



Core-1, Scope Complex, 7 Institutional Area, Lodhi Road, New Delhi-110 003 (INDIA)
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No. MMTC/Admn./Printing/2014-15

18.06.2014

SUB : Tender of Printers for undertaking Printing Job.

MMTC Limited, with its Registered Office at Scope Complex, Lodhi Road, New Delhi – 110003, invites applications for undertaking printing jobs from experienced and competent agencies having its office and supply point in Delhi/NCR only.

All interested parties are requested to drop their sealed tenders in **two separate envelops comprising (A) TECHNICAL BID (Annexure – I) with prescribed EMD and documents (B) PRICE BID (Annexure – II)** duly superscripted on the envelop technical bid or price bid as case may be, bearing the name and address of the bidders in both bids in Tender Box kept in Administration Division, 2nd Floor, Scope Complex, Lodhi Road, New Delhi latest by 15.30 pm on 04th July, 2014. The technical bid will be opened at 16.00 p.m. on 04th July, 2014.

Tender documents containing detailed terms and conditions can be downloaded from MMTC's website <https://eprocure.gov.in> or www.mmtclimited.com

General Manager (Admn)

TERMS AND CONDITIONS

1. Tenders should be accompanied with EMD of Rs.10,000/- (Rs. Ten Thousand only) through BC/DD favouring MMTC Limited, payable at New Delhi.
2. The agency should be on the panel of Govt. PSUs, Public Sector Banks and MNCs. (Attach copies of work orders).
3. The agency must be having its office and supply point in Delhi/NCR only.
4. The agency should be an income tax assessee having valid PAN number and having filed its return for the last three assessment years (copies of IT-returns may be furnished along with a copy of the PAN Card). Copy of DVAT Registration and service tax registration to be enclosed.
5. The rates quoted shall be valid for one year from the date of acceptance of the Tender documents. No request for increase in the rates and during the tenure of contract period shall be entertained under any circumstances or on any account.
6. One set of samples along with specifications to be enclosed in the tender for the items quoted by the participants.
7. Applicable taxes/duties if any to be indicated otherwise rates will be taken as all inclusive.
8. Rates to be quoted in the prescribed format only. Rates submitted separately will not be considered.
9. The successful bidder shall be required to deposit a Demand Draft for Rs. 10000/- (Rs Ten Thousand Only) favoring MMTC Limited, payable at New Delhi towards security. The security amount is liable to be forfeited in the event of unsatisfactory work and or delay in execution of the work entrusted or in case of failure on the part of the printer. The security deposit will be refunded to the printer on successful completion of the contract period without any interest.
10. During the operation of the contract, if it is established that the printer is not able to complete the job assigned in time, the contract can be terminated by giving one week's notice period and the job will be awarded to another Printer at their cost, expenses and risk.
11. On placement of work order, the Printer is required to execute the job within the specified delivery period. In case of failure, to supply the printed/finished material within the specified time, for reasons beyond the printer's control, there will be deduction in the bill submitted beyond the delivery date @ 5% per work on the total cost of the job.
12. In case the work is not done as per the specifications/requirement, MMTC will be at liberty to accept the same with suitable penalty or to straight away reject the entire material without paying any compensation on any ground.

13. MMTC will place the job orders on the Printers as per the requirement from time to time during the contract period.
14. In case of any dispute regarding the quality of paper used, quality of printing and any other matter relating to the Tender and Supply etc. the decision of the General Manager (Admn.) shall be final and legally binding on the bidder.
15. MMTC reserves the right to reject any or all the Tender without assigning any reasons, thereof.
16. MMTC reserves the right to panel one or more agencies for the jobs with identical rates or different rates.

PROFORMA FOR TECHNICAL BID

1) Tenderer/contractor's Name:

2) Tenderer/Contractor's Address with Telephone, Fax and E-mail:

3) PAN of the tenderer/Contractor (Attach copy):

4) Registration No. of the tenderer/contractor (VAT No. and Service Tax No.)
(Attach copy)

5) EMD Details: DD No: _____, Dated: _____, issued by _____ Amount
Rs.10,000/-.

6) Details of experience in the field of printing job:

S.No.	Name & Address of Govt. Organization

(Signature of Owner/Authorized
Representative)

NAME OF THE AGENCY WITH SEAL

ANNEXURE -II

LIST OF ITEMS/ PRICE BID

(RS)

