

388/c

**DELHI URBAN SHELTER IMPROVEMENT BOARD**  
**GOVT. OF NCT OF DELHI**  
**(LIBRARY SECTION)**

Room No. H-10  
 Vikas Kuteer, I.P. Estate,  
 NEW DELHI-110002

No: FAP/2024/11/Pt. File/Library(DUSIB)/2017/D-29

Dated: 20/11/2025

Sub:- **SUBMISSION OF SEALED TENDERS FOR THE SUPPLY OF NEWSPAPERS & MAGAZINES IN LIBRARY DUSIB, NEW DELHI FOR A PERIOD OF THREE YEARS.**

Delhi Urban Shelter Improvement Board invites sealed items rates from the reputed distributors, authorized agents or reputed agencies preferably having experience in supply of Newspapers & Magazines for Library in Delhi/NCR.

The detailed terms & conditions are contained in Tender/bids/Quotation Form which can be downloaded from the website ([www.delhishelterboard.in](http://www.delhishelterboard.in)) and may send their bid along with the cost of bid form through separate bank drafts in favour of DELHI URBAN SHELTER IMPROVEMENT BOARD NEW DELHI, payable at New Delhi.

All intended bidders may submit their bids for Delhi Urban Shelter Improvement Board, New Delhi with relevant documents in accordance with the terms & conditions of the Tender Document.

Amount of Quotation cost of Rs.100/- as well as Earnest Money of Rs.6000/- should be deposited through RTGS/NEFT in DUSIB A/c No. 3086234857 of Central Bank of India, New Delhi. IFSC Code: CBIN0281467 in the name of DUSIB.

The sealed Quotation should be submitted in the office of Dy. Director (Library) Room No. H-10, Vikas Kutir, ITO, New Delhi on or before 05/12/2025. The Quotation submitted by FAX or email or after the time & date mentioned above will not be accepted. Delhi Urban Shelter Improvement Board reserves the right to reject one or all bids without assigning any reason.

DATE & TIME FOR SUBMISSION OF QUOTATION  
 DATE & TIME FOR OPENING OF QUOTATION

05/12/2025 BY 13:00HRS  
 05/12/2025 AT 15:00HRS

*Asoc (r)*

*24/11/25*

*Programme*

Yours faithfully  
*20/11/25*

DEPUTY DIRECTOR (LIBRARY)

Copy to:-

Dy. Director (System) to upload DUSIB website.

R-1177-100002 (8P)  
 24/11/2025



DELHI URBAN SHELTER IMPROVEMENT BOARD

# QUOTATION

FOR

SUPPLY OF

*NEWS PAPERS & MAGAZINES*

*FOR*

*LIBRARY*

AT

DUSIB, NEW DELHI

VIKAS KUTIR, I.P. ESTATE,

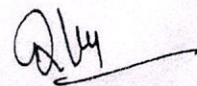
NEW DELHI-110002

Website: [www.delhishelterboard.in](http://www.delhishelterboard.in)



