

**No. Q.11011/Admn(G)/76/2010-NASA**  
**Government of India**  
**Ministry of Statistics and Programme Implementation**  
**National Academy of Statistical Administration**  
\*\*\*\*\*

Plot No. 22, Knowledge Park – II,  
Greater Noida – 201308 (U. P.)  
**Dated: 07.12.2010**

To

M/S \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Sub: Quotation for award of Annual Contract for Binding Work in National Academy of Statistical Administration (NASA).**

Sealed quotations are invited from reputed, financially and technically sound Binding Firms for award of Annual Contract for various binding works arising in the National Academy of Statistical Administration (NASA) from time to time initially for a period of One Year on the terms and conditions given as under. The expected volume of binding work of various nature would be around 2000 books.

**A) General conditions:-**

i) The invitation is open to all the Binders who are registered with the sales tax authorities having latest printing machines/facilities and have satisfactorily completed at least two annual binding contract worth Rs. 50,000/- and above with Ministries/Departments of the Central Government in the last two years.

ii) Copies of valid Central / Local Sales Tax Registration Certificates, details of printing facilities, copies of satisfactory performance are required to be attached with the quotations.

iii) The binders are required to submit samples of the work done by them for various Government Departments for judging the quality of work as one of the main criteria for award of the contract is quality workmanship.

iv) Details of binding Machines and capacity to undertake work on urgent basis may also be given.

v) Earnest Money of Rs. 5,000/- (Rupees Five Thousand Only) shall be deposited in the form of a Bank Draft drawn in favour of PAO, MOS&PI, New Delhi, drawn on a Nationalised Bank, valid for the duration of the contract period.

vi) Quotations received without Earnest Money Deposit will not be considered at all.

## CONDITIONS OF CONTRACT

- a) The representative of the firm will have to pick up the orders /material for binding from this office (NASA) and will have to deliver the material in the office after binding work is completed. No extra charges will be admissible for this purpose.
- b) As most of the items of work will be of time bound nature, the work will have to be completed within the stipulated time frame.
- c) Any shortfall in the workmanship /quality of binding work will not be accepted and the firm may be asked to do the work again at no extra cost.
- d) The agency/firm must ensure the use of branded and super quality material.
- e) If at any stage, it is found that the performance or quality of work is not satisfactory, the contract is liable to be terminated and the earnest money deposit forfeited.
- f) The undersigned reserves the right to accept or reject any or all of the quotations without assigning any reason therefore. In case of any dispute, the decision of the Addl. Director General , NASA will be final.
- g) No advance will be paid to the binder for undertaking the work.

2. Interested firms /agencies may quote their rates as per "Schedule of Requirement enclosed as per Annexure-I. The rates quoted will be valid for contract period of one year. The quotations must reach the undersigned in a sealed cover superscribed as "Quotation for award of Annual Contract for Binding Work", by post or can alternatively be dropped in the tender box placed at the Reception of this Academy by 30.12.2010 up to 1500 hrs. The quotations /tenders received thereafter, would not be entertained. The quotations /tenders will be opened on the same day i.e. 30.12.2010 at 1530 hrs.

  
(Vishwajeet Kumar)

Deputy Director/H.O. NASA

Copy to:

1. The Dy. Director General, Computer Centre with the request for displaying on official website of the Ministry.
2. Notice Board, CSO M/o Statistics &PI, Sardar Patel Bhavan, New Delhi
3. Notice Board, NASA, Gr. Noida (UP).
4. Notice Board, Local Educational/Academic Institutions in Gr. Noida (UP)

SCHEDULE OF REQUIREMENT

Sl. No.	Description	Size	Rate Each
1.	Spiral Binding of Trg Manuals/reports (including the cost of good quality Transparent Sheet and back cover)	Up to 50 pages 51 to 100 pages 101 to 150 pages 151 to 200 pages Above 200 pages	
2.	Wiro Binding of Manuals (including the cost of good quality Transparent Sheet and back cover. Transparent sheet is also required to be fixed after back cover also).	Up to 50 pages 51 to 100 pages 101 to 150 pages 151 to 200 pages Above 200 pages	
3.	Leather Binding of Books/ reports with Golden Print Front and side)	Books / registers	
4.	Rexin Binding with Golden Print (Front and side)	Books / registers	
5.	Ordinary Binding and pointing	Books / registers	

Signature of the authorised Person  
with name and Agency's Seal