

प्रसार भारती/PRASAR BHARATI
भारत का लोक सेवा प्रसारक /India's Public Service Broadcaster
आकाशवाणी / दिल्ली :ALL INDIA RADIO : DELHI

NO.DEL-1(1)/2018-19/G

दिनांक/ Date

निविदा आमंत्रण सूचना /Notice Inviting Tender (NIT)

विषय :आकाशवाणी दिल्ली केन्द्र में प्रिंटिंग कार्य हेतु निविदा :

Sub : Quotation for Printing Job in AIR Delhi.

निविदा आमंत्रण हेतु सीलबंद लिफाफे में जिस के ऊपर की ओर ,संलग्न-1 अनुसार लिखा हो "आकाशवाणी दिल्ली केन्द्र में प्रिंटिंग कार्य हेतु निविदा" के लिये पंजीकृत संस्थाओ से निविदायें आमंत्रित की जाती हैं।

Registered firms are hereby invited to furnish there sealed quotations with the text "Quotation for Printing Job work in AIR Delhi" super cribed on envelop as mentioned in Annexure-I.

निविदा पत्र में दिए गए प्रिंटिंग सामान नियम व शर्तों की जानकारी के लिए आकाशवाणी की वेबसाइट ,योग्यता मापदंड , <http://allindiaradio.gov.in/Information/Tenders> से निविदा प्रपत्र उतारा जा सकता है।

The details of printing items, eligibility criteria for furnishing the quotations, terms and conditions can be downloaded from AIR's official website <http://allindiaradio.gov.in/Information/Tenders>.

पूर्ण रूप से सीलबंद निविदा स्पीडपोस्ट दस्ती या रजिस्टर्ड डाक द्वारा ,व्. प्रशासनिक अधिकारी को कमरा नं० 46,प्रथम तल,प्रसारण भवन नई दिल्ली ,संसद मार्ग ,स्थित निविदा पेटी में भेजी डाली जा सकती है।

The properly sealed quotation should be sent/submitted in Tender Box situated in the chamber of **Sr.Administrative Officer, at Room No.46, 1st floor, Broadcasting House, Parliament Street, New Delhi** by speed Post/Registered Post/by hand.

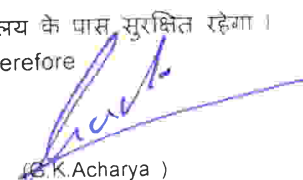
1.निर्दिष्ट निविदा प्रपत्र को दिनांक 29/04/19दोपहर)03.00 बजे (1500 बजे तक ही स्वीकार किया जायेगा।
The tenders will be accepted up to (03.00 P.M.) 1500 Hrs. on 29/04/19 in the manner as specified in the tender document.

2. निविदा प्रपत्र को उसी दिन (यानि) दिनांक 29/04/19दोपहर)04.00 बजे (1600 बजे निविदाकर्ता या उनकी संस्था फर्म के प्रतिनिधियों की उपस्थिति में खोला/जायेगा।
Tender will be opened on the same day i.e. 29/04/19 at (04.00 P.M.) 1600 Hrs. in the presence of such tenders or the representative of the firms.

3. निविदा खोलने का स्थान: व्. प्रशासनिक अधिकारी ,प्रथम तल ,कमरा नं० 46 प्रसारण भवन ,संसद मार्ग ,नई दिल्ली-110 001.
Place of opening of Tender Bid: Sr. Administrative Officer, Room No.46, 1st floor, Broadcasting House, Parliament Street, New Delhi-110 001.

4.अधिसूचित दिनांकऔर समय के बाद अपूर्ण निविदा समयोपरांत प्राप्त निविदा अस्वीकृत कर दी/जायेंगी।
Incomplete tenders/tenders received beyond the date/time notified above will be rejected.

किसी भी निविदा को बिना कोई कारण बताये किसी भी समय रद्द करने का अधिकार कार्यालय के पास सुरक्षित रहेगा।
This office reserves the right to reject any quotation without assigning any reason therefore


(S.K.Acharya)
वरिष्ठ प्रशासनिक अधिकारी/ Sr Administrative Officer
कृते उप-महानिदेशक(का)/for Dy. Director

