



केन्द्रीय सरकारी कर्मचारी कल्याण आवास संगठन
**Central Government Employees
Welfare Housing Organisation**
(Ministry of Housing & Urban Poverty Alleviation, Govt. of India)

छठा तल, ए खण्ड, जनपथ भवन,
जनपथ, नई दिल्ली-110001
दूरभाष : 23739722 / 23717249 / 23355408
फैक्स : 23717250

6th floor, 'A' Wing, Janpath Bhawan,
Janpath, New Delhi-110001
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No. A-203/1, Vol.XI

15th December, 2016

Sub : Submission of Bids for printing & supply of New Year Diaries – 2017

Sir,

Central Government Employees Welfare Housing Organization, CGEWHO, an autonomous body of the Government of India, under the Ministry of Housing & Urban Poverty Alleviation, was raised on 17 July 1990 and registered as a Society under the Registration of Societies Act of Delhi – 1860 with a charter to construct housing complexes all over the country, exclusively for Central Government Employees and offer eligible categories as per CGEWHO Rules through various self-financing schemes on 'no profit-no loss' basis as a welfare measure.

2. CGEWHO wishes to identify vendors towards **printing & supply of New Year Diaries**. The details of scope of work, terms & conditions for award of job are elaborated in the Document enclosed. You are requested to furnish your proposal strictly as per terms and conditions stipulated in the Tender Document and as such, you are requested to kindly go through the same before submitting your proposal. The bids may be submitted by the closing date and time given in the Tender Document. You may depute your personnel for attending the Proceedings with regard to opening of bids.

3. Yours proposal (bids) must reach the undersigned in sealed cover superscribed with **“Tender for the printing of CGEWHO New Year Diaries”** and addressed to the Assistant Director(Admn), CGEWHO, 6th Floor, 'A' Wing, Janpath Bhawan, Janpath, New Delhi – 110 001 **at or before 1300 hrs on 20th December, 2016 (Tuesday)**.

Yours faithfully,

(Arun Kr Singh)
Asstt Director(Admn)
for Chief Executive Officer

Encl : as above.

NOTICE INVITING TENDER FOR PRINTING AND SUPPLY OF NEW YEAR DIARIES -2017**Schedule of Events**

Nature of the Work (Procurement of Services/ Goods)	Supply of New Year Diaries (500 Nos.)
Details of Contact Person for clarifications/ queries	Sh Arun Kr Singh, Asstt Director(Admn) CGEWHO, 6 th Floor, `A` Wing, Janpath Bhawan, Janpath, New Delhi – 110 001 Email : cgewho@nic.in
Cost of Tender Document (non-refundable)	Nil
Estimated Tender Price (Cost of items to be procured)	Rs.60,000/- (approx.)
Earnest Money Deposit (EMD)	Rs.1,000/-
Publishing Date	15 th December, 2016 (Thursday)
Website for downloading Tender Document, Corrigendum's, Addendums etc.	http://www.cgewho.in
Bid Submission Start Date & Time	15th December, 2016 (Thursday) - 1400 hrs
Bid Submission Closing Date & Time	20th December, 2016 (Tuesday) - 1300 hrs
Bid Opening Date & Time	21st December, 2016 (Wednesday) - 1430 hrs
Address where the Tenders are to be submitted	Sh Arun Kr Singh, Asstt Director(Admn) CGEWHO, 6 th Floor, `A` Wing, Janpath Bhawan, Janpath, New Delhi – 110 001 Email : cgewho@nic.in
Venue for Technical Bid opening	CGEWHO Headquarters(as per above address)
Bid validity	180 days from the closing date of bid submission

CENTRAL GOVERNMENT EMPLOYEES WELFARE HOUSING ORGANISATION

To be submitted on or before 20th December, 2016 (Tuesday) by 1300 hrs.

Opening of Bids on 21st December, 2016 (Wednesday) by 1430 hrs.

Subject : **Identification of vendors for printing & supply of New Year Diaries – 2017**

Bids are invited for the supply of 500 nos. of Diaries of high quality as per sample and as per the following specification :-

I. For New Year Diaries (Quantity – 500 nos.) : (As per our sample)

- The Approximate size of the page of diary should be as follows

24 cms X 18 cms
- A page of one day of the year including Sunday etc. with month cutting.
- The diary should contain month planner on a single sheet affixed on top of pages for specific month and other usual information and telephone index.
- Pages for each month should have separate colour strip on three edges of the pages. The government holidays have to be shown in a single sheet on inside pages.
- The paper should be of 70 GSM of good quality map litho super sun shine.
- The diary should be premium notebook like with specialty bright paper, durable, long life cover, problem free smooth strictly as per sample, which can be seen by the bidders before submission of Bids with prior appointment.
- The delivery shall be with cardboard cover for each Diary. Cover should be single colour offset printing on duplex card of 300 gsm.
- CGEWHO Logo should be printed on the front cushion cover of the diary as per sample and on cardboard cover containing the diary. The front page of the diary is to be designed as per our specification. CGEWHO Logo should also be printed on front page inside the cover.
- CGEWHO will provide its own profile (preferably 05 pages), which is to be printed and bounded in the Diary.

