

TENDER 2023-24

FOR ANNUAL SUPPLY AND SERVICES

Name of Item/Service: **STATIONERY PRINTING**

.....

TO BE FILLED IN BY THE TENDERER
(IN BLOCK LETTERS)

GST NO:.....

PAN NO :

Applicant Name:..... Name of Company/Firm.....

Address:

.....Email ID:

Telephone No: Mobile No.: Fax No. :

Name of the Companies to whom you are **presently** supplying/providing material/services:
(Please attach/ bring copies of the valid contract)

1.

2.

3.

4.

5.

(To be signed by Authorized Signatory with Designation and with Company/Firm Seal)

Terms & Conditions:

1. Sealed Tenders must reach the Office **before 5.00 p.m. on 29th May 2023, Or scanned copy of your proposal can be sent on Email id tender@delhigolfclub.org**
2. Successful Suppliers/Service Providers will have to deposit security amount equivalent to 10% of annual supply or one month's supply, whichever is higher.
3. Rates quoted must be exclusive of taxes. Service Tax/ VAT / GST if applicable should be shown separately.
4. Service Provider should attach a copy of PF/ ESI / Labour License Registration(Not applicable for AMC Services)
5. There should be no overwriting and cutting, Price must be typed in words and figures.
6. In case of payment is made through NEFT/Net banking, it will be mandatory to mention UTR NO/Transaction Reference No. If, said details are not mentioned The Delhi Golf Club has right to reject the Tender Form.
7. The Delhi Golf Club reserves the right to select the vendors on the basis of Economy, Quality Control, Hygiene, Reputation of vendor and onsite Inspection.
8. The Delhi Golf Club reserves the right, to change, modify, add or remove the duration and the terms of Agreement/Contract without any prior notice.

For Accounts (To be filled in by Tenderer)

UTR No/Txn NO/ Cash Receipt No _____ Date _____ Sign _____

RFQ FOR : STATIONERY PRINTING 2023-24

S.No	Product	Specification	Description	Unit	Annual Rate (₹)
1	APPLICATION FORM CORPORATE MEMBERSHIP[NOS]	EXECUTIVE BOND ONE COLOR	AS PER SAMPLE	EACH	
2	ADMIT CARD	AGM	STD	EACH	
3	ANNUAL BALANCE SHEET WITH COVER	AS PER APPROVAL	72 PAGES	EACH	
4	BALLOT PAPER	IN 4 COLOR	MEDIUM	EACH	
5	BALLOT PAPER	IN 4 COLOR	BIG	EACH	
6	BIN CARD		9 X 6	EACH	
7	BOOK ADMINISTRATION MANUAL[NOS]		1/8 SIZE	EACH	
8	BOOK ARTICLE		48 PAGES	EACH	
9	BOOK BAKERY ORDER	1 X 3 X 50	1/8 SIZE	EACH	
10	BOOK BIO-DATA[NOS]	FOR ELECTION, 4 COLOR	A-4	EACH	
11	BOOK BYE-LAWS[NOS]			EACH	
12	BOOK DRIVER PARKING[NOS]			EACH	
13	BOOK GATE PASS	1x3x50	1/10 SIZE	EACH	
14	BOOK GOLF CART HIRE CHARGES	FOR MEMBERS(1x2x100)	1/16 SIZE	EACH	
15	BOOK GOLF RULE'S DECISION		1/8 SIZE	EACH	
16	BOOK GREEN FEE SLIP	1x100	1/16 SIZE	EACH	
17	BOOK GREEN FEES DETAILS TEE OFF TIME[NOS]	1+1	1/9 SIZE	EACH	
18	BOOK LINEN & LAUNDRY	1x3x50	1/8 SIZE	EACH	
19	BOOK LOG (VEHICLE)			EACH	
20	BOOK MAINTENANCE[NOS]			EACH	
21	BOOK MEDICAL 4"X4"(1+1)[NOS]	1 X 2 X 50	1/16 SIZE	EACH	
22	BOOK MEMBER'S GUEST FEE DETAILS[NOS]	1+1	1/9 SIZE	EACH	
23	BOOK PERISHABLE ORDER LIST	1X2X50	8.5" X 12"	EACH	
24	BOOK PURCHASE ORDER	1X2X50	8.5" X 5.0"	EACH	
25	BOOK PURCHASE ORDER	1x3x50	8.5" X 11"	EACH	
26	BOOK PURCHASE REQUISITION	1x3x50	8.5" X 11"	EACH	
27	BOOK VISITORS	100 SHEETS, REXINE	9" X 22"	EACH	
28	BOOKMARK DGC 1"X5"[NOS]			EACH	
29	BRIDGE SCORE PAD	100 NOS	1/12 SIZE	EACH	
30	CAR PARKING STICKER	AS PER APPROVAL		EACH	
31	CARD BATCH WITH DORI[NOS]			EACH	
32	CARD INTRODUCTION	FOLDER CARD	3.5"X4.5"	EACH	
33	CARD INVITATION			EACH	
34	CARD PLAIN (MULTI USE)		3.25"X2.25"	EACH	
35	CARD TALENT			EACH	
36	CHEQUE RETURNED BOOK	1x3x50	1/6 SIZE	EACH	
37	CIRCULAR NEW YEAR[NOS]	ART PAPER IN 4 COL		EACH	
38	CIRCULARS	SUNSHINE PAPER, 1 COLOR	A/4 SIZE	EACH	
39	CIRCULARS	SUNSHINE PAPER, 1 COLOR	1/6 SIZE	EACH	
40	CLUB COUPAN BOOK			BOOK	

