



# ATHLETICS FEDERATION OF INDIA

A-90, Phase I, Naraina Industrial Area, New Delhi - 110028

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No. F-1-15/AFI/2019

7<sup>th</sup> June 2019

## TENDER FOR PRINTING & PRINTING MATERIALS

1. Quotations in sealed envelope are invited for Supply of following software :-

<u>Sl.No</u>	<u>Items Name</u>	<u>Specification</u>
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----- List Enclosed -----

2. General information about the tender are follows:

- (a) Tender reference No : F-1-15/AFI/2019
- (b) Date and time for receipt of Tender : 22<sup>nd</sup> June 2019 before 1200 hrs
- (c) Time and date for opening of tenders: 1500 hrs on 22<sup>nd</sup> June 2019
- (d) Address for Communication: Athletics Federation of India  
A-90, Second Floor,  
Naraina Industrial Area, Phase-1  
New Delhi-110 028

Quotation shall remain valid till 90 Days from the date of tender submission

### Submission /Opening of Tenders

3. PLEASE SUPERSCRIBE OUR REFERENCE NO. AND DATE OF TENDER OPENING ON SEALED COVER. FAILURE TO DO SO WILL RENDER YOUR OFFER INVALID.

4. Sealed commercial quotations addressed to AFI, New Delhi should be marked as: **Supply of -----** and submitted at AFI, New Delhi office or to be sent by registered post so as to reach this office by due date and time. No responsibility will be taken for postal delay or non-delivery/non-receipt of tender documents.

5. **Earnest Money Deposit (Refundable)**: Rs. 5000/- earnest money required by cheque in favour of Athletics Federation of India.

6. Sealed quotations will be opened by a committee on due date and time. Authorized representative from your firm, may attend the tender opening. If due to any exigency the due date for opening off tenders is declared as closed holiday, in such cases the tenders will be opened on next working day at the same time or any other day/time as intimated by the purchaser.

7. Your sealed quotations should reach this office, latest by 1200 hrs on 22<sup>nd</sup> June 2019. The Bid would be opened by a committee at 1500 hrs on 22<sup>nd</sup> June 2019.

8. Tenders sent by FAX/unsealed tenders will not be considered. Tenders found in sealed box will only be considered.

**To avoid any complications with regard to Late Receipt/Non Receipt of Tenders, it may please be noted that responsibility rests with the tender to ensure that tenders reach this Office before due date and time. Late quotes will be rejected out rightly.**

9. The commercial offer must be firm and valid for at least 90 days from the date of submission of offer.

10. The Commercial Offer will be opened by a Committee and if firm desires, may depute their representative, to be present at the time of opening of tenders. Further negotiations will be only with the lowest bidder (L1) who would supply the item.

11. **Date of work completion**: Within 03 days of signing of the Work order as applicable.(this can be changed based on nature of item, urgency and the quantum of items).

12. On receipt at the consignee's premise, the item is to be checked for ascertaining the correctness of quantity, quality and documents.

13. **Payment Terms: -**

(a) 100% Payment will made after delivery of items and producing of documents.

## Commercial Aspects

14. Prices must be quoted on F.O.R. Destination basis by road inclusive of Packing, Forwarding, Freight charges, Transit Insurance and any other charges as applicable. The consignee for the contract is AFI.

15. **Liquidated Damages (LD)**: Preference shall be given to those offer supply within the prescribed delivery schedule, which shall be the essence of the contract Liquidated Damage @ 0.5% per week subject to a maximum of 10% of the undelivered stores will be recovered in case of delay in delivery beyond the accepted delivery period as per SCOC.

16. This tender enquiry is being issued with no financial commitment and purchaser reserves the right to change or vary any part thereof at any stage. The purchaser also reserves the right to reject any/all tenders including the lowest one without assigning any reason.

17. **Inspection**: By representative of the AFI, New Delhi.

Thanking you,



(C K Valsón)  
Secretary, AFI

ITEMS NAME	Specifications	Rate
SATIN	Satin Cloth	
FLEX BOARDS Inside the City Outside the City	(Per Sq Feet) With faming & instalation	
LETTER PADS	B/w Size A4	
LATTER PADS	2 Col. Size A4	
CERTIFICATE MERIT	A4 Size Colour Printing	
CERTIFICATE PARTICIPATION	Size 7¼ x7, 2 Colour Printing	
BIB No.	On Flex, Size 8"X10"	
FOOD COUPON	Size 3x8", 6 days, Colour Paper	
RAILWAY CONCESSION FORM	Size 7¼ x9, 2 Colour Printing	
OFFICE FILE	3 Colour Printed Size 10x14	
ENVELOPS IN 2 COLOUR PRITING SIZE 12X16 SIZE 10X12 SIZE 10X4	2 Col., Lamination Inside 2 Col., Lamination Inside 2 Col., Lamination Inside	
VISITING CARD	Multicolour	
CASH AND CREDIT VOUCHER	Size 8¼ X 5½	
MULTI COLOUR MEETING FOLDERS WITH POCKET	300 gsm Card	
COLOUR DIGITAL PRINTS A-4 SIZE	100 gsm /300 gsm	
COLOUR DIGITAL PRINTS A-3 SIZE	100 gsm /300 gsm	
BLACK & WHITE DIGITAL PRINTS A-4 SIZE	Normal Paper	
BLACK & WHITE DIGITAL PRINTS A-3 SIZE	Normal Paper	
INVITATIONS CARDS (MULTICOLOUR)	Size 7x5 With Envelop	
STANDEES	Size 6x3 Feet	
SPIRAL BINDING	Size A4	
WIRO BINDING	Size A4	
DESIGNING CHARGES	Size A4	
WRITING PAD	Size 5.25x8, With Colour Tittle, 25 Pages With Spiral Binding	