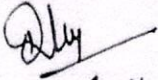
### TERMS&CONDITION

1. **Earnest money amounting to Rs.6,000/-** in the form of Demand Draft issued by Bank in favour **Delhi Urban Shelter Improvement Board** payable at New Delhi and Draft shall be attached with tender.
2. The **Financial bid** be submitted in Envelope.
3. The bid should be submitted in a envelope on which the words "**Quotation for the supply of News Papers & Magazines**" should be superscribed on the top of the left corner of the envelope which should also show the name and address of the bidder.
4. Successful bidder shall **execute an** agreement for the due performance of the contract on non- judicial stamp paper worth **Rs.100/- within 10 days** of the receipt of the supply order.
5. **Successful bidder shall have to deposit an interest free security money of Rs.5000/- within 10 days** of the receipt of the supply order which will be refunded on the expiry of the contract.
6. EMD to the unsuccessful bidder will be refunded after finalization of the contract and of successful bidder on execution of agreement and deposit of security money.
7. Competitive rates exclusive of taxes on items should be **valid for 03 year** from the date of acceptance of bid.
8. Items quoted by the firms should be strictly as per specifications.
9. The supplies shall be executed at the time and in the manner prescribed by the indention officer. Any contravention there of shall be deemed as a breach of contract and penalties as prescribed by the Member (Administration), DUSIB New Delhi may be imposed.
10. The rates shall be operative **for 03 year** from the date of award of contract.
11. The Member(Administration), DUSIB will have the right to reject any or all the bids without assigning any reason.
12. The supply of the News Papers & Magazines shall be made for, Delhi Urban Shelter Improvement Board Library, Vikas Kuteer, IP Estate New Delhi.
13. The payment will be through RTGS for which authorization letter is placed at Annexure-A.
14. Bids received without Earnest money, conditional or incomplete having cuttings or overwriting is liable to be rejected.
15. The supplies received, if not found as per specification of tendered items, are liable to be rejected.
16. In case the suppliers fails in making the supply in a given time and place the DUSIB shall have the right to purchase the same from the other source at the risk and cost of supplier.
17. The Member(Administration), Delhi Urban Shelter Improvement Board will be legally competent to cancel the contract of supply and also to take any other action against the supplier including imposing of any penalty on the supplier during pendency and till the final execution of the contract of the supply, in case the supplier is ever found to have committed any fraud against DUSIB in supplying the material or indulge in any other malpractice's thereof causing any financial losses during contract period.
18. The Member(Administration), Delhi Urban Shelter Improvement Board have the right of awarding the work to one supplier or different suppliers for the supply of News Papers & Magazines.
19. The Member(Administration), Delhi Urban Shelter Improvement Board will have the right to forfeit the earnest money, if the terms & conditions of the agreement are not adhered to by the supplier/breach of contract.
20. The distributor/Suppliers should be registered having PAN No.





21. In case any dispute arises in regard to the tender, the decision of the Member(Administration), Delhi Urban Shelter Improvement Board will be final and binding.
22. The Quotation form can also be downloaded from the website ([www.delhishelterboard.in](http://www.delhishelterboard.in))

  
(Dy. Dir. (Lib.))



## AUTHORIZATION LETTER

|                     |                                              |  |
|---------------------|----------------------------------------------|--|
| Payee's Particulars | Name of payee as in bank account             |  |
|                     | Address                                      |  |
|                     | Mobile/Telephone/fax Number with STD code    |  |
|                     | E-mail Id if any                             |  |
| Bank Details        | Name of the bank                             |  |
|                     | Bank branch(full address & Telephone number) |  |
|                     | Bank Account number                          |  |
|                     | Mode of electronic Transfer Available        |  |
|                     | RTGS/ NEFT, Any other                        |  |
|                     | IFSC Code                                    |  |
|                     | MICR Code                                    |  |

Signature \_\_\_\_\_  
(Owner of the Firm/individual)

Name \_\_\_\_\_



## ANNEXURE-'B'

**DELHI URBAN SHELTER IMPROVEMENT BOARD  
GOVT. OF NCT OF DELHI  
(LIBRARY SECTION)**

**TERMS AND CONDITIONS FOR THE SUPPLY OF NEWSPAPERS &  
MAGAZINES FOR LIBRARY AT DUSIB**

**FINANCIAL BID FORM**

(To be submitted in a separate envelope)

1. Name of Firm/Agency -----
2. Name of the Proprietor/Partner -----
3. Address of the firm -----
4. Telephone/Fax No. email ID -----

I/We hereby submit my/our rates including all Taxes, deduction for supply of under mentioned Newspapers & Magazines for Delhi Urban Shelter Improvement Board Library, New Delhi valid for a period of **Three year** from the date of acceptance of the bid:

