

**LEGISLATIVE ASSEMBLY SECRETARIAT
NATIONAL CAPITAL TERRITORY OF DELHI
OLD SECTT., DELHI**

F.No.16(100)/2016/LAS/CT/8536

Dated : 2/11/2016

To

Computer Cell of DVS for uploading on departmental website.

**Subject: Quotation of Rates for printing of Delhi Vidha Sabha
Diary 2017.**

Sir,

The Delhi Legislative Assembly Secretariat intends to award the work for printing of Delhi Vidha Sabha diary 2017. Accordingly, you are requested to provide/submit the rates for the specification given in Annexure 'I' in sealed envelope for the said work. The approved rates of L-1 Bidder shall be valid with this Sectt. for the period of One year operative from the acceptance of the rates by the Assembly Secretariat.

The rates of quoted items in sealed envelope in favour of "Head of the Office/Dy. Secretary, Delhi Legislative Assembly Secretariat" should reach to the undersigned on or before **25/11/2016 at 3.00 P.M.** positively and the quotations will be opened on the same date i.e. **25/11/2016 at 3.30 P.M.** by the Purchase Committee in presence of bidder (s) if any.

All papers to be submitted alongwith terms & conditions in token of having accepted them should be signed by the Proprietor of the firms.

Yours faithfully,


MANJEET SINGH
Deputy Secretary (CT)

Annexure-I

Specifications of Diary for 2017

S. No.	Item	Description
1.	Size & Other Details	<p>a) Size 22cm X 14 cm Approx. Type setting, processing, CTP Plastic printing of text matter in diglot version of 50-60 pages approx. Containing Inner cover, Personal, memoranda, Name & Telephone Numbers of Important dignitaries. List of Vidhan Sabha and Government of Delhi holidays for 2017, Calendar 2016, 2017, 2018 and other information in single colour offset printing.</p> <p>b) Manuscript of preliminary pages containing Personal memoranda and other information alongwith names and telephone numbers of members will be supplied by the secretariat in English and Hindi for insertion and printing in the diaries.</p> <p>c) 70 GSM good quality natural shade paper to be used.</p> <p>d) Full page of two colour printing for two days on each page in diglot version on 184 pages approx.</p> <p>e) Colour photographs of the Delhi Vidhan Sabha Premises.</p> <p>f) Emblem of Vidhan Sabha, Words "Delhi Vidhan Sabha" in Hindi and English and 2017 are to be Gold embossed by dye process on cover of all diaries.</p> <p>g) Gold leaf printing of individual names of Members of Delhi Vidhan Sabha and officers of this Secretariat in English on approx. 125 diaries(Approx.).</p> <p>h) Good quality imported PVC Coated paper Rexene in Green colour.</p> <p>i) Single place to be packaged in cello polythene cover/shrink wrapped.</p> <p>j) Packing 50 diaries in separate carton box.</p>
2.	No of Copies	2000(Approx.)
3.	Proof Reading	First proof reading of the text is to be done by the Secretariat. Revised proof/ferro proof to be furnished until final approval of competent authority. Final proofs are to be thoroughly checked by the vendor himself to ensure that all corrections, alterations, additions are deletions, etc. is carried out. Final printing must be error free in all respects.
4.	Time schedule	Proof/revised proof is to be submitted as and when required. All gold name embossed diaries and at least 125 diaries to be supplied within 7 days after approval of the final proof. The vendor has to make arrangements for collecting manuscripts and proof for the secretariat immediately during office hours or on odd hours and on holidays as and when called for.
5.	Delivery of printed material	The printed diaries are to be supplied in packing of 50 diaries with each diary in separate carton box in Delhi Vidhan Sabha.

TERMS & CONDITIONS

01. Sealed quotations are invited from the reputed Firms/Institutions those are having VAT/Service Tax number. The sealed quotation on the prescribed Performa duly filled in and addressed to the Head of the Office/Deputy Secretary, Room No.-127, Delhi Legislative Assembly Secretariat".
02. Quotation should be marked on envelope "QUOTATION FOR PRINTING OF DELHI VIDHAN SABHA DIARY 2017".
03. The quotation must accompany with DD of Rs. 2000/- drawn in favor of "DDO, Delhi Legislative Assembly" as EMD. The EMD of the all the bidders shall be returned. Quotations without EMD shall not be entertained.
04. The firm whose quotation is accepted being the L-1 Bidder shall deposit Performance Guarantee for an amount of Rs. 5,000/- (Rs. Five Thousand Only) in any of the following forms i.e. an account Payee DD or Fixed Deposit receipt from a Commercial bank, or bank guarantee from a commercial bank in favour of DDO, Delhi Vidhan Sabha within 10 days from the date of issue of award of work by this Secretariat. No interest will be payable on this amount. In case of breach of contract by the contractor, the Performance Security shall be forfeited by the government and the firm shall be blacklisted in addition to the termination of the contract. Performance Guarantee will be returned after one month of expiry of contract period or till the finalization of work.
05. The contract/rates shall be valid upto the period of One Year from the date of issuance of work order or till the finalization of work by this Secretariat. The Secretariat shall reserve the right to curtail or extend the validity of contract on year-to-year basis on the same rates and terms & conditions at the discretion of the Secretariat.
06. The column shall be clearly filled in ink legibly or typed and the tenderer shall take care that the rate may be written in such a way that Interpolation is not possible.
07. The estimated value of the said work of all items as mentioned above is Rs. One Lac Only just on presumption basis and the same depends upon the requirement.
08. No advance payment will be made and the payment will be made only after completion of works
09. Since the said printing works are to be carried out on very emergent basis, the works should be started within prescribed period of time of placement of work order.
10. The Secretariat shall reserve the right to terminate the contract at any time if the services are not found satisfactory.



11. Payment will be released within one month from the submission of bills as per satisfaction of user end.
12. In case of urgency of the said works, if the firm fails to carry out the works, the contract will be terminated.
13. If the quality of the material/works does not found upto the mark, penalty as decided by the Competent Authority will be imposed in addition to termination of the contract.

Arbitration

14. In the event of any question, dispute or difference arising between the parties relating to the interpretation and applications of these provisions of this agreement, such disputes or differences shall be resolved amicably by mutual consultations and on failure to do so shall be referred for arbitration to the nominee. The decision of Arbitration to the agreement in this regard shall be final and binding upon both the parties.

15. The venue for arbitration will be New Delhi.

Documents to be submitted

16. The prospective bidders shall furnish the following documents alongwith the quotations;
 - a. Self attested copy of PAN No., TIN NO.
 - b. An undertaking to this effect that the Agency has not been blacklisted by any of the Department/Organizations of the Govt. of India/Govt. of NCT of Delhi and no legal case is pending against the said firm;
 - c. Terms and conditions duly accepted/signed with the stamp of the prospective bidder.
 - d. EMD.

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