

**Telecom Regulatory Authority of India**  
General Administration Section  
Mahanagar Doorsanchar Bhawan  
Jawaharlal Nehru Marg, Near Zakir Hussain College  
New Delhi – 110002.

.....

**No. 16-2/2019-GA**

**Dated: 30<sup>th</sup> August, 2019**

**Limited Tender Enquiry (LTE)**

**To**

1. <b>M/s Akanksha Impressions</b> 18/36, Street No. 5, Rly. Line side, Anand Parbat Indl. Area, New Delhi	6. <b>M/s Chandu Press</b> D-97, Shakerpur, Delhi - 110 092
2. <b>M/s Hari Om Traders</b> B-4/60, Yamuna Vihar, Delhi – 110053	7. <b>M/s U.S. Graphics,</b> WP-315, Wazirpur Village, Ashok Vihar, Delhi-110052
3. <b>Shri Ganesh Associates</b> C-83/11, Arjun Street No. 7, Mohanpuri, Maujpur, Delhi-110053	8. <b>M/s Graphics World</b> 1818, Uday Chand Marg, Kotla Mubarakpur, New Delhi
4. <b>Arihand Offset</b> Plot No. 212F & 229, Nangli Sakrawati, Industrial Area, Nazafgarh Road, New Delhi – 110043	9. <b>Agrawal Agencies</b> 5776, New Chandrawal Kamla Nagar, Delhi-110007
5. <b>M/s Skreen 'O' Graphix</b> WZ- 485/9A, Basai Darapur, New Delhi - 110015	10. <b>M/s Global Infotech</b> 219-A, Shahpur Jat, Ground Floor, Near Hauz Khas, New Delhi - 110049

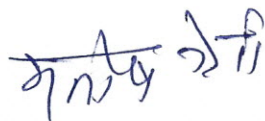
**Subject: NOTICE FOR INVITING SEALED TENDER FOR PRINTING AND SUPPLY OF VISITING CARDS, LETTER PADS, VOUCHERS, SLIP PADS AND REGISTERS ETC. IN TRAI OFFICE, NEW DELHI.**

The undersigned on behalf of the Telecom Regulatory Authority of India (TRAI) is directed to invite sealed Limited Tender Enquiry (LTE) for printing and supply items required as per technical specification given in Annexure-I and scheduled of rates at ANNEXURE – II on the terms & condition given below: -

**Terms and Conditions of LTE**

1. Participation in this tender is by invitation only and is limited to the selected printers. Unsolicited offers are liable to be ignored. However, printer who desire to participate in such tenders in future may bring it to the notice to the Undersigned/TRAI for participation in next LTE, if any.
2. LTE must be in the form furnished by TRAI and should be free from corrections/erasures. In case there is any unavoidable correction it should be properly attested. If not, the Tender will not be considered. Tender written in pencil will not be considered.
3. The bidder is required to print and supply the items given in the schedule to TRAI office as per the specifications and conditions specified in Annexure-I of this LTE. Interested bidder is advised to visit the office to see samples before quoting bid in the tender.

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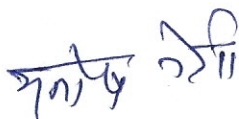


