

Tender Notice

Subject : Quotation for printing of Newsletters and Envelope and dispatch of them.

Ministry of Drinking Water and Sanitation intends to print Newsletters and Envelopes. The newsletters are required to be dispatched to different States after placing them inside envelopes. You are requested to send your tenders as per enclosed proforma keeping in view the following instructions, specifications/requirements and terms and conditions.

Instruction to the bidders

1. The tender should reach the Ministry by 4.00 p.m. on 17.06.2016. The tenders will be opened at 4.30 p.m. on the same day in the presence of representative of the bidders who wish to participate
2. Rate for each of the following particulars may be quoted separately,
3. The tender should be in sealed cover super-scribed as "tender for Printing of Newsletter and Envelopes and dispatching of them".
4. Tender should be sent to: Under Secretary (Genl.), Ministry of Drinking Water and Sanitation, 8th Floor, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi-110003
5. List of Government office(s) for similar work.
6. The tender should be accompanied by refundable EMD of Rs. 5,000/- drawn in favour of DDO, Ministry of Drinking Water and Sanitation, New Delhi

Specifications of the requirements

Printing and dispatching the Newsletters (colour) through Speed Post to different States have to be done by the Successful bidder. The details are given below:

Sl.No.	Particulars	Qty.	Size	Specification/Details
1.	Newsletter of 4 pages (4+4)	12000	A4	300 GSM paper
2.	Envelopes for Newsletter	12000	A4	120 GSM Laminated water proof
3.	Dispatching of Newsletter to different States (List of address will be provided by the department)	12000	-	Putting the newsletters into envelope and dispatching them by speed post only *

* Original receipts of Speed Post should be provided along with bill.

(2)

Terms and Conditions of the Tender

- a. The successful bidder will have to print the Newsletters and envelops and dispatch them to the different States (List of address will be provided by the department) within 7 days of placement of supply order.
- b. The Department reserves the right to increase or decrease the quantity by 25%
- c. The payment will be made within one month after the dispatching of Newsletters and submission of bills.
- d. General conditions of contract applicable to all Govt. of India contracts are applicable.

Yours faithfully



(Subrata Sanyal)

Under Secretary to the Govt. of India

Tele: 24368612

Copy to:

✓ Technical Director (NIC) for hosting on Ministry's website www.mdws.gov.in

एस्तो सान्यल / SUBRATA SANYAL
भारत सरकार के अवर सचिव / Under Secretary to Govt. of India
पेयजल एवं स्वच्छता मंत्रालय
Ministry of Drinking Water & Sanitation
भारत सरकार, नई दिल्ली
Govt. of India, New Delhi

Proforma for Printing Newsletters

Amount of Earnest Money	Rs.
Particulars of Demand Draft	No.
	Date
	Bank
	Branch
Name of the Bidder	
Address*	
# Telephone and FAX No.	
E-mail id	

*(Address should be complete and supported with proof (attested copies of voter I.D card / Aadhar Card and PAN Card etc. # mandatory.) The bidder should always be available for receiving communications at the given address.)

I/we submit my/ our rate for Newsletters printing and dispatching as required by the M/o Drinking Water & Sanitation, New Delhi.

Sl.No.	Particulars	Qty.	Size	Specification	Rate quoted per Newsletter
1.	Newsletter of 4 pages	12000	A4	300 GSM paper	
2.	Envelopes for Newsletter	12000	A4	Lamination water proof	
3.	Dispatching of Newsletter to different States (List of address will be provided by the department)	12000	-	-	

I/ we have very carefully read the terms and conditions of the offer, particularly, regarding earnest money, and agree to abide by these in letter and spirit. The decision of the Under Secretary to the Govt. of India, M/o Drinking Water & Sanitation, on any dispute arising out of the offer shall be binding on me /us.

I/we agree to the forfeiture of the earnest money if I /we fail to comply with all or any of terms and conditions in whole or in part as laid down in the letter No D. 13012/5/2014-General-Part(1) which would constitute and have force of a contract between me /us and the M/o Drinking Water & Sanitation, if I / we am / are declared a successful bidder.

Place: _____

Date: _____

Signature: _____

Name: _____