

DIMTS Limited

Tender No.: 01-SUMP-2025

Date: 17th June 2025

SUBJECT: INVITING QUOTATIONS FOR PRINTING OF VARIOUS SIZE OF AUTOCAD DRAWINGS ON DEMAND BASIS FOR SIX MONTHS

Sealed quotations are invited by **Vice President, (Surat Metro Project), DIMTS Project Office, Surat** for printing of engineering AutoCAD drawings on need basis for six months. Approximate printing requirements and specifications are as detailed below:

1. REQUIREMENT:

No. of A1 size CAD drawings = 2,500 per month (for 6 months approx. 15,000)

No. of A3 size ----- drawings = 2,500 per month (for 6 months approx. 15,000)

Scanning of A1 size CAD drawings = 200 per month (for 6 months approx. 1200)

2. SPECIFICATION:

1	Paper	Premium quality multipurpose office paper / roll for colour printing
2	Size	A3 (min 75 GSM) & A1 (min 80 GSM) Bidders are advised to visit Surat Office for more Specific Information
3	Printing	Colour printer of standard quality preferably, HP or Canon make with usage original colour cartridges of same makes

3. CONTACT PERSONS:

Mr Roshan Patel, Surat Office: 9726443702

Ms Mona Gupta, Delhi Office: 9810226893

4. TERMS & CONDITIONS:

The Price Schedule and the document duly signed and complete in all respect may be submitted to the Attention of **Vice President (Surat Metro Project) DIMTS Project Office, DIMTS LTD. Shop No. SF-28 Happy Goldmines Shoppers Near Happy Residency, Vesu, Surat Pin Code: 395007 (Gujarat), India, by email**. The cover should also be super scribed **“INVITING SEALED QUOTATIONS FOR PRINTING OF VARIOUS SIZE OF AUTOCAD DRAWINGS ON DEMAND BASIS FOR SIX MONTHS”**.

- i. **Sample of the paper with colour images of required size shall be attached along with document.**
- ii. **Your quotation must reach by June 23, 2025 up to 1500 Hrs at the above mentioned email address. Sealed quotation received after the appointed date shall not be considered.**

- iii. The sealed quotations will be opened at **1530 Hrs.**
- iv. Bidders are advised to be available and further provide their email and contact phone no. for discussion and finalization of tender between 1530 to 1730 hours on June 20, 2025.
- v. Offer will be valid for the period of 60 days from the date of opening the quotation.
- vi. The sample document is available with **VP (Surat Metro Project, DIMTS, Surat** and may be seen on any working day between 1000 hours to 1700 hours.
- vii. The person signing the papers should be Proprietor, Director or Managing Director or any other authorized person on behalf of them with valid identity.
- viii. The documents for printing shall be given to the vendor as per requirement of the purchaser. The selected vendor will have to make the arrangements for collecting and delivering the material from this office. No additional charges will be paid for this purpose.
- ix. Since the printing job is generally of urgent in nature, the work is to be done within time limit. In case of delay, either in submission of proof or in delivering of document, Liquidated Damages @ of 1% of the cost of the printing of that specific set of document for each day or part thereof, subject to a maximum of 10% of the cost of the printing of that document, shall be levied.
- x. In case, the selected vendor does not provide the proof/document up to the period of maximum Liquidated Damages or refuse to provide the proof/document or the printing of document are found to be unsatisfactory, **DIMTS** may proceed to get printed the same from any other source at the Vendor's risk and expenses. In this case Liquidated Damages will also be recovered from the Vendor's Bills, in addition to the excess amount paid by the **DIMTS** for printing of that document.
- xi. In case of unsatisfactory execution of work, no payment shall be made for that work.
- xii. In case of any loss/inconvenience caused due to any activity of the vendor, vendor will be liable to any or all of the following sanctions, viz., imposition of liquidated damages, forfeiture of its security and/or termination of the contract for default.
- xiii. If the services of the selected vendor remain perpetually unsatisfactory, the purchaser reserves the right to terminate the services and forfeit the security deposit.
- xiv. Secrecy of the job should be ensured.
- xv. It shall be responsibility of the vendor to safe guard the original documents from any loss / theft from his custody and subject to observance of rules on the subject.

- xvi. The payment will be made by DIMTS only after the satisfactory certificate of each job from **VP (Surat Metro Project, DIMTS, Surat)**.
- xvii. No correspondence/discussion/visits, whatsoever, will be entertained on the subject unless specially called by this office. Violation of the same firm is liable to be blacklisted.
- xviii. The evaluation and comparison will be made on the basis of Gross Total Cost. For calculating the Gross Total Cost, the Rates quoted against each item will be multiplied with the quantity mentioned in the Price Schedule and further will be added for all the items.
- xix. In case of any disputes the decision of **DIMTS** shall be final.

Submission to be Made by the Vendor on his letter head

To;

Delhi Integrated Multi-Modal Transit System Ltd. (DIMTS Ltd.)

8th Floor, Block-1

Delhi Technology Park

Shastri Park

Delhi 110053

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Sir / Madam,

In respect to enquiry released by yourselves, we are pleased to offer our best rates for the scope of services mentioned in the tender document.

A. Vendor's Particulars:

SN	Particular	Please mention details
1	Name of the vendor:	
2	Postal Address:	
3	Telephone Nos.:	
4	Regd. No, PAN & GST:	

B. Price Schedule

SN	Item	Unit Base Price per printing copy (INR)	Printing Quantity (approx.) Nos	Amount (INR)	Total Amount with GST (INR)
1	A1 size CAD Colour drawing		15,000		
2	A3 size colour		15,000		
3	Scanning of A1 size CAD colour drawings		1,200		
Total Price					

Tender to be Sent by email with password protection: mona.gupta@dimts.in

Password to be Sent by email to rakesh.kaul@dimts.in

We note that our proposal is subject to following terms and conditions:

1. We confirm that we have reviewed the quality and the details of the drawings to be printed from DIMTS Surat office and confirm that the work will be undertaken to the satisfaction of DIMTs Surat team.
2. We, hereby, confirm that in case the quality of the printing at any point of time during the course of the assignment is found not acceptable by DIMTS, DIMTS shall have the right to terminate this rate contract.
3. The quantity of any item, given above may vary by ± 40 on month to month basis.
4. In a situation where the aforesaid quantities are not reached, the contract period may be extended till completion of aforesaid quantities.
5. The documents will be delivered within 24 hours of sending the drawings by email / pen drive.
6. Printed documents shall be delivered to DIMTS Surat office.
7. The payments will be made on actual ordered quantities within 10 working days.
8. We understand that DIMTS has the right to increase the aforesaid quantity and also extend the contract period by an additional similar amount and time, at sole discretion of DIMTS.

Detail of Person Signing the Tender on behalf of the Vendor

Phone: