

**Telecom Engineering Centre
(Department of Telecommunications)
Khurshid Lal Bhawan, Janpath, New Delhi-01**

No.: 2-4/2018-MM/TEC

Date: 20-09-2018

Subject: Inviting Sealed Quotations for Printing of TEC Newsletters on quarterly basis for one year (Oct'2018 to Sept'2019):

Sealed quotations are invited by TEC for printing of TEC Newsletters on quarterly basis for one year. Approximate printing requirements and specifications are as detailed below:

1. REQUIREMENT:

- (i) No. of Newsletters = 2800 (700*4)
(ii) No. of Envelopes = 1400 (350*4)

2. SPECIFICATION:

1	Paper	Indian Art Paper with Glossy finish, 170 gsm White Colour
2	Size	A4
3	Printing	Photo-Off Set all 8/12 pages to be designed using computerized system planning in 4 colours.
4	Binding	Center-stitch
5	Envelopes	Quarterly 350 of 120 GSM super sun shine paper of yellow colour Note: Address of the office alongwith logo is to be printed on lower left side of the envelop in blue colour

3. TERMS & CONDITIONS:

- (i) The Price Schedule and the document duly signed and complete in all respect may be enclosed in sealed Cover addressed to the Assistant Director General (MM), TEC, New Delhi. The cover should also be super scribed "**Sealed Quotation for Printing of TEC Newsletters**".
- (ii) **Sample of the paper and envelop shall also be attached alongwith document in the sealed cover.**
- (iii) Unsealed quotations will not be entertained.
- (iv) Your sealed quotation must reach by **05.10.2018 up to 1500 Hrs.** Sealed quotation received after the appointed date shall not be considered.
- (v) The sealed quotations will be opened at **1530 Hrs. of the same day** in the room of ADG (MM) TEC, New Delhi in the presence of such vendors or their representatives who may wish to attend. If the opening date is declared as Government of India holiday, the quotations will be opened on the next working day at the time as notified above.

- (vi) Sealed quotation may also be deposited in the tender box kept at ground floor near reception. Telecom Engineering Centre, Khurshid Lal Bhawan, Janpath, New Delhi-110001. Quotation not deposited in tender box, will not be entertained.
- (vii) Offer will be valid for the period of 60 days from the date of opening the quotation.
- (viii) Vendors shall submit **Earnest Money Deposit/Security Deposit of amounting Rs.5000/-** in the form of demand draft /Bankers Cheque/ Pay Order from any Nationalized Bank drawn in favour of AO (Cash) TEC 'Payable at New Delhi along with the document. Vendors are requested to write its name & full address at the back of draft /Bankers Cheque submitted in support of the sealed quotation. No interest is payable on the Earnest Money Deposit (EMD)/Security Deposit to the unsuccessful vendors.
- (ix) The sample document is available with ADG (NGS), TEC and may be seen on any working day between 1000 hours to 1700 hours.
- (x) The person signing the papers should be Proprietor, Director or Managing Director or any other authorized person on behalf of them with valid identity.
- (xi) During the contract period (one year), 4 newsletters shall get printed, preferably on quarterly basis. Normally, the number of pages will be 8 but may vary to 12 also.
- (xii) The documents for printing shall be given to the vendor as per requirement of the purchaser. The selected vendor will have to make the arrangements for collecting and delivering the material from this office. No additional charges will be paid for this purpose.
- (xiii) The selected vendor shall hand over the Proof, after preparing it as per requirement of TEC as specified above, to ADG (NGS) TEC, within 10 days of offering of material for printing of document.
- (xiv) After final acceptance of the Proof, the printed document shall be delivered to ADG (NGS) TEC, within 7 days.
- (xv) Since the printing job is generally of urgent in nature, the work is to be done within time limit. In case of delay, either in submission of proof or in delivering of document, Liquidated Damages @ of 1% of the cost of the printing of that specific set of document for each day or part thereof, subject to a maximum of 10% of the cost of the printing of that document, shall be levied.
- (xvi) In case, the selected vendor does not provide the proof/document upto the period of maximum Liquidated Damages or refuse to provide the proof/document or the printing of document are found to be unsatisfactory, TEC may proceed to get printed the same from any other source at the Vendor's risk and expenses. In this case Liquidated Damages will also be recovered from the Vendor's Bills/Security, in addition to the excess amount paid by the TEC for printing of that document.
- (xvii) In case of unsatisfactory execution of work, no payment shall be made for that work.
- (xviii) In case of any loss/inconvenience caused due to any activity of the vendor, vendor will be liable to any or all of the following sanctions, viz., imposition of liquidated damages, forfeiture of its security and/or termination of the contract for default.

- (xix) If the services of the selected vendor remain perpetually unsatisfactory, the purchaser reserves the right to terminate the services and forfeit the security deposit.
- (xx) Secrecy of the job should be ensured.
- (xxi) It shall be responsibility of the contractor to safe guard the documents from any loss / theft from his custody and subject to observance of rules on the subject.
- (xxii) The payment will be made by MM Section, TEC, only after the satisfactory certificate of each job from ADG (NGS), TEC.
- (xxiii) No correspondence/discussion/visits whatsoever will be entertained on the subject unless specially called by this office. Violation of the same firm is liable to be blacklisted.
- (xxiv) The evaluation and comparison will be made on the basis of Gross Total Cost. For calculating the Gross Total Cost, the Rates quoted against each item will be multiplied with the quantity mentioned in the Price Schedule and further will be added for all the items.
- (xxv) The work shall be awarded to the L1 vendor based on the Lowest Total Cost.
- (xxvi) In case of any disputes the decision of Sr. DDG (TEC), New Delhi shall be final.

Following information may be furnished by the vendors:

A. Vendor's Particulars:

S. No.	Items	Particulars
1	Name of the vendor	
2	Postal Address	
3	Telephone Nos.	
4	Sales TAX No./VAT Regn. No. (Photocopy to be enclosed)	

B. Price Schedule:

S. No.	Item	Quoted price without tax (in Rs.)	GST, if Any @..... (Rs.)	Any Other taxes and levies etc., if any (Rs.)	Total Price with all taxes (Rs.)
	a	b	c	d	e(b+c+d)
1	2800 Nos. of Newsletters for 8 pages (700 Quarterly)				
2	1400 Nos. of Envelopes (350 Quarterly)				
3	Extra pages 2800 (additional 4 pages per Newsletter in any one issue)				
Gross Total Cost					

Note:

1. The quantity of any item, given above may vary by $\pm 25\%$.
2. In case of increase/decrease of the quantity, the charges shall be paid/deducted on the pro-rata basis of quoted rates.

Asstt. Director General (MM)
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