41	COMPUTER STATIONARY SINGLE PART	PERFORATED BOND PAPER 80 GSM FOR VOUCHERS	80 COL	PKT	
42	COUPON FOR STAFF (FOC)[NOS]	LUNCH,DINNER & BREAKFAST		BOOK	
43	COUPON FOR STAFF TEA[NOS]			BOOK	
44	COUPON RAFFEL DINNER[NOS]			EACH	
45	CREDIT MEMO BOOK	HEALTH CLUB (1X2X100)	1/10 SIZE	EACH	
46	CREDIT MEMO BOOK	1x3x50	1/10 SIZE	EACH	
47	CREDIT MEMO BOOK	1x2x100	1/10 SIZE	EACH	
48	DESK PAD 5X6[NOS]	IN 4 COLOR		EACH	
49	DESK PAD ON SUNLIT PAPER FROM THE DESK OF		1/16 SIZE	500 SHEETS	
50	ENVELOPE 7 X 5 (4 COLOR LOGO)[NOS]			EACH	
51	ENVELOPE 9 X 4 GOLD COLOR LOGO[NOS]			EACH	
52	ENVELOPE GREEN SCENE	WINDOW		EACH	
53	ENVELOPE WHITE 10X12	LAMINATED WHITE, ONE COL.		EACH	
54	ENVELOPES 10 X 4	PRINTED	10" X 4"	EACH	
55	ENVELOPES FOR BILLS MAILING - WINDOW	STAR PAPER (BROWN)	8" X 6"	EACH	
56	ENVELOPES GREEN SCENE		9" X 12"	EACH	
57	ENVELOPES WHITE	PRINTED	9" X 4"	EACH	
58	FILE (GREEN)	SPRING TYPE (PRINTED)	STD	EACH	
59	FILE (PINK)	TAG	STD	EACH	
60	FILE (YELLOW)	CLIP (PRINTED)	STD	EACH	
61	FLAX (BANNER)			EACH	
62	FORMS (DETAIL OF MEMBERS)	SUNLIT PAPER	A-4	PAD	
63	FORMS APPLICATION	EXECUTIVE PAPER IN 1 COLOUR	A-4	EACH	
64	FORMS APPLICATION	EXECUTIVE PAPER IN 4 COLOUR	A-4	EACH	
65	GOLF HANDICAP CARD	PEACOCK COURSE	STD	EACH	
66	GUEST CREDIT NOTE BOOK	GREEN FEE (1X2X100)	1/9 SIZE	EACH	
67	GUEST CREDIT NOTE BOOK	RECEPTION(1x2x4X100)	1/6 SIZE	EACH	
68	HOLE IN ONE CARD	THREE COLOUR (LOGO MULTICOLOUR)	6"X4"	EACH	
69	HOLE IN ONE CARD	ONE COLOUR(LOGO MULTICOLOUR)	6"X4"	EACH	
70	INDENT BOOK	DAILY REQUISITION(1x3x50)	1/6 SIZE	EACH	
71	INDENT BOOK	DAILY REQUISITION COURSE (1x3x50)	1/12 SIZE	EACH	
72	INDENT BOOK	INTER DEPT(1x3x50)	1/12 SIZE	EACH	
73	JTP CARD LAMINATION WITH DORI		STD	EACH	
74	LEAVE APPLICATION FORM	PAD	1/8 SIZE	100	
75	LETTER HEAD (PKT)	70GSM, A4 SINGLE COLOR		100 SHEETS	
76	LETTER HEAD (PKT)	70GSM, 1/6 SINGLE COLOR		100 SHEETS	
77	LETTER HEAD (PKT)	80GSM, A4 SINGLE COLOR		100 SHEETS	
78	LETTER HEAD (PKT)	800GSM, 1/6 SINGLE COLOR		100 SHEETS	
79	LETTER HEAD ON CREAM COLOUR PAPER	3 COLOUR	A/4 SIZE	100	
80	LETTER HEAD ON D.O. PAPER (PKT)	PRESIDENT/CAPTAIN/SECRETARY /LADY SECTION(4 COL)	A/4 SIZE	100 SHEETS	
81	LETTER HEAD ON D.O. PAPER (PKT)	PRESIDENT/CAPTAIN/SECRETARY (3 COL)	1/5 SIZE	100 SHEETS	
82	LETTER HEAD ON D.O. PAPER FROM THE DESK OF (PKT)	PRESIDENT/CAPTAIN/SECRETARY	1/16 SIZE	100 SHEETS	
83	MEMBERSHIP APPL FORM	ART PAPER/CARD	11 X 18	EACH	
84	MEMBERSHIP CARD[PCS]	TEMPORARY MEMBERS		100 EACH	
85	MENU CARD (CHINESE)	FRONT & BACK	STD	EACH	

