

TENDER 2026-27

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 04th Sep 2026, 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. GST if applicable should be shown separately.
4. Service Provider should attach a copy of PF/ ESI / Labour License Registration, wherever applicable.
5. There should be no overwriting and cutting, Price must be typed in words and figures.
6. In case tender fee payment is made through NEFT/Net banking, it will be mandatory to mention UTR No./Transaction Reference No. on the tender form. 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 Price, Quality Control, Hygiene, Reputation of vendor and onsite Inspection.
8. The Delhi Golf Club reserves the right to modify, add or remove any of the terms and conditions of the tender or cancel the tender at any stage without any prior notice.

For Accounts (To be filled in by Tenderer)

RFQ FOR : STATIONERY PRINTING 2026-27					
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]	75-90 GSM, WHITE PAPER	1/8 SIZE	EACH	
8.	BOOK ARTICLE	75-90 GSM, WHITE PAPER	48 PAGES	EACH	
9.	BOOK BIO-DATA[NOS]	FOR ELECTION, 4 COLOR	A-4	EACH	
10.	BOOK BYE-LAWS[NOS]	75-90 GSM, WHITE PAPER	55 PAGES	EACH	
11.	BOOK DRIVER PARKING[NOS]			EACH	
12.	BOOK GATE PASS	1x3x50	1/10 SIZE	EACH	
13.	BOOK GREEN FEE SLIP	1x100	1/16 SIZE	EACH	
14.	BOOK GREEN FEES DETAILS TEE OFF TIME[NOS]	1+1	1/9 SIZE	EACH	
15.	BOOK MEDICAL 4"X4"(1+1)[NOS]	1 X 2 X 50	1/16 SIZE	EACH	
16.	BOOK MEMBER'S GUEST FEE DETAILS[NOS]	1+1	1/9 SIZE	EACH	
17.	BOOK VISITORS	100 SHEETS, REXINE	9" X 22"	EACH	
18.	BRIDGE SCORE PAD	100 NOS	1/12 SIZE	EACH	
19.	CAR PARKING STICKER	AS PER APPROVAL		EACH	
20.	CARD BATCH WITH DORI[NOS]			EACH	
21.	CARD INTRODUCTION	FOLDER CARD	3.5"X4.5"	EACH	
22.	CARD INVITATION			EACH	
23.	CARD PLAIN (MULTI USE)		3.25"X2.25"	EACH	
24.	CARD TALENT			EACH	
25.	CHEQUE RETURNED BOOK	1x3x50	1/6 SIZE	EACH	
26.	COMPUTER STATIONARY SINGLE PART	PERFORATED BOND PAPER 80 GSM FOR VOUCHERS	80 COL	PKT	
27.	CREDIT MEMO BOOK	HEALTH CLUB (1X2X100)	1/10 SIZE	EACH	
28.	CREDIT MEMO BOOK	1x3x50	1/10 SIZE	EACH	
29.	CREDIT MEMO BOOK	1x2x100	1/10 SIZE	EACH	
30.	DESK PAD 5X6[NOS]	IN 4 COLORS		EACH	
31.	DESK PAD ON SUNLIT PAPER FROM THE DESK OF		1/16 SIZE	500 SHEETS	
32.	ENVELOPE 7 X 5 (4 COLOR LOGO) [NOS]			EACH	
33.	ENVELOPE 9 X 4 GOLD COLOR LOGO[NOS]			EACH	
34.	ENVELOPE GREEN SCENE	WINDOW		EACH	
35.	ENVELOPE WHITE 10X12	LAMINATED WHITE, ONE COL.		EACH	
36.	ENVELOPES 10 X 4	PRINTED	10"X 4"	EACH	
37.	ENVELOPES FOR BILLS MAILING -WINDOW	STAR PAPER (BROWN)	8" X 6"	EACH	
38.	ENVELOPES GREEN SCENE		9" X 12"	EACH	
39.	ENVELOPES WHITE	PRINTED	9" X 4"	EACH	
40.	FILE (GREEN)	SPRING TYPE (PRINTED)	STD	EACH	
41.	FILE (PINK)	TAG	STD	EACH	
42.	FORMS (DETAIL OF MEMBERS)	SUNLIT PAPER	A-4	PAD	
43.	FORMS APPLICATION	EXECUTIVE PAPER IN 1 COLOUR	A-4	EACH	

