

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

No.F.1(94)/CTT/FMB/15-16/ 2693

Dated 20/01/17

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 of Departmental diary for the year-2017".

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

Enclosure : As above.

Yours faithfully

  
20/1/17  
Asstt. Comm. (FM)

1070/EDP  
20/1/17

20-1-2017

SSA  
AP (Secy)

20/01/17

Speed Post

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI, DEPARTMENT OF TRADE & TAXES (FACILITY MANAGEMENT BRANCH) ROOM NO.1005, 10TH FLOOR, VYAPAR BHAWAN, I.P. ESTATE, NEW DELHI-110002.

NO.F.1(94)/CTT/FMB/DIARRY/15-16/

2681-91

DATED: 20/01/17

To

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SUB:- Quotation for Printing of Departmental diary for the year – 2017.

Sir,

The undersigned is directed to invite quotations for above said work. Interested parties may send / deposit their Quotation in sealed covered envelop addressed to Spl. Commissioner (FM), Department of Trade & Taxes (Facility Management Branch), Govt. Of NCT of Delhi, Room No.304, 3<sup>rd</sup> Floor, Vyapar Bhawan, I.P. Estate, New Delhi – 110002 subscribed with the work " Printing of Departmental diary for the year – 2017". The Quotations should reach the undersigned latest by 1.00 p.m. on 27.01.2017. The quotations will be opened on the same at 3.00 p.m. in the above mentioned room in the presence of representative (s) of the firm who may wish to present there.

TERMS AND CONDITIONS:

1. Rates should be quoted only on the tender form inclusive of VAT, all other taxes admissible under the rules and packing, transit and forwarding to road carrier and statutory levies, if any and no extra charges will be paid for these items.
2. Tax Deducted at Source (TDS) and Work Contract Tax (WCT), if applicable, will be deducted as applicable rates by the department.
3. Technical Bid- it should contain the documents mentioned in Performa for Technical Bid (Annexure-A).
4. Financial Bid – should have only prices / rates quoted by the tenderers (Annexure-B).
5. An Earnest Money deposit of Rs.10,000/- (Rupees Ten Thousand only) in the form of Demand Draft, Fixed Deposit, Banker's cheque or Bank Guarantee should be accompanied with the tender in favour of Commissioner (Trade & Taxes), Govt. Of NCT of Delhi, Vyapar Bhawan, I.P. Estate, New Delhi from a commercial bank. Earnest Money will not be accepted in the form of cash/Money Order. No tender shall be accepted without Bid Security and shall be rejected straightway. The Bid Security shall be refunded to the unsuccessful tender(s) after finalization of the tender.
6. Successful bidders/tenderers should have to submit Performance Security that would be 10% of Tender Value and should be in the form of Fixed Deposit Receipt, Bank Guarantee from a commercial bank in favour of Commissioner, Trade & Taxes, Govt. of NCT of Delhi. The EMD submitted along-with tender document will be returned by the department on receipt of said performance security. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligation of the supplier including warranty obligations. The Performance Security Deposit shall bear no interest.
7. An undertaking that their firm / agency has not been black listed by any Govt. / Authority / Deptt.
8. An undertaking that the bidder firm agree with the tender /quotation documents.
9. The firm should be registered with Trade and Taxes Department, GNCT of Delhi and should also provide a copy of Sales Tax Registration/VAT/TIN Registration Certificate and valid PAN Card issued by the Income Tax Department.
10. The tenders received would be opened in the presence of representatives, if any of the tenderers who may be present on the occasion.
11. VAT registration number allotted by the 'VAT' Department must be mentioned in the Invoice without fail and in the absence of which payment will not be released.

  
20/1/17

## 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	An Earnest Money deposit of Rs.10,000/(Rupees Ten Thousand only) in the form of Demand Draft, Fixed Deposit, Banker's cheque or Bank Gurantee should be accompanied with the tender in favour of Commissioner (Trade & Taxes), Govt. Of NCT of Delhi, Vyapar Bhawan, I.P. Estate, New Delhi from a commercial bank.	Name of Bank Branch Amount :
1.	(i) Copy of self attested Sales Tax/VAT/TIN Rcgii.	<u>Yes/No</u>
	(ii) Copy of PAN Card.	<u>Yes/No</u>
2	Undertaking that their firm/agency is not declared black listed by any Govt./Authority/Department	<u>Yes/No</u>
3	An undertaking that the bidder firm agree with the tender /quotation documents.	<u>Yes/No</u>
4	Sample of Paper of Departmental Dairy.	<u>Yes/No</u>

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(Signature of tenderer)  
(Rubber seal)

  
20/1/17