



SURVEY OF INDIA

WESTERN PRINTING GROUP
PALAM VILLAGE ROAD
NEAR RAILWAY CROSSING
DELHI CANTT-10

LIMITED TENDER DOCUMENT

FOR

INVITING TENDERS FOR PRINTING PAPER

TO BE SUBMITTED BY	-	17.01.2017 (1400 Hrs.)
TO BE OPENED ON (Technical BID)	-	17.01.2017 (1500 Hrs.)



WESTERN PRINTING GROUP

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

1. Item **SUPPLY OF FOLLOWING PRINTING PAPER**
 - i) Mat Finish Art Paper - 23”x 36” - 100/110 GSM
 - ii) Gloss Art Paper - 23”x 36” - 100/110 GSM
 - iii) Art Card - 22”x 28” - 300 GSM
2. Designation and address of the officer to whom the tender is to be submitted - DIRECTOR, WESTERN PRINTING GROUP
Palam Village Road, Near Railway Crossing,
Delhi Cantt. – 10.
3. Consignee - As above
4. Last date & time of receiving the tenders - 17.01.2017 (1400 hrs.)
5. Date & time of opening of tenders (Technical Bid) - 17.01.2017 (1500 hrs.)
6. Date & time of opening of tenders (Price Bid) - 17.01.2012 (1600 hrs.)
7. Detailed description of the item - Please see Annexure ‘A’ (Enclosed)
8. **GENERAL :**
 - (i) The tenders should be submitted in sealed cover marked “**Tender for Printing Paper**” along with detailed specifications. **A separate sealed envelop containing Price BID should also be submitted with main Tender.** The tender is to be submitted with complete information / document / sample sheets prescribed **with Mill Name** etc. to avoid unwanted correspondence after opening the quotations.
 - (ii) The requirement shown in annexure ‘A’ are approximate and can be reduced or increased or even cancelled. The detailed specification of required paper is given in Annexure ‘A’.
 - (iii) 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.
 - (iv) Tenderers are also requested to enclose Photocopies of their latest Income Tax and Sales Tax Returns & PAN/TAN Nos. along with the tender.

9. **RATES :**

Price quoted should be per unit (Ream / 100 sheets pkt. /125 sheets pkt.) and including all charges like packing, forwarding and delivery to the charges etc. to the consignee's site. It should also be **inclusive of all taxes and Octrio charges etc.**

10. **SAMPLE:**

Sample Sheets of Paper/ Art Card (in 23"x 36"-100/110 GSM and in 22"x28"- 300 GSM) **with Mill Name** are to be submitted with the Tender otherwise the Tender will not be considered/ Rejected

Rate quoted should be as follows:

Sl No	SPECIFICATION OF PAPER	Size in Inches/ GSM	Rates per Reams/ Sheets	Remarks
	Mat Finish Art Paper	23x36-100	Rs.....	
	Glass Art Paper	23x36-100	Rs.....	
	Art Card (Gloss)	23x36-300	Rs.....	

11. **VALIDITY OF THE TENDER :**

The tender should remain valid up to next Twelve months from the date of opening the Tender.

12. **OPENING OF TENDER :**

The authorized representative with proper authority letter from the Firms will only be allowed to attend the Tender Opening (Technical Bid) on 17.01.2017 (1500 hrs.) in the office of Director, Western Printing Group, Delhi Cantt. 10.

The price bid of the Technically successful Venders will be opened on 17.01.2017(1600 Hrs.)

13. **SECURITY DEPOSIT :**

Successful tenderer will have to furnish Security Deposit at the **rate of 10% value of** the order in the form of Bank Draft / Fixed Deposit Receipt of any Nationalised Bank in favour of Establishment & Account Officer, Western Printing Group, Survey of India, Delhi Cantt.-10.

14. **INSPECTION :**

The final inspection of the supply of the paper is to be done at consignee's site i.e. by the Director, Western Printing Group, Delhi Cantt. – 10. or his authorised representative against the approved sample.

15. **DELIVERY :**

The supply of Printing paper will be made at consignee's site within 07 days from the date of issue of supply order, failing which the order may be cancelled and security will be forfeited without being prejudice to the expenditure incurred by the firm.

16. **PACKING :**

The Printing paper is required to be securely packed to avoid damage in transit and each packet / bundle should have packing note. Damaged paper, if any, will not be accepted.

17. The supply of the said materials to consignee's site will be made by the supplier on their risk and cost.

18. **PAYMENT :**

Payment will be made within 60 days from the date of final inspection and acceptance of the final supply. Please give the details of your Bank account as given below for receiving the Bill payment through NEFT/RTGS.

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

19. The tender document can also be downloaded from the Survey of India website: www.surveyofindia.gov.in

20. 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.

ANNEXURE 'A'

TECHNICAL SPECIFICATION

Sl. No.	Description	Quantity	Remarks
1.	Mat Finish Art Paper 23"x36" – 100/110 GSM	52 Reams Approx.	LONG GRAIN
2.	Glass Art Paper 23"x36" – 100/110 GSM		
3.	Art Card Gloss 22"x 28" – 300 GSM	700 Sheets Approx.	

General Requirements :

- (i) It should natural white in colour.
- (ii) It should of long grain in machine direction.
- (iii) It should be free from specks, pinholes and embossments of heavy engravings.
- (iv) It should have uniform grain formations.
- (v) It should have seized surface.
- (vi) It should be suitable for multicolour printing.
- (vii) It should not curl / crease, tear or split during printing.
- (viii) It should be subjected to change in humidity from 20% to 75% and change in the dimension shall not be more than 0.4% in MD and 0.8% in CD.
- (ix) It should be devoid of fluff.
- (x) It should have storage life up to 10 years.

भारतीय सर्वेक्षण विभाग
SURVEY OF INDIA



निदेशक का कार्यालय
निदेशालय पश्चिमी मुद्रण वर्ग
निकट - पालम रेलवे फाटक
दिल्ली कैंट, नई दिल्ली- १०
फोन: २५६७४५९८, २५६७२१४०
फैक्स: ९१-११-२५६७२१६७, 25674886

OFFICE OF THE DIRECTOR
TE. WESTERN PRINTING GROUP
EAR:PALAM RAILWAY CROSSING
ELHI CANTT, NEW DELHI - 110010.
h.No. 25674598, 25672140
AX : 91 - 11 - 25672167,25674886
Mail: - wpg.del.soi@gov.in

No. WPG/28/15-AS(Rep) Tender

Dated:- 05.01.2017

To

M/S

SUB:- LIMITED TENDER NOTICE FOR PURCHASE OF PRINTING PAPER.

Dear Sirs,

We are interested to procure printing paper as per the details in the Annexure 'A'. Please despatch your quotation with terms and conditions for supply of the items in a sealed cover super scribed with "TENDER FOR PRINTING PAPER".

Your quotation should reach this office on or before 17.01.2017 (1400 Hrs).

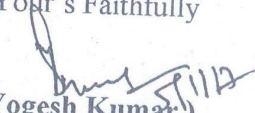
Quotation received late will not be considered.

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

The firm has to supply the items even less quantity.

The rates offered should be valid for next Twelve months from the date of opening the Tender.

Your's Faithfully


(Yogesh Kumar)
Works Manager
For DIRECTOR

Encl:- As above (Tender form)

Note:- The purchaser shall not be responsible for non- receipt/ non delivery of the bid documents due to any reasons what so ever.