



**दिल्ली विधान सभा सचिवालय**  
**Delhi Legislative Assembly Secretariat**

No. 14-B/Ptg./DS/ED/LAS/2011/ 83 Dated 3 January 2013

To

**The Director,  
Directorate of Information & Publicity,  
Govt. of NCT of Delhi,  
Delhi.**

**Sub: Publication of Notice in National Dailies inviting tenders for printing of  
"Debates of the Delhi Legislative Assembly" (English & Hindi version)  
and "Miscellaneous Stationeries for the Assembly Secretariat"-  
regarding.**

Sir,

I am directed to enclose herewith a Short Notice inviting tenders for printing of "Debates of the Delhi Legislative Assembly" (English & Hindi version) and "Miscellaneous Stationeries for the Assembly Secretariat".

You are requested to kindly arrange to get the above notice published in the leading two National Dailies (one in English & one in Hindi) under "classified column", by 10<sup>th</sup> January 2013 under intimation to this Secretariat

An early action is requested.

Yours faithfully,

**(Lal Mani)  
Deputy Secretary (ED/Leg.)**



दिल्ली विधान सभा सचिवालय 82- 3/1/12  
Delhi Legislative Assembly Secretariat

**DELHI LEGISLATIVE ASSEMBLY SECRETARIAT**

Sealed Tenders are invited for printing of "Proceedings of the Delhi Legislative Assembly" (English & Hindi version) and for procuring and printing "Miscellaneous Stationery items for the Assembly Secretariat". The Tenders will be accepted up to **3.00 p.m. on Monday, 28<sup>th</sup> January, 2013**. The Tenders will be opened on the same day at 4.00 p.m. in the room of Deputy Secretary (Admn). Tender forms are available on the payment of non-refundable Rs.100/- (Rupees Hundred only) with the Cashier, Room No. -155, Vidhan Sabha, Old Secretariat, Delhi-54. Details of terms and conditions regarding the printing of proceedings, and other miscellaneous stationery items for the Assembly Secretariat are mentioned in the form. The details are also available on the official website of Delhi Legislative Assembly i.e., [www.delhiassembly.nic.in](http://www.delhiassembly.nic.in). The firm which downloads the form from the website shall have to deposit a demand draft of Rs.100/- drawn in favour of D.D.O. Delhi Legislative Assembly and payable at Delhi.

  
(LAL MANI)  
DEPUTY SECRETARY (LEG./ED)

### Terms and Conditions:

1. Tenders should be accompanied by a Demand Draft of Rs. 10,000/- (Rupees Ten Thousand Only) drawn in favour of DDO, Delhi Legislative Assembly as earnest money which shall be returned to all except the successful tenderer who shall have to deposit a sum of Rs. 10,000/- (Rupees Ten Thousand only) which shall be refundable on the satisfactory completion of work and after the contract period is over. The security deposit will be forfeited, if the printed debates, are not supplied as per specifications and within the stipulated time. The tenderer should also give details of similar works, done for any Govt. department. Conditional tenders or tenderers without earnest money, samples of text and cover page and requisite details, shall be summarily rejected.
2. Tenders marked 'Tender for Printing of "Debates of the Delhi Legislative Assembly" (English & Hindi version) and "Miscellaneous Stationeries for the Assembly Secretariat" should be submitted in properly sealed cover addressed to the Deputy Secretary (Admn.), Vidhan Sabha Secretariat, Old Secretariat, Delhi - 110054 so as to reach him by 3.00 p.m. on Monday, 28<sup>th</sup> January, 2013 Tenders shall be opened on the same day at 4.00 p.m. in the presence of intending tenderers or representatives, if any.
3. The firm shall quote PAN and furnish Income Tax Clearance Certificate. The firm should also quote TIN.
4. Samples for work -1 and work - 2 are available in the Editing Branch, Delhi Legislative Assembly Secretariat and the interested tenderers may see the same for further specification.
5. The Vidhan Sabha Secretariat reserves the right to accept/reject any of the tenders without assigning any reason thereof or allocate the job to one or more than one tenderer. The decision taken by the Secretariat in the matter shall be final and binding.
6. The rates shall stand valid for one year from the date of issue of the letter of confirmation. The validity can further be extended for one year, if mutually, agreed, with the approval the competent authority.
7. Approximate quantity of the printed pages of the debates in a year and approximate annual consumption of the miscellaneous stationery items as enclosed with the tender document is indicative only and this Secretariat shall not be bound to purchase the total quantity indicated against each item.



### Work-I

#### **Approx Quantity of Printed Debates:**

About 25 to 30 day debates of Assembly Session printed in a year and each debate contains 100 to 135 printed pages approx.

