

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF ECONOMICS & STATISTICS
Vikas Bhawan-II, 3rd floor, 'B' wing, Upper Bela Road,
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File No. DES-G015(11)/1/2025-Price collection/ 5056-94

Dated :- 13/10/2025

Tender for printing of Delhi Statistical Hand Book-2025

Sealed Quotations are invited for printing of **300 copies of Delhi Statistical Hand book-2025**, which is bilingual (English & Hindi) consisting of about 450 pages (excluding cover page). The data proposed for printing in hand book for the year 2025 will be provided **in the excel sheet i.e. filled/amended/deleted in the last year hand book 2024** and as a sample two pages of Delhi Statistical Hand Book-2024 are enclosed.

The specifications of the book are as under:-

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|------|-----------------------|--|
| i) | Size of Book | : 14CM x10CM |
| ii) | Quality of the Paper | : 90 GSM high bright white sunshine for normal pages |
| iii) | Quality of Cover Page | : 300 GSM Indian art card of good quality |
| iv) | Cover Page | : Laminated |
| v) | Binding of the Book | : Thread binding |

The Terms and conditions of Quotations are as under:-

1. Three proof of printout of Delhi Statistical Hand Book will be shown by you (Printer) to this office within 15 days after assigning the work. The final printing work, after getting okayed by this Directorate should be completed and the publication is to be delivered to this Directorate in next 15 days.
2. No separate cartage will be paid by this directorate.
3. No advance payment shall be made and payment will be made after satisfactory execution of work.
4. Delay and deviation may invite penalty provision. A penalty of Rs.200/- per day will be levied for delay, if any, beyond the period of 15 days.
5. Invoice/Bill must be issued from Delhi.
6. The final chapter wise data of the Handbook in PDF and excel format should also be made available to this Directorate.
7. Printer/Printing Agency should be registered with the Trade & Tax Department; GNCTD and should have a GSTIN Number issued from Trade & Tax Department, GNCTD.
8. The Printer/Printing Agency entrusted with the work have to get the prototype booklet approved before going ahead with the final printing and the final printing booklet should match the approved prototype in all respects.

9. The Department reserves the right to accept or reject the entire tender or part of it, without assigning any reason.
10. The Quotation so invited will be valid for at least 6 month duration after awarding the contract to the successful bidder. The earnest money may be fixed Rs.2500 for Quotation. The Quotation will be opened on the next working day by the Purchase Committee of this Directorate.

Document required:

1. GSTIN issued by Trade & Tax Department, GNCTD.
2. PAN card issued by Income Tax Department.
3. Address proof of Printing Press/Agency.

You are requested to **submit the sealed quotation, latest by 27.10.2025 up to 05:00 P.M. positively, along with a demand draft amounting Rs.2500/- (Rs. Two thousand five hundred only) in favour of DDO, Directorate of Economics & Statistics, Vikas Bhawan-II, Delhi**, as earnest money, which is refundable after completion of the work. **Quotation not accompanied by earnest money will be rejected.** The Quotation shall be valid for a period of six months and will be opened on the next working day.

The main envelop duly sealed should be superscribed by **"Quotation for Printing of Delhi Statistical Hand Book-2025"**

Yours faithfully,



(S.S Rawat)
Assistant Director