General Terms & Conditions :

- The sealed cover containing General Information will be opened in the first instance in the presence of bidders representative at **2.30 p.m. on 21/12/2016**. One representative would be permitted to be present at the time of opening the tender. A Committee would evaluate the sample Diary against the tendered specifications, quality of paper, getup and weight. Thereafter, the Financial Bids of the vendors (whose Diary is selected by the Committee), shall be opened on the bids opening day. The Financial Bids will be evaluated by a duly constituted Committee. If any vendor so desires, it may depute its representative for Financial Bid opening event also on the said date.
 - The Diaries to be supplied within stipulated period i.e. 15 days from issue of Purchase Order, should be at par with approved sample.
 - The safe delivery of the Diaries in the premises of CGEWHO shall be the responsibility of the vendors. The Diaries damaged during the transit will have to be replaced by the vendor within two working days.
 - Printed conditions mentioned in the tender bids will not be binding on CGEWHO. All the terms and conditions for the supply, testing and acceptance, payment terms, penalty etc. will be as those mentioned herein and no change in terms and conditions by the bidders will be acceptable. Alterations in the tender bids should be attested properly by the bidder falling, which the tender will be rejected.
 - CGEWHO will not be responsible for any delay on the part of the bidder in obtaining the terms and conditions of the tender notice or submission of the tender bids.
 - In the case of bidders whose tenders are not considered for placing order, the EMD will be refunded without any interest within one month of the decision. In the case of bidders whose tender is accepted for placing the order, EMD amount may be converted into Security deposit which will be refunded without interest after satisfactory execution of the order.
 - The bids complete in all respects must reach upto the given date to the Assistant Director(Admn), Central Government Employees Welfare Housing Organisation, 6th Floor, 'A' Wing, Janpath Bhawan, Janpath, New Delhi – 110 001, otherwise it will be rejected.
 - The bills (pre-receipt) shall be submitted in duplicate in the name of CGEWHO, New Delhi after the delivery of the items alongwith a copy of the duly receipted delivery challan. The full payment of the bills will be made after complete delivery and acceptance of the items by the CGEWHO.
 - The lowest bidder will be selected based on the lowest total cost multiplied by number indicated in this tender.
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“Tender for Diary – General Information”

(Please go through the terms and conditions stipulated in Tender Document before filling up this Proforma)

1. Name of the Organisation :
Address & Tel. No.
Email Id
2. Date of commencement of Business :
3. Status of the organization :
(i.e. whether Proprietorship,
Partnership, Pvt.Ltd./ Public Ltd. Co.,
Regd. Under Societies Regn.Act etc.)
4. Name of the CEO/ Proprietor :
5. CST No., if any :
6. Service Tax No. , if any :
7. PAN of the Organisation :
8. Details of EMD (Enclosed DD) : DD No._____ dated_____
for Rs.1,000/- drawn on_____ Bank in
favour of CGEWHO payable at New Delhi

Declaration :

- a) It is certified that the information furnished above is correct.
- b) We have gone through the terms and conditions stipulated in Tender Document and confirm to abide by the same. A copy of the Terms and Conditions with its each page signed, in token of acceptance of the same is enclosed.
- c) We understand that the decision of CGEWHO to accept/ reject the bids would be final and binding.
- d) The signatory to this bid is authorized to sign such bids on behalf of the organization.

Signature _____

Name _____

Designation _____

Phone No. _____

E-mail ID _____

Date : _____

PROFORMA FOR FINANCIAL BID

(Please go through the terms and conditions stipulated in Tender Document before filling up this Performa)

1. Name of the Organization :
 Address of the Organization :
 Email ID :
 Phone No. :

2. Rates Offered :

S.No.	Name of the Item (A)	Sample Diary Code (B)	Unit Price in Rs. (inclusive of all taxes & other charges) (C)	Number of Units (D)	Total Price in Rs. (E)=(C) X (D)
1.	Diary	As shown in Pre-Bid Meet		500 Nos.	

Note :

- a) **L1 will be decided on lowest total price quoted in Col.-E for each item separately.**
 b) Quantity of items listed above may be enhanced when final order is placed (Refer clause-16 of tender).
 c) CGEWHO reserves the right to accept or reject any offer without assigning any reason whatsoever.
 d) CGEWHO reserves the right to cancel this tender in case no satisfactory proposal is received.

Declaration

- i. It is certified that the information furnished above is correct.
 ii. **The above items will be supplied within 15 days from the date of placing firm orders.**
 iii. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same.
 iv. The signatory to this bid is authorized to sign such bids on behalf of the organization.

Signature _____

Name _____

Designation _____

Phone No. _____

Place : _____

E-mail ID _____

Date : _____