

**TERMS AND CONDITIONS FOR QUOTATION PRINTING  
BINDING JOBS IN THE NATIONAL DISASTER MANAGEMENT  
AUTHORITY.**

1. The rates for the items may be quoted in the prescribed proforma given at Annexure-II.
2. The firms should have at least three years experience of binding and printing work in Central Government Offices. A copy of the experience certificate may be enclosed. The firm should also supply PAN/TIN/VAT Registration Numbers.
3. The material/samples will be collected from NDMA Bhawan, at A-1, Safdarjung Enclave and bound reports and booklets, printed material as the case may be. Printed material will be delivered within the stipulated time to the office without any additional charge for cartage/labbour, etc.
4. The component of taxes, if any, should be indicated separately and clearly in the quotations. This should not be added on in the basic prices of the items of work.
5. The quality of work will be inspected by an officer of user of the Authority and if found to be sub-standard or of poor quality or if the job has not been executed as per the instructions, the bound/printed material will not be accepted by the Authority. The firm shall be responsible for any loss/damage etc., which might be caused to the original material or books etc. of this Authority. The loss would be made good from security deposit or any dues payable to the firm at the appointed time.
6. The contract will remain in force for a period of one year from the date of award.

7. The contract is liable to be cancelled without notice if the work is not found satisfactory or if any of the conditions of the rate contract are violated by the firm or the work is not completed within the stipulated time.
8. This Authority reserves the right to accept or reject any quotations in whole or in part at any time without assigning any reason thereof.
9. The bidder will deposit an amount of Rs.5000/- (Rs. Five Thousand only) as account payee bank draft/Banker's cheque drawn in favour of DDO, NDMA payable at New Delhi as Earnest Money Deposit (EMD).
10. The earnest money deposited by the bidder will be forfeited or appropriated towards loss caused to the Govt. on account of non-acceptance of work contract by the successful bidder. The EMD of the successful applicant may be adjusted against the performance security. The EMD of unsuccessful bidder would be returned after finalization of Tender.
11. The decision of the Department to the interpretation of the terms & conditions of the contract or any dispute arising out of it will be final and binding on the firm.
12. The work relating to binding of official documents and other important documents/booklets will have to be done within the office premises at designated place only by, if required.
13. Notwithstanding anything contained in the above the Authority reserves the right to terminate the contract at any stage without assigning any reason thereto.
14. The successful bidder will have to deposit performance security of Rs.25000/- in the shape of Fixed Deposit Receipt / Bank Guarantee valid for fifteen months w.e.f. the date of award of the contract before any supply order is placed. The security money will be forfeited if the firm fails to perform any of the terms or conditions of the Tender.

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15. The firm should be in position to undertake the printing and other related jobs / supply printed items mentioned in the lists enclosed at very short notice as and when requisitioned by the office.
16. The item should be of prescribed specifications. In case it is found that the items supplied are of sub-standard or of unacceptable nature, it would be open to this office to return the supplies or even forfeit the security money.
17. The above particulars are also available on NDMA website i.e. **[www.ndma.gov.in](http://www.ndma.gov.in)**
18. Samples of each of the items can be seen from Section Officer (G), A-1, Safdarjung Enclave, New Delhi-110029 during office hours.

The rates of the individual items are enclosed in the prescribed proforma.

THE TERMS AND CONDITIONS MENTIONED ABOVE ARE AGREED TO

Signature in full with dated \_\_\_\_\_  
Telephone Number \_\_\_\_\_

**Quotations for printing of printing of D.O. letterheads, visiting cards, invitation cards, envelopes and file covers etc. binding (ordinary and spiral) of miscellaneous reports/books etc. for the National disaster Management Authority.**

Name of the firm: (In block letter)

Complete Address:(with telephone No.)

In response to the tender inquiry letter No.\_\_\_\_\_dated the\_\_\_\_\_. We hereby submit our quotations for printing and binding (ordinary & spiral) Of material etc.

