

GOVERNMENT OF INDIA PRESS, RING ROAD, MAYAPURI, NEW DELHI 110064

No. L-14012/1/PSD Work/2025-26/Proc./147

Dated: 12.12.2025

GeM BID NOTICE

Subject:- Inviting Bid for Binding operation of Pass Book.

Bids are invited from reputed Printers & Binders only having experience in Binding of Pass Books. The Binding operations involves the following work as mentioned below and are to be delivered to Government of India Press, Ring Road, Mayapuri, New Delhi 110064. The bids will be finalized as per details given below:-

Binding Specification of Pass Book:-

Sl. No.	Specifications	
1.	Size of the Pass Book	14.8 x 10.5 cms - SB 05 (A) (± 5 M.M. as per Sample)
2.	No. of Pass Book	8,00,000 Pass Book with 4 Pages (2 leaves) + 4 Pages Cover (2 leaves)
3.	Scope of Work	The Printed materials on 80 GSM Maplitho paper from GIP, Mayapuri and Cover paper from GIP, Minto Road should be collected by the Vender and compiling, binding operation includes folding, gathering, Covering and center machine sewing, cutting & Bundling . Thereafter are to be packed and delivered to Govt. of India Press, Ring Road, Mayapuri, New Delhi-110064.
04.	Delivery of Pass Book	Delivery of the Pass Book should be done within 30 days from the date of issue of Work Order.

1. Terms & Conditions of the e-bid:-

- (i) This office will only accept bids from firms located in Delhi State as the printed material is related to postal Store Depots which is confidential in nature.
- (ii) The bidder has to furnish online, the list of machines required for execution of the Binding work of the pass book i.e. Sewing machine, cutting machine, Folding machines and bundling machine which can be inspected/verified by the team or surprise visit if necessary.
- (iii) Pre-bid meeting may be done in GIP, Ring Road, New Delhi. Tenderer who will participate the pre-bid meeting are to be qualified for e-bid.
- (iv) All bidders should have to submit their work experience for 2 years in the relevant field in Government organization related to Pass Book only.
- (v) The firm has to offer its online rates for Binding operation including GST, Loading and unloading of the Printed materials and Bundling & Delivery of Pass Book. Further the quantity of Pass Book can be increased/decreased subject to the requirement of this office.
- (vi) A dummy sample of complete Pass Book should be sent to this Press for approval before binding the whole lot.
- (vii) The successful Tenderer should have a sufficient space for execution of the job. The successful Tenderer shall have to collect the Printed forms as provided by the Press authorities required for the Binding work from GIP Minto Road and Mayapuri, Ring Road, New Delhi and taken to the firms premises for Binding and thereafter the pass books are to be delivered to GIP, Ring Road, New Delhi in bundles form of 500 quantity of each bundle in good quality packing with strapping Machine.
- (viii) Damaged supply, Poor quality binding may attract heavy penalties on the firm as decided by the Press authorities. The cost of damages can be levied from the firm.
- (ix) Delayed supply of Pass Book will be punished by 0.5% penalty per week on total amount of bill to the firm.
- (x) The firm has to upload PAN Card & GST Registration Number.
- (xi) After finalization of Bid, the successful bidder will submit a Performance Security Deposit of Rs.20,000/- in the shape of Demand Draft (validity of three months), which should be made in favor of "Pay & Accounts Officer (Ptg.), Ministry of Housing & Urban Affairs, New Delhi" payable at New Delhi.
- (xii) Payment towards binding of above Pass Book will be released after producing satisfactory dispatch certificate and receipt, issued by this Press that the Pass Book are received in full quantity in good condition and as per time schedule.
- (xiii) The Manager, Govt. of India Press, Ring Road, Mayapuri, New Delhi reserves the right to reject/cancel the tender at any time/stage or amended/withdraw any of the terms and conditions contained in the Tender documents without assigning any reason thereof.

The document are also available on the Website of Directorate of Printing, New Delhi i.e. www.dop.nic.in.


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