



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 : dgmdfc.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:-

- i) 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)

APPLICATION FORM

01. Name

02. Address

With telephone No.

03. Date of Establishment (at least 5 years)

04. Last 3 years Turnover

05. Sales / Vat Tax
Registration No.

06. Last three year Income Tax
Clearance Certificate

07. List of main Client with full details

08. Details of Infrastructure

Application form shall be submitted along with a draft / pay order of Rs. 15,000/- (Rs. Fifteen thousand only) as refundable security in favour of Delhi Financial Corporation in sealed cover addressed to the Asstt. General Manager (GAD) latest by 25.10.2021 up to 3.00 P.M.

(Signature of Prop. / Partner /Director)
Of the above concern with Stamp

**TERMS AND CONDITIONS for printing of Annual
Report, Chairman Speech Etc.**

Printers should at least 5 years standing who are registered with the Sales Tax Department / VAT and their sales turnover is above 50 lakhs during the last three years may send full particulars with infrastructures available in a sealed cover addressed to the Asstt. General Manager (GAD), Delhi Financial Corporation, latest by 25.10.2021 at 3.00 PM. Tender Form can be obtained from the office of the Corporation (GAD) Section on any working day between 11.00 AM to 1.00 PM upto 25.10.2021. The tender form may also be downloaded from the DFC website www.dfcdelhi.nic.in.

The Tender Committee will open the tenders on the same day at 4.30 PM in the chamber of Asstt. General Manager (GAD) 1st Floor, in the presence of tenders of their representative having authorization letter and who may wish to be present. Only such offers, which are complete in all respect, will be considered. Canvassing in connection with the tender is strictly prohibited.

The Chairman & Managing Director, Delhi Financial Corporation, New Delhi reserves the right to accept or reject any or all the tender(s) without assigning any reason thereof.



**(Kapil Sharma)
Manager (GAD)**

DFC/GAD/2020-2021

Dated :23.09. 2021

NOTICE INVITING TENDER

Delhi Financial Corporation proposes to invite tender (letter press and Offset) for printing of Annual Report, English, Hindi, Urdu and Punjabi, etc. Further, details are available at our website www.dfcdelhi.nic.in.

Interested parties may deposit completed tender form along with Earnest money of Rs. 15,000/- (Rs. Fifteen thousand only) (Refundable) in the form of Demand Draft / Pay Order in favour of Delhi Financial Corporation latest by 25.10.2021 up to 3.00 P.M. in the tender box at the Reception of the Corporation. The Tender Committee will open the tender on the same day at 4.30 PM. For further inquiry, please contact telephone Nos. 28525036 to 28525039 Extn. 107 and 128.



(Kapil Sharma)
Manager (GAD)