Sl. No.	Item description	Rate/Unit
1.	DO letter full size, Royal Executive Bond Paper 100 GSM with embossing of State Emblem and seven colour embossed print of NDMA logo	
2.	DO letter medium size, Royal Executive Bond Paper 100 GSM with embossment of State Emblem and seven colour embossed print of NDMA logo	
3.	DO letter small size, Royal Executive Bond Paper 100 GSM with embossing of State Emblem and seven colour embossed print of NDMA logo	
4.	File cover white (Six colour printing of State Emblem and NDMA logo).	
5.	Envelopes Plain (yellow paper 100 GSM with 5 colour printing) size 10' x 4½ "	
6.	Envelopes Plain (yellow paper 100 GSM with 5 colour printing) size 8½' x 6"	
7.	Invitation Cards (10 colour printing with embossing of State Emblem and NDMA logo)	
8.	Programme cards with envelopes 4½' x 6½"	
9.	Visiting Cards (8 colour printing)	
10.	Visiting Cards Printing English/Hindi in one colour	
11.	SE-6 Envelopes, white (window/ without window type) 100 GSM printed	
12.	A4 size envelopes, white printing 110 GSM	
13.	(i) Spiral binding with trans parent sheets on both sides (per book) (a) upto 100 sheets (b) for every additional 10 pages  (ii) Ordinary Binding (per book)  (iii) Cover page printed on Art Card (250 GSM) rate per cover  (iv) Binding of Service Book or any other similar article and the work will be carried out in the office premises only.	

Signature in full with date \_\_\_\_\_  
Telephone No. \_\_\_\_\_



सत्यमेव जयते

**National Disaster Management Authority**  
**Government of India**  
“NDMA Bhawan”, A-1, Safdarjung Enclave  
New Delhi -110029



Tel No.26701818

Fax No.26701831

No. **D-15020/01/2007-G&C (pt-III)**

**Dated: April, 2010**

To

As per the list attached.

Sub: Annual Rate Contract for printing of D.O. letter heads/file covers etc.

Sir,

I am directed to say that this Ministry intends to award Annual Rate Contract (ARC) for official stationery of the National disaster Management Authority. It is requested that sealed quotations may be sent to the undersigned at NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi-110029 on or before 21<sup>st</sup> May 2010 upto 1.00 P.M. The tender will be opened on the same day at 2.30 PM in front of the representatives of the firms. A copy of the terms and conditions are enclosed herewith.

Yours faithfully,

(S.K. Prasad)  
Under Secretary to the Govt. of India

Copy to: Computer cell, NDMA with the request that the tender may please be displayed on the website.

List of dealers:

- I) M/s K K Art Prints,1/30, Lalita Park, Vikas Marg, Laxmi Nagar, Delhi-110092.
- II) M/s Radhika Sales Corporation, 3820, Charkhe Walan, Opp. Post Office, Chawri Bazar, Delhi-110006.
- III) M/s Golden Creation, UG-13, Somdutt Chamber-I, Bhikaji Cama Place, New Delhi-110066.
- IV) M/s Roopam Enterprises, UG-7 Anasal Chamber-II, 6, Bhikaji Cama Place, New Delhi-110066.
- V) M/s Elegance Stationers, E-1, Green Park Extension, New Delhi.
- VI) M/s Manoj Enterprises, 2343, Chatta Sahaji, Chawri Bazar, Delhi-110006.
- VII) M/s Stationers, 30-31 Street No.2, Atul kataria Chowk, Gurgaon, Haryana-122001.
- VIII) M/s Ginny International (India), 14/473 Ist Floor, Sunder Vihar, New Delhi, Delhi-110087.
- IX) M/s A One Printing Solutions, Bh 243 Shalimar Bagh East, New Delhi, Delhi-110088.
- X) M/s Limtel Trading Co. Vasant Kunj, New Delhi, Delhi-110070.
- XI) M/s Neminath Paper Traders, 222/7, Ist floor, Chawri Bazar, New, Opposite Dena Bank, New Delhi, Delhi-110006.
- XII) M/s Alpha Printers & Advertisers, Adarsh Nagar, New Delhi, Delhi-110033.
- XIII) M/s Abhinav Prints, WZ-48, Shakurpur Village, Opposite 'M' Block Market, Delhi.

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