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Delhi Financial Corporation



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Delhi Financial Corporation

(A Government undertaking)

37-38, Institutional Area, Pankha Road,

D-Block Janak Puri, New Delhi -110 058

Phone : 28525035-36-37-38 Fax No. 28525041

E-mail: dgmdfc@delhi.nic.in Website: www.dfcdelhi.nic.in

No. DFC/GAD/AR/2021-2022/

Dated: Oct. 25, 2021

M/s _____

**Reg: Quotation for printing of Annual Report, Chairman speech
And Envelopes etc.**

Dear Sirs,

Please refer to our earlier letter dated 28.09.2021 on the subject cited above. (Photocopy of letter enclosed). Since you have not submitted your rates/quotation for the above said job, the Corporation has extended the date up to 02.11.2021. You are requested to please send the rates/quotations for the above said job and the tenders shall be opened on the same date at 4.00 p.m. in the room of Asstt. General Manager (GAD).

The terms and conditions of the tender are given in the earlier letter dated 28.09.2021 enclosed herewith.

sd/-
(Kapil Sharma)
Manager (GAD)

Encl: As above.



Delhi Financial Corporation

(A Govt. of Delhi Undertaking)

Plot No. 37-38, Pankha Road Institutional Area, D-Block, Janakpuri, New Delhi-110058
Tel.: 28525035-39, Fax : 28525041 E-mail : dgmdfo.delhi@nic.in Website : www.dfcdelhi.nic.in

No. DFC/AR/2021-22/

Dated: 23.09.2021

**Ref : Quotation for printing of Annual Report,
Chairman Speech & Envelopes etc.**

Dear Sir,

Delhi Financial Corporation intends to get its Annual Report, Chairman's Speech, Envelopes printed for the Financial Year 2020-2021 (as per the following schedule :-

S. No.	Description	Qty	No. of pages	Size
1	Annual Report (English)	500 Copies	45-55	11" x 8.5"
2	Annual Report (Hindi)	300 Copies	45-55	11" x 8.5"
3	Annual Report (Punjabi)	150 Copies	45-55	11" x 8.5"
4	Annual Report (Urdu)	150 Copies	45-55	11" x 8.5"
5	Envelops	100 Copies		10" x 12"

01. The Annual Report is to be printed on 250 GSM Indian Art Paper for cover page while the text would be 110 GSM. There may be four pages with multi colour printing in the Annual Report. However, if the number of colour pages increase, additional cost per page would be payable separately. It is a time bound assignment and the printers are expected to adhere to the delivery date accordingly.

02. The award of above work be given on the following terms & conditions:-

- The translation compilation work of Annual Report and Chairman's Speech are to be arranged by the printer firm & printer is fully responsible for translation work, accordingly to English version of Annual Report & Chairman Speech.

- ii) The number of pages may vary from the above mentioned details for which separate charge per page both the text and colour may be mentioned.
- iii) The sealed quotations shall be submitted by the printer strictly in consonance with the specification quoted above and any deviation shall make the offer liable for rejection
- iv) No post enquiries shall be entertained by the Corporation.

The delivery of the printed material is to be made as under:-

- a) English version of Annual Report and Bilingual version (English & Hindi) of Chairman's Speech with envelop Maximum within 20 days of the placement of the order.
- b) Annual Report in Hindi, Punjabi & Urdu maximum within 45 days of the supply of the English version of Annual Report.
- v) Failure to supply the printed material as per iv (a) above shall attract penalty @ 5% of the cost of said order for each day of delay maximum up to five (5) days but in any case before 25.11.2021 failing which the earnest money deposited by you at the time of empanelment with Corporation will be forfeited and you will be black listed.
- vi) Failure to supply rest of the printed material as per iv (b) above shall attract the penalty of 20% of the total cost of the order.
- vii) The Corporation undertake to handover the material back after Proof reading within 24 working hours of its receipt from the printer.
- viii) The sealed quotations offers may be deposited indicating the cost of the work latest by 25.10.2021 up to 3.00 P.M. to Asstt. General Manager, General



Administration Department, Plot No. 37-38, Pankha Road, Institutional area, D-Block, Janakpuri, New Delhi-58, The same will be opened at 4.00 P.M. on the same day by member of the Purchase Committee in the chamber of Asstt. General Manager(GAD) in the presence of printers who may wish to be present at the time of opening of the sealed quotations.

Yours faithfully,



(Kapil Sharma)
Manager (GAD)