S. No.	Name of Items	Quantity	Rate (Rs)
1.	Printed file Cover (ordinary) Bilingual (as per sample)	1 No. Each	
2.	Gate Pass Book (in Triplicate) 5.0"x8.5"	100 sheets pad	
3.	D.O. Pad A-4 size (Bond Paper)	100 sheets pad	
4.	D.O. Pad Small (Bond Paper) 5.0"x8.5"	100 sheets pad	
5.	D.O. Letters Pad single side printing with golden embossed emblem (Printing two colors)	100 sheets pad	
6.	Visitor's Pass (Bilingual)	100 sheets pad	
7.	X-Mission Fault Log Book (Bilingual)	100 sheets pad	
8.	Printed Carry Bag (Thick Paper)	1 No. Each	
9.	Printed Survey Books (A-4)	Per page	
10.	Printed Survey Literature (A-4)	Per page	
11.	Invitation Card Simple with cover print (one side print) single colour	Per card	
12.	Invitation Card Simple with cover print (both side print) single colour	Per card	
13.	Invitation Card Simple/ multi Colour with cover print (one side print)	Per card	
14.	Invitation Card Simple/ multi Colour with cover print (both side print)	Per card	
15.	Invitation Folder/double Card with cover (multi colour) (One side print)	Per card	
16.	Invitation Folder/double Card with cover (multi colour) (both side print)	Per card	
17.	Invitation Photo Coloured Card with cover (multi colour) one side print	Per card	
18.	Invitation Photo Coloured Card with cover (multi colour) both side print	Per card	
19.	Single page printing (A-4 size) one colour	Per page	
20.	Double page printing (back to back (A-4 size) one colour	Per page	
21.	Pay Order Book (AIR-A2) (200 pages)	Per Book	
21.	Studio Log Book (200 pages)	Per Book	
23.	Car Log Book (200 pages)	Per Book	
24.	Dak Pad with cover printing	Per Pad	
25.	Car Log Book Sheet (100 pages pad) fulscape	Per pad	
26.	Car Requisition form (100 pages pad) (Bilingual) fulscape	Per Pad	
27.	Voucher Pad (AIR-A2) 100 Pages pad (Bilingual) fulscape	Per Pad	
28.	Contract form (P-1/ P-3/ P-5) 1+1x250 (Bilingual)	per 1000	
29.	C.R. form (Single page) (Bilingual)(fulscape) with staple/ side pasting/	Per page	
30.	C.R. form Double page (Back to back) (Bilingual) fulscape with staple/side pasting	Per page	
31.	Visiting Cards (Two colour/both side printing/ Bilingual)	Per 100	
32.	Visiting Cards) both side printing with golden embossed emblem) (Printing two colors)	100 Per Cards	
33.	Certificate (Size: 8.5"x12.0" on art card) Three colours (Bilingual)	Per certificate	
34.	Index Card (Size: 7.0"x9.0") both side print /single colour)	Per card	
35.	Envelop SE-5 white (Single colour address Printing)	Per Envelop	
36.	Envelop SE-6 white (Single colour address Printing)	Per Envelop	
37.	Envelop SE-6 white window type (Single colour address printing)	Per Envelop	
38.	Envelop A-4 Size white (Single colour address printing)	Per Envelop	
39.	Proposal & Contract Register (Back to Back 200 pages)	Per Register	

All the above items will be got printed as per specified text/colour approved by the competent authority from time to time. For any clarification regarding quality, specification & size of the product, the bidder can contact the office before filling the bid. After the bidding, no excuse will be entertained.

Srri G K Acharya Sr Administrative Officer, Room No 46, 1st floor, BH AIR Delhi maybe contact on working days between 10 30AM to 4 00PM for any quires

(Sign Of Supplier)


G. K. Acharya,
Sr Administrative Officer
For Dy. Director General (P)

प्रसार भारती/PRASAR BHARATI
भारत का लोक सेवा प्रसारक /India's Public Service Broadcaster
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TERMS & CONDITIONS

1. The approved firm will have to supply the required items in good conditions in the office at his cost.
2. No extra cartage, Loading/unloading charges will be borne by the office.
3. If the supplied items are found defective or short in number, payment will be curtailed accordingly.
4. The Bid must accompany Bid security amounting to Rs.10,000/- (Rupees Ten thousand only) in the form of Demand Draft issued in favor of **DDO, AIR, Delhi**. The DD must be got issued from any Nationalized/Commercial Bank.
5. This office also intends to obtain performance security from the successful tenderer(s) The amount of the same will be intimated in later on. The same will have to be deposited before the contract is awarded in the form of Demand Draft to be issued from any nationalized/commercial bank.
6. The Technical Bid & Financial Bid must accompany the tender documents duly inked signed and stamped by the Proprietor/partner may be enclosed separately alongwith Tender.
7. The firm must ensure that the supplied items are according to number and specifications as required by this office.
8. Payment will be made after the supplies are made in good condition on presentation of bill in duplicate alongwith the GST No 07AAAJP0288R2ZG of AIR and Supplier in the name of AIR Delhi.
9. The contract would be awarded for a period of one year from the date of acceptance and can be extended for another on year subject to satisfactory service.
10. Once the rates are accepted by the competent authority, the same will not be revised (increased) in any case.
11. GST etc. must be mentioned **EXTRA** clearly.
12. While quoting the rates in the enclosed Performa, the rate must be mentioned without Taxes i.e GST percentage/ may be mentioned at the end of the sheet.
13. GST must be charged as fixed by the Govt. from time to time.
14. The firm will be held responsible for any item found faulty/defective at a later stage. The firm shall have to reprint/replace at its own cost.
15. The competent authority reserves the rights to cancel the tender or any time during its validity period, if the services of the firm are not found satisfactory without assigning any reason.
16. In case the firm fails to abide by the terms & conditions set by this office tender document the contract will be terminated and performance security forfeited.
17. A copy of PAN card must accompany the tender documents.
18. A copy of letter of Incorporation of the firm/company must be attached with the tender documents
The firm must be registered with Govt. of NCT, Delhi.

(Sign. Of Supplier)


(G.K. Acharya)
Sr. Administrative Officer
for Deputy Director General (P)
01123467361