



**MMTC LIMITED, NEW DELHI**  
(A Govt. of India Undertaking)

**ADMINISTRATION DIVISION**

**TENDER DOCUMENT**

No. MMTC/Admin/Printing/2019-20

Dated 03rd May, 2019

**E-NIT FOR EMPANELMENT OF PRINTERS FOR UNDERTAKING PRINTING JOB**

**Time schedule for various e-tender related events**

Start date for Downloading tender document	<u>03.05.2019</u>	From 1000 Hrs
Last date for Downloading tender document	<u>23.05.2019</u>	Up to 1430 HRS
Due date of tender submission (Technical & Price Bid)	<u>23.05.2019</u>	Up to 1500 HRS
Technical Bids opening Date	<u>24.05.2019</u>	at 1100 HRS

EMD	:	Rs.20,000/- (Rupees Twenty Thousand only)
Non-refundable tender Participation Fees	:	Rs.500/- (Rupees Five Hundred Only)

The submission and opening of bids will be through e-tendering process. Tender document can be downloaded from the MMTC website <https://mmtc.abcpocure.com>, [www.mmtclimited.com](http://www.mmtclimited.com) or [www.eprocure.gov.in](http://www.eprocure.gov.in)

## **SPECIAL TERMS & CONDITIONS FOR e-TENDER**

1. For any technical issues difficulties pertaining to the e-Procurement portal bidders are advised to get in touch with the service providers helpdesk:

<b>Vendor's Queries</b>	<b>Contact Numbers</b>	<b>Mail ID</b>
New Bidder Registration (Portal Registration), Vendor's ID/ Profile Activation, Renewal of Vendor's ID.	+91-(79)-68136 866	<a href="mailto:info@abcProcure.com">info@abcProcure.com</a>
	+91-(79)-68136 878	
	+91-(79)-68136 845	
	+91-(79)-68136 841	
<b>Mr. Abhijeet Goware (Dedicated Helpdesk for MMTC)</b>	<b>+91 9265562826</b>	<a href="mailto:abhijeet@eptl.in">abhijeet@eptl.in</a>
For Only, Technical Assistance related to e-Tender or e-Auction filling/submitting (Offsite Team).	+91-(79)-61200 555	<a href="mailto:support@abcProcure.com">support@abcProcure.com</a>
	+91-(79)-61200 564	
	+91-(79)-61200 569	
	+91-(79)-61200 507	<a href="mailto:pankesh@eptl.in">pankesh@eptl.in</a>
<b>HELPDESK TIMINGS: 1000 HRS to 1830 HRS IST (MONDAY TO FRIDAY (Exclusions: MMTC HOLIDAYS))</b>		

2. The bidder shall have valid Class-III Digital Signature Certificate (DSC) (with signing and encryption) issued from licenced Certifying Authorities operating under Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) in India. The details of the licensed CA's are available on [www.cca.gov.in](http://www.cca.gov.in) wherein details have been mentioned.
3. The bidders shall be asked to register on the e-portal so as to have a valid user id for accessing e-tendering/ e-auction portal of MMTC.
4. For minimum system requirements clients/bidders should be asked to refer to home page of the URL <https://mmtc.abcprocure.com> under tab Download/ Minimum System Requirements- V2.0
5. Bidders shall be advised to print and save bid submission receipt on submission of bids.
6. Earnest money in physical form should reach us on or before closing date and time of tender.

## **MMTC LIMITED**

**Core 1, SCOPE COMPLEX  
LODHI ROAD, NEW DELHI 110 003**

### **E-NIT FOR EMPANELMENT OF PRINTERS FOR UNDERTAKING PRINTING JOB**

#### **TENDER DOCUMENT**

MMTC Limited, a Government of India Enterprise invites E-bids for applications for empanelment of printers for undertaking printing jobs from experienced and competent agencies having its office and supply point in Delhi/NCR only. Interested bidders fulfilling minimum eligibility criteria as mentioned below may submit their bid along with the following set of documents. Self certified scanned copies of following documents are required to be furnished through e-mode in the TECHNICAL BID. However, hard copy of Technical Bid with EMD shall be sent in physical mode as well so as to reach the Office of General Manager (Admin), 2<sup>nd</sup> floor, Core-I, SCOPE Complex, Lodhi Road, New Delhi - 110003 before **1500 HRS IST of 23.05.2019**. Format for Technical bid is placed at Annexure - I and that of financial bid is at Annexure - II.