4. Bidder is required to quote their rates as per the schedule of rates as given in Annexure-II. L-1 will be decided on the basis of an overall cost on the basis of quantity indicated by TRAI in the SOR multiplied by the rate quoted by the firm. The rate must be quoted inclusive of all taxes.
5. TRAI reserves the right to accept the offer by individual items and reject any or all tenders without assigning any reason there of and does not bind itself to accept lowest quotations.
6. TRAI also reserves right to relax or modify any tender conditions at any stage, if considered necessary for the purpose of finalizing the contract in the interest of TRAI.
7. A complete set of Tender Documents may be downloaded from TRAI website i.e. <http://www.traigov.in/content/Tender.aspx> and also From CPP Portal. In case the bidders need any clarification regarding any terms and conditions of the bid document, the bidder may seek clarification from the undersigned in person or telephonically before the last date of submission of tender.
8. Please quote whether your firm is large scale industry. If you have NSIC/ MSE/MSI/DGS&D Certificate and seeking exemption from depositing EMD amount, please attach it to the quotation. Mention your printer registration details.
9. At the initial stage, the contract shall be awarded for a period of two years from date of submission of security deposit amount. TRAI will have discretion for extending it for further term of one or more year on mutually acceptable terms and conditions. However, a formal agreement between TRAI and successful bidder is to be signed separately.
10. However, it will be obligatory on the part of the firm to continue to work at the rates prevailing on the last date of the Agreement even beyond contract period for at least 3 (three) months or till the new contract is finalized, whichever is earlier.
11. Proof of registration for GST registration number shall be attached. A self-certificate shall be given in case the tenderer is not covered under GST.
12. TRAI shall be free to check/test the sample of paper of printed items supplied by the bidder from any independent source for which all required cooperation/documentation shall be submitted by the bidder.
13. The prices quoted should be firm till the supplies are completed. Please quote the rates in words and figures. Rates quoted should be free delivery at destination including all charges otherwise the LTE is likely to be rejected. If there is no indication regarding the FOR, in the quotation, then it will be considered as FOR destinations.
14. In case TRAI office will shift from present location to any another location, within NCR supply will be made by vendor at new location. The firm supply

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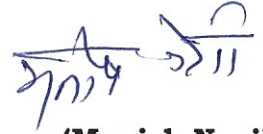
required items on very short notice as and when required and within (05) five days from the date of issue of the order in normal course of delivery.

15. Demand Draft/Pay order of Rs. 6,000/- [Rs. Six thousand only] towards Earnest Money Deposit (EMD) in favour of 'TRAI', payable at "New Delhi" should also be attached wherever applicable with the bid document by the bidder which will be released after completion of tender process. In case bidder is declared L-1 and fails to deposit security amount within stipulated time, the EMD will be forfeited. No interest will be applicable/ payable on the EMD.
16. The successful Tenderer whose rates are finally accepted must deposit an amount of 10% of the contract value of 24 months as Security Deposit/ Performance Guarantee within 15 days from the of issue of work order. PBG should remain valid for period of 60 days beyond the date of completion of the contract.
17. Formal Agreement with the successful bidder will be signed after deposit of Security Deposit/Performance Guarantee. If the Tenderer fails to observe or comply with the said stipulation, the amount of EMD shall liable to be forfeited.
18. No interest will be payable on the security deposit/PBG and the security deposit/PBG will be returned/released only after successful completion of the contract period.
19. TRAI reserve the right to recover any loss sustained due to delayed delivery by way of penalty. Failure to supply the material within the stipulated period shall entitle TRAI to impose penalty @ ½% (half percent) of the total value of the item covered in order as penalty per day subject to a maximum of 5% (five percent) unless extension is obtained in writing from the office on valid ground before expiry of delivery period.
20. If the deliveries are not maintained and due to that account TRAI is forced to get the work done at risk and cost from elsewhere, the loss or damage that may be sustained thereby, will be recovered from security deposit of the defaulting bidder. Supply of poor-quality work would liable to forfeiting of Security deposit.
21. No advance payment will be made in any case. Payment of Bill shall be made after receipt the items at the prices approved by the TRAI, if found in order. In case of any complaint of non-fulfilment or any obligation under the contract, the TRAI reserves the right to deduct the payment due from the firm from monthly bill (s). The payment shall be made through RTGS/NEFT. TDS and all other taxes will be deducted as per applicable laws time to time.
22. The firm blacklisted at any point of time by any Ministry/Department need not apply. In case the fact is concealed, and it will come to the notice of the TRAI, during the period of contract, the contract shall be terminated straightway, and the security deposit will be forfeited. If the fact comes to notice before award of contract, his bid shall be rejected outright & tender may be awarded to L2 bidder. A declaration to the effect that the tenderer has not been blacklisted by Central/State Govt. Public Sector Units or its



contracts have not been terminated on account of poor performance during last 3 years as per Annexure-III.

