

Sub: Regarding Uploading of Short Notice Inviting Tender for Printing Annual Table Calendar for the session 2019-20.

In terms of provision of rule 31 and rule 32 of DSEAR,1973 and accordance with the Research and extension branch, North Delhi municipal corporation: Education Department, Delhi, the annual school calendar for North Delhi Municipal Corporation school/ Aided School Delhi for the academic year 2019-20.

In view of above, sealed quotations/bids from publishing agencies/firms registered with NSIC/SSI/Kendriya Bhandar/NCCF/ DGS&D are to invited, therefore file may be sent to IT department for getting the same uploaded on the website of North Delhi Municipal Corporation.

The Annual Table Calendar is to be published for the session 2019-20 as per following details/specifications:-

“Specification:

1	Paper Thickness	220 to 300 GSM
2	Annual Table Calendar size	9X7 Inches
3	Stand	2.5 MM Kappa Board
4	Appx. No. of pages in the Annual Table Calendar	6+2
5	Work to be performed	Printing in Hindi with imposed, embossing, Composing, Proof Reading, Gathering and spiral binding of Annual Table Calendar.

TERMS & CONDITIONS:

1. Registration certificate of the Agency/Firm with which Agency/ Firm is registered should be provided.
2. The Agency/firm will deliver the Annual Table Calendar properly in time at the, Education Department, 15th Floor, Civic Centre, New Delhi-110002.
3. Rates should be legibly mentioned in the prescribed format, in figures as well as in words. The amount should be pasted by a transparent cellophane adhesive tape failing which the bid shall be rejected outright. Seal of Agency/firm should be affixed along with the signature of Proprietor/Partner/Director/Authorized Signatory, as the case may be.
4. The Agency/firm should be having unblemished record and should not have been declared ineligible for corrupt and fraudulent practices either indefinitely or for a particular period of time by any State/Central Government/Municipal Corporation/ PSU/ Autonomous Body.
5. The Agency/firm should not be blacklisted and declared ineligible for corrupt and fraudulent practices or the reasons whatsoever by any State/ Central Government/Municipal Corporation/PSU/ Autonomous Body on the date of Bid Submission.
6. The department reserves the right to blacklist the Agency/firm in case of violation of the terms and conditions raised by the Education Deptt. North DMC.
7. The department reserves the right to accept or reject any bid/quotation without assigning any reason(s).
8. Payments will be done in 30 days after the successful completion of work.
9. Rate should be quoted in the Agency/ firm's letter head in the following format: in separate sealed envelope.

Rates quoted per Annual Table Calendar (incl. of GST/charges)	

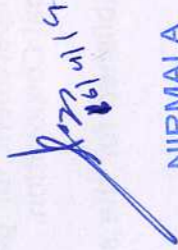


NIRMALA

Dy. Director of Education (Plan/Grant)
Edn. Deptt. (HQ) North DMC
15th Floor, Civic Centre, New Delhi-02

10. The agency/firm must clearly undertake that all the terms & conditions of this bid document are acceptable to them.

You are requested to submit quotation in the above format latest by 23.04.2019 up to 03:00 PM in the Office of Director (Edu.), Education Deptt., 15th floor, Civic Centre, North DMC, New Delhi-110002. The envelope be marked "Quotation for Printing Annual Table Calendar 2019-20".


16/4/19

NIRMALA
Dy. Director of Education (Plan/Grant)
Edn. Deptt. (HQ) North DMC
15th Floor, Civic Centre, New Delhi-02


16/4/19
S.I. (R&E)

Sl. No.	Description of Work	Quantity	Rate	Total
1	Printing of Annual Table Calendar 2019-20			
2				
3				
4				
5				
6				
7				
8				
9				
10				

(Institution) will be liable to pay the
for printing (DM) North DMC
15th Floor, Civic Centre, New Delhi-02