#### **Submission of Bid :**

1. Bidders are hereby requested to submit their e-bids in the following format :
  - a. **EARNEST MONEY (EMD) amounting to Rs.20,000/- (Rupees Twenty thousand only)** in the form of Demand Draft/Pay Order in favour of 'MMTC Limited' payable at New Delhi, to be sealed in a separate envelope superscribed as **"EARNEST MONEY" FOR E-NIT FOR EMPANELMENT OF PRINTERS FOR UNDERTAKING PRINTING JOB**
  - b. **Non-refundable Participation Fees of Rs.500/- (Rupees Five Hundred only)** in the form of Demand Draft/Pay Order in favour of 'MMTC Limited' payable at New Delhi, to be sealed in a separate envelope superscribed as **"PARTICIPATION FEES " FOR E-NIT FOR EMPANELMENT OF PRINTERS FOR UNDERTAKING PRINTING JOB**
  - c. **TECHNICAL BID AND FINANCIAL BID are to be submitted through online mode on website <https://mmtc.eproc.in> .** However, hard copy of Technical Bid with EMD shall be sent in physical mode as well. No other mode of submission of bid shall be accepted under any circumstances.

2. The Earnest Money envelope and the non-refundable Participation Fees envelope, addressed to GM (Admn.), MMTC Limited, Core 1, SCOPE Complex, 7 Lodhi Road, New Delhi 110 003, shall be dropped in the tender box, marked with name of work and placed in the Administration Division, 2<sup>nd</sup> Floor of MMTC Office in SCOPE Complex on or before due date and time specified in the bid.
3. Opening of Earnest Money, Participation Fees and Technical e-bids would take place simultaneously on the date and time of bid opening in the presence of the intending bidders or their authorized representatives who may wish to be present.
4. Technical e-bids received and opened shall then be evaluated by the Evaluation Committee of MMTC as per Eligibility Criteria as mentioned in Clause 25 of this NIT.
5. MMTC will open the "Financial E-bids" of all the technically qualified Bidders. The intimation of date, time and venue of the opening of the "Financial E-bids" shall be informed separately through e mail/ fax/ telephonically to such bidders.
6. MMTC does not own any liability if the e-bids are not submitted within due date and time as per requirement.
7. Sealed envelopes containing EMD & Participation Fees received after due date and time or if submitted to any other place other than that mentioned above, shall not be considered and would be liable to be rejected without assigning any reason whatsoever. MMTC shall not be responsible for late receipt of the EMD, Participation Fees and Technical E-bids envelopes submitted by any bidder. The bidders may depute their authorized representatives at the time of opening of the bid.
8. MMTC reserves the right to extend the deadline for submission of e-bids by issuing an amendment in which case all rights and obligation of the MMTC and the bidders previously subject to the original deadline will then be subject to the new deadline.
9. Withdrawal or modification of a bid after submission of e-bids may result in the forfeiture of the EMD and non-refundable Participation Fees.
10. **N.B.** - Financial bid or rate should not be reflected in any case in the Technical Bid.

11. Documents to be enclosed while submitting e-bids through e-mode:

**(A). Earnest Money** of Rs. 20,000/- (Rupees Twenty thousand only) : **(Through physical mode only )** Demand Draft/pay order of required amount of Earnest Money issued in favour of "**MMTC Limited**" payable at Delhi required to be deposited in a sealed cover. Following information should be marked on the face of the sealed envelope:

Name of Party ....

Tender No .....

Earnest Money Amount Issuing Bank Date ...

**(b). Participation Fees** of Rs.500/-(Rupees Five hundred only) : **(Through physical mode only )** Demand Draft/pay order of required amount of non-refundable Participation Fees issued in favour of "MMTC Limited" payable at Delhi required to be deposited in a sealed cover. Following information should be marked on the face of the sealed envelope:

Name of Party ....

Tender No .....

Earnest Money Amount Issuing Bank Date ...