23. The bidder will be required to keep the offer open for a period of 90 (Ninety) days from the date of opening of the LTE.
24. Bidder is also required to attach duly signed copy of this LTE along with its bid.
25. In the event to any dispute arising between TRAI and the firm in any matter or arising directly or indirectly, the matter shall be referred to the Advisor (A), TRAI who may himself act as sole arbitrator or may nominate an officer of TRAI as sole arbitrator, notwithstanding the fact that such officer has been directly or indirectly associated with the contract. The firm will not be entitled to raise any objection for the appointment of such officer of TRAI as the sole arbitrator. The award of the arbitrator shall be final and binding on both the parties to the agreement subject to provisions of Arbitration and Conciliation Act, 1996 and rules made there under. The parties expressly agree that the arbitration proceedings shall be held at New Delhi. The language of arbitration shall be in English only.



(Manish Negi)  
Sr. Research Officer (GA)  
Phone No. 011-23664-141/142

Encl: - As above

Note: The sealed quotations addressed to the Sr. Research Officer (GA), TRAI, Mahanagar Doorsanchar Bhawan, Jawaharlal Nehru Marg, (old Minto Road), New Delhi - 110002, and clearly marked **FOR PRINTING AND SUPPLY OF VISITING CARDS, LETTER PADS, VOUCHERS, SLIP PADS AND REGISTERS ETC. IN TRAI OFFICE, NEW DELHI** should reach this office in person only by 3:00 PM on 16/09/2019. LTE will be opened by the Tender Evaluation Committee (TEC) on the same day at 3:30 PM in TRAI, Mahanagar Doorsanchar Bhawan, in the presence of the bidder who wish to be present. Any query in this regard may be ascertained from the office of TRAI during working hours on any working day on or before 13/09/2019 upto 12:00 Noon

**TECHNICAL SPECIFICATION AND SCHEDULE OF ITEMS REQUIRED**

Sl. No	Item of work	Approximate Quantity (Annual)
1.	Visiting Cards without Monogram (300 GSM Kent Ivory)	50-Packets (100 cards in each Pkt)
2.	Visiting Cards with embossed Monogram (300 GSM Kent Ivory)	50-Packets (100 cards in each Pkt)
3.	Visiting Cards with double side printing without Monogram (300 GSM Kent Ivory)	50-Packets (100 cards in each Pkt)
4.	Visiting Cards with double side printing with embossed Monogram (300 GSM Kent Ivory)	50-Packets (100 cards in each Pkt)
5.	Letter Head A5 Size on Sunshine Paper 90 GSM	50-Pads (100 sheets in each Pad)
6.	Letter Head A4 Size on Sunshine Paper 90 GSM	50-Pads (100 sheets in each Pad)
7.	Letter Head A5 on DO Imported Paper 90 GSM	50-Pads (100 sheets in each Pad)
8.	Letter Head A4 on DO Imported paper 90 GSM	50-Pads (100 sheets in each Pad)
9.	Bank/Cash/Journal Voucher pads on 70 GSM paper (As per sample to be checked from TRAI Office)	150-Pads (50-sheets in each Pad)
10.	TRAI Receipt/Acknowledgement Book (size 22 x 13½ cms) in Three/Two colors with Sl. No. in triplicate/duplicate (As per sample to be checked from TRAI Office)	50-Pads (50-sheets in each Pad)
11.	OHD/Slip Pad (22 x 13½ cms) 80 GSM (As per sample to be checked from TRAI Office)	50-Pads (20-sheets in each Pad)
12.	File Index Register (28 X 21 cms) 80 GSM Sunshine Paper (As per sample to be checked from TRAI Office)	50-Register (200-sheets in each Register)
13.	Art-Card 3-Color (Light Green, Yellow & Blue) (A4 size) 350 GSM (As per sample to be checked from TRAI Office)	20-Packets (50-cards in each Pkt)

