



## राष्ट्रीय राजधानी क्षेत्र योजना बोर्ड

NATIONAL CAPITAL REGION PLANNING BOARD

प्रथम तल, कोर IV बी, / 1st Floor, Core IV B

भारत पर्यावास केन्द्र / India Habitat Centre

लोधी रोड़, नई दिल्ली-110003 / Lodhi Road, New Delhi-110003

आवासन और शहरी कार्य मंत्रालय / Ministry of Housing and Urban Affairs

दूरभाष /Phone : 24642284, 24642287 फ़ैक्स / Fax : 24642163

No. O-16021/12/02-03/Part-IV/NCRPB

Dated: 19.12.2017

**Subject: Quotation for printing of stationery items.**

Sir,

The NCR Planning Board intends to obtain sealed quotations for supply of printed stationery on day to day requirements basis in the enclosed Performa.

You are requested to indicate your rates/quotation for printing the same in a sealed cover as applicable and addressed to Member Secretary, NCR Planning Board, Core-IV B, 1<sup>st</sup> Floor, India Habitat Centre, Lodhi Road, New Delhi-110003 latest by 3:00 P.M. on or before 08.01.2018. The quotations can be dropped in the quotation box placed in the premises of the Board Office.

You are also requested to kindly quote Your PAN and TAN/Tin/GST Number along with photocopy these Tax A/C for the purpose of office record.

Yours faithfully,

(Harsh Kalia)

Assistant Director (Admn.)

**Encl:- As above**

**ANNEXURE – I**

**The Contracts shall be governed by the following terms and conditions:**

1. The printed items should be supplied within 07 (seven) days from the date of issue of printing order/supply order.
  - i) The printed items shall be delivered to National Capital Region Planning Board, Delhi during working days. Unloading of items and delivery to store at above mentioned place shall be responsibility of the firm.
  - ii) The supply will be liable to replace the rejected/damaged stores within 10 days.
  - iii) The tenderer must confirm in writing that the goods supplies by them shall be as per specification of stationery items/misc. mentioned in the tender.
  - iv) The payment will be made after delivery of printed material by cheque or through ECS on receipt of pre-receipted bill.
  - v) No advance payment will be made.
2. The selected vendor(s) will have to furnish the performance guarantee in the form of Demand Draft/FDR/Bank Guarantee of Rs. 5000/-. The performance security should be furnished within one month of awarding the contract with validity beyond 60 days of the expiry of the contract.
3. This office reserves the right to reject or to accept any quotation, in whole or in part without assigning any reason thereof. This office also reserves the right to renew or extend the contract for such period(s) as it may deem necessary, taking into account the satisfactory performance/ services rendered by the contractor during previous years.
4. The rates of the printing shall be mentioned in figures neatly including GST. There should not be any erasing or over-writing whatsoever.
5. The tenderers are requested to read and understand the terms and conditions of the contract mentioned in the foregoing paragraphs before sending their quotations, as no violation of the aforesaid terms and conditions shall be permitted once the quotation is accepted by this office.
6. Please ensure that Official Logo of NCR Planning Board is not be used in any other cases/manner.

**I hereby accept all the terms and conditions mentioned above.**

Signature of the Tenderer with seal  
Date.....

PARTICULARS TO BE FURNISHED BY THE AGENCY/FIRM

Name of Agency:

Address of the Agency:

Name of the proprietor of the Agency:

Telephone No. of Agency and proprietor:

PAN/ TIN number of the Agency:

This is certified that the above facts are true, complete and correct to be best of my knowledge and belief. This is also certified that this Agency is not blacklisted by any Government Department nor any criminal case is registered/ pending against the Agency/Firm or its owner/partner anywhere in India. It is certified that I/We have read and understood the terms and conditions of the Tender Notice and will abide by them till the completion of the contract period.

**Dated:**

**Place:**

**(Signature of Proprietor)  
Seal of Agency/Firm**

**ANNEXURE-III**

**List of Items of Printing Work**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Size</b>	<b>Rate in Rs. (Including GST)</b>
1.	Letter Head Executive Bond Paper 100 gsm 4 impression per pad (100 paper)	A-4 size	
2.	Letter Head Executive Bond Paper 80 gsm 1 impression per pad (100 paper)	A-4 size	
3.	Letter Head (Hand Made Paper) 4 impression per pad (100 nos.)	A-4 size	
4.	Envelops 90 gsm three impression (per 1000)	10"X4 1/2"	
5.	Envelops three impression per 1000 with lamination	16X12"	
6.	Envelops three impression per 1000 with lamination	12"X10"	
7.	Visiting Card in three colour Two side printing	200 nos.	
8.	Invitation Card	100 nos.	
9.	Printing of Plastic Folder (Folder provide by the Board)	Per Folder	
10.	Letter Head 100 GSM 4 impression per pad 5"X8" (100 paper each)	5"X8"	