**(B) Technical Bid (Through e-mode and physical mode) :**

The following Documents scanned images (in pdf format) signed by the Authorized Signatory to be uploaded with the on-line Technical Bid (these documents need not be digitally signed):

- i.** Techno-Commercial Bid (as per format given in Annexure-I)
- ii.** Complete bid document as a token of acceptance of Terms & Conditions. (Page No. 1-13 of bid document)
- iii.** Documents as per "Eligibility criteria" Clause No.25 of bid document.

**(C) Financial Bid : (Through e mode only) :** Financial bid as per enclosed Format in Annexure - II.

12. The e-bids will be received up to 15:00 hrs on last date of receipt of bids. E-Technical bids of bidders who have submitted the valid & requisite EMD and non-refundable participation Fees will be opened on the 24.05.2019 at 11:00 hrs in the presence of the representatives of the bidders present.

13. The EMD and Participation Fees of the bidder shall be forfeited
  - a. If the bidder withdraws the bid during the period of bid validity
  - b. In case the successful bidder fails to accept Letter of Award (LOA) within the stipulated period mentioned in LOA.
  - c. Besides forfeiture of EMD and Participation Fees, bidder shall not be considered for participation in any bidding process for next three years in MMTC.
  - d. Notwithstanding anything contained in this Agreement, MMTC's policy for Holiday-Listing of any agency mutatis mutandis applies to this agreement and in the event, the agency(s) while discharging its obligations under this agreement or otherwise, come(s) within the ambit of the said policy, MMTC at its sole discretion reserves the right to suspend/discontinue dealing or take any curative measures with the agency(s) in accordance with the policy in force.
14. The EMD of successful bidder shall be retained towards making of the security for the performance of the contract and shall only be discharged after successful completion of the contract. The EMD of unsuccessful bidders will be returned after completion of bidding process and award of work. The EMD 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 EMD will be refunded to the printer on successful completion of the contract period without any interest.
15. 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/ two week's notice period and the job will be awarded to another Printer at their cost, expenses and risk.
16. 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 @ 10% per work on the total cost of the job.
17. 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.
18. MMTC will place the job orders on the Printers as per the requirement from time to time during the contract period.

19. The bid shall remain valid for a period of three months from the date of opening of the e-bids.
20. 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.
21. One set of samples (duly signed and stamped by the authorized signatory) along with specifications to be enclosed in the tender for the items quoted by the participants.
22. Rates to be quoted in the prescribed format only and **only in e-mode** (as per the format in the Financial Bid placed at Annexure II). Rates submitted separately will not be considered.
23. MMTC reserves the right to empanel one or more agencies for the jobs with identical rates or different rates.

**24. ELIGIBILITY CRITERIA**

Bidders are to submit the Techno Commercial details online as well as in physical mode in the format at Annexure-I. Bidder should have following qualification:

a.	The agency should have minimum three (3) preceding years of Current work experience in the field of printing and/or related work to various agencies of repute in Delhi/ NCR (Attach copies of work orders).
b.	The agency should be on the panel of Government Organizations/ Public Sector Banks/ Reputed Private Sector Companies etc. (Attach copies of work orders).
c..	The agency must be having its office and supply point in Delhi/NCR only.
d.	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 to be furnished along with a copy of the PAN Card).
e	Copy of GSTIN Registration to be enclosed (if applicable).

**26. RATES AND PRICES**

Bidders should quote the rates through **online mode only** in the format given at Annexure-II. Incomplete e-bids will summarily be rejected. The rates quoted by the bidder shall be valid till the final completion of the job.

The rates quoted should be inclusive of all statutory duties and excise and customs. GST as applicable shall be extra.

Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall result in forfeiture of the EMD.

No additional freight or any other charges, etc., would be payable by MMTC. The rates quoted shall also include the salvage value.

Contractor shall be solely responsible for payment of wages/salaries and allowances to his personnel that might become applicable under any applicable/new act or order of Government and MMTC in no way, whatsoever, will be responsible in this regard.

**27. LIQUIDATED DAMAGES FOR DELAY IN SUPPLY**

Time is essence of the contract. The successful bidder must adhere to the time limit and ensure delivery/services. Failure to supply all or part of the delivery/services on or before the stipulated date / deficiency in service will entail a pre-estimated pre-determined liquidated damages equal to 5% of the value of total contract price.