**Note: -**

1. A Sample must be enclosed of each item mentioned at Sl. No. 1 to 13 above with the tender document.

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**TECHNICAL SPECIFICATION AND SCHEDULE OF RATES**

Sl. No.	Item of work	Approximate Quantity (Annual)	Unit	Rate including TAX per Unit (Rs.)	Amount (Rs.) (3x5)
1	2	3	4	5	6
1.	Visiting Cards without Monogram (300 GSM Kent Ivory)	50-Packets (100 cards in each Pkt)	Per Pkt		
2.	Visiting Cards with embossed Monogram (300 GSM Kent Ivory)	50-Packets (100 cards in each Pkt)	Per Pkt		
3.	Visiting Cards with double side Printing without Monogram (300 GSM Kent Ivory)	50-Packets (100 cards in each Pkt)	Per Pkt		
4.	Visiting Cards with double side Printing with embossed Monogram (300 GSM Kent Ivory)	50-Packets (100 cards in each Pkt)	Per Pkt		
5.	Letter Head A5 on Size Sunshine Paper 90 GSM	50-Pads (100 sheets in each Pad)	Per Pad		
6.	Letter Head A4 on Size Sunshine Paper 90 GSM	50-Pads (100 sheets in each Pad)	Per Pad		
7.	Letter Head A5 on DO imported Paper 90 GSM	50-Pads (100 sheets in each Pad)	Per Pad		
8.	Letter Head A4 on DO imported paper 90 GSM	50-Pads (100 sheets in each Pad)	Per Pad		
9.	Bank/Cash/Journal Voucher pads (22 x 13½ cms) 70 GSM (As per sample to be checked from TRAI Office)	150-Pads (50-sheets in each Pad)	Per Pad		
10.	TRAI Receipt/Acknowledgement Book (22 x 13½ cms) 70 GSM in Three/Two colors with Sl. No. in triplicate/duplicate (As per sample to be checked from TRAI Office)	50-Pads (50-sheets in each Pad)	Per Pad		
11.	OHD/Slip Pads (22 x 13½ cms) 80 GSM (As per sample to be checked from TRAI Office)	50-Pads (20-sheets in each Pad)	Per Pad		

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Sl. No.	Item of work	Approximate Quantity (Annual)	Unit	Rate including TAX per Unit (Rs.)	Amount (Rs.) (3x5)
1	2	3	4	5	6
12.	File Index Register (28 X 21 cms) 80 GSM Sunshine Paper (As per sample to be checked from TRAI Office)	50-Register (200-sheets in each Register)	Per Register		
13.	Art-Card in Three colors (A4 size) 350 GSM (As per sample to be checked from TRAI Office)	20-Packets (50-cards in each Pkt)	Per Pkt		
<b>TOTAL AMOUNT (Rs.)</b>					

**Total amount in words (Rs.....)**  
.....)

**Encl: Sample for the item No. 1 to 13.**

I/we agree to get printing and supply the material(s) to TRAI and comply the following:

1. Tender schedule and technical specification indicated.
2. Item/ tender specific conditions for this tender.
3. Terms and conditions printed in tender document.
4. I/we confirm that set off for the GST, etc. Paid on the inputs have been taken into consideration in the above quoted price and further agree to pass on such additional duties as sets offs as may become available in future under GST etc.
5. This offer is valid for 90 (ninety) days form the date of opening of the tender.
6. That have not been debarred by any Government Undertaking.
7. That the rates quoted are not higher than the rates quoted for same item to any Government/ Undertaking.
8. That the bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

**SIGNATURE OF THE TENDERER**  
**With firm/ company seal**

Name of Signatory \_\_\_\_\_

Firm Name & Address \_\_\_\_\_

Email Address \_\_\_\_\_

Phone (Landline) \_\_\_\_\_

*Handwritten signature*

Mobile No. \_\_\_\_\_

ANNEXURE -III

DECLARATION

I, ..... Son / Daughter / Wife of Shri..... and authorized Signatory of the \_\_\_\_\_(name of the Agency/Firm), is competent to sign this declaration and execute this LTE document.

