

**PRINCIPAL ACCOUNTS OFFICE
GOVT. OF NCT OF DELHI
'A' BLOCK, VIKAS BHAWAN, NEW DELHI**

No.F.7 (15)/CT/Store/2015-16/ 2951-2971

Dated: 22/1/18

To

M/s. _____

Subject: - Printing of Accounts Materials.

Sir,

Sealed Quotations are invited for printing /binding of following materials as per details given below:-

S.NO	DESCRIPTION OF ITEMS	RATE PER COPY
1.	All inclusive rate per page for printing of colored overview and white text pages of 300 copies of bilingually i.e. in Hindi and English (on 95 GSM Sunshine super print paper)	
2.	Rate per cover of 300 GSM Imported art card with matte finish, lamination, printing in two different colors in addition to base color and binding	
3.	Rexin binding charges (for 25 copies)	

Particulars to be printed and quantity thereof are given below:-

S.No.	Particulars	Size	Quantity
1.	Printing & binding of Finance accounts books	11"x8.25"(finished) 210 pages(approx.)	275 copies.
2.	Printing & binding of Appropriation accounts book	11"x8.25"(finished) 220 pages(approx.)	275 copies.
3.	Printing & Rexin binding of Finance accounts books	11"x8.25"(finished) 210 pages(approx.)	25 copies.
4.	Printing & Rexin binding of Appropriation accounts book	11"x8.25"(finished) 220 pages(approx.)	25 copies.

The sealed quotations shall be sent to the Deputy Controller of Accounts (Admn.), Principal Accounts Office, A-Block, Vikas Bhawan, New Delhi-110002, up to 12.02.2018 on 01:00pm. The quotations will be opened on the same day at 03.30 P.M in the Chamber of Dy. Controller of Accounts (Admn.), Principal Accounts Office, A-Block, Vikas Bhawan, New Delhi-110002.

Term and Conditions

1. Materials is to be printed bilingually i.e. in Hindi and English.
2. Materials to be printed out, paper to be used for printing and binding copies can be inspected in this office on any working day between 10.00 A.M to 5.00 P.M.
3. The documents to be printed out contain important material; therefore, paper should be used as per the specification given in the quotation letter.
4. An earnest money of Rs.4000/-in the form of Demand Draft in favour of Dy. Controller of Accounts (Admn.), Principal Accounts Office, and GNCT of Delhi should be accompanied with the quotation.
5. The successful tenderer shall deposit a security of Rs.8000/- by pay order/Bank Guarantee in favour of Dy. Controller of Accounts(Admn.), Principal accounts office, GNCT of Delhi for the due and satisfactory performance of work and in the event of any breach/ violation of contravention of terms and conditions, the said security shall be forfeited by the department.
6. Time limit for printing and binding work will be 15 days after the date of issues of order. falling which the security deposited shall be forfeited and firm blacklisted.


(RAMANI T.V.)
Sr.ACCOUNTS OFFICER (ADMN.)