**28. EVALUATION CRITERIA**

The responsive bid/s will be first evaluated on the basis of Techno-commercial parameters listed in Annexure-I. Financial bid/s of such bidders who meet the techno-commercial parameters will thereafter be opened and the bidder quoting lowest amount will be awarded the contract.

**29. CONCILIATION/ ARBITRATION**

If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties (MMTC and supplier), the Parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by CMD, MMTC.

In the event no amicable resolution or settlement is reached between the parties (MMTC and Supplier) within 30 days after receipt of notice by one party, then the disputes or differences as detailed above shall be referred to the Sole Arbitrator to be appointed by CMD, MMTC as per the Clause mentioned below.

"Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration by a sole arbitrator to be nominated by Chairman & Managing Director of MMTC Ltd. The provision of Arbitration and Conciliation Act 1996 with amendments thereof, shall apply to such arbitration proceedings. The venue of the arbitration shall be New Delhi, India."



The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.

The arbitrator will give speaking and reasoned Award. The parties will not be entitled to any pendente-lite interest during arbitration proceedings.

Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the Supplier shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition in a professional manner and the payment due to the Contractor shall not be withheld on account of such difference of arbitration proceedings unless such payment is a subject matter of the arbitration.

### **30. FORCE MAJEURE**

In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.

The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the Contract, Flood and Acts and Regulations of respective government of the two parties, namely MMTC and the Contractor.

Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing annexing therewith supporting documents based on the Competent Govt. Authorities / Chamber of Commerce. The beginning of the cause immediately amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions. MMTC shall have the option of cancel this contract in whole or part at his discretion without any liability at his part.

Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause last.

### **31. APPLICABLE LAW AND JURISDICTION**

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Delhi.

32. No alternative offer shall be considered.
33. MMTC reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all e-bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of MMTC's action.
34. MMTC reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all e-bids, at any time prior to placement of order, without thereby incurring any liability.
35. MMTC shall not in any manner whatsoever be responsible for any sufferings or mishappening or compensation to the workers/officials of the service provider/contractor for holding of this event and service provider/contractor shall be personally and exclusively responsible for the same.
36. Under Public Procurement Policy (PPP) issued by Ministry of Micro, Small & Medium Enterprises, Government of India for Micro & Small Enterprises (MSMEs), a minimum 20% share out of the total procurement of goods and services by Central Ministries / Departments / Public Sector Undertakings are to be made from MSMEs. Further out of 20% target of annual procurement from MSMEs, a sub-target of 4% is earmarked for procurement from MSEs owned by Scheduled Caste (SC) / Scheduled Tribes (ST) entrepreneurs. Preference will be given to firms registered with the Ministry of MSME as per guidelines prescribed under MSMEs Act, 2006.
37. In case the party is registered with Ministry of MSME/its authorized agencies, he is required to submit registration certificate and store details in addition to above. The MSMEs parties will be eligible for the benefits as applicable to them under MSMEs Act, 2006.
38. All previous correspondence entered into by the company before entering into this tender shall be null and void and the terms of this tender supersedes the previous advice/acceptance in this regard.
39. Any clarification on the documents may be obtained from:-

<p><b>Mr Subhash Bhasker</b> General Manager (Administration) MMTC Limited Core-1, SCOPE Compex New Delhi-110003 Telephone No: 011-24381250</p>
---

**INSTRUCTIONS TO BIDDERS**  
**TENDER SUBMISSION PROCEDURE:**

The bidder shall submit the tender in two bid system. **PART - 1** shall be **TECHNICAL BID, PART - II** shall be **FINANCIAL BID.**

