate envelop by quoting Financial Bid for the work of "Designing and fabrication of the departmental pavilion at the Delhi Pavilion IITF 2016 at Pragati Maidan, New Delhi" on the envelop.**
16. **Financial bids of those tenderers will be opened who will be found technically qualified by the Purchase Committee.**
17. If any information furnished by tenderer is found to be incorrect or false at any time, the supply order will be liable to be terminated without any notice.
18. The contract shall normally be awarded to the bidder who emerges L-1 in majority of the items.
19. Interested parties may visit this office to inspect the printing materials.

Yours faithfully



Asstt. Commissioner(FM)  
Department of Trade & Taxes

ANNEXURE-A

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DEPARTMENT OF TRADE & TAXES (FM BRANCH)  
VYAPAR BHAWAN, I.P.ESTATE, NEW DELHI-110002.

PERFORMA FOR TECHNICAL BID

1. Name of the firm :
2. Address :
3. Name & Address of Prop./:  
Partner/Authorized signatory  
(in case of Pvt. Ltd. firm)

S. No.	Name of desired Documents	Whether copy of desired certificate/documents are enclosed
1	EMD amounting to Rs.10,000/-	<u>Yes/No</u>
2	Copy of self attested Sales Tax/VAT/TIN Regn.	<u>Yes/No</u>
3	Copy of PAN Card.	<u>Yes/No</u>
4	Sample of Papers	<u>Yes/No</u>

.....  
(Signature of tenderer)  
(Rubber seal)

**ANNEXURE-B**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DEPARTMENT OF TRADE & TAXES (FM BRANCH)  
VYAPAR BHAWAN, I.P.ESTATE, NEW DELHI-110002.**

**PROFORMA FOR FINANCIAL BID**

S.No.	Description	Numbers	Rate of one Service Broucher (Inclusive of all charges, taxes and duties)	Total Amount
1	Printing of services brouchers for the size of 8.25 x 11.75 inches (open),	1000		
2	Printing of services brouchers for the size of 3.5 x 8 inches (Folded)	1000		
3	Printing of services brouchers two folds.	1000		

**Specification of Service Brouchers :**

Size	:	8.25 x 11.75 inches (open),
Folded size	:	3.5 x 8 inches
Folds	:	Two
Pages / sides	:	6
Paper	:	250 imported matte card
Lamination	:	matte front & back
Brochures	:	3 types

- Above prices are inclusive of Taxes.
- Implementation time : Within One week from the date of issue of Work Order.
- Validity of rates 90 days.

(Signature of Tenderer)  
(Rubber seal)