



**कर्मचारी राज्य बामा निगम**  
**EMPLOYEES' STATE INSURANCE CORPORATION**  
**उप क्षेत्रीय कार्यालय पीन्या SUB REGIONAL OFFICE, PEENYA**  
हरिनी टावर्स 3रा क्रॉस, 3रा मेन Harini Towers, 3<sup>rd</sup> cross, 3<sup>rd</sup> main  
(एफ.टी.आई.के निकट), ऑफ रिंग रोड Off Ring Road (Near F.T.I.)  
2रा स्टेज पीन्या इंडस्ट्रियल सबर्ब Ind Stage, Industrial Suburb  
यशवंतपुर, बंगलोर Yeshwanthpur, Bangalore -560 022  
(An ISO.9001:2008 Certified Organization)

**No. 49/D/17/14/09/Genl/09/Printing**

**Dt: 19.07.2016**

1	Title of the Tender	"Printing and Supply of File Covers/File Flaps/White Window Envelops"
2	Tender Ref. No.	No: 49/D/17/14/09/Genl/09/Printing, Dated 19.07.2016
3	Product Category	(i) Printing and Supply of 10,000 File Covers. (ii) Printing and Supply of 5,000 File Flaps. (iii) Printing and Supply of 30,000 White Window Envelops
4	EMD	Rs. 15,000/-
5	Date and Time for Commencement of issue/downloading of Tender Document	21.07.2016 at 10 a.m.
7	Last Date & Time for Submission/receipt of Tenders	10.08.2016 Up to 3 p.m.
8	Opening Date & Time	10.08.2016 at 4 p.m.
9	Work description	"Printing and Supply of File Covers/File Flaps/White Window Envelops" to ESIC Sub Regional Office-Peenya, Harini Towers,3rd Cross,3rd Main, Off Ring Road, Near FTI, Yeshwanthpur, Bangalore-560 022.
10	Pre-Qualification	Requisite EMD of Rs. 15,000/- to be drawn on any commercial bank. PAN No. (self-attested copy must be enclosed) VAT/CST /TIN No. (self-attested copy must be enclosed)

### **TENDER NOTICE**

Sealed Tenders are invited from reputed suppliers/printers, for printing and supply of following stationery items to ESIC Sub Regional Office-Peenya, Harini Towers,3rd Cross,3rd Main,Off Ring Road,Near FTI,Yeshwanthpur,Bangalore-560 022.

S.No.	Name of the work	Quantity (in Nos.)	E.M.D. (in Rs.)	Time of completion.
1	Printing and Supply of File Covers	10,000	Rs. 15,000	The work should be completed within 15-25 days from the date of issuing purchase order.
2	Printing and Supply of File Flaps	5,000		
3	Printing and Supply of White Window Envelops	30,000		

1. Blank tender forms for the said work are available at the above office address at free of cost on working days up to 09.08.2016 between 9.30 a.m. to 6.00 p.m.
2. The tender documents can also be down loaded from the following websites i.e. [www.esickar.gov.in](http://www.esickar.gov.in)/[www.esic.nic.in](http://www.esic.nic.in)/[www.eprocure.gov.in](http://www.eprocure.gov.in)
3. Earnest money deposit of Rs.15,000/- (Rupees Fifteen thousand only) in the form of Bank Demand Draft/Banker's Cheque drawn in favour of "ESI Fund A/c No. 1", payable at State Bank of India Bangalore must be enclosed along with tender form. Tenders without EMD shall be rejected.
4. Last date for submission of tenders is 10.08.2016 up to 3 p.m. in tender drop box situated at Ground floor, Harini Towers, 3<sup>rd</sup> Cross,3<sup>rd</sup> Main, Off Ring Road, near FTI, Yeshwanthpur,Bangalore-560 022.
5. Tenders will be opened on 10.08.2016 at 4 p.m.in presence of attended bidders.

