

Govt. of National Capital Territory of Delhi  
Planning Department  
Level-4 & 6, B-Wing, Delhi Sectt.,  
I.P Estate: New Delhi-110002

**FINANCIAL BID WITH RESPECT TO TENDER FORM OF PRINTING OF  
ECONOMIC SURVEY OF DELHI 2008-09**

1. Name of the firm: \_\_\_\_\_

2. Address alongwith Telephone No. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Tin Number: \_\_\_\_\_

\_\_\_\_\_

4. PAN No. \_\_\_\_\_

5. Item wise Quotation

S.No.	Item/Work	For English	For Hindi	Total cost of	
1	Cost of paper size 11"*8.75" as per specification /sample attached with tender invitation letter.				
2	Layout and prinying charges per page For text.				
	For graph				
	Graph-2 color with complete processing				
	Graph-3 color with complete processing				
	Graph-4 color with complete processing				
	Graph-6 color with complete processing				
	Graph-8 color with complete processing				
	Cover printing per cover				
3	Paper cost of cover per page				
4	Binding charges(Per book)				
5	Lamination charges(per book)				

Undertaking:

1. This is certify that we have taken the note of the fact that for the above mentioned printing work, NO hand written manuscript will be given to the printers. The printers will be given " Computer typed manuscript " in the form of soft copy(In the floppy disk) We are quoting the above rates accordingly.
2. We also certify that terms and conditions given by the concerned authority in the Planning Department in the tender document have been accepted and duly signed & stamped on each paper.
3. The sample paper with tender document are enclosed . These papers will be used for printing.

(SIGNATURE & SEAL OF THE FIRM)

NO. F.3(4)/2007/Plg./Store/  
Govt. of National Capital Territory of Delhi  
Planning Department  
Level-4 & 6, B-Wing, Delhi Sectt.,  
I.P Estate: New Delhi-110002

Dated:

To

M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub:-QUOTATION FOR PRINTING OF SIXTH ECONOMIC SURVEY OF DELHI 2008-09.**

Sir,

Sealed Quotations are invite for printing of Sixth Economic Survey of Delhi 2008-09 in the format. The terms and conditions are given below:-

1. The Planning Department will provide soft copy (in floppy disk ) for the material to be printed. No hand written manuscript will be given to the printer. The printer is to get the same printed in serial order (that is chapter wise/table-wise) and handover the HARD COPY to the Planning Department for comparison, correction, addition, deletion and editing. The corrected, compared and edited pages(Hard Copy) will be returned to the printer who will then carry out the corrections and other required entries/deletions and submit a final version (Hard Copy) to the Planning Department for approval. This will be called final draft, and after getting it okayed from this Department, the same shall be printed as per jobs specifications given below. Delay and or deviation may invite penalty provision.

2. Economic Survey of Delhi 2008-09 to printed as per details given below:-

Sl. No.	Economic Survey of Delhi 2008-09	Approximate Number of pages	No. of copies be printed
1	English	350 ( ± 10%)	3000 Nos
2	Hindi	350( ± 10%)	150 Nos

3.The specification :-

- a) Size of paper is 11”X.75”
- b) Margin 2.5 cm form all sides and 0.5cm. between the lines.
- c) Document in “Arial” Font with size 12 and Font size 16 for the chapter heading.
- d) Sample papers for printing the Document and Cover page is enclosed.

4.Schedules:-

- a) The printer will supply the Hard Copy (Ist Draft ) for comparison within two days after receipt of Soft Copy (Floppy Disk).
- b) The final version (Hard Copy ) will be supplied by Printer within three days after receipt of the corrected (Ist Draft) from Planning Department.
- c) The printer will supply the printed documents within three days after receipt of final draft.

5. The sample paper for text of document and cover page will be used.

6. A sample of published Economic survey of Delhi2007-08 is available in Co-ordination Unit of Planning Department at 4<sup>th</sup> Level for reference, which can be on any working day.

**7. The rates should be quoted inclusive of VAT and other taxes admissible under the rules.**

8. The tender will hold good for a period of three months.
9. Earnest money amounting to Rs. 10,000/- (Rupees Ten Thousand only ) for printing work in the form of demand draft in favour of DDO Planning Department, Govt. of NCT of Delhi is required to be submitted along with Financial Bid.
10. If the firm does not complete the job in time, in that case the department shall forfeit the earnest money of firm doing the job.
11. The Department reserves the full right to accept or reject all quotations or its part, without assigning any reasons.
12. The rates quoted for the supply of items should be F.O.R. at Delhi.
13. The firm must have done atleast one printing job of Rs. Three lakh in respect of Govt. document/Report during 2008-09. The documentary evidence for this must be enclosed.
14. Attested copy of PAN, TAN and ITR may also be attached.

**The Quotation may be submitted up 3:00 P.M on 1/6/2009 and thereafter no quotation will be accepted. The quotations will be opened at 4:00 P.M on the same day.**

**-Sd-**  
**(L.N. Meena)**  
**Joint Director (Admn.)**