

**No. WAP/TNA/GeM/Printing/2025/1**

**Dated: 11.06.2025**

**Notice Inviting Quotation For  
Printing, Photo-Copying, Plotting, and Graphic Works including Lamination,  
Spiral Binding - for a Period of One Year**

WAPCOS Limited (A Government of India Undertaking) is having Project office in 406, 4<sup>th</sup> Floor, Orion Business Park, Kapurbawadi, Ghodbunder Road, Thane (W), Maharashtra-400607 to carrying various projects in the state of Maharashtra. WAPCOS, Thane office is required the Printing, Photo-Copying, Plotting, Graphic works, lamination, spiral binding etc. services for a period of one year on rate contract basis.

**The Scope of Works, Terms & Conditions, Payment Terms and Financial formats are given as follows:-**

**A. SCOPE OF WORKS & TERMS AND CONDITIONS**

1. The contract shall commence upon issuance of a formal Work Order. A notice period of seven (07) days from the date of the order shall be provided before the start of services.
2. The rates quoted and agreed upon shall remain firm and valid for a period of one (01) year from the date of commencement. No request for rate revision shall be entertained during this period.
3. Payments shall be made on a monthly basis, upon submission of tax invoice by the agency and verification of the actual quantity of work executed, as per the office records.
4. The agency shall be required to provide services on a daily basis, as and when required, including short notice assignments.
5. All required documents for printing and related tasks shall be collected by the agency from the Thane Office and, upon completion, the printed/processed materials shall be delivered back to the Thane Office, strictly within office hours on a daily basis/As and when required.
6. In the event of any dispute or conflict, the decision of the Sr. Project Manager (W.R) shall be final and binding on all parties.
7. The rates quoted shall be inclusive of all applicable taxes except Goods and Services Tax (GST). GST shall be charged separately in the monthly tax invoice.
8. The contract shall remain valid for a period of one (01) year from the date of issuance of the Work Order.
9. The agency must possess its own setup including printing, photocopy, and plotting machinery and components required for the services mentioned. Subletting of work is strictly prohibited. In case of unsatisfactory performance or undue delays, appropriate deductions will be made from the monthly bill.
10. The scope of work and the terms & conditions specified herein shall prevail over any general terms of service available on the Government e-Marketplace (GeM) or any other platform.

**Eligibility Criteria:**

- a. Self-attested copy of **Company Registration Documents** (Certificate of Incorporation / Partnership Deed / Proprietorship Certificate, as applicable).
- b. Valid **MSME Registration Certificate**, if the bidder is registered under the Micro, Small & Medium Enterprises (MSME) Act.

- c. Copy of **GST Registration Certificate**
- d. Self-attested copy of the **PAN Card** issued by the Income Tax Department.
- e. **Cancelled Cheque** of the company/firm for verification of bank account details
- f. Documentary **proof of ownership/rent agreement/utility bill** indicating the existence of a **shop/office located near Kapurbawdi, Majhiwada, or Manpada**, clearly showing the address.
- g. **Bidder's Information on Letterhead**, duly signed and stamped, containing the following details:
  - Name of the Firm / Company
  - Registered Office Address
  - Contact Person Name
  - Mobile Number
  - Email ID
  - GSTIN & PAN
  - Office Address near Kapurbawdi/Majhiwada/Manpada (if different from Registered Address)
- h. Price Bid on Letter head in the format enclosed.

B. In the event of disagreement between both the parties, the decision of Sr. Project Manager (W.R), WAPCOS Limited shall be final and binding upon both the parties.

#### C. Payment Terms

1. The Payment shall be done on Monthly Basis. The Selected vendor shall submit the Invoice of Printing, Photo-copying, Plotting, Graphic works, lamination, and spiral binding etc. with quantities & approved rates.
2. Payment will be made within 21 days after submission of Original Correct Tax Invoice, directly in owner's/Agency bank account with necessary Deductions like TDS & Taxes.
3. GST Payment shall be made on Submission of GST challan as a proof.

#### D. Evaluation of Bid

The Evaluation to arrive at L-1 rates shall be carried out as follows:-

Sl. No.	Type of work	Qty.	Unit	Unit rate (Rs.)	Rate quoted (Rs.)
<b><u>PHOTOCOPY WORKS</u></b>					
1	A4 B&W Xerox	20000	Page		
2	A3 B&W Xerox	100	Page		
3	A4 Colour Xerox	2000	Page		
4	A3 Colour Xerox	100	Page		
<b><u>PRINTING WORKS</u></b>					
1	A4 B&W Print	40000	Page		
2	A3 B&W Print	200	Page		
3	A2 B&W Print	50	Page		
4	A1 B&W Print	50	Page		
5	A0 B&W Print	50	Page		
6	A4 Colour Print	7000	Page		
7	A3 Colour Print	100	Page		
8	A2 Colour Print	15	Page		
9	A1 Colour Print	15	Page		
10	A0 Colour Print	15	Page		