86	MENU CARD (PUB)	FRONT & BACK	STD	EACH	
87	MENU CARD BAR	FRONT & BACK	STD	EACH	
88	MENU CARD LARGE	BAR/DINING HALL/PARTY ROOM		EACH	
89	MENU CARD SMALL	ANNEXE/PARTY ROOM		EACH	
90	MENU CARD(4COLOUR)[NOS]			A4	
91	MENU CARD(LOCATION)[NOS]	FRONT & BACK		A4	
92	PAPER COASTER	DGC LOGO	3.5 DIA	EACH	
93	PAPER HAND BAG	HANDLE		EACH	
94	PARTY BOOKING RULS(SET)[NOS]			EACH	
95	PARTY ORDER BOOK -F&B	1x5x25	A4 SIZE	EACH	
96	PLASTIC GLASS COVER		STD	EACH	
97	REGISTER BOOKING LUNCH/DINNER	100 PAGE	8.5"*13"	EACH	
98	REGISTER CADDY DETAILS			EACH	
99	REGISTER CADDY DUTY		8.5" X 13"	EACH	
100	REGISTER COMPLAINT LOG	REXINE BINDING & PRINTED	8.5"X13"	EACH	
101	REGISTER GOLF CART BOOKING		8.5" X 13"	EACH	
102	REGISTER GOLF CART RECORD		8.5" X 11"	EACH	
103	REGISTER GUEST INTRODUCTION	100 NOS	10" X 14.5" (Custom Size)	EACH	
104	REGISTER GUEST INTRODUCTION	60 NOS	REXINE	EACH	
105	REGISTER INWARD		8.5" X 13"	EACH	
106	REGISTER MINUTES	PLAIN		EACH	
107	REGISTER STAFFING / DAILY DUTY	100 PAGE	8.5" X 13"	EACH	
108	REGISTER STARTER	200 PAGE	8.5"*13"	EACH	
109	REGISTER STOCK	200 PAGE	10" X 14"	EACH	
110	REGISTER STOCK POSITION -KITCHEN	200 PAGE	8.5" X 13"	EACH	
111	REGISTER TIME NOTING	KITCHEN	8.5" X 12"	EACH	
112	REGISTER VEHICLE			EACH	
113	REGISTER(S.POOL)[NOS]			EACH	
114	REQUISITION BOOK	1x2x100	1/16 SIZE	EACH	
115	RUBBER STAMP[NOS]			EACH	
116	STICKER ADD. SET (A .MEM)			EACH	
117	TABLE PAD (1/16)[PCS]	PAD IN 4 COL		EACH	
118	VISITING CARD COLOR	FRONT & BACK		100	
119	VISITING CARDS (PKT)	PLASTIC COATED	STD	100	
120	VISITING CARDS COLOUR	4 COLOUR	STD	100	
121	VOLUNTER CARD			EACH	
122	JTP CARD LAMINATION ONLY			EACH	
123	SCORE CARD			EACH	
124	DINNING HALL/PUB FOOD MENU SET			EACH	
125	DINNING HALL/PUB FOOD MENU SET	WITH COVER		EACH	
126	ANNEXE PLASTIC FOLDER			EACH	
127	PLASTIC STAND MENU	8 X 5 1/2"		EACH	
128	PLASTIC STAND MENU	9 X 8 1/2"		EACH	
129	WINDOW ENVELOP PRINTED	9X4 (REGD)		EACH	
130	WINDOW ENVELOP PLAIN	9X4 (REGD)			
131	GLOSSY PAPER	A4 SIZE		EACH	
132	CORPORATE MEMBERSHIP FORM F/B	A3 SIZE 4 COLOUR		EACH	
133	UPDATE INFORMATION SHEET FOR SD	A4 SIZE		EACH	
134	BLANK LABEL SHEET	A4 SIZE		EACH	
135	JR. DEPENDENT FORM	A4 SIZE		EACH	
136	SR. DEPENDENT FORM / GREEN CARD	A4 SIZE		EACH	

137	SURVIVING SPOUSE FORM	A4 SIZE		EACH	
138	CHANGE OF CORPORATE NOMINEE	A4 SIZE		EACH	
139	APPLICATION FOR 2 ND CORP. NOMINEE	A4 SIZE		EACH	
140	SWIPE CARD FORM	A4 SIZE		EACH	

- **Gst – Extra as Applicable.**