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### Work-II

#### **Approximate annual consumption of Miscellaneous Stationery Items:**

<b>Sl. No.</b>	<b>Stationery Items</b>	<b>Approx. Quantity</b>
1.	Letter heads for the Hon'ble Speaker, Hon'ble Deputy Speaker, Secretary (LA) and Delhi Legislative Assembly Secretariat -Big Size	25000
2.	Letter heads for the Hon'ble Speaker, Hon'ble Deputy Speaker and Secretary (LA) - Medium Size	9000
3.	Letter heads for the Hon'ble Speaker, Hon'ble Deputy Speaker, and Secretary (LA) -Big Size in hand made crafted paper	8000
4.	Visiting Cards for the Hon'ble Speaker, Hon'ble Deputy Speaker and Secretary (LA)	6500
5.	Envelope for the Hon'ble Speaker, Hon'ble Deputy Speaker and Secretary (LA)-Size	6000
6.	Window Envelope for the Hon'ble Speaker, Hon'ble Deputy Speaker and Secretary (LA)-Size	2000
7.	Ordinary Envelope of Delhi Legislative Assembly, Brown – Big Size	10000
8.	Ordinary Envelope of Delhi Legislative Assembly, Brown – Medium Size	10000
9.	Ordinary Envelope of Delhi Legislative Assembly, Brown – Small Size	10000
10.	VIP Envelope of Delhi Legislative Assembly, White – Big Size	1000
11.	VIP Envelope of Delhi Legislative Assembly, White – Medium Size	1000
12.	VIP Envelope of Delhi Legislative Assembly, on hand made craft paper – Big Size	5000
13.	Cotton Coated Envelope of Delhi Legislative Assembly, – Big Size	500
14.	Plastic Folders for the Delhi Legislative Assembly	2000
15.	Note Pad for the Delhi Legislative Assembly	20000
16.	Invitation Cards for the various functions of the Delhi Legislative Assembly	4000
17.	VIP - Invitation Cards for the various functions of the Delhi Legislative Assembly on hand made crafted papers	4000
18.	New Year's, Holi and Diwali greeting cards for Hon'ble Speaker, Hon'ble Deputy Speaker, and Secretary (LA)	4000
19.	Car parking Labels with Stickers	5000



**DELHI VIDHAN SABHA SECRETARIAT  
SHORT NOTICE INVITING TENDERS**

Sealed tenders are invited from 'A' Class reputed Offset Printers approved by the Govt. of India for printing of "Debates of the Delhi Legislative Assembly" (English & Hindi version) and "Miscellaneous Stationeries for the Assembly Secretariat" on the following specifications: -

**Work -1 Printing of Debates of the Delhi Legislative Assembly:**

- |     |                     |  |
|-----|---------------------|--|
| 1.  | Description of work | Printing of Debates of the Delhi Legislative Assembly (English & Hindi)  |
| 2.  | Volume of Work      | 100 to 135 Printed page. No. Pages in each Debate may vary.  |
| 3.  | Number of copies    | Approx. 150  |
| 4.  | Size of publication | 6.5" X 10"   |
| 5.  | Print Area          | 5" X 7.5" in two column on each page with side stitching   |
| 6.  | Composing           | Laser type setting in 9 point Helvetica (English) and 11 point for Hindi version   |
| 7.  | Mode of printing    | By offset process  |
| 8.  | Paper               | Text. SS Maplitho 70 GSM Cover Light Sky blue  |
| 9.  | Style of Binding    | Stitch with wire   |
| 10. | Proofs              | The press printers do the proof reading. Final proof to be got approved  |
| 11. | Capacity            | Please indicate the number of debates to be printed by the press in a month  |
| 12. | Delivery of copies  | The printed copies will be supplied to the Vidhan Sabha Secretariat within fifteen days from the date of receipt of manuscript |
| 13. | Validity of Tender  | One Year   |

**Form of Quotation for printing of Debates (Rates in figures and words)**

1. Rate of printing per page in English Rs. \_\_\_\_\_ and in Hindi Rs. \_\_\_\_\_ (Rate Per page rate inclusive of laser type setting, processing, plate making & single colour offset printing on 70 GSM S.S. maplitho paper with cover of light sky blue paper 47.2 K.G.)
2. Binding Charges (Per book): Rs \_\_\_\_\_
3. Hard Board Binding of Debates: Rs \_\_\_\_\_ (Rate for binding of average five debates in three sets only)



**Work -2 Printing of Miscellaneous Stationeries for Delhi Legislative Assembly Secretariat:**

**Form of Quotation for Printing of Miscellaneous Stationeries for Delhi Legislative Assembly Secretariat**

Sl. No.	Stationery Items	Rate per unit (in figures and words)
1.	Letter heads for the Hon'ble Speaker, Hon'ble Deputy Speaker, Secretary (LA) and Delhi Legislative Assembly Secretariat -Big Size	Rs. _____
2.	Letter heads for the Hon'ble Speaker, Hon'ble Deputy Speaker and Secretary (LA) - Medium Size	Rs. _____
3.	Letter heads for the Hon'ble Speaker, Hon'ble Deputy Speaker, and Secretary (LA) -Big Size in hand made crafted paper	Rs. _____
4.	Visiting Cards for the Hon'ble Speaker, Hon'ble Deputy Speaker and Secretary (LA)	Rs. _____
5.	Envelope for the Hon'ble Speaker, Hon'ble Deputy Speaker and Secretary (LA)-Size	Rs. _____
6.	Window Envelope for the Hon'ble Speaker, Hon'ble Deputy Speaker and Secretary (LA)-Size	Rs. _____
7.	Ordinary Envelope of Delhi Legislative Assembly, Brown – Big Size	Rs. _____
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9.	Ordinary Envelope of Delhi Legislative Assembly, Brown – Small Size	Rs. _____
10.	VIP Envelope of Delhi Legislative Assembly, White – Big Size	Rs. _____
11.	VIP Envelope of Delhi Legislative Assembly, White – Medium Size	Rs. _____
12.	VIP Envelope of Delhi Legislative Assembly, on hand made craft paper – Big Size	Rs. _____
13.	Cotton Coated Envelope of Delhi Legislative Assembly, – Big Size	Rs. _____
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