<b><i>TECHNICAL SPECIFICATIONS OF FILE COVERS/FILE FLAPS/WINDOW ENVELOPS</i></b>		
<b>S.No.</b>	<b>Particulars</b>	<b>Qty</b>
1	<b><i>Details for printing and Supply of File Covers:</i></b>	10,000 Nos
	<b>Size:</b> 36 Cms (H) x 27 Cms (W)	
	<b>File thickness</b> – 500 GSM	
	<b>Eyelet:</b> One, Top Left Corner of the file	
	<b>Calico:</b> Blue Colour Calico Strip Between the file cover	
	<b>Printing:</b> Black Colour Printing in English & Hindion three sides as per our sample. Files should be folded and pressed equally on both sides.	
	<b>File Cover Colour</b> – Minimum <b>3</b> colours required (Pink, Green and Sky-blue)	
2	<b><i>Details for Printing and Supply of File Flaps:</i></b>	5,000 Nos
	<b>Size:</b> 25 1/2 Inch (L) x 4 1/2 Inch (H)	
	<b>Calico:</b> Blue Calico should be Pasted to flaps along with thread	
	<b>Printing:</b> White colour printing in English & Hindi as per our sample	
3	<b><i>Details for Printing and Supply of Window Envelops:</i></b>	30,000 Nos
	<b>Size:</b> 11-inch (L) x 5 inch (H)	
	<b>Thickness:</b> 100 GSM	
	<b>Colour:</b> Sunshine White	
	<b>Printing:</b> Two Colour Printing in English and Hindi as per our sample.	

***Note:*** Sample copies of above items may be collected at ESI Corporation, General Branch, Sub Regional Office-Peenya, Harini Towers,3rd Cross,3rd Main, Off Ring Road, near FTI, Yeshwanthpur, Bangalore-560 022.

## **TERMS & CONDITIONS**

1. The offer shall remain valid for a period of **60 days** from the last date of opening of tenders.
2. a) Earnest Money deposit amounting to **Rs.15,000/-**(Rupees Fifteen Thousand only) in the form of Demand Draft/Banker's Cheque drawn on any Commercial Bank in favour of "**ESI FUND A/C No.1 payable at State Bank of India, Bangalore** should be enclosed along with your bid. Incomplete Tender without Earnest Money Deposit shall be treated as invalid. The EMD of the unsuccessful bidders will be refunded without any interest.  
b) If the tenderer is registered with the Central Purchase Organization, NSIC(The National Small Industries Corporation Ltd.)should enclose self-attested Copies of their registration along with the Bid. Such tenderers shall be exempted for payment of Earnest Money Deposit.
3. The tenderer should enclose self-attested copies of their VAT/CST/TIN No. and PAN No.
4. **Your sample copies of goods/items should be submitted along with your bidding tender.** Tenders without sample copies shall be treated as invalid.
5. If the tenderer neglects or refuses for their rates quoted after submission of their tender to comply with the above conditions or any of them, the earnest money deposit already paid shall be forfeited. Further, if the successful tenderer refuses to supply or do not execute the supply order, the earnest money deposited shall be forfeited and future business dealings shall be banned for **5 years**.
6. The required quantity of the items may be varied.
7. Transportation/freight/delivery charges has to be borne by supplier.
8. The delivery of File Covers/File Flaps/Window Envelops shall be completed and delivered within **15-25days** from the date of issuing purchase order.
9. The sealed envelopes containing the tender should be super scribed "**Tender for Printing and Supply of FileCovers/File Flaps/Window Envelops**"and should be dropped in the tender box kept at Ground Floor, Harini Towers, 3<sup>rd</sup> Cross, 3<sup>rd</sup> Main, Off Ring Road, Near FTI, Yeshwanthpur, Bangalore on or before 10.08.2016 at 3.00 P.M, the tenders will be opened on the same day at 4.00 p.m. in the presence of attended bidders.
10. Payment shall be made after complete supply and satisfactory receipt of the goods/items. Bills for part supply will not be processed. In case the supplied item is not matching the approved sample or is found to be defective, the supplier will have to replace the item within two days at their own cost.
11. The Corporation shall release the payment of above work, in single bill as full and final, after the satisfactory delivery of the goods/items on submission of bills for the said work by the party **within 10 days through RTGS/NEFT**.
12. The competent authority has the right to reject all or any tender in whole, or in part, without assigning any reason thereof.
13. All entries in the tender should be legible and filled clearly. Any overwriting or cutting, which is unavoidable shall be signed by the authorized signatory.

-Sd-  
(Kamlesh Sharma)  
Assistant Director(Genl.)

