



पेंशन निधि विनियामक और विकास प्राधिकरण  
PENSION FUND REGULATORY AND DEVELOPMENT AUTHORITY

Date: 30 August 2022

To,

**All the Bidders**

Dear Sir/Madam,

**Subject: - Invitation of limited sealed tenders for printing of REAP BOOKLET (English Verison)**

The undersigned is directed to invite Limited sealed tenders from the quality and expert printers for the printing of 10,000 copies of the English version of the REAP booklet under the Retirement Education and Awareness Program for the financial literacy and training department as per the scope of work given in Annexure I. The tender should be sent in a sealed envelope superscribing, "Limited Tender for Printing of REAP booklet under the Retirement Education and Awareness Program as per terms and conditions are given below. The same should be addressed to the undersigned so as to reach on or before 20 September 2022 up to 15:00 Hrs. The tender shall be opened on 20 September 2022 at 15:30 Hrs. in the office of PFRDA at the address given below;

**Pension Fund Regulatory & Development Authority,**

B-14/A, 2<sup>nd</sup> Floor, Chhatrapati Shivaji Bhawan  
Qutab Institutional Area,  
Katwaria Sarai New Delhi-110016

**Terms & Conditions**

1. The rates in tender/quotation should be submitted in the format given under the heading "Price Quotation" in Annexure II. The rates should be quoted including paper cost, lump sum delivery charges, all taxes, etc. No additional /extra cost would be admissible in addition to those quoted in the tender.
2. No revision of rate shall be entertained by PFRDA during the pendency of work.
3. The printer shall get the proof approved by the concerned official of PFRDA.
4. The printed REAP booklet must be delivered to the office of PFRDA within **seven** days from the handing over of full and final print material by PFRDA.

5. PFRDA also reserves its right to place an order on any other party if the successful party fails to supply the printed material within the prescribed period of **seven** days from the date of handing over of the full and final print material by PFRDA. Time shall be the essence of the contract.
6. Terms of payment: - 100% payment against delivery of the printed REAP booklet up to the satisfaction of PFRDA. No advance payment will be made for the printing job.
7. The sample of the paper is to be attached with the quotation (As per the Scope of Work)
8. The limited tender will remain valid for acceptance for a period of at least **one** month from the date of its opening.
9. PFRDA reserves the right of increasing/decreasing the quantity of the material tendered on the actual requirement of the copies for which the tender is placed.
10. The Quotation should be submitted along with a copy of a valid GST registration certificate, GST no., otherwise the quotation will not be considered.
11. The quotation not fulfilling the conditions mentioned above will be summarily rejected without any further reference.
12. Disputes, if any, arising about the work assigned shall be subject to the exclusive jurisdiction of Courts at Delhi/New Delhi.
13. PFRDA reserves the right to cancel this tender unconditionally and at its sole discretion and shall not be liable for (any kind of loss or damages etc.) arising out of the same.
14. Bidder with the lowest bid(L1)-Exclusive of GST, will be considered for the final allocation of the work.

Given the above details, the quotation/tender should be submitted per the format prescribed in Annexure II and the terms & conditions specified above for the scope of work specified in Annexure I.

General Manager  
Financial Literacy and Training Department, PFRDA

### Annexure -I

<b>SCOPE OF WORK</b>		
<b>Sl No</b>	<b>Description</b>	<b>Printing of the English version of the REAP booklet under the Retirement Education and Awareness Program, in color (Both cover &amp; Text pages)</b>
1	Approximate No. of copies	10,000
2	No. of Pages	32 (including cover pages)
4	Size of the page	(A5) & (7.5*10 sq inches) <b>Note-Copies of A5-7000 &amp; Copies of 7.5*10 sq inches-3000</b>
3	Paper and it's quality:	
	i)For inside color pages	80 GSM Paper quality will be similar to the one which is used in the business magazines.
	ii)For front & back covers	130 GSM
<b>Special Instructions</b>		
<p>a. Printed copies are required to be delivered within <b>seven</b> days or earlier after the date of handing over of full and final print material by PFRDA.</p> <p>b. A very high quality of printing is required. The work done in a slipshod manner will not be accepted.</p> <p>c. Final printable format/pdf version of the English version of the REAP booklet will be provided via email to the vendor.</p>		

### Annexure II

<b>PRICE QUOTATION</b>					
<b>S.No.</b>	<b>Description</b>	<b>Pre Rates (Rs.)</b>	<b>GST- (in Rs.)</b>	<b>GST amount (In Rs)</b>	<b>Total</b>
1	Printing cost for 7000 copies (32 pages) (colored version)-A5 size				
2	Printing cost for 3000 copies (32 pages) (colored version)- 7.5*10 sq inches size				
	<b>Total</b>				