



NCCF, भारत संघ
DELHI Branch, दिल्ली शाखा
NCCF/DB/Buss./2025-26/ 733

Date 09.03.2026

EXPRESSION OF INTEREST (EOI)

Subject: Invitation of Sealed Quotation for Supply of Pre-Printed Stationery at NCCF Delhi branch

With reference to the above subject, it is informed that NCCF Delhi Branch float an Expression of Interest (EOI) for the supply of Pre-Printed Stationery at NCCF Delhi Branch or any other location within Delhi as per the directions of the NCCF Delhi Branch. In this regard, sealed quotations are invited from both empanelled and non-empanelled vendors for the said service.

The period of the contract shall be for 01+01 year, which may be extended for a further period of one year based on satisfactory performance and mutual agreement. The scope of work, terms and conditions of the contract are enclosed herewith for reference

The total estimated cost of the contract for 01+01 year is Rs. 21, 73,642/- (Rupees Twenty One Lakh Seventy Three Thousand Six Hundred Forty Two only) including GST. The Security Deposit shall be 5% of the total contract value for 01+01 year.

You are requested to submit your sealed quotation along with rates at the following address:

B-1-A-95, Vishal Bhawan, Nehru Place, New Delhi-110019

The last date and time for submission of the quotation is 18.03.2026 up to 15:00 Hrs.

The sealed envelope should be superscribed as:

"Sealed Quotation for Supply of Pre-Printed Stationery at NCCF Delhi branch, or any other location within Delhi as per the directions of the Delhi Branch."

The quotations will be opened on 18.03.2026 at 15:30 Hrs in the office of Branch Manager Delhi.

Interested suppliers are requested to submit their sealed bids for the items mentioned in Annexure-I, as per the terms, conditions, and specifications provided in the quotation document. Quotations received in any format other than the prescribed proforma shall not be entertained.

Details of the items are provided in Annexure-I.

Note:

- The bid/quotation shall be submitted in a sealed envelope to NCCF Delhi Branch. The last date for submission of the bid is 18.03.2026.
- Bids received after the due date or submitted through e-mail shall not be entertained. All supplied items must strictly comply with the quotation specifications.

• The quantities mentioned are **indicative only and meant purely for the purpose of evaluation**. NCCF shall not be bound to assign the work strictly as per the indicative quantity.

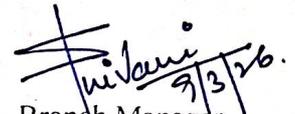
For any clarification, please contact:

Shri Shakeel Ahmad

Assistant Manager

Mobile No.: 8700556071

For NCCF of India Ltd.


Branch Manager
Delhi

ANNEXURE-I
SCHEDULE OF RATES:

I- Operations						
S.	Items	Requirement for 01 (one year)	Size in Inches (L*B)	Rate per unit In Rs.	Total Amount (in Rs.) in figure	Total Amount (in Rs.) in Words
1	Rake handling register	12	A-4 (Landscape), appx 160 pages in one book, (Both side print)			
2	Equipment Break down register	12	A-3 (Potrait) Appx 100 pages with duplicate automatic-Carbon copy (One Side printing), Sr number mentioned in each page			
3	Trailer Break down register	6	A-3 (Potrait) Appx 100 pages with duplicate automatic-Carbon copy (One Side printing), Sr number mentioned in each page			
4	RR Book	10	A-4 (Landscape), appx 100 pages with duplicate automatic carbon copy, Four copy on single page, (one side print), with Sr nubmer on each page (i.e 04 sr number on a single page)			
5	Placement & Removal Register	8	A-4 (Potrait), appx 100 pages in one book, (Both side print)			
6	24 hrs position book	6	A-4 (Potrait), appx 150 pages in one book, (Two different format to be printed on front side and other on back side)			
II- Import Warehouse						
S.	Detail of Items	Requirement per 01 (one year)	Size in Inches (L*B)	Rate per unit In Rs.	Total Amount (in Rs.) in figure	Total Amount (in Rs.) in Words
1	Cargo Card for LCL shipments (in Red colour)	150000	5.0''X3.5''			

Seal & Signature of the bidder

2	Cargo Card for FCL shipments (in White colour)	100000	5.0''X3.5''			
3	Space Certificate	10				
4	Authority slip for CONCOR /private seal cutting Import/Export warehouse (100 leafs each book of single page)	100	5.0''X4.0''			
5	Vehicle Permit Book (50 leafs each book of white and pink colour) (1+1 format)	10	6.5''X5.2''			
6	Sample authority slip Import Warehouse (100 leafs each book of white and pink colour) (1+1 format)	200	6.2''X4.8''			
7	Warehouse destuffing register - FCL (import) (1 to 200 pages)	12	13.0''X16.0''			
8	Warehouse destuffing register - LCL (import) (1 to 200 pages)	12	13.0''X16.0''			
9	Import Seal Cutting Register (1 to 200 pages)	12	13.0''X16.0''			
10	Position Register (1 to 200 pages)	24	11.0''X16.0''			
III Domestic						
s.no.	Name	Qty.	Size	Rate per unit In Rs.	Total Amount (in Rs.) in figure	Total Amount (in Rs.) in Words
1	Empty truck Arrival register (page-250)	18	13.0''X16.0''			
2	Empty truck Departure register (page-250)	18	13.0''X16.0''			
3	Loaded Trailer arrival Register (page-250)	20	13.0''X16.0''			
4	Loaded Trailer departure Register (page-250)	20	13.0''X16.0''			
5	Empty Trailer arrival Register (page-250)	24	13.0''X16.0''			