# **TENDER FORM/DOCUMENT**

**(To be submitted on tenderer/bidder letter head)**

Date: \_\_\_\_\_

To  
Employees State Insurance Corporation,  
Sub Regional Office-Peenya,  
Harini Towers,3<sup>rd</sup> Cross, 3<sup>rd</sup> Main,  
Off Ring Road, Near FTI,  
Yeshwanthpur,  
Bangalore-560 022.

**Sub: Submission of Tender for Printing and Supply of File Covers/File Flaps/White Window Covers-  
Reg.**

Dear Sir,

- 1 I/We have read and understood all the terms & conditions of the tender notice vide ref. no. 49/D/17/14/09/Genl/09/Printing, dated 19.07.2016 and other instructions and hereby undertake to abide by them.
- 2 I/We are enclosing herewith, Demand Draft/Banker's Cheque No: \_\_\_\_\_  
Rs. 15,000/- dated. \_\_\_\_\_ drawn on \_\_\_\_\_ in favour of ESI Fund A/c  
No.1 payable at State Bank of India, Bangalore towards Earnest Money Deposit.
- 3 I/We have filled and signed each page of the tender document and the same is enclosed here with.
- 4 I/We hereby declare that tender document has been downloaded from website/collected from your office and it is submitted in original without any alterations/modifications/deletions/additions.

Place:

Seal and Signature of tenderer

Date:

Name:

**DETAILS OF BIDDER/TENDERER**

1	Name of authorized Printers with full address:	M/s.
		Address:
2	Full particulars of the Bankers of Bidder/ Firm / with full Address / Tel. No.	Contact Details:
		Name of the Bank: Address:  Bank Branch: Branch Code: IFSC: MICR:
3	Earnest Money Deposit Amount & their details: Drawn on any commercial bank	Rs. 15,000/- (Rupees Ten Thousand only) Drawn on _____ Vide DD/Banker's Cheque No. _____ dt. _____ in favour of ESI Fund A/c No:1 payable at State Bank of India, Bangalore
4	Registration with various authorities and their Nos. (Self-attested Copies of the same shall be enclosed)	A. PAN No. _____ B. VAT/CST/TIN No. _____

Place:

Seal and Signature of tenderer

Date:

Name:

**FINANCIAL BIDDING FOR PRINTING AND SUPPLY OF FILE COVERS/FILE  
FLAPS/SUN SHINE WHITE WINDOW ENVELOPS**

Date:

To  
Employees State Insurance Corporation,  
Sub Regional Office-Peenya,  
Harini Towers, 3<sup>rd</sup> Cross, 3<sup>rd</sup> Main,  
Off Ring Road, Near FTI,  
Yeshwanthpur,  
Bangalore-560 022.

Sub: Submission of Tender for Printing and Supply of File covers/File Flaps/Window Envelops-Reg  
Ref: Your Tender Notification No: 49/D/17/14/09/Genl/09/Printing, Dated 19.07.2016

Sir,

**We are submitting our offer for the said work as below.**

S.No.	Particulars	Qty	Unit Rate	Amount	Percentage of Vat 5.5% (or) 14.5%	Vat Amount	Total Amount (5+7)
1	2	3	4	5	6	7	8
1	File Covers	10,000 Nos					
2	File Flaps	5,000 Nos					
3	Window Envelops	30,000 Nos	*Unit Rate may be quoted for 1000 Nos.				
<b>GRAND TOTAL</b>							

Place:

Seal and Signature of tenderer

Date:

Name:



**CHECK LIST**

Please mark (√) as applicable

1	a. Blank tender document obtained from office	Yes		No	
	b. Tender document down loaded from web site	Yes		No	
2	Earnest Money Deposit Amount of Rs. 15,000/- in favour of ESI Fund A/c No.1, payable at State Bank of India, Bangalore is enclosed.	Yes		No	
3	Registration of various authorities and their Nos. for Eligibility Criteria (Self attested Copies of the following must be enclosed)				
	i)	PAN No.	Yes		No
	ii)	VAT/CST/TIN No.	Yes		No
4	Sample Copies attached:				
	i)	File Covers			
	ii)	File Flaps	Yes		No
	iii)	White Window Envelops	Yes		No
5	Whether all the pages of the tender form are filled and signed properly	Yes		No	

Date:

Seal and Signature of tenderer

Place:

Name: