



NO.DEL-6(1)/2019-20/G

दिनांक/ Dated:

निविदा आमंत्रण सूचना / Notice Inviting Tender (NIT)

विषय : आकाशवाणी दिल्ली केन्द्र में प्रिंटिंग कार्य हेतु निविदा।

Sub : Quotation for Printing Job Work / in AIR Delhi.

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

Registered firms are hereby invited to furnish their sealed quotations with the text "Quotation for Printing Job Work in AIR Delhi" super scribed on envelop as mentioned in Annexure-1.

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

The detail of 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 वरिष्ठ प्रशासनिक अधिकारी को कमरा नं० 46, प्रथम तल, प्रसारण भवन, संसद मार्ग, नई दिल्ली 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 29-08-2019 दोपहर (02.30 बजे) 1430 बजे तक ही स्वीकार किया जायेगा !

The tenders will be accepted up to (14.30 P.M.) 1430 Hrs. on 29-08-2019 in the manner as specified in the tender document.

2.निविदा प्रपत्र को उसी दिन (यानि) दिनांक 29-08-2019 दोपहर (03.00 बजे) 1500 बजे निविदाकर्ता या उनकी संस्था/फर्म के प्रतिनिधियों की उपस्थिति में खोला जायेगा।

Tender will be opened on the same day i.e 29-08-2019 at (03.00 P.M.) 1500 Hrs. in the presence of such tenderers or the representative of the firms.

3.निविदा बोली खोलने का स्थान : वरिष्ठ प्रशासनिक अधिकारी, कमरा नं० 46, प्रथम तल, 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 दिन/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.

(जी. के. आचार्य) G.K. Acharya

वरिष्ठ प्रशासनिक अधिकारी Sr. Administrative Officer
कृते उप-महानिदेशक (कार्य) for Dy. Director General (P)

विषय : आकाशवाणी दिल्ली केन्द्र में प्रिंटिंग कार्य हेतु निविदा!

TERMS & CONDITIONS

1. The approved firm will have to supply/repair 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. 10000/- (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 Bid must accompany the tender documents duly inked signed and stamped by the Proprietor/partner.
7. The firm must ensure that the supplied/repaired items are according to number and specifications as required by this office.
8. Payment will be made after the supplies/repaired are made in good condition on presentation of bill in duplicate alongwith the **GST No. 07AAAJP0288R2ZG** in the name of AIR Delhi.
9. The contract would be awarded for a period of one year from the date of acceptance.
10. Once the rates are accepted by the competent authority, the same will not be revised (increased) in any case.
11. GST No./Service Tax etc. must be mentioned **EXTRA** clearly.
12. A copy of TIN No. obtained from Govt. of NCT Delhi must be invariably enclosed with the tender documents.
13. While quoting the rates in the enclosed proforma, the rate mentioned without GST percentage.
14. GST should be charged as fixed by the Govt. from time to time.
15. The competent authority reserves the rights to cancel the tender at any time during its validity period, if the services of the firm are not found satisfactory and also 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 GST No. 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)

(जी. के. आचार्य / **G.K. Acharya**)

वरिष्ठ प्रशासनिक अधिकारी/ Sr. Administrative Officer
कृते उप महानिदेशक (का०)/for Dy. Director General (P)

NO.DEL-6(1)/2019-20/G

दिनांक/ Dated:

विषय : आकाशवाणी दिल्ली केन्द्र में कार्यालय सैल्फ इंक स्टाम्प, रबबर स्टाम्प / नाम पट्टिका और बैनर/फ्लेक्स बोर्ड्स/स्टैंडी आदि बनाने और खरीद हेतु निविदा।

S. No.	Detail of the Item	Quantity	Rate(Rs.)GST%
1.	Printed file Cover (ordinary) Bilingual (as 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 Bah (Thick Paper)	1 No. each	
9.	Printed Survey Books (A-4)	Per page	
10.	Printed Survey Literature (A4)	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	
22.	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 page pa) 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+1+x250)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	

(जी. के. आचार्य / G.K. Acharya)

वरिष्ठ. प्रशासनिक अधिकारी/ Sr. Administrative Officer
कृते उप महानिदेशक (का०)/for Dy. Director General (P)

Name /Signature & seal of firm