

**GANDHI SMRITI AND DARSHAN SAMITI  
GANDHI DARSHAN , RAJGHAT,  
NEW DELHI**

**TENDER NOTICE**

No. F. 22/13 (iii)/2023/GSDS/  
Dated the 11<sup>th</sup> January, 2023

Sealed tenders are invited on behalf of the Director, GSDS from the registered agencies/contractors located in Delhi/NCR and having valid License for various Printing Work of GSDS as per details enclosed in Annexure-II viz. Gandhi Smriti and Darshan Samiti, New Delhi.

Tender Form can be obtained from Gandhi Darshan, Rajghat, New Delhi up to **3:00 pm till 21<sup>st</sup> January, 2022 on payment of Rs. 500.00 in Cash (Non-refundable)** on any working day or can also be downloaded from the website of GSDS "www.gandhismriti.gov.in" for which Rs.500.00 has to be deposited in following bank account of GSDS.

Name of the Bank: Canara Bank, Khan Market, New Delhi,  
Account No. 90432010031268  
IFSC Code: CNRB0019043

The receipt/screenshot of the payment should be attached along with "Technical Bid".

Tenderers should submit their bids in two separate SEALED ENVELOPES, superscribing, "Technical Bid for Printing Work" and "Financial Bid for Printing Work", duly complying the instructions contained in the Tender form (enclosed at Annexure-I to V), addressed to the Administrative Officer should reach latest by 23<sup>rd</sup> January, 2023 at by 11.00 a.m. from the date of advertisement at the above office address. **EARNEST MONEY DEPOSIT of Rs.25,000/- may be deposited in the above mentioned account of the GSDS and receipt /screenshot of the payment should be attached along with Technical Bid.**

**Technical Bid of the tenderers will be opened at 3.30 pm on 23<sup>rd</sup> January, 2023** in the presence of the tenderers who may like to be present. Financial Bid will be opened later in respect of those only who are found suitable in technical bid. "Director, GSDS, New Delhi" reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever thereof.

The date and time of opening of Financial Bids will be informed at the time of opening of Technical Bids.

Administrative Officer  
GSDS, New Delhi

**ANNEXURE-I**  
**Price: Rs.500/-**

**GANDHI SMRITI AND DARSHAN SAMITI**  
**GANDHI DARSHAN, RAJGHAT,**  
**NEW DELHI**

**TENDER FORM**

**Part 'A' - Technical Bid**

(Note: Tenderer must read 'Instructions to Tenderers' and Terms and Conditions before filling the particulars in this part).

1.	Credentials of the Tenderers	
1.1	Name of Printer/Agency	
1.2	Registration No. and year of Registration (with documentary Evidence)	
1.3	Printer. To whom the Printer/Agency has been registered with	
1.4	Office Address and Tel. No.	
1.5	Name (s) of the Proprietor/Partners	
1.6	Is the Establishment Registered with MCD	
1.7	Please furnish Certificate from Police for printing periodicals, magazines, etc. in Delhi and NCR.	
1.8	Details of the Earnest Money Deposited (EMD) through Online/RTGs .	
	Amount	Rs.25,000/- (Twenty Five thousand only)

SIGNATURE OF THE TENDERER  
WITH OFFICIAL SEAL AND COMPLETE ADDRESS:

TELEPHONE No.

Date:

