

No. C-13015(45)/MF.CGA/CPSMS/2013-14
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
CONTROLLER GENERAL OF ACCOUNTS
CENTRAL PLAN SCHEME MONITORING SYSTEM

7TH Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110003

Dated:- 12 Dec 2013

To

Subject :- Limited tender for Printing and supply of Wall/Desk Calendars

Sealed quotations are invited from the reputed vendors, registered with the PAO, O/o the CGA for the printing of CPSMS Wall/Desk Calendars as per the following specification of size, quality of paper, printing matter. Vendors should have past experience of supply of printed diaries/Planners in Government Department:-

Sr. No.	Description of Items required	Size	Quantity Required
1.	Wall Calendar -2014 7 Sheets (13 page), 4 Colour, 130 Gsm Sinar matt art paper, with Wiro binding. Printing Material Designing and Layouting to be done at press as per the material to be given by this office.	17"X22"	2000
2.	Desk Calendar-2014 7 Sheets (13 pages), 4 Colour, 130 gsm Sinar matt art paper, Designing and Layouting to be done at press as per the material to be provided by this office, Wiro binding, shrink wrapping of each calendar.	7" X 10"	2000

2. The Bid shall consist of :

- a) Price Bid in Schedule I
- b) Copy of PAN Card, VAT Registration and S.T Registration Certificate

Contd.....2

3. **Period of Bid Validity :**

Bids shall remain valid for 30 days after the date of Bid opening. Any Bid valid for a shorter period than the period specified shall be rejected as non-responsive.

4. **General Terms and conditions of the Contract :**

The terms and conditions of the contract shall be as per Annexure-I of the letter.

5. **Last date & Time for receipt of Bids :**

**The last date for receipt of Bids is 26th December, 2013 till 3.00 PM .
Bids will be opened same day at 3.30 pm.**

6. **Sealed bid** may be submitted in person or, by registered post/speed post so as to reach the CPSMS Project Cell, Library, 7th Floor, Lok Nayak Bhawan, Khan Market, New Delhi 110003 as per the time schedule stipulated for receipt of bids at para 5 above.

7. **EMD:** The Tenderers are required to furnish and EMD amounting to Rs. 10,000/- (Rupees Ten Thousand Only) alongwith the bid, by the way of bank draft in the name of Pay and Accounts Officer, O/o CGA. The bids without EMD shall be summarily rejected.

8. **Late Bid:**

Any delay, even postal delay, in the receipt of Bid would be considered late submission of Bid and summarily rejected.

Enclosures:

- 2. Annexure I
- 2. Schedule I

Yours Faithfully



Accounts Officer
(CPSMS)
Ph. 24644683

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General Terms and conditions of the contract

- i. Copy of PAN Card, VAT Registration and/or Sales Tax Registration Certificate, duly self attested shall be provided.
- ii. Tender with counter conditions will not be entertained.
- iii. It may be acceptable to the bidder that once the order is accepted, the bidder is bound to execute it within the period specified and no request for increase in rate subsequently nor any excuse for not executing the order on account of any unforeseen circumstances will be entertained. NO advance payment shall be made against our order, if any, placed with you.
- iv. If after the item is delivered, it is discovered that the material supplied, is not exactly according to our specification/quality stipulated, such supply will be rejected at the suppliers' cost.
- v. Printed material must be properly delivered locally at the address given in the Tender document.

1. Bid Prices:

- i. The prices shall be quoted in Indian Rupees only.
- ii. The prices shall be quoted for destination and no additional cost for delivery will be entertained and this shall be inclusive of all taxes, duties etc.
- iii. All taxes, duties etc. leviable should be clearly indicated
- iv. The prices quoted shall remain firm and fixed for the duration of the delivery and shall not be subject to adjustment on any account.

2. Correction of errors

In the process of evaluation of Financial Bids, following procedure will be adopted for correction of errors:

1. Where there is a discrepancy between the rates in figures and in words, the rate given in words will govern.
2. Where there is a discrepancy between the unit rate and the total cost, the total cost arrived at by multiplying the unit rate to the quantity, will govern.

The amount stated in the Bid will be corrected in accordance with the above procedure for removal of errors and shall be considered binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Earnest Money shall be forfeited.

3. Bid Evaluation and Award Criteria

The price bids of those bidders, who fulfil the eligibility criteria, will be evaluated as under:

- i) The Purchaser shall award the purchase order to the bidder whose offer has been determined to be the lowest evaluated bid for bid as a whole and is substantially responsive to the bidding documents, provided further that the

bidder is determined to be qualified to perform the Contract satisfactorily.

4. Purchaser's Right to Vary Quantities

At the time of placing supply order the purchaser reserves the right to increase or decrease the quantity of goods from the quantity originally specified in the Schedule of Requirements.

5. Delivery Period: The material is urgently required and the supply shall be made within 7 (Seven) days from the date of issue of supply order.

6. Delivery Locations

The items required shall be deliverable at CPSMS Project Cell, 7th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003

7. Payment Terms:

No advance payment shall be made. Payment will be released normally within one month after receipt of delivery of the goods as per the specification with delivery challans and receipt of Pre-receipted bills in triplicate.

8. Purchaser's Right to Accept or Reject Any or all Bids:

The purchaser reserves the right to accept or reject any bid or to reject all bids at any time prior to Award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Purchaser.

9. Other Terms & Condition :

i) Any disputes arising out of this tender will be under the jurisdiction of courts of Delhi only.

PRICE BID SCHEDULE

Sl.No	Description of item	Qty	Unit Rate (Rs.)	VAT %	Total Price Rs.
1.	Wall Calendar -2014 7 Sheets (13 page), 4 Colour, 130 Gsm Sinar matt art paper, with Wiro binding. Printing Material Designing and Layouting to be done at press as per the material to be given by this office.	2000			
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Total Price

(Rupees _____ Only) inclusive of all taxes and duties.

We confirm that the prices quoted shall remain firm and fixed for the duration of the delivery and shall not be subject to adjustment on any account.

We also confirm no deviation from the terms and conditions of the contract.

Seal of the bidder

Contract Address and Tel. No.

Signature of Authorized Signatory