



Delhi Pollution Control Committee

Department of Environment, Govt. of NCT of Delhi
4th - 6th Floor, ISBT Building Kashmere Gate, Delhi - 110 006.
(website <http://dpcc.delhigovt.nic.in>)

F.NO.DPCC/CT/07/ 359-61

Date:- 02-03-17

Sub: Quotation for file cover (duly printed).

As directed it is informed that sealed quotations are invited for supply of file cover (duly printed). Specifications of file cover (duly printed) as under.

S.No.	Work / Job	Size of File cover	Paper	Color of Printing	Qty
1	File Cover (As per sample)	50 cm x 36 cm	250 GSM Card	Single color (As per sample)	7000 Nos

Last Date for Submitting Quotation:- 17.03.2017 at 01.00 PM

Date of Opening Quotation: - 17.03.2017 at 04.00 PM

Eligibility Criteria/ Technical Bid

Following Essential Documents should be submitted with the technical bid failing which the tender shall be rejected.

1. Earnest Money of Rs. 3,000/- (Three Thousand Hundred only) in form of Demand Draft in favour Delhi Pollution Control Committee.
2. Self Attested copies of registration certificate of Service Tax Number issued from Govt. of NCT of Delhi.
3. Self attested Copy of PAN Certificate shall also be attached with Technical bid.

Above said three document shall be kept in a sealed envelope which shall be superscribed as "Technical Quotations for supply of file cover (duly printed)".

Sealed financial quotation comprising price for supply of file cover (duly printed) shall be superscribed as "Financial Quotations for supply of file cover (duly printed)". Both the envelopes containing Technical Quotation and Financial Quotation shall be put in outer envelope superscribing "Quotation for supply of Five Cover (Duly printer)" should be addressed to The Member Secretary, Delhi Pollution Control Committee, 5th Floor, ISBT Bldg., Kashmere Gate, Delhi-110006 and should reach latest by 01.00 PM on 17.03.2017 and be dropped in quotation box placed at Enquiry Counter of this office at 6th floor, failing which tender shall be rejected.

The quotations not adhering with the above procedure shall be rejected

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TE (LT)
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17/3/17

A. Terms & Conditions:-

1. The technical bids will be opened individually and examined for short listing of the vendors.
2. The financial bids of only those vendors who have qualified technically will be opened and compared.
3. Successful bidder / approved agency will have to supply the file cover (duly printed) within 15 days after placing the work order by the department. If the vendor fails to deliver file cover (duly printed) within stipulated time, not only work contract may be cancelled unilaterally but also EMDs may be forfeited.
4. Interested bidders are advised to inspect / check the samples of File Cover (Duly printed) stationery items on any working day from 11.00 AM to 4.00 PM in the caretaking branch before submitting the tender. Any plea raised subsequently by successful bidder raising any dispute regarding the quality of File Cover will not be entertained thereafter.
5. The competent authority, DPCC reserves all right to reject or accept any or all quotations without assigning any reason.

This issues with the prior approval of the Competent Authority vide UO No. Ch/DPCC/861 dated 21.02.2017.

CS
1/3/17

(Geeta Grover)
Administrative Officer

Copy to:-

1. SEE (IT):- with request to upload on DPCC website.
2. Notice Board, DPCC