

Ref. No. 1(9)2009- DOEACC Soc.

4th December, 2009

To

Subject: Limited tender for the supply of New Year Diaries/Planners -2010 – reg.

Sir,

DOEACC Society is an Autonomous Scientific Society of Department of Information Technology, Ministry of Communications and Information Technology, Government of India mandated with carrying out Human Resource Development and related activities in the area of Information Technology, Electronics and Telecommunication Technologies (IECT). In execution of its mandate the Society conducts various courses through its own Centres as also through accredited institutes. Various DOEACC Centres have been assigned the responsibilities of overall coordination and functioning as nodal centre for different courses. The DOEACC headquarters located at Electronics Niketan, 6 CGO Complex besides performing the role of headquarters, is also functioning as nodal centre for implementation of DOEACC Scheme.

Limited tenders are invited for the supply of 2500 nos. of diaries as per our sample and 150 nos. of high quality new year planner with cushion cover as per the tender documents. You are requested to furnish your proposal strictly as per terms and conditions stipulated in the Tender Document and as such you are requested to kindly go through the same before submitting your proposal.

Your proposal (bids) must reach the undersigned in sealed cover superscribed with “**Tender for the supply of New Year Diaries/Planners**” and addressed to the Asstt. Director (Admn.), DOEACC Society, Electronics Niketan, 6 CGO Complex, New Delhi – 110 003 at or before 1500 hrs on 09/12/2009.

Yours faithfully,

(S.C. Dhyani)
Asstt. Director (Admn.)
Ph. - 24365592

E-Mail:- scdhyani@doeacc.edu.in

No. 1(9)2009-DOEACC Soc.

DOEACC SOCIETY

An Autonomous Scientific Society of Department of Information Technology
Ministry of Communications and Information Technology, Govt. of India
Electronics Niketan, 6, CGO Complex,
Lodhi Road, New Delhi – 110 003

Subject: Limited tender for the supply of New Year Diaries – 2010 – req.

Limited tenders are invited for the supply of 2500 nos. of diaries as per our sample and 150 nos. of high quality new year planner with cushion cover as per following specification:-

I. For New Year Diaries (Code SE-1: Quantity – 2500): (As per our sample)

a. The Approximate size of the page of diary should be as follows

24 cms X 18.5 cms

b. A page of one day of the year including Sunday etc. with month cutting.

c. The diary should contain month planner on a single sheet affixed on top of pages for specific month and other usual information and telephone index.

d. Pages for each month should have separate colour strip on three edges of the pages. The government holidays have to be shown in a single sheet on inside pages.

e. The paper should be of 70 GSM of good quality map litho super sun shine.

f. The diary should be premium notebook like with specialty bright paper, durable, long life cover, problem free smooth strictly as per our sample, which can be seen by the bidders before submission of Bids with prior appointment.

g. The delivery shall be with cardboard cover for each diary.

h. DOEACC Logo should be printed on the front cushion cover of the diary as per sample and on cardboard cover containing the diary. The front page of the diary is to be designed as per our specification. The DOEACC logo should also be printed on front page inside the cover.

i. DOEACC will provide its own profile (preferably 9 pages), which should be bounded in the diary.

II. For New Year Planner (Code SE -2: Quantity – 150): (As per our sample)

a. The Approximate size of the cover of planner/organizers should be as follows:

33 cm X 20 cm (with folds)

b. A page for each day of the year including Sunday etc.

c. The planner should contain other usual information like personal details, address and telephone index etc. as per our sample.

- d. The government holidays have to be shown in a single sheet on inside pages.
 - e. The paper should be of 70 GSM of good quality map litho super sun shine.
 - f. The planner should be premium notebook like with specialty bright paper on inside pages, durable, long life cover problem free smooth as per sample. The pages should be loose and fitted in steel clip rings. There should be two pockets inside behind the cover and provision of keeping papers, cards. Separate Calculator & a good quality Ball Pen should also be put inside the cover.
 - g. The delivery shall be with cardboard cover for each planner.
 - h. DOEACC Logo should be printed on the front cushion cover of the planner as per sample and on cardboard cover containing the planner. The front page of the planner is to be designed as per our specification. THE DOEACC logo should also be printed on front page inside the cover.
2. The samples of diary/planner can be inspected in DOEACC Society Office.
 3. The delivery time will be two weeks from the date of placing firm orders. Late delivery charges @ 2% will be levied per week with a maximum of 4% for two weeks. After expiry of two weeks, the order will be cancelled and diaries will be procured from any other vendor forfeiting the EMD/Security Deposits.
 4. DOEACC office will undertake a 100% Pre-delivery inspection of the diary/planner. The diaries/planners not confirming to the specifications would be rejected outright. DOEACC will not be liable for non-conformance to the specifications.
 5. An EMD of **Rs. 10,000/-(Rupees Ten thousand only)** in the form of demand Draft in favour of **DOEACC Society, New Delhi**, should be submitted as per following clause failing which the bid shall be rejected.
 6. The tender should be submitted in two separate inner covers. The first cover containing the company profile, CST/LST numbers, PAN,EMD and one sample of diary and sample of planner each sealed and super scribed – “Tender for Diary/Planner – General Information”. The diaries/planners should be numbered as SE-1 and SE-2. The second cover will contain the cost details as per Annexure – I and should be sealed and super scribed - “Tender for diary/planner – Price Details”. Both these covers should be placed in an outer cover addressed to **Asstt. Director (Administration), DOEACC Society, Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi- 110 003.**
 7. The sealed cover containing General Information will be opened in the first instance in the presence of bidders representative at **3.30 P.M on 10/12/2009**. One representative per tender would be permitted to be present at the time of opening the tender. A committee would evaluate the sample diary/planner against the tendered specifications, quality of paper, getup and weight. From all the sample diaries/planner submitted by each vendors, the committee would evaluate one diary and one planner conforming to the specifications for each vendor. Only those bidders will be declared technically qualified whose both the samples are acceptable to the committee. The decision of the committee will be final and can not be questioned.

Annexure – I

Name of the Vendor

Address

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Phone No.

Fax No.

Sl. No.	Name of the Item (A)	Sample Diary Code (B)	Unit Price in Rs. (C)	Vat/Tax on Unit price in Rs. (D)	Total Price in Rs. (E)
1.	Executive Diary	SE - 1			
2.	New Year Planner/Organizer including the cost of printing of individual name	SE - 2			
Grand Total					

Note: L1 will be decided on lowest grand total of quoted total Price in Col.-E

(Signature of Authorized Signatory)**Name :****Office :****Seal :**