S.NO.	NAME OF ITEMS	PACKING	UNITS	RATE
1	File Cover 13x10 Bilingual 500 gsm	25	100	
2	Letter Head General A-4 size 95 gsm	100	100	
3	DO Letter Head on imported paper A-4 size 95 gsm	100	100	
4	DO Letter Head on imported paper A-8 size 95 gsm	100	100	
5	White Envelopes 10x4 90 gsm	25	100	
6	White Envelopes 6x4 90 gsm	25	100	
7	Green Envelopes plain 12x10 90 gsm	25	100	
8	Green Envelopes plain 12x16 90 gsm	25	100	
9	Green Envelopes with zali 12x10 80 gsm	25	100	
10	Green Envelopes plain 12x16 80 gsm	25	100	
11	Plastic Folder with Clip	25	100	
12	Plastic Folder without Clip	25	100	
13	Log Book ordinary binding 30 sheets in each 80 gsm		One Pc.	
14	Log Book ordinary binding 100 sheets in each 80 gsm		One Pc.	
15	Diary Register leather binding 200 sheets 80 gsm		One Pc.	
16	Despatch Register leather binding 200 sheets 80 gsm		One Pc.	
17	Challan Register leather binding 100 sheets 80 gsm		One Pc.	
18	Stationery Register leather binding 13 set 12 page 80 sheets 80 gsm		One Pc.	
19	Stock Register leather binding with index 200 80 gsm		One Pc.	
20	Peon Book Ord. binding 50 sheets 80 gsm		One Pc.	
21	TA/DA Register leather binding 200 sheets 80 gsm		One Pc.	
22	Foreign TA/DA Register leather binding 100 sheets 80 gsm		One Pc.	
23	VAT/TDS Register leather binding 200 sheets 80 gsm		One Pc.	
24	Vehicle Register 200 sheets 80 gsm		One Pc.	
25	Bid Fixing Register leather binding with half index 400 sheets 80 gsm		One Pc.	
26	Indent Register leather binding 200 sheets 80 gsm		One Pc.	
27	Index Register leather binding half index 200 sheets 80 gsm		One Pc.	
28	Spiral Pad with Ivory binding & with Logo 100 sheets 58 gsm		One Pc.	
29	Meeting Pad ord. binding 15 sheets with Logo 100 sheets 58 gsm		One Pc.	
30	Note Sheet Pad in packet of 100 sheets A-4 size with logo 95 gsm		One Pc.	
31	ALTC Claim form 70 gsm one side printing 100 sheets in one pad bilingual		One Pad	
32	ALTC Claim Form 70 gsm of 100 sheets in one pad bilingual		One Pad	
33	Leave Application one side printing bilingual 100 sheets 70 gsm		One Pad	
34	On duty form one side printing bilingual 100 sheets 70 gsm		One Pad	
35	Monthly stationery form bilingual one side printing 100 sheets 70 gsm		One Pad	
36	Supplimentary form one side printing bilingual 100 sheets 70 gsm		One Pad	
37	Photo paper demand form one side printing bilingual 100 sheet 70 gsm		One Pad	
38	Cartridge demand form one side printing bilingual 100 sheets 70 gsm		One Pad	
39	Overtime claim form bilingual printing both side 100 sheets 70 gsm		One Pad	
40	Lunch Claim form bilingual one side printing 100 sheets 70 gsm		One Pad	
41	Dinner claim form one side printing bilingual 100 sheets 70 gsm		One Pad	
42	Tatkal Taxi/car booking one side printing bilingual 100 sheets 70 gsm		One Pad	
43	Fresh Flat allotment form bilingual 100 sheets 70 gsm		One Pad	

44	Temporary Allotment form bilingual 100 sheets 70 gsm		One Pad	
45	Flat Allotment letter bilingual 100 sheets 70 gsm		One Pad	
46	Allotment Rules bilingual 100 sheets 70 gsm		One Pad	
S.NO.	NAME OF ITEMS	PACKING	UNITS	RATE
47	Furniture & Fittings form bilingual 100 sheets 70 gsm		One Pad	
48	Vacation Report form bilingual 100 sheets 70 gsm		One Pad	
49	Application form for booking of community center Bil. 100 sheet		One Pad	
50	Allotment Letter for community centre 100 sheets bilingual		One Pad	
51	AR Form for staff Jr. Asst. to Sr. OM 3 sheets Bil.Green		One Set	
52	AR for Dy. Manager & above below Board lever 7 sheets Yellow		One Set	
53	AR Form for Gr.I-III 2 sheets white		One Set	
54	Visiting Cards Ivory 210 gsm bilingual	100 Nos	One Box	
55	Visiting Cards synthetic Bilingual 275 micron	100 Nos	One Box	
56	Visiting Cards Hand made as per sample bilingual 210 microns	100 Nos	One Box	
57	Invitation Cards with Logo and envelopes 7"x5" 210 micron	100 Nos	One Box	
58	Complimentary Cards (210 gsm ivory)	100 Nos	One Box	
59	Complimentary Cards hand made big size 4"x5" 300 microns	100 Nos	One Box	
60	Complimentary Cards hand made as per sample 300 microns	100 Nos	One Box	
61	Complimentary Cards Ivory 210 gsm 4"x5"	100 Nos	One Box	
62	Visitor's Register 100 sheets leather binding 80 gsm	100 Nos	One Pc	
63	Car Parking claim form one side printing bilingual 70 gsm	100 Nos	One Pad	
64	Taxi Bill form bilingual printing 70 gsm	100 Nos	One Pad	
65	Flat Change form bilingual printing 70 gsm	100 Nos	One Pad	
66	Retired/Permanently disabled Employees Medical benefit scheme card bilingual	100 Nos	One Pkt	
67	Medical Identity Card with Plastic Cover	100 Nos	One Pkt	
68	MOU copy printing per copy 40 pages	200 Nos		
69	Leave Encashment form bilingual 100 sheets 70 gsm	100 Nos.	One Pad	
70	Complaint Slip 100 sheets 70 gsm	100 nos.	One pad	
71	Visitor Slip 100 sheets 70 gsm	100 Nos.	One pad	
72	Membership Card (with plastic cover) as per sample			
73	Cash Receipt Book (in triplicate) as per sample	50 Nos,	One pad	
74	Slip Pad (15 pages)			
75	Medical form bilingual 100 sheets 70 gsm	100 Nos.	One Pad	

