

भारतीय सर्वेक्षण विभाग
SURVEY OF INDIA



निदेशक का कार्यालय
पश्चिमी मुद्रण वर्ग
निकट - पालम रेलवे फाटक,
दिल्ली कैंट-110010
फोन नं. 25674518, 25672167, 25672140, 25673031
फैक्स नं. 91-11-25674886, 25674693
E Mail-wpg.del.soi@gov.in



OFFICE OF THE DIRECTOR
WESTERN PRINTING GROUP
NEAR PALAM RLY. CROSSING
DELHI CANTT.-110010

Ph. No. 25674518, 25672167, 25672140, 25673031
FAX No. 91-11-25674886, 25674693
E Mail-wpg.del.soi@gov.in

सं./No.WPG/.....
849/15-A-S (Rep) Store

Date.....
07/10/2016

To
M/S _____

SUB: - LIMITED TENDER NOTICE FOR PURCHASE OF PRINTING PAPER.

Dear Sirs,

This office is interested to procure printing paper as per the details in the Annexure 'A'. Please submit your quotation with terms and conditions for supply of the items in a sealed cover super scribed with "TENDER FOR PRINTING PAPER".

Your quotation should reach this office on or before 07.11.2016 (1100 Hrs).

Quotation received late will not be considered.

Director. Western printing Group reserves the right to accept or reject any or all offers in whole or in part. without assigning any reason.

The firm has to supply paper even less quantity if required.

The rates offered should be valid for next One year from the date of opening the Tender.

Note:- This office will not be responsible for non- receipt/ non delivery of the bid documents due to any reasons what so ever.

Yours Faithfully


7/10/16
(V.K. GUPTA)
CHIEF MANAGER
FOR DIRECTOR

Encl: - As above (Tender form)

**WESTERN PRINTING GROUP
SURVEY OF INDIA**

**PALAM VILLAGE ROAD
NEAR RAILWAY CROSSING
DELHI CANTT-10**

TENDER DOCUMENT

FOR

**INVITING LIMITED TENDERS FOR
PRINTING PAPER**

TO BE SUBMITTED BY - 07.11.2016 (1100 Hrs.)

TO BE OPENED ON - 07.11.2016 (1400 Hrs.)

WESTERN PRINTING GROUP, SURVEY OF INDIA
PALAM VILLAGE, ROAD NEAR RAILWAY CROSSING DELHI CANTT. – 10
Phone No. 25672140, 25672167 Tele Fax : 011-25674693, 25674886 E Mail : wpg.del.soi@gov.in

1. **Item** **SUPPLY OF FOLLOWING PAPER / ART CARD**

- | | | |
|----------------------|----------|---------------|
| i) Paper Map litho - | 23"x 36" | -70 GSM |
| ii) Art Card - | 22"x 28" | - 220/230 GSM |

2. Designation and address of the officer to whom the tender is to be submitted - DIRECTOR, WESTERN PRINTING GROUP
Palam Village Road, Near Railway Crossing,
Delhi Cantt. – 10.
3. Consignee - As above
4. Last date & time of receiving the tenders - 07.11.2016 (1100 hrs.)
5. Date & time of opening of tenders (Technical Bid) - 07.11.2016 (1400 hrs.)
6. Date & time of opening of tenders (Price Bid) - 07.11.2016 (1500 hrs.)
7. Detailed description of the item - Please see Annexure 'A&B' (Enclosed)

8. **GENERAL :**

- (i) The tenders should be submitted in sealed cover marked "**Tender for Printing Paper**" along with detail specifications. **A separate sealed envelop containing Price BID should also be submitted with main Tender.** The tender is to be submitted with all relevant information / document / sample sheets prescribed **with Brand/Mill Name** etc. to avoid unwanted correspondence after opening the quotations.
- (ii) The details of paper required is given in annexure 'A', it may increase or decrease or even cancelled also.
- (iii) The price bid of successful bidders who have submitted tender with all requisite such as EMD, Sample Papers and ITR etc. will only be opened.
- (iv) Tenderers must note that the tender once submitted will not be altered for whatsoever reasons and should not have any scope of ambiguity, cutting or overwriting.
- (v) Tenderers are also requested to enclose Photocopies of their latest Income Tax and Sales Tax Returns & PAN/TAN Nos. along with the tender.