**MAGAZINES**

| S. No. | Items                      | Unit    | No. of Frequency |
|--------|----------------------------|---------|------------------|
| 1.     | GRIHA SHOBA                | 01 No.  | Forth nightly    |
| 2.     | MERI SAHELI                | 01 No.  | Monthly          |
| 3.     | SARITA                     | 01 Nos. | Forth nightly    |
| 4.     | GRIHA LAXMI                | 01 No.  | Monthly          |
| 5.     | VANITA                     | 01 No.  | Monthly          |
| 6.     | NIROG DHAM                 | 01 No.  | Quarterly        |
| 7.     | NIROG SUKH                 | 01 No.  | Quarterly        |
| 8.     | SWAMI NEWS                 | 06 Nos. | Monthly          |
| 9.     | READER DIGEST              | 01 No.  | Monthly          |
| 10.    | COMPETITION SUCCESS REVIEW | 01 No.  | Monthly          |
| 11.    | PRATIYOGITA DARPAN         | 01 No.  | Monthly          |
| 12.    | WOMAN ERA                  | 01 No.  | Monthly          |
| 13.    | INDIA TODAY ENGLISH        | 01 No.  | Weekly           |
| 14.    | INDIA TODAY HINDI          | 01 No.  | Weekly           |



## NEWS PAPERS (HINDI)

| S. No. | Items           | Unit    | Rate    |
|--------|-----------------|---------|---------|
| 1.     | NAVBHARAT TIMES | 02 Nos. | PRINTED |
| 2.     | DANIK JAGRAN    | 02 Nos. | -DO-    |
| 3.     | HINDUSTAN       | 02 Nos. | -DO-    |
| 4.     | PUNJAB KESHRI   | 02 Nos. | -DO-    |
| 5.     | AMAR UJALA      | 01 No.  | -DO-    |
| 6.     | JAN SATTA       | 01 No.  | -DO-    |
| 7.     | NOVODAYA        | 01 No.  | -DO-    |

## NEWS PAPERS (ENGLISH)

| S. No. | Items           | Unit    | Rate    |
|--------|-----------------|---------|---------|
| 1.     | TIMES OF INDIA  | 02 Nos. | PRINTED |
| 2.     | HINDUSTAN TIMES | 02 Nos. | -DO-    |
| 3.     | STATES MAN      | 01 Nos. | -DO-    |
| 4.     | PIONEER         | 01 Nos. | -DO-    |
| 5.     | TRIBUNE         | 01 Nos. | -DO-    |
| 6.     | INDIAN EXPRESS  | 02 Nos. | -DO-    |
| 7.     | THE HINDU       | 01 Nos. | -DO-    |

## NEWS PAPERS (URDU)

| S. No. | Items        | Unit    | Rate    |
|--------|--------------|---------|---------|
| 1.     | THE INQUILAB | 01 Nos. | PRINTED |

## NEWS PAPERS (EVENING NEWS)

| S. No. | Items         | Unit    | Rate    |
|--------|---------------|---------|---------|
| 1.     | SANDHYA TIMES | 05 Nos. | PRINTED |

## NEWS PAPERS (EMPLOYEMENT &amp; ROJGAR)

| S. No. | Items            | Unit    | No. of Frequency |
|--------|------------------|---------|------------------|
| 1.     | EMPLOYEMENT NEWS | 02 Nos. | Weekly           |
| 2.     | ROJGAR SAMACHAR  | 01 No.  | Weekly           |

(SIGNATURE OF THE QUOTATIONER)

With seal



**DECLARATION:**

The rates quoted are inclusive of all taxes for DUSIB Library, New Delhi.

The information given in the financial bid by the undersigned are correct.

I/we hereby undertake to execute the supply as per supply order within **seven days** on receipt of supply order during the period of **Three year** on the quoted rates for DUSIB Library, New Delhi.

Signature of the Quotationer \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone No. (Office) \_\_\_\_\_

(Res.) \_\_\_\_\_

(Mobile) \_\_\_\_\_