Sl. No.	Type of work	Qty.	Unit	Unit rate (Rs.)	Rate quoted (Rs.)
<b>SCANNING WORKS</b>					
1	A4 Scan	5000	Page		
2	A3 Scan	100	Page		
3	A2 Scan	100	Page		
4	A1 Scan	100	Page		
5	A0 Scan	100	Page		
<b>BINDING WORKS</b>					
1	A4 Spiral Binding	300	Upto 50 Pages		
2	A4 Spiral Binding	300	More than 50 Pages & upto 100 pages		
3	A4 Spiral Binding	100	More than 100 Pages & upto 500 pages		
4	A3 Spiral Binding	100	Upto 50 Pages		
5	A3 Spiral Binding	100	More than 50 Pages & upto 100 pages		
6	Jumbo Binding	100	More than 500 pages		
<b>Total</b>					

The Quantities are given above is approximately estimated for period of one year.

The Bidder quoting the least total amount shall be selected for award of work.

#### **E. Variation:**

It is to note that quantities mentioned in above table has been estimated as realistically as possible for period of one year. There could be additional/deletion of quantities to be executed as and when required during the Printing, Xeroxing, Plotting, Graphic works, lamination, spiral binding etc. The deviation/variation is allowed 10% of quantities given in price bid.

#### **F. Price Bid Format**

The Bidder shall submit price in the format enclosed on its Letter Head for all the items with duly sealed and stamped mentioning the Name, Address, Contact Number and Email ID of signatory.

**(Rajesh Laddha)**  
**Chief Engineer**

wapcosmumbai@yahoo.co.in  
9819726801/7972416345

## Format of Price Bid

Date:

To  
WAPCOS Limited  
406, 4<sup>th</sup> Floor,  
Orion Business Park,  
Kapurbawadi, Ghodbunder Road,  
Thane (W), Maharashtra-400607

**Subject: Printing, Photo-Copying, Plotting, and Graphic Works including Lamination, Spiral Binding - for a Period of One Year**

Sir,

With reference to Tender for Printing, Photo-Copying, Plotting, and Graphic Works including Lamination, Spiral Binding - for a Period of One Year for Project Office, Thane we accept the terms and conditions and our rates are as follows:

Sl. No.	Type of work	Qty.	Unit	Unit rate (Rs.)	Rate quoted (Rs.)
<b><u>PHOTOCOPY WORKS</u></b>					
1	A4 B&W Xerox	20000	Page		
2	A3 B&W Xerox	100	Page		
3	A4 Colour Xerox	2000	Page		
4	A3 Colour Xerox	100	Page		
<b><u>PRINTING WORKS</u></b>					
1	A4 B&W Print	40000	Page		
2	A3 B&W Print	200	Page		
3	A2 B&W Print	50	Page		
4	A1 B&W Print	50	Page		
5	A0 B&W Print	50	Page		
6	A4 Colour Print	7000	Page		
7	A3 Colour Print	100	Page		
8	A2 Colour Print	15	Page		
9	A1 Colour Print	15	Page		
10	A0 Colour Print	15	Page		
<b><u>SCANNING WORKS</u></b>					
1	A4 Scan	5000	Page		
2	A3 Scan	100	Page		
3	A2 Scan	100	Page		
4	A1 Scan	100	Page		
5	A0 Scan	100	Page		
<b><u>BINDING WORKS</u></b>					
1	A4 Spiral Binding	300	Upto 50 Pages		
2	A4 Spiral Binding	300	More than 50 Pages & upto 100 pages		
3	A4 Spiral Binding	100	More than 100 Pages & upto 500		

Sl. No.	Type of work	Qty.	Unit	Unit rate (Rs.)	Rate quoted (Rs.)
			pages		
4	A3 Spiral Binding	100	Upto 50 Pages		
5	A3 Spiral Binding	100	More than 50 Pages & upto 100 pages		
6	Jumbo Binding	100	More than 500 pages		
<b>Total</b>					

### Payment Terms

- The payment shall be made on a monthly basis. The selected vendor shall submit an invoice for the services rendered, including printing, photocopying, plotting, graphic works, lamination, spiral binding, supply of based on actual executed quantities and approved rates.
- Payment will be released within 21 days from the date of submission of the original and correct tax invoice, after necessary verification. The amount will be credited directly to the vendor's bank account, subject to applicable deductions such as TDS and other statutory taxes.
- The rates quoted shall remain firm and valid for a period of one year from the date of commencement of the contract. No rate escalation shall be entertained during this period.
- The quoted rates are inclusive of all applicable taxes, excluding GST. GST shall be mentioned separately in the tax invoice submitted monthly.
- GST Payment shall be made on Submission of GST challan as a proof.

For (Name of Agency / Proprietor)

(Signature)

(Name, Address and contact details of Bidder)