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6	Outward WTR Register (page-250)	15	13.0"X16.0"			
7	Inward WTR Register (page-250)	15	13.0"X16.0"			
8	Dtms Register for TICD (page-250)	18	13.0"X16.0"			
9	Dtms Register for PHDL (page-150)	6	13.0"X16.0"			
10	Dtms Register for CWCB (page-150)	5	13.0"X16.0"			
11	Dtms Register for BVH (page-150)	5	13.0"X16.0"			
12	OTL seal register (page-250)	15	13.0"X16.0"			
13	Tatkal booking register (page-200)	3	13.0"X16.0"			
14	Audit /KYC register (page-150)	8	13.0"X16.0"			
15	Miscellaneous register (page-200)	8	13.0"X16.0"			
16	Manual gate Pass (Book with 100 Gate pass(Each gate pass contain 4 Leaf 1+3 duplicate))	50	A-4 Size			
17	Inward Weighment Register	5	13.0"X16.0"			
18	Outward Weighment Register	5	13.0"X16.0"			
19	Handover/Takeover Register	3	13.0"X16.0"			
20	Manual Container In Register	5	13.0"X16.0"			
21	Manual Container Out Register	5	13.0"X16.0"			
22	Equipment handling Register (page-250)	10	13.0"X16.0"			
IV Auction-Cell						
S.N.	Detail of Items	Requirement for 01 year	Sample Size	Rate per unit In Rs.	Total Amount (in Rs.) in figure	Total Amount (in Rs.) in Words
1	Gate Pass (book)	36	One Book= 50*4			
V-Exim Cell						
1	Manual gate Pass (Book with 100 Gate pass(Each gate pass contain 4 Leaf 1+3 duplicate))	8	A-4 Size			

Seal & Signature of the bidder

VI-Export Warehouse						
S.	Items	Requirement per 01 (one year)	Size in Inches (W*L)	Rate per unit In Rs.	Total Amount (in Rs.) in figure	Total Amount (in Rs.) in Words
1	Green Cargo card	150000	4.0''X5.0''			
2	Cargo Card book(1+1)2pcs (with 200 pages)	720 Books	8.5''X10.50''			
3	FCL Carting Register (200 pages)	100	13.0''X17.0''			
	FCL Carting Register (200 pages)	25	13.0''X17.0''			
4	LCL Carting Register (200 pages)	250	13.0''X17.0''			
5	FCL Stuffing Register (200 pages)	100	13.0''X17.0''			
6	LCL Stuffing Register (200 pages)	250	13.0''X17.0''			
7	Master Register (200 pages)	250	13.0''X17.0''			
8	Sample Book (1+1) (with 50 pages)	100	5.0''X7.25''			
9	Seal Cutting Slip (1+1) (with 50pages)	1000	4.0''X5.0''			
10	Position Register (200 pages)	100	8.0''X10.0''			
VII-CISF						
S.N.	Items	Total demand	Size(in cm)	Rate per unit In Rs.	Total Amount (in Rs.) in figure	Total Amount (in Rs.) in Words
1	Duty Deployment Register (200 Pages)	20	32x21			
2	Night Checking Register (200 Pages)	10	32x21			
3	General diary register (250 pages)	50	32x40			
4	Stock Ledger Register (200 pages)	30	32x21			
5	General Register (200 Pages)	50	32x21			
6	TA/DA Form Book (250-pages)	4	A4			
7	LTC Form Book (250-pages)	2	A4			
8	Medical Reimbursement Form Book (250-pages)	2	A4			

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9	Vehicle Summary Chart Book (200 pages)	5	A4			
10	Cash Book (200 Pages)	10	32x21			
11	Stock Balance Register (Mess) (200 Pages)	50	32x21			
12	Diet Register (Mess) (100 Pages)	10	32x40			
13	Cash Book (Mess)(100 Pages)	10	32x40			
14	Night Checking Form Book (250 Pages)	6	A4			
IX-Gate Office						
1	Gate position Register(200 Page each book)	10	11.0"X15.4"			
2	Vehicle Permit Book (50 leafs each book of white and pink colour) (1+1 format)	50	6.5"X5.2"			

Note :

- 1) Rates to be quoted shall include all i.e. Transportation, applicable taxes, other Charges etc.
- 2) The quantities mentioned above are indicative only is meant purely for purpose of evaluation and **NCCF** shall not be bound in any way to assign the work as per indicative quantity