

**Telecom Regulatory Authority of India**  
MahanagarDoorsancharBhawan, Jawaharlal Nehru Marg  
Old Minto Road, New Delhi - 110002  
No.24-23/2008-GA

**Tender Notice**

TRAI invites sealed bids for award of contract for printing/supply of various items such as visiting cards, letter pads etc:-

2. The interested firms may submit bids in the "schedule of rates" (Annexure-1) in **sealed envelope** Superscribed in Bold Letter as "**Contract for Printing of visiting cards etc**" and address it to the Senior Research Officer (GA), TRAI MahanagarDoorsancharBhawan, J L Nehru Marg, New Delhi - 110002.

3. The bids must reach TRAI office latest by 13:00 hrs on 18<sup>th</sup> April, 2011.

4. GENERAL INSTRUCTIONS FOR SUBMISSION OF BIDS

i. TRAI intends to award the printing wok of visiting cards, letter pads and other items of works mentioned in the schedule of rates in Annexure-I on contract basis. The firms would require to quote rates for the item of works mentioned in the schedule of rate (Annexure-I). The work involves printing of the items mentioned in the schedule on requirement basis. The estimated value of the work may be around 1 to 1.5 lakhs per annum.

ii. The firms are requested to ascertain samples and other specifications like paper quality and cover design etc of Pads for Open House Discussion, File Index Register during working hours on any working day on or before 18<sup>th</sup> April 2011 scheduled time for receipt of bids.

iii. *The bids as per the annexure-I shall be signed by the authorised signatory of the bidding firm.*

iv. *The bidding firm should not have been blacklisted by any Government / Semi-Govt Department. The bidder should furnish a self Certificate to the effect that any Govt/Semi Department/office has not blacklisted their firm/agency;*

v. *The bidding firm must be registered. The firm must have PAN- Number VAT/Service tax registration.*

vi. *The bids/quotations received after due date and time will not be accepted;*

vii. *Taxes, levies and any other charges should be indicated separately. TRAI reserves the right to reject any bid/quotation without assigning any reason.*

viii. *TRAI reserves the right to accept or reject the bids without assigning any reason.*

(Contd.../-)

5. TERMS AND CONDITIONS OF THE CONTRACT

i. The contracted firm should collect the materials/data from TRAI office and deliver the printed materials at TRAI office on requirement basis without any extra charges.

ii. The contracted firm would be responsible for proof reading and error free work as per specifications of data provided by TRAI.

iii. The work should be carried out as per specifications and quality mentioned in the schedule of rate in the bid and printed material would be supplied to TRAI office within the time limit stipulated by TRAI for each work. 5% of the bill amount would be deducted from the bill for each delay or poor workmanship. The entire work will be rejected in case of non-compliance of specifications and quality. The rejected work will be carried out from open market by charging the expenditure incurred on such work from the contracted firm.

iv. The period of contract shall be two years initially and can be extended for one or more years on mutually acceptable terms and conditions at the sole discretion of TRAI.

v. TRAI reserve the right to terminate the contract at any time during the contract period without assigning any reasons.

vi. Bidders are requested to ensure to make a specific mention in their bid to the effect that the terms and conditions are acceptable to them in full.

6. Interested parties are requested to submit item wise rates for the work mentioned in the Annexure-I in a sealed cover latest by 13:00 hrs on 18<sup>th</sup> April, 2011. The tender will be opened on same day at 16:00 hrs in the office of the undersigned at Room No.203, MahanagarDoorsancharBhawan, J.L Nehru Marg, Old Minto Road, new Delhi.

*(Yogender Kumar)*  
*Sr Research Officer (GA)*  
*Tele:23211047*

New Delhi:  
Dated: 8<sup>th</sup> April, 2011.

## Annexure -I

## Schedule of rates

Sl	Item of works	Rate to be quoted for
1	Visiting Cards without Monogram	Per 100 cards
2	Visiting Cards with embossed Monogram	Per 100 cards
3	Visiting Cards with double side printing	Per 100 cards
4	Letter Head A5 Size Sunshine Paper	Per pad (100 sheets)
5	Letter Head A4 Size Sunshine Paper	Per pad (100 sheets)
6	Letter Head A5 DO imported Paper	Per pad (100 sheets)
7	Letter Head A4 DO imported paper	Per pad (100 sheets)
8	Greeting Card Printing (Short message/address of TRAI)	Per card
9	Bank/Cash/Debit Voucher pads	Per pad (50 vouchers)
10	OHD Pads (22 x 13½ cms)	Per pad (20 sheets)
11	File Index Register (28 X 21 cms)	Per Register (200 pages)

Authorised Signatory

Name.....

Designation.....