**Note: For Terms and Conditions, please see enclosed instructions at Annexure-III.**

**GANDHI SMRITI AND DARSHAN SAMITI**  
**GANDHI DARSHAN , RAJGHAT,**  
**NEW DELHI**

**ANNEXURE-II**

**Part 'B'- Financial Bid**

1. Quote rates of Printing Work :

Sr. No.	Printing Work Category	Paper quality in GSM		For minimum of 300 copies	For minimum of 500 copies	For minimum of 1000 copies	For minimum of 2000 copies	For minimum of 3000 copies	For minimum of 4000 copies	For minimum of 5000 copies
		Cover Page	Inside Page							
1.	ANNUAL REPORT (E) Size : 8.5x11 inch 140 pages± 8 pages	300 gsm Print: 4 colour	80 gsm Print: Sepiya Colour							
2.	ANNUAL REPORT(H) : Size : 8.5x11 inch 140 pages± 8 pages	300 gsm Print: 4 colour	80 gsm Print: Sepiya Colour							
3.	ANTIM JAN (H) Size :7x9.5 inch 64 pages	130 gsm Print: 4 colour	70 gsm Print: Black & White							
4.	ANNUAL ACCOUNTS & AUDIT REPORT (E) Size :8.5x11 inch 40 pages	120 gsm Print: Single colour	70 gsm Print: Single Colour							
5.	ANNUAL ACCOUNTS & AUDIT REPORT (H) Size :8.5x11 inch 40 pages	120gsm Print: Single colour	70 gsm Print: Single Colour							
6.	VISTING CARDS: both side in two colour	Ivory paper								
7.	ENVELOPE: craft/handmade paper in single colour, Size: 8x11 inch	100 gsm (Star), one side printing.								
8.	Envelop: in single colour, Size: 8x10 inch	105 gsm, Yellow Andhra (Laminated), single colour, one side printing Andhra								
9.	Envelop: in single colour, Size: 16x12 inch	105 gsm, Yellow with cotton jali, single colour, one side printing								
10.	Envelope: White paper, single colour, Size: 10x4.5 inch	90 gsm, white paper single colour, printing one side								

11.	Invitations Cards With Envelop Size: 7.5x10.5 Inch, Single fold	Handmade paper, both side print, Print: Hindi & English							
12.	Invitations Cards With Envelop, Size: 7.5x5.2 Inch	Ivory Paper							
13.	Children's passes Size: 9x11 inch	Single colour, one side printing							
14.	Handmade paper carry bags Size:40x30x7.5 inch	As per sample, one side printing.							
15.	Handmade paper carry bags Size: 30x23x5.5 inch	As per sample, one side printing.							
16.	Voucher Size: 7x8.5 inch, 100 leaves pad	60 gsm, Single colour , one side printing.							
17.	Requisition Slip Size: 8.5x11 inch, 100 leaves pad	60 gsm, single colour, one side printing .							
18.	Writing Pad Size: 8.5x6.5 inch 40 Leaves pad , printing of Charkha on each pages including cover page.	70 gsm, plain paper / cover/handmade paper cover/single colour, one side printing.							
19.	Writing Pad Size: 8.5x5.5 inch 40 Leaves pad, printing of Charkha on each pages including cover page.	70 gsm, plain paper cover/handmade paper /single colour, one side printing.							
20.	Letter Head Size: A4	85gsm, (Executive bond paper) 2 Colour ( Packet-100 leaves)							
21.	Certificate Size: 8.5x11.5 inch 4 Colour	300 gsm (Ivory card) one side printing.							
22.	Gandhi Folder Size: 14x9 inch, Inner Pocket in both side	300 gsm, Handmade paper Inner Pocket in both side. Single colour , one side printing.							
23.	Bill Book Size: 8.5x5.5 inch 100 leaves pad, (Triplicate copy with numbering)	60gsm, single colour, one side printing							
24.	Leaflet Size: A4, both side printing in Hindi & English	70gsm in 4 colour							

25.	Post Card Colour	Art Card, 4 colour printing							
26.	GANDHI SMRITI AND DARSHAN SAMITI BROCHURE	As pe sample							

Note: 1. Specimen copies of the above can be obtained from the Gandhi Darshan Store.  
2. For any other work quotations will be called from the empanelled printers.