44.	FORMS APPLICATION	EXECUTIVE PAPER IN 4 COLOUR	A-4	EACH	
45.	GOLF HANDICAP CARD	PEACOCK COURSE	STD	EACH	
46.	GUEST CREDIT NOTE BOOK	GREEN FEE (1X2X100)	1/9 SIZE	EACH	
47.	GUEST CREDIT NOTE BOOK	RECEPTION(1x2x4X100)	1/6 SIZE	EACH	
48.	HOLE IN ONE CARD	THREE COLOUR (LOGO MULTICOLOUR)	6"X4"	EACH	
49.	HOLE IN ONE CARD	ONE COLOUR (LOGO MULTICOLOUR)	6"X4"	EACH	
50.	JTP CARD LAMINATION WITH DORI		STD	EACH	
51.	LEAVE APPLICATION FORM	PAD	1/8 SIZE	100	
52.	LETTER HEAD (PKT)	70GSM, A4 SINGLE COLOR		100 SHEETS	
53.	LETTER HEAD (PKT)	70GSM, 1/6 SINGLE COLOR		100 SHEETS	
54.	LETTER HEAD (PKT)	80GSM, A4 SINGLE COLOR		100 SHEETS	
55.	LETTER HEAD (PKT)	800GSM, 1/6 SINGLE COLOR		100 SHEETS	
56.	LETTER HEAD ON CREAM COLOUR PAPER	3 COLOUR	A/4 SIZE	100	
57.	LETTER HEAD ON D.O. PAPER (PKT)	PRESIDENT/CAPTAIN/SECRETARY /LADY SECTION (4 COL)	A/4 SIZE	100 SHEETS	
58.	LETTER HEAD ON D.O. PAPER (PKT)	PRESIDENT/CAPTAIN/SECRETARY (3 COL)	1/5 SIZE	100 SHEETS	
59.	LETTER HEAD ON D.O. PAPER FROM THE DESK OF (PKT)	PRESIDENT/CAPTAIN/SECRETARY	1/16 SIZE	100 SHEETS	
60.	MEMBERSHIP APPL FORM	ART PAPER/CARD	11 X 18	EACH	
61.	MEMBERSHIP CARD[PCS]	TEMPORARY MEMBERS		100 EACH	
62.	PAPER COASTER	DGC LOGO	3.5 DIA	EACH	
63.	PARTY BOOKING RULS(SET)[NOS]			EACH	
64.	PARTY ORDER BOOK -F&B	1x5x25	A4 SIZE	EACH	
65.	REGISTER BOOKING LUNCH/DINNER	100 PAGE	8.5"*13"	EACH	
66.	REGISTER CADDY DETAILS			EACH	
67.	REGISTER CADDY DUTY		8.5" X 13"	EACH	
68.	REGISTER COMPLAINT LOG	REXINE BINDING & PRINTED	8.5"X13"	EACH	
69.	REGISTER GUEST INTRODUCTION	100 NOS	10" X 14.5" (Custom Size)	EACH	
70.	REGISTER GUEST INTRODUCTION	60 NOS	REXINE	EACH	
71.	REGISTER INWARD		8.5" X 13"	EACH	
72.	REGISTER MINUTES	PLAIN		EACH	
73.	REGISTER HEALTH CLUB			EACH	
74.	REGISTER STARTER	200 PAGE	8.5"*13"	EACH	
75.	REGISTER STOCK COUNTER	200 PAGE	10" X 14"	EACH	
76.	REGISTER(S.POOL)[NOS]			EACH	
77.	REQUISITION BOOK	1x2x100	1/16 SIZE	EACH	
78.	RUBBER STAMP[NOS]			EACH	
79.	STICKER ADD. SET (A .MEM)			EACH	
80.	TABLE PAD (1/16)[PCS]	PAD IN 4 COL		EACH	
81.	VISITING CARDS (PKT)	PLASTIC COATED	STD	100	
82.	VISITING CARDS COLOUR	4 COLOUR	STD	100	
83.	VOLUNTER CARD			EACH	
84.	JTP CARD LAMINATION ONLY			EACH	
85.	SCORE CARD			EACH	
86.	WINDOW ENVELOP PRINTED	9X4 (REGD)		EACH	
87.	WINDOW ENVELOP PLAIN	9X4 (REGD)			
88.	GLOSSY PAPYER	A4 SIZE		EACH	
89.	CORPORATE MEMBERSHIP FORM F/B	A3 SIZE 4 COLOUR		EACH	
90.	UPDATE INFORMATION SHEET FOR SD	A4 SIZE		EACH	

91.	BLANK LABEL SHEET	A4 SIZE		EACH	
92.	JR. DEPENDENT FORM	A4 SIZE		EACH	
93.	SR. DEPENDENT FORM / GREEN CARD	A4 SIZE		EACH	
94.	SURVIVING SPOUSE FORM	A4 SIZE		EACH	
95.	CHANGE OF CORPORATE NOMINEE	A4 SIZE		EACH	
96.	APPLICATION FOR 2 ND CORP. NOMINEE	A4 SIZE		EACH	
97.	SWIPE CARD FORM	A4 SIZE		EACH	
98.	PLAYING CARD	AS PER SAMPLE		EACH	
99.	STAMP FOR ELECTION			EACH	
100.	RGP REGISTER	100 PAGE	8.5"*13"	EACH	
101.	NRGP REGISTER	100 PAGE	8.5"*13"	EACH	
102.	KEY REGISTER	100 PAGE	8.5"*13"	EACH	
103.	STP LOG BOOK	100 PAGE	8.5"*13"	EACH	

- **Gst – Extra as Applicable.**