

**DIRECTOR PRESS & INFORMATION**  
**SOUTH DELHI MUNICIPAL CORPORATION**  
**21<sup>ST</sup> FLOOR, DR. S.P.M. CIVIC CENTRE,**  
**MINTO ROAD, NEW DELHI-110002**



No. P&I/SDMC/2016-17/300

Date: 20/12/16

**SHORT TENDER NOTICE**

Sealed tender (Only on prescribed form available in P&I, SDMC) are invited from firms by 1500 Hrs on 22 Dec 2016 for the execution of the following printing works by South Delhi Municipal Corporation and will be opened by a selected committee at 1515 hrs on 22 Dec 2016 in the office of Director (P&I) South Delhi Municipal Corporation, 21<sup>st</sup> Floor, E1 Block, Civic Centre, New Delhi-110002 in the presence of Tenderer if any present at the time of opening of tenders:-

Note: Tender Cost (non refundable) & Earnest Money (refundable) to be accepted in the form of Demand Draft only in favour of Commissioner South Delhi Municipal Corporation payable in Delhi. Terms and conditions for the Tenderers are enclosed herewith. Tenderers must agree to all terms and essential conditions are liable for summarily rejection.

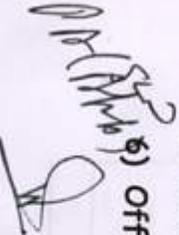
<i>Details</i>	<i>Name of Work</i>
<i>No of pages along with Colour of pages</i>	<i>248 Pages :-</i> <ul style="list-style-type: none"><li>• <i>54 pages Single colour printing containing department detail of names, designation and phone Numbers,</i></li><li>• <i>194 pages with two colour printing with 2 dates on each.</i></li><li>• <i>4 Pages(front side) +10 pages on last multicolour printing on 130 GSM Art Paper(glass)</i></li></ul>
<i>Paper</i>	<i>80 gsm Maplitho natural shape A Grade Mil (Inner page)</i>
<i>Cover</i>	<i>Hard binding title multicolour printing as per sample with UV printing and lamination</i>
<i>Total No of Copies</i>	<i>2000</i>

Essential Conditions

1. Tender cost Rs.500.00.(Non refundable)
2. Earnest Money 5000/- In the form of Demand draft/ pay order (Refundable)
3. Tender not accompanied with prescribed tender form and requisite EMD in the form of Demand Draft shall be out rightly rejected.
4. Tender amount Rs.250,000/- Time of completion- 15 days from receipt of supply order.
5. Paper sample should be attached with tender form duly signed and stamped by the tenderer mentioning thereon specifications and name of the firm.
6. Bidder should have past experience on printing contract for last 3 years up to date of issue of tender (copy of order must be attached)
7. Sample of previous similar works done by the firm must be attached to access the quality of printing. Tender forms(can be obtained) and sample of the paper for this job may be seen from the office of Director Press & Information, 21<sup>st</sup> Floor, Civic Centre, Minto Road, new Delhi-110002 by depositing a demand draft worth Rs 500/- in the name Commissioner, SDMC payable at NEW DELHI for tender cost during the office hours. Sealed Tenders are required to be dropped in the tender box 1500 hrs on 22Dec 2016 & the same will be opened by the committee at 1515 hrs on the same date.  
Tender already submitted against our short term tender notice No.P&I/SDMC/2016-17/284 dt.06.12.2016 will also be considered.

- 1) PS to Commissioner -for info pl
- 2) Adll Commissioner -for info pl
- 3) AO (IT) to place on official website
- 4) DC Central/South/West/Najafgarh
- 5) Notice Board
- 6) Office Notice Board

  
Director (P&I)  
Director Press & Inf.)  
South Delhi Municipal Corporation

  
9.12.16