

Kendriya Bhandar
West Block-VIII, Wing-III
Ground Floor, R.K.Puram
New Delhi-110066

KB/Sty.I/Lt.Tender/Diaries/2013-14

Dated : 31.10.2013

**TENDER FORM FOR SUPPLY OF DIARIES/DESK CALENDAR DULY
PRINTED FOR THE YEAR 2013**

Sealed tenders/quotations are invited for registration of supplier and purchase of Diaries/Desk Calendars for the year 2014.

2. Tenders duly filled in the enclosed proforma along with two samples of each item and other details should be submitted in sealed cover due for opening on 23.11.2013 so as to reach Asstt. General Manager,, Kendriya Bhandar, West Block-VIII, Wing-III, R.K.Puram, New Delhi – 110066 as per date and time indicated below: -

Last date and time of receipt of tenders : 3.00PM on 23.11.2013

Date and time of opening of tenders : 4.00 PM on 23.11.2013

Validity of tenders three months from the date of opening.

Schedule to tender form/proforma and with specifications, terms along with other detailed terms and conditions etc. are enclosed.

Offer should be submitted in duly sealed envelope. The main criteria of deciding the tender item will be reasonability of rates based upon quality and other specifications etc.

Tenderers are required to submit Tripartite/Bipartite agreement along with indemnity bond on stamp paper duly notarised as per format enclosed. Proof of EMD security deposited with Kendriya Bhandar must also be enclosed.

Submission of all samples with tender quotation is compulsory.

(AJBI SINGH)
PURCHASE & SALES EXECUTIVE

KENDRIYA BHANDAR
PRICE BID AND TERMS/CONDITIONS

SPECIFICATIONS OF DESK CALENDAR AND DIARIES OF DIFFERENT
VARITIES

Sl. No.	Name of the item	Rate	VAT
1.	Desk Calendar Single Colour Printed on both side Size: 110mm x 90mm (approximately) (a) Ordinary Base Paper: Creamwove Paper 58 GSM as per ISI 1848-1981 with latest amendments.		
2.	Desk Calendar Refill Single Colour Printed on both side Size: a) 150mm x 90mm (Jumbo Refile) Base Paper: Creamwove Paper 58 GSM as per ISI 1848-1981 with latest amendments.		
3.	Engagement Pad (Spril Binding) Size: 220mm x 130mm (approx) Base Paper: 70 GSM Maplitho Paper as per ISI 1848-1921 with latest amendments.		
4.	Nescafe Two Fold Diary One page two date and One Page one Date Size: 235mm x 175mm (approx) Base Paper: 70 GSM Maplitho Paper as per ISI 1848-1981 with latest amendments		
5.	Nescafe Two Fold Diary One page one date Size: 220mm x 140mm (approx) Base Paper: 70 GSM Maplitho Paper as per ISI 1848-1981 with latest amendments		
6.	Nescafe Two Fold Diary (Appointment/without appointment) One page one date Size: 245mm x 185mm (approx) 265x215mm Sunshine Super Printing Paper Base Paper: 70 GSM Maplitho Paper as per ISI 1848-1981 with latest amendments		
7.	Rampat Full Index Diary/ Rampat type Diary One date one page on Sunshine Super Printing paper. Size: 225 mm x 160mm (approximately)		
8	Diaries Printing charges (a) Name / Department name – each piece (b) Office Information – Each pages		

Note : Terms and Conditions.

- a) Rate should be filled up only on the above format
- b) Above mentioned specifications are only for guidance. Tenders are free to quote similar item of better quality/specifications.
- c) The rate must be quoted F.O.R., R.K.Puram, New Delhi-110066.
- d) VAT (Percentage of tax under Delhi Vat may be indicated for each items).
- e) Payment shall be made on confirmation on having sold the goods.
- f) Unsold stock (if any) as on 20.3.2014 shall have to be lifted by supplier.
- g) Purchaser reserves the right to reject any lower offer without assigning any reasons thereof
- h) Goods will be received strictly on consignment basis (i.e. sale and return basis)
- i) Two samples of each item for which rates have been quoted are to be submitted along with tenders. Otherwise offer will not be considered. The sticker on each samples must be fixed indicating the firm's name, item No. and date.
- j) Vague tenders will be ignored without making any further reference
- k) The Registration Form, tripartite/bipartite agreement and indemnity bond must be filled properly and submitted along with offer.
- l) Delivery Period: Within 7 (seven) days.

(AJBI SINGH)
PURCHASE & SALES EXECUTIVE