

**HSCC (India) Ltd
E-6(A), Sector-1
Noida (U.P)-201301**

HSCC/HRM/NIT/08

14.05.2008

Notice Inviting Tender for printing of office stationery

Sealed tenders are invited from the printing agencies in or around Noida for the printing of office stationery items. The last date on submission of tenders is 23/05/2008 02:30 p.m. For forms and other details please visit our website at www.hsccltd.co.in.

CGM (HRM & Legal)

TENDER DETAILS
Printing of Office Stationery

SCOPE OF WORK

1. Printing of Office Stationery

Printing of office stationery of HSCC as per the Annexure-II or as per the requirement other than the items mentioned in the Annexure-II.

TERMS AND CONDITIONS FOR PRINTING OF OFFICE STATIONERY

1. Rate should be quoted against each item mentioned in the Annexure - II.
2. Rates quoted should be inclusive of all taxes, cost of transportation, forwarding and freight, art work, designing and delivery at HSCC Corporate Office, Noida
3. The tender should be accompanied by the following:
 - a. Copy of certified audited balance sheet for the last 3 years
 - b. Copy of PAN & Service Tax Registration certificate
 - c. **Rs.3000/-** as EMD by Demand Draft drawn on Delhi/Noida, favouring "HSCC (India) Ltd". The EMD is refundable to the unsuccessful bidders. In case of successful bidder, the EMD will be retained as Security Deposit.
4. In the event of failure to supply the printed articles within the stipulated date/time conforming to the approved specification or refusal to undertake the work allotted, the earnest money which is retained as security deposit shall be forfeited and work order will be cancelled.
5. Request for enhancement of rates during the contract period shall not be considered under any circumstances.
6. The tender should be addressed to the CGM (HRM & Legal), HSCC (India) Ltd, E-6 (A), Sector-1, Noida (U.P)-201301 by the designation only. The work "**Tender for Printing of Office Stationery**" should be clearly written on the sealed cover containing the tender.
7. All tenders must reach on or before **2.30 PM** on **23.05.2008** during working hours and will be opened on **23.05.2008** at **3.30 PM** in the presence of tenderers who wish to be present.
8. HSCC is not bound to accept the lowest tender and reserves the right to accept or reject any tender or all tender without assigning any reason thereof.
9. Delivery of the printed articles in good condition must be made within 07 days of placement of order.
10. The tender issuing authority reserves the right to make their own suggestion/ additions/ alterations.
11. Non-submission or partly submission of the any of the required documents will result in non-consideration of the bids.
12. Submission of price bid in a format other than as per Annexure-II will not be entertained.

ANNEUXRE – I

1. Period of contract for PRINTING of items shall be upto 31.5.2009 or one year from date of issue.
2. The price indicated for each item shall be valid upto 31.5.2009 or for one year from the date of issue and there will be no change in the rates whatsoever it may be during the period of contract.
3. HSCC reserves the right to terminate the contract by giving one month's notice without assigning any reason.
4. HSCC will make the payment within 10 days from the date of receipt of pre-receipted bill in duplicate on receipt of the goods in good conditions.
5. Printer shall bear the transportation/cartage charges including loading and unloading upto the office premises.
6. HSCC shall not be responsible for any damage caused in transit.
7. Printer shall ensure delivery of goods within two days of receipt of order either in writing or through telephone message.
8. Any extra items other than those approved will be made available by printer at rates mutually agreed upon.
9. HSCC also reserves its right to enter into one or more price contract & split an order to one party or more than one party as it deems fit in respect of order for any item.
10. Not withstanding anything above HSCC reserves right to assess the capability of supplier to perform the contract.

All disputes subject to Delhi jurisdiction.
(*) *Inclusive of all the taxes and duties, etc.*

I / We agree to undertake the printing of office stationery subject to terms and conditions stipulated at the rates quoted above.

Date:

SIGNATURE
Name and Seal of firm

ANNEXURE – II

<u>S.NO.</u>	<u>ITMES</u>	<u>PACKAGE UNIT</u>	<u>PRICE</u>
1.	Letter Head (A-4size)	Per pack of 100	
2.	Letter Head (A-4size)-25 years	Per pack of 100	
3.	DO Letter Head (A-4 size)	Per pack of 100	
4.	DO Letter Head (A4/2 size)	Per pack of 100	
5.	Visiting Card	Per pack of 100	
6.	Brown File	Each	
7.	Plastic Folder (Blue File)	Each	
8.	Strip Folder	Each	
9.	Plastic File (Front Transparent)	Each	
10.	Plastic File (L shape)	Each	
11.	Receipt Book	Each	
12.	Visiting Slip	Per pad of 100	
13.	Spiral Note Pad (Big)	80 pages	
14.	Spiral Note Pad (Small)	50 pages	
15.	Window type Envelope 10 x 4 ¼	Per 1000	
16.	Ordinary Envelope 10 x 4¼	Per 1000	
17.	Laminated Envelope 8x10	Per 1000	
18.	Laminated Envelope 10x12	Per 1000	

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S.NO.	ITMES	PACKAGE UNIT	PRICE
19.	Laminated Envelope 12x16	Per 1000	
20.	Plain/White Envelope 8x10	Per 1000	
21.	Plain/White Envelope 10x12	Per 1000	
22.	Plain/White Envelope 12x16	Per 1000	
23.	Leave/Conveyance/Joining/TA Advance/ Medical Expenses	Per pad of 100 pages	
24.	Receipt Register 18"x11" (Sunshine paper)	per book of 250 pages	
25.	Despatch Register 18"x11" (Sunshine paper)	per book of 250 pages	
26.	Visitor Register 18"x11" (Sunshine paper)	per book of 250 pages	
27.	Leave Record 16"x13" (Laser paper)	per book of 200 pages	
28.	Training Register (Sunshine paper)	per book of 200 pages	
29.	Log book (Sunshine paper)	per book of 250 pages	
30.	Conference Folder	each folder	

Date: _____ **SIGNATURE**
Name and Seal of firm

(This format shall be sent in a separate sealed cover superscribing - "PRICE BID FOR PRINTING OF OFFICE STATINOERY)