2. Any other conditions which the tenderer would like to add:

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Telephone No. -----

Date : -----

(Signature of Tenderer)  
WITH OFFICE SEAL

**Gandhi Smriti and Darshan Samiti  
Gandhi Darshan, Rajghat  
New Delhi - 110002.**

No.F.22/13(iii)/2023/GSDS/

Dated the 11<sup>th</sup> January, 2023

**Subject: Calling of tenders for printing of Books in GSDS**

Sealed tenders/quotations are invited for the Printing work in GSDS on terms and conditions mentioned here under:

1. The material to be printed from this office for printing of the books, journals and magazines etc. and deliver the printed material to this office as directed within stipulated period.
2. In the event of defective execution of work leading rejection of work, the firm will have to print the same and carry out corrections and improvement as may be advised and no extra cost/charges shall be admitted for such work.
3. Refusal to accept and execute the work orders shall be viewed as violation of the provisions of the agreement governing such printing assignments and may lead to removal of such printers without any condition from the panel of GSDS printers.
4. It is upto the firms to ensure quality production and in case of sub-standard printing; a penalty of 5% on the total admissible charges will be imposed.
5. The contractor shall have to print the material for which the rates (with papers) may be sent in the proforma enclosed which should be signed by the duly authorized person.
6. Details and addresses of the Department/Offices for whom Printing work is being executed may be enclosed with tender documents along with copies of work orders or certification of work done at present.
7. Details of Machine & human power available may also be attached in a separate sheet with tender.
8. Permanent Account No. of Income Tax and details of Bank Account No. & Branch is to be indicated GST registration No.

9. The approved printers will have to deposit a security deposit of Rs.25,000/- (Twenty Five thousand Only) against award of work. The same will be refunded without any interest upon completion of contract period after adjustment of dues, if any, from the printers.
10. For delay in execution of work, the printer will be liable to pay as damages at 1% of awarded value of work per week subject to a maximum of 5% of value of work.
11. Details of work executed in last three years for which furnish a list of agencies/Institutions/Govt. Organizations where printing work done. Please furnish some samples.
12. Tender committee reserves the right to call for any clarification, information or any document required from any tenderers for processing and finalizing tender documents.
13. A panel of suitable printers would be developed and the contract of which will be for one year, renewable for further period, if required.
14. The Samiti reserves the right to terminate the contract of empanelled printer(s) at one month's notice without assigning any reason thereof.
15. **The sealed tender addressed to Administrative Officer should reach latest by 23 January, 2023 by 11.00 a.m. at Gandhi Darshan, Rajghat, New Delhi-110002.**

Administrative Officer  
Gandhi Smriti and Darshan Samiti

**GANDHI SMRITI AND DARSHAN SAMITI  
GANDHI DARSHAN , RAJGHAT,  
NEW DELHI**

**ANNEXURE-IV**

**Instructions to the Tenderers:**

1. Scope of the work includes providing Printing work in GSDS. The job of the printing agency will be to provide a fool proof system for the above work as per detailed terms and conditions enclosed at Annexure- III.
2. The contract will be valid for a period of two years from the date of award of the contract which could be extended by one year by GSDS based on satisfactory services and mutual agreement.
3. Offers shall be given by each tenderer in two separate sealed packets-
  - i) Technical Bid on prescribed format for which the envelope should be clearly superscribed as 'Part 'A'-Technical Bid'.
  - ii) Financial Bid on prescribed format for which the separate envelope should be clearly superscribed 'Part 'B'-Financial Bid'.
4. At the first stage only technical bids of the tenderers shall be opened at **3.30 pm on 23<sup>rd</sup> January, 2023** in the presence of the tenderers, who may like to be present.
5. Financial bids shall be subsequently opened later in respect of only those agencies, which are found technically suitable by GSDS. A panel of tenders shall be drawn on the basis of eligibility. The names of eligible tenderers shall be displayed on the Notice Board.
6. Any additional information required by GSDS on the Technical Bid shall be submitted by the tenderer within three days failing which the offer will not be entertained.
7. Technical Bid and Financial Bid should be signed by the same authorized signatory of the Agency.