9. **RATES :**

Price quoted should be per Ream and per packet of 100 sheets as requested including all charges like packing, forwarding loading unloading charges etc. to the consignee's site. It should also be **inclusive of all taxes and octrio charges etc.**

10. **SAMPLE:**

Sample Paper of all items is to be submitted with the Tender otherwise the Tender will not be considered and Rejected

11. **VALIDITY OF THE TENDER :**

The tender should remain valid for a period of one year from the date of opening the Tender it can also be extended for another period of one year .

12. **OPENING OF TENDER :**

The authorized representative with proper authority letter from the Firms will only be allowed to attend the Tender Opening (Technical Bid) on 07.11.2016 (1400 hrs.) in the office of Director, Western Printing Group, Delhi Cantt. 10. And the price bid of the technically successful Venders will be opened on 07.11.2016 (1500 Hrs.)

13. **EARNEST MONEY**

Tenderer will have to furnish EMD of Rs. 3000/- in the form of Bank draft, Bank guarantee/ Fixed deposit receipt of any nationalised bank in favour of Establishment and Account officer, Western Printing Group, Survey of India, Delhi Cantt-10.

14. **SECURITY DEPOSIT :**

Successful tenderer will have to furnish Security Deposit at the **rate of 10% value of** the order in the form of Bank Draft, Bank guarantee / Fixed Deposit Receipt of any Nationalised Bank in favour of Establishment & Account Officer, Western Printing Group, Survey of India, Delhi Cantt.-10.

15. **INSPECTION:**

The final inspection of the supply of the paper is to be done at consignee's site i.e. by the Director, Western Printing Group, Delhi Cantt. – 10. or his authorised representative against the approved sample.

16. **DELIVERY:**

The supply of paper will be made at consignee's site within 07 days from the date of issue of supply order, failing which the order may be cancelled and security will be forfeited without being prejudice to the expenditure incurred by the firm.

17. **PACKING:**

The Printing paper is required to be securely packed to avoid damage in transit and each packet / bundle should have packing note. Damaged paper, if any, will not be accepted.

The supply of the said materials to consignee's site will be made by the supplier on their risk and cost.

18. **PAYMENT:**

Payment will be made within 45 days from the date of final inspection and acceptance of the final supply.

19. The tender document can also be downloaded from the Survey of India website: www.surveyofindia.gov.in.

20. The Director, Western Printing Group, Survey of India, Delhi Cantt., reserves the right to reject / cancel and accept all or any part of the tender without assigning any reason thereof.

TECHNICAL SPECIFICATION/REQUIREMENT

Sl. No.	Description	Approximate Quantity	Remarks
1.	PRINTING PAPER (Map Litho) 23"x36" – 70GSM	300 Reams	LONG GRAIN
2.	Art Card 22"x 28" - 220/230 GSM	3500 Sheets	---

General Requirements :

- (i) Printing paper should natural white in colour.
- (ii) It should of long grain in machine direction.
- (iii) It should be free from specks, pinholes and embossments of heavy engravings.
- (iv) It should have uniform grain formations.
- (v) It should have seized super calendar surface.
- (vi) Printing paper should be suitable for multicolour printing.
- (vii) It should not curl / crease, tear or split during printing/ uses.
- (viii) It should be subjected to change in humidity from 20% to 75% and change in the dimension shall not be more than 0.4% in MD and 0.8% in CD.
- (ix) It should be devoid of fluff.

RATE QUOTED SHOULD BE AS FOLLOWS:

Sl. No.	Details	Quantity (Approximately)	Rate
1.	Cost of Map Litho Paper -(Per Ream) Size 23"x36" (70GSM)	300 Ream (Approx.)	Rs.....(Per Ream)
2.	Art Card -(Per 100 Sheets) Size 22"x28" 220/230 GSM	2500 Sheets (Approx.)	Rs.(Per Packet of 100 sheets)