**The bidder shall enclose the following papers, documents with the Bid:**

**ENCLOSURES TO PART - I (THROUGH E-MODE & PHYSICAL MODE):**

1. E-TENDER DOCUMENTS ALONG WITH THE COMPLETION CERTIFICATES ISSUED BY THE CLIENTS WHERE WORKS HAVE BEEN EXECUTED, COPIES OF LOI/ AWARD LETTER ETC OF SIMILAR NATURE/TYPE SHOULD BE ENCLOSED AS A PROOF INCLUDING WORKS EXECUTED IN MPMC LIMITED/ DELHI-NCR. **If submitted - tick (yes)**
2. **EARNEST MONEY DEPOSIT OF RS. 20,000/- (Rupees Twenty Thousand Only) IN THE FORM OF DEMAND DRAFT/PAY ORDER IN FAVOUR OF 'MPMC LIMITED' PAYABLE AT 'NEW DELHI'. If submitted - tick (yes)**
3. **NON-REFUNDABLE PARTICIPATION FEES OF RS. 500/- (Rupees Five Hundred only) THROUGH DD/ PAY ORDER IN FAVOUR OF 'MPMC LIMITED' PAYABLE AT 'NEW DELHI' ALSO SHALL HAVE TO BE SUBMITTED. If submitted - tick (yes)**
4. **PROOF IN SUPPORT OF VALID REGISTRATION WITH STATUTORY AUTHORITIES: COPY OF GSTIN REGISTRATION TO BE ENCLOSED (IF APPLICABLE). If submitted - tick (yes)**
5. **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 ALONGWITH A COPY OF THE PAN CARD). If submitted-tick (yes)**
6. **In case the party is registered with Ministry of MSME/its authorized agencies, he is required to submit registration certificate and store details in addition to above. The MSMEs parties will be eligible for the benefits as applicable to them under MSMEs Act, 2006. If submitted-tick (yes)**
7. **THIS IS TO CONFIRM THAT IN CASE OF ACCEPTANCE OF OUR TENDER BID, WE DO HEREBY UNDERTAKE TO CARRY OUT THE SAID WORKS AS PER OUR ALL INCLUSIVE QUOTED RATES UNDER THE LAID DOWN TERMS, SPECIFICATIONS, ETC IN THIS TENDER. WE ALSO CONFIRM THAT THE WORK SHALL BE DONE WITHIN THE STIPULATED PERIOD AS PER THE TERMS AND CONDITIONS OF THIS E-NIT. If submitted- tick (yes).**

Foot Notes:

1. The tender shall be liable for rejection at the option of the MMTC Limited, if the party fails to submit any one of the above documents.
2. It should be noted that no price / rate indication directly or indirectly be reflected in anyway in the Part - 1 (Technical Bid).

ENCLOSURES TO PART - II (THROUGH E-MODE ONLY):

1. FINANCIAL BID in prescribed format DULY FILLED AND SIGNED.

FOR MMTC LIMITED

Subhas Bhasker  
General Manager(Admin)  
MMTC Limited,  
Core-1, SCOPE Complex,  
7, Institutional Area, Lodhi Road,  
New Delhi - 110003.

**TECHNO-COMMERCIALBID**

1	<b><u>Details of Bidder</u></b>		
	Name		
	Address		
	Contact Person's		
	i. Name & Design.		
	ii. Address		
	iii Tel No.	Landline	
		Mobile	
iv. Email ID			
2	PAN No. (Please upload photocopy)		
	Has the copy of PAN been uploaded?		
3	VAT/Service Tax No.		
	Has the copy of VAT/ Service Tax		
4	Details of experience in the field of printing job:	<b>S.No.</b>	<b>Name &amp; Address of Govt. Organization</b>
5	EMD details Please upload copy of DD/BC	Amount: Rs.20,000/- DD/BC No.: Dated : Drawn on	
6	Non-refundable tender participation fee	Amount: Rs.500/- DD.BC No.: Dated: Drawn on:	

7	In case of a MSME, Registration Certification from Ministry of MSME/its authorized agencies be uploaded	
8.	Please upload copies of work order of executing similar works/completion certificates issued by client in support of their claims of executing similar works	

(Signature of Authorized Signatory)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal:

**FORMAT FOR PRICE BID**

(To be submitted on-line mode only)

**LIST OF ITEMS/ PRICE BID**

(RS)

