



SOUTH DELHI MUNICIPAL CORPORATION
OFFICE OF THE DIRECTOR PRESS AND INFORMATION
21ST FLOOR, E1 BLOCK, DR. S. P. M. CIVIC CENTRE,
MINTO ROAD, NEW DELHI-110002

NIT No: P&I/SDMC/2014-15/450 **Date: 06-01-2015**

SHORT TERM TENDER NOTICE

Sealed tenders (only on prescribed Form available in P&I, SDMC) are invited from firms by 1400 Hrs on 13 Jan 2015 for the execution of the following printing works by South Delhi Municipal Corporation and will be opened by a selected Committee at 1500 Hrs on 13 Jan 2015 in the office of Dir (P&I), South Delhi Municipal Corporation, 21 Floor, E1 Block, Civic Centre, New Delhi-110002 in presence of Tenderer if any present at the time of opening of tenders:-

Note : . Tender Cost (non-refundable) & Earnest Money(refundable) to be accepted in the form of Demand Draft only in favour of Commissioner, South Delhi Municipal Corporation payable at SBI Chandnichowk. Terms and conditions for the tenderers are enclosed herewith. Tenderer must agree to all terms & conditions of the Corporation and offers with counter terms & essential conditions are liable for summarily rejection.

| Details | Description of Works |
|------------------|--|
| | Printing of Booklet on achievements of South Delhi Municipal Corporation (in Hindi Language) |
| | <u>Name of Booklet</u> |
| Size | 23.5cm x 17.5cm |
| Colour | (i) Inner Text : 4/C on 135 GSM imported Art paper (ii) Cover 220 GSM imported Art Card with lamination |
| Binding | Centre Stitching |
| Number of pages | 20 pages (In case change of No of pages pro-rata method will be adopted). |
| Number of copies | 12000 |

Essential Conditions

1. Tender cost Rs.500.00 (Non refundable)
2. Earnest Money Rs. 10000.00 (Refundable)
3. Tenders not accompanied with prescribed tender form and requisite EMD in the form of Demand draft shall be out rightly rejected.
4. **Tender Amount Rs. 5 Lac, Time of completion -15 days from receipt of supply order.**
5. Paper sample should be attached with the tender form duly signed & stamped by the tenderer mentioning thereon specifications & name of the firm.
6. Bidder should have past experience on printing contract for last 3 years up date of issue of tender (copy of order must be attached)
7. Work order of two Govt. Departments must be attached.
8. The agency should have a computed business or turnover of at least of Rs.10.00 lac or above in last two financial years i.e.2012-13 & 2013-14 and should be verified from a Chartered Accountant (copy must be attached)
9. Sample of previous similar works done by the firm must be attached to access the quality of printing,
10. Tender Forms can be obtained from P&I Department, 21st Floor, Civic Centre, Minto Road, New Delhi-110002 by depositing a demand Draft worth Rs.500/- in the name of **COMMISSIONER, SDMC payable at NEW DELHI** during the office hours.

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AO(IT) (To place on official web site)

Director (P&I)
South Delhi Municipal Corporation

GENERAL TERMS AND CONDITIONS

1. Full specification on each item is to be given while tendering rates and supported by documents.
2. Supplier will arrange to supply of the items within stipulated time as defined in the work award.
3. The supplies will be subjected to inspection & inspection & approval by the competent board of the Press & Information Department SDMC.
4. All rejected supplies will have to be removed from the premises within three days of issue of rejection notice. Failure to remove the rejected items within two weeks shall invite damage charge at the rate of 01% of the total cost of order weed, max 5% which shall debited from performance security. Moreover, If supplies differ from the technical specification the project rejected due to technical non compliance, SDMC reserves right to take legal action
5. No firm will be eligible to withdraw after the submission of the tender of its rates has been accepted, otherwise SDMC will be forfeited.
6. In case the order is placed and the firm is not in position to execute the supplies, the material will be purchased at the risk of the firm, without any notice.
7. Any contravention to the above terms and conditions is liable rejection of the tender.
8. Penalty at 1% every week of the total cost of the order may be imposed on the firm, on non execution of the supply in full. (Maximum 5%)
9. Earnest money can be deposited in the shape of Bank draft/Pay order in favour of Commissioner, South Delhi Municipal Corporation, payable at Delhi. Before opening of the technical bid, in the office of DIRECTOR (P&I) SDMC 21ST Floor E1 Block, Dr S.P.M. Civic Centre Minto Road, New Delhi 110002.
10. Supply will be received at the place specified in the supply order.
11. Payment will be made by bill system after receiving the complete supply.
12. No tender will be accepted without earnest money.
13. No previous EMD will be adjusted.
14. Multiple offers will not be accepted.
15. No conditional offer will be accepted.
16. Detail of specification and eligibility criteria's are available on <http://mcdonline.gov.in/sdmc/tender>


Director (Press & Inf.)
South Delhi Municipal Corporation