



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  
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No. WPG 526/15-A-S(Rep Store)Outsource



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

Date:06-06-2017

To

M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUB: INVITATION OF QUOTATION FOR BOOK BINDING WORKS- Reg.**

Dear Sirs,

This office is interested to get Book Binding work etc. as per the details & specifications in the enclosed tender documents. Please send your quotation with terms & conditions for binding services in a sealed cover super scribed with **“TENDER FOR BOOK BINDING WORK”**

Your quotations should reach this office on or before 28.06.2017 (14.00 hrs.).

**Quotations received late will not be considered.**

Director, Western Printing Group reserves the right to reject or accept any offer in whole or in part, without assigning any reason.

**The rates offered should be valid for Three Months from date of awarding the contract.**

Yours Sincerely

**Director  
Western Printing Group**

Encl:- As above ( Tender Documents )

## LIMITED TENDER FOR BOOK BINDING WORK

WESTERN PRINTING GROUP, SURVEY OF INDIA, PALAM VILLAGE ROAD  
NEAR RAILWAY CROSSING, DELHI CANTT. – 10  
Tele Fax: 011-25674693, 011-25674886,  
E- Mail: wpg.del.soi@gov.in

- |    |   |  |
|----|---|--|
| 1. | Item  | - <b>BOOK BINDING WORK (A-5 Size Book)</b>   |
| 2. | Designation and address of the office to whom the tender is to be submitted | DIRECTOR, WESTERN PRINTING GROUP<br>Palam Village Road, Near Railway Crossing,<br>Delhi Cantt. – 10. |
| 3. | Consignee   | - As above   |
| 4. | Last date & time of receiving the tenders                                   | - 28.06.2017 (14.00 hrs.)  |
| 5. | Date & time of opening of tenders   | - 28.06.2017 (15.30 hrs.)  |
| 6. | Detailed description of the item  | - <b>can be seen in any working day</b>  |

7. **GENERAL:**

- (i) The tenders should be submitted in sealed cover marked “**Tender for Binding work.**” along with terms & conditions. The tender is to be submitted with complete information / document etc. to avoid unwanted correspondence after opening the quotations.
- (ii) Tenderers must have in house facilities for, Lamination, Folding, Section Sewing, Die cutting/ Indexing, Punching, Numbering, Cover pasting etc.
- (iii) 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.
- (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.**

8. **RATES:**

Price quoted in the given format and including all. i.e. packing, forwarding, collecting and delivery charges etc. to the consignee’s site. It should also be **inclusive of all taxes and octrio charges, if any.**

9. **VALIDITY OF THE TENDER:**

The tender should remain valid for a period of at least for **Three Months from date of awarding the contract.**

10. **OPENING OF TENDER:**

The authorized representative with proper authority letter from the Firms will only be allowed to attend the Tender Opening on 28.06.2017 (15.30 hrs.) in the office of Director, Western Printing Group, Delhi Cantt. 10.

11. **INSPECTION:**

The final inspection of the books / works / goods is to be done at consignee’s site by the Director, Western Printing Group, Delhi Cantt.– 10. or his authorised representative against the approved specifications.

12. **DELIVERY:**

The supply of books/works/goods will be made at consignee’s site or to the site specified by the indenter within 15 days or the time as Directed by the competent authority from the date of issue of supply order, failing which the order may be cancelled without being prejudice to the expenditure incurred by the firm. All the waste/extra printed sheets will have to be **RETURNED BACK POSITIVELY** to the indenter along with the supply.

13. **PACKING:**

The equal No. of books (serially) in each Packets are required to be securely packed to avoid damage in transit. Damaged supply, if any, will not be accepted.

14. **PENELTY:**

Director reserves the right to deduct 10% to 25% of the tender cost if the tenderer is unable to supply the book within prescribed time.

15. **PAYMENT:**

Payment will be made within 45 days from the date of final inspection and acceptance of the final supply. TDS will be deducted as per rule. Please give the details of your Bank account as given below for receiving the Bill payment through NEFT.

- a) Account Holder's Name:
- b) Name of the Bank:
- c) Bank Account Number:
- d) IFSC Code:
- e) Branch Name:
- f) Pan Number:

16. **IMPORTANT**

***The books/goods/works may contain classified information and therefore, during the binding of books, representative of this office will supervise the work round the clock for security purposes (During the binding work all waste/ torn /excess sheets will be returned back to this Office in any circumstances, causing classified in nature). The vendor will also be equally responsible for the security of the printed materials.***

***Note: Specimen book can be seen in any working day (Monday to Friday) from 9.30 AM to 5.00 PM.***

**SPECIFICATION OF BOOK**

- (i) Book Size will be A-5 & No. of pages about 240 to 288,
- (ii) After trimming all four sides, making two holes (Punch of 80mm) of standard distance, Book will be Bind in Two steel imported Rings (1 inch Dia) having locking system as per sample
- (iii) Tow thick transparent (150-micron each) plastic sheets will be used in book at Top & Bottom side.
- (iv) Numbering, Cover Lamination
- (v) No. of Books-6000 Appx.

**RATE :-**

**Binding is done at Vender's Premises ( Including To & Fro cartage Charges)**

Rate per book ( Ring Binding) - Rs. ....  
(As per Specifications)