

**THE STATE TRADING CORPORATION OF INDIA LIMITED: NEW DELHI**  
**(A GOVT. OF INDIA ENTERPRISE)**

GENERAL ADMINISTRATION DIVISION  
JAWAHAR VYAPAR BHAWAN,  
1 TOLSOTY MARG,  
NEW DELHI – 110001

**TENDER**

**No. STC (GAD)/Telephone Directory/12-13**

**Dated: 29/01/2013**

**SUBJECT: NOTICE INVITING QUOTATION FOR PRINTING OF TELEPHONE DIRECTORY**

Sealed quotations are invited from the parties engaged in Printing of Stationery.

Interested parties may see the sample of telephone directory from the office of Chief Manager Administration Division at 4<sup>th</sup> floor, Jawahar Vyapar Bhawan, Tolstoy Marg, New Delhi between 10:00 AM to 12:00 PM during office working hours.

Application super-scribed "**Quotation for Printing of Telephone Directory**" should be dropped in tender box which would be available on Ground floor near office reception between **10:30 AM to 3:00 PM on 14/02/2013**. The applications received in the box will be opened on same day at 4:00 PM in the STC office) in the presence of applicants who wish to be present.

For any other information Shri. Dwarka Prasad, Chief Manager, General Administration Division, Jawahar Vyapar Bhawan, Tolstoy Marg, New Delhi-110001 can be contacted on any working day between 10:30 AM to 4:30 PM on phone No.23462329 and Mobile No.9654533404.

STC reserves the right to accept or reject any or all tender without assigning any reason thereof.

(Dwarka Prasad)  
Chief Manager (Admn.)

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**Terms and Conditions**

**1). Name of work:**

Printing of 1500 (fifteen hundred) number of Telephone Directory of The State Trading Corporation of India Limited.

**2). Minimum Eligibility:**

Applicants should have:

- PAN No.
- 3 years' experience of similar work with PSUs/Govt. Departments.
- TIN No.
- Service Tax Registration No., Sales Tax No., VAT No., TIN etc. as applicable

**3). Bidders must enclose the following self-attested documents:**

- PAN No.
- 3 years' experience of similar work with PSUs/Govt. Departments.
- TIN No.
- Service Tax Registration No., Sales Tax No., VAT No. as applicable
- Affidavit (in original) of not being black listed by any agency.
- Proof of having an offset Printing press in their name or proprietorship which may be subject to physical verification after the agency is short listed.

**4). Deposit of EMD:**

- Applicant should submit a Demand Draft/Banker Cheque of Rs.10,000/- (rupees ten thousand only) as interest free earnest money in favour of "The State Trading Corporation of India Limited", along-with offer.
- EMD shall be refunded to the unsuccessful bidders.

**5). Rates:**

The rates should be quoted in Indian Rupees only, in words as well as in figures. Sales tax, VAT and any other applicable taxes should be quoted separately. The rates should be valid for six month and on FOR basis (Free Delivery at STC premises at Jawahar Vyapar Bhawan, Tolstoy Marg, New Delhi-1).

**6). Payment Terms:**

Payment would be made within one month after delivery of entire 1500 Telephone Directories Printed through online payment for which the party will be required to submit the necessary bank details.

#### **7). Other Terms and Conditions:**

- Rates should be for Offset printing and should include the cost of printing including material.
- The party will responsible for safe transportation of Printed materials to STC premises at Jawahar Vyapar Bhawan, Tolstoy Marg, New Delhi-110001.
- STC reserves the right to accept or reject any or all applications without assigning any reason thereof.
- Work will be awarded to lowest tenderer.
- In case the party fails to supply the required material in the specified period the EMD submitted by the party shall be forfeited and material will be procured from other sources and the difference of cost, if any will be recovered from the defaulting party.
- Conditional offer will not be considered.
- Submission of offer does not confer any right any applicant for purchase of printing material.
- Supply order issued by STC will not be transferable
- STC reserves the right to award the tender to more than one bidder.
- In any dispute, the decision of GM (Administration), STC, New Delhi shall be final & binding on both parties and no enquiries/application for review will be entertained.
- Preparation of design, etc. whatever will be the responsibility of the Printer.
- Before printing of the directory party should get the proof checked in detail.
- The STC will not be responsible for any wrong/defective printing and such damages/loss will be to the account of tenderer & STC will be kept indemnified.

#### **8). Specification of Telephone Directory**

- The size of telephone directory (10.5 cm x 13.5 cm).
- Printing language should be bilingual (Hindi and English).
- Numbers of key officials at Corporate Office should be printed on the back cover of the directory.
- Printing should be on both side of paper/offset/letter press superior quality-Lessor printing.
- Superior binding of the directory is to be done by the supplier and clearly legible printed material after binding.
- Pages should be good quality and tenderer has to submit the sample. Cover and back pages should be of thick paper.

#### **9). Delivery Schedule**

- The Party shall submit the proof of the Telephone Directory within 10 days of providing the required sample printing material by STC.
- Final copies of Telephone Directories shall have to be supplied within 15 days of approval of proof by STC.

#### **10. Warranty**

The supplier shall give warranty that everything to be furnished hereunder shall be free from all defects & no fault in material and will give free replacement.