2. I have carefully read and understood all the terms and conditions of the LTE and undertake to abide by them.

3. My/our Agency/Firm has neither blacklisted/ debarred/ penalized from participating in tender of any Ministry/ Department of Government of India and Government of India Undertaking nor its contracts have not been terminated on account of poor performance during last 3 years.

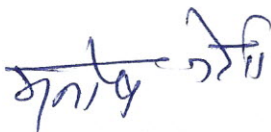
4. The information/documents furnished along with the above application are true and authenticate to the best of my knowledge and belief. I know furnishing of any false information/fabricated document would lead to rejection of my LTE at any stage besides liabilities towards prosecution under appropriate law.

Signature of the Tenderer duly

Affixed office Rubber Stamp

Name : \_\_\_\_\_

Address : \_\_\_\_\_





## Check List

### Items to be attached with the bid document

Sr. No.	Document
1.	Technical Specification and Schedule of Rates (SOR) [Annexure-II]
2.	DECLARATION by the bidder [ANNEXURE -III]
3.	Demand Draft/Pay order of Rs. 3,000/- [Rs. Three thousand only] towards EMD in favour of 'TRAI', payable at "New Delhi"
4.	Proof of registration for GST registration number or declaration regarding non applicability of GST, if any.
5.	Duly signed copy of this LTE

11/11/11

**Telecom Regulatory Authority of India**  
Mahanagar Doorsanchar Bhawan  
Jawaharlal Nehru Marg, Near Zakir Hussain College  
New Delhi - 110002.

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**No. 16-2/2019-GA**

**Dated: 30<sup>th</sup> August, 2019**

**BID DOCUMENT**

**SUBJECT: NOTICE FOR INVITING SEALED TENDER FOR PRINTING AND SUPPLY OF VISITING CARDS, LETTER PADS, VOUCHERS, SLIP PADS AND REGISTERS ETC. IN TRAI OFFICE, NEW DELHI.**

Issuing Officer : Telecom Regulatory Authority of India (TRAI),  
Mahanagar Doorsanchar Bhawan,  
Jawahar Lal Nehru Marg, (Old Minto Road),  
New Delhi-110002

Tender No. : **No. 16-2/2019-GA**

Date of issue of Tender : **30/08/2019**

Last Date of receipt of Tender : **16/09/2019 Time 15:00 hrs.**

Date of Opening of Tender : **16/09/2019, Time 15:30 hrs.**

*(If the tender opening date is declared a holiday by Govt. of India then the tender shall be opened on next working day at same time.)*

Tender Forms Available From : A complete set of Tender Documents can be downloaded from TRAI web site i.e. <http://www.trai.gov.in/content/tender.aspx> and also From CPP Portal.


Earnest Money Deposit : **Rs. 6000/- only.**

Total Estimate Cost of work : **Rs. 3,00,000 lakhs for two years.**

Security Deposit/ Performance Guarantee : **An amount of 10% of the contract value of 24 months [on award of contract]**

Bidders are advised to go through the attached tender document carefully and understand various provisions contained therein along with their implications.

Intending eligible bidders may obtain a copy of bid document from TRAI website of [www.trai.gov.in](http://www.trai.gov.in) or CPP portal. In case the prospective bidders need any clarification regarding any terms and conditions of the bid document, the bidder may seek clarification from the undersigned in person or telephonically before the last date of submission of tender.

  
(Manish Negi)

Sr. Research Officer (GA)  
Phone No. 011-23664-141/14