<b>S NO.</b>	<b>NAME OF ITEMS</b>	<b>PACKING</b>	<b>UNITS</b>	<b>RATE (in words)</b>	<b>RATE (in figures)</b>
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 jali 12x10 80 gsm	25	100		
10	Green Envelopes with jali 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	Multi purpose Register leather binding 200 sheets 80 gsm		One Pc.		
16	Stationery Register leather binding 13 set 12 page 80 sheets 80 gsm		One Pc.		
17	Peon Book Ord. binding 50 sheets 80 gsm		One Pc.		
18	TA/DA Register leather binding 200 sheets 80 gsm		One Pc.		
19	Foreign TA/DA Register leather binding 100 sheets 80 gsm		One Pc.		
20	VAT/TDS Register leather binding 200 sheets 80 gsm		One Pc.		
21	Spiral Pad with Ivory binding & with Logo 100 sheets 58 gsm		One Pc.		
22	Meeting Pad ord. binding 15 sheets with Logo 100 sheets 58 gsm		One Pc.		
23	Note Sheet Pad in packet of 100 sheets A-4 size with logo 95 gsm		One Pc.		
24	ALTC Claim form 70 gsm one side printing 100 sheets in one pad bilingual		One Pad		
25	ALTC Claim Form 70 gsm of 100 sheets in one pad bilingual		One Pad		
26	Leave Application one side printing bilingual 100 sheets 70 gsm		One Pad		
27	On duty form one side printing bilingual 100 sheets 70 gsm		One Pad		

28	Monthly stationery form bilingual one side printing 100 sheets 70 gsm		One Pad		
29	Supplementary form one side printing bilingual 100 sheets 70 gsm		One Pad		
30	Photo paper demand form one side printing bilingual 100 sheet 70 gsm		One Pad		
31	Cartridge demand form one side printing bilingual 100 sheets 70 gsm		One Pad		
32	Overtime claim form bilingual printing both side 100 sheets 70 gsm		One Pad		
33	Fresh Flat allotment form bilingual 100 sheets 70 gsm		One Pad		
34	Temporary Allotment form bilingual 100 sheets 70 gsm		One Pad		
35	Flat Allotment letter bilingual 100 sheets 70 gsm		One Pad		
36	Allotment Rules bilingual 100 sheets 70 gsm		One Pad		
37	Application form for booking of community center Bil. 100 sheet		One Pad		
38	Allotment Letter for community centre 100 sheets bilingual		One Pad		
39	AR Form for staff Jr. Asst. to Sr. OM 3 sheets Bil.Green		One Set		
40	AR for Dy. Manager & above below Board lever 7 sheets Yellow		One Set		
41	AR Form for Gr.I-III 2 sheets white		One Set		
42	Visiting Cards Ivory 210 gsm bilingual	100 Nos	One Box		
43	Visiting Cards Hand made as per sample bilingual 210 microns	100 Nos	One Box		
44	Invitation Cards with Logo and envelopes 7"x5" 210 micron	100 Nos	One Box		
45	Complimentary Cards ( 210 gsm ivory)	100 Nos	One Box		
46	Complimentary Cards hand made big size 4"x5" 300 microns	100 Nos	One Box		
47	Complimentary Cards hand made as per sample 300 microns	100 Nos	One Box		
48	Complimentary Cards Ivory 210 gsm 4"x5"	100 Nos	One Box		
49	Visitor's Register 100 sheets leather binding 80 gsm	100 Nos	One Pc		
50	Car Parking claim form one side printing bilingual 70 gsm	100 Nos	One Pad		
51	Flat Change form bilingual printing 70 gsm	100 Nos	One Pad		
52	Retired/Permanently disabled Employees Medical benefit scheme card bilingual	100 Nos	One Pkt		
53	Medical Identity Card with Plastic Cover	100 Nos	One Pkt		
54	MOU copy printing per copy 50 pages (+/- 20%)	200 Nos			
55	Leave Encashment form bilingual 100 sheets 70 gsm	100 Nos.	One Pad		
56	Complaint Slip 100 sheets 70 gsm	100 nos.	One pad		



57	Visitor Slip 100 sheets 70 gsm	100 Nos.	One pad		
58	Membership Card (with plastic cover) as per sample				
59	Cash Receipt Book (in triplicate) as per sample	50 Nos.	One pad		
60	Slip Pad (15 pages)				
61	Medical form bilingual 100 sheets 70 gsm	100 Nos.	One Pad		
62	Stationary Issue Register Bilingual	100 Nos.	One Pad		
63	Stock Register	200 Nos.	One Pad		
64	Cobra File 13x10 Bilingual 300 gsm (Brown Card)	25	100		

The rates quoted above are exclusive of GST. Applicable GST shall be paid extra.

The terms and conditions contained in the Tender Document are acceptable to us

(Signatures of Authorized Signatory)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal: