

N0.29013/03/2010 Gen. II.
Government of India
Ministry of Social Justice & Empowerment

Room No.623, A-Wing,
Shastri Bhawan, New Delhi
Dated: 04-01-2011

To
(As per list enclosed)

Sub: - Invitation for Quotation for printing of Annual Report for financial year 2010-11.

Sir,

On behalf of the President of India sealed Tenders are invited for printing of Annual Report 2009-10 from Delhi based offset printers empanelled as “A” class printers with Directorate of Printing, Ministry of Urban Development or “A’ class printers with DAVP, Ministry of Information & Broadcasting.

2. The detailed information about specification of printing is at **Annexure- A**. You are also advised to go through the **Annexure-A** containing details of printing requirements and also general conditions (**Annexure-B**) that constitute the part of this tender enquiry. The design, layout and printing of the publication have to be of high standard as this publication is targeted for important events. A self certification for availability of printing infrastructure (**Annexure-C**) would also be required to be furnished. The printer should have undertaken such nature of job in Government or Semi-Government Organization in the past three years for which certificates are to be produced.

3 Your sealed quotation alongwith terms and conditions, if any, should reach this Ministry latest by **Monday, the 24th January, 2011 by 3.30 PM**. The envelope containing the quotation may be marked as **“Quotations for Annual Report of Ministry of Social Justice & Empowerment for 2010-11”**. The tender should be addressed to the undersigned (Room No.240, A-Wing, 6th Floor, Shastri Bhawan, Dr. Rajendra Prasad Road New Delhi.) The envelope containing the Tender Documents may be put in the Tender Box placed in the Facilitation Centre of this Ministry located on the ground floor near Gate no. 3, Shastri Bhawan New Delhi. The tender will be opened on the same day at 4.00 PM in Room no. 240, A-wing, 2nd Floor, Shastri Bhawan, New Delhi. You or your authorized signatory may be present at the time of the opening of quotations. The Ministry of Social Justice & Empowerment reserves the rights to reject any or all of the tenders without assigning any reason there of, and is not liable to accept the lowest tender and would not be responsible for any postal delay.

4 Demand Draft of Rs. 20,000/-(Rupees twenty Thousand only) in favor of DDO, Ministry of Social Justice & Empowerment, New Delhi is required as earnest money, which will be returned to the unsuccessful bidders, after the finalization the contract. The successful bidder will have to furnish the performance security of the prescribed amount. His EMD will be returned only after, he furnishes the performance security.

5. You may also kindly note that the quotation should be exclusive of Sales Tax, VAT and other taxes as applicable. It is requested not to include such taxes in the price quoted.

6 Soft copies of each of the corrected final version of Annual Report 2010-11 in English as well as in Hindi have to be provided by the Tenderer to the Ministry in Microsoft Word version and also in PDF version.

7 Sample of paper to be used (as given in Annexure-A under "Paper Type" and "Cover") should necessarily be sent alongwith the quotations. A sample of the printing work already done by you may also be provided.

8 Samples of the previous Annual Report 2009-10 may be seen/ obtained from General Section, Room No. 623, A Wing, 6th Floor, Shastri Bhawan, New Delhi- 110115 before submitting the tender.

Yours faithfully,

(Vinod Kumar Sharma)
Under Secretary to the Govt. of India
Tele: - 23382184
Fax: 23384918

Enclosures:

Publications' Specification (Annexure A)
General Conditions (Annexure B)
Self Certification (Annexure C)

Specification about printing of Annual Report 2010-11

Quantity	English-2500 Hindi -1000
Copies required on	
No of pages (Approx)	English 350+ Cover Hindi 350+ Cover
Size of book	A-4 Double column
Type set	To be computer type set by printer. Page made up in two columns and its formatting is to be done Approx 60-70 T.P. Photos, colour charts, colour graphs will be provided. Colour scanning is to be done all in four colours. Folio lines and heading will be in different colours. Text matter to be printed in block somewhere in colour as per colour scheme.
Designing	Designing of the cover page to be done by professional designer separately for Hindi and English Pages need planning and system work with multiple screens.
Cover	Cover to be set up & scanned as per design & colour schemes in 4 or 5 Colours.
Lamination	Lamination of the cover is to be done.
Printing	4/5 colour work.
Binding	Laminated Binding cover pasting with section sewing/perfect binding.
Paper type	120 gsm Imported Glossy Art Paper.
Cover	220 gsm Imported Glossy Art Card.
Photographs/graphs	50-60 colored photographs/colored graphs.
Proofing	Proofs are to be shown to indenter in colour. All proofs with colour photographs & colour graphs in the lay out of chapters of the Annual Report 2009-10 be shown to the indenter.
CD	5 set of CDs containing the complete Annual Report material in English and Hindi to be provided both in Microsoft Word version and PDF version.
Freight & Cartage	No separate freight and cartage is payable.

General Conditions

1. The rates per copy /book having 350 pages and cover pages may be quoted separately for Hindi and English copy. These rates should be inclusive of freight charges, printing, binding, lamination, scanning, designing cutting, pressing, colour photographs/graphs, two proof reading charges, etc. for both English & Hindi. The rates should not have any ambiguities. Incomplete or ambiguous offers would be rejected. Charges for providing additional copies may also be mentioned clearly. If the number of pages of the report exceeds 350 or falls short of 350, the payment would be made on pro-rata basis.

2. Delivery period:

The following schedule would be adhered to:

(i)	Design/layout and first proofs of design and text for design selection/correction	Within three days of order placement/handing over of floppies or hard copies.
(ii)	Second proof/final proof	Within two days after first Proof. If complete corrections have not been carried out in first proof, next proof would beSubmitted urgently.
(iii)	Printed product delivery at Shastri Bhawan, New Delhi	Within five days after final proof.

In case of delay in the printing and delivery of publications within the Specified period, penalty at the rate of 2% of the total value of the order for a delay of one week may be imposed and after seven days the contract may be terminated immediately.

3. The Ministry reserves the right to reject any publication/printing which is not up to the specifications and within the time limit.

4. Rates would be exclusive of Sales Tax etc.

5. All terms and conditions will be applicable as per GOI Rules.

Annexure C

Self Certification for availability of Printing infrastructure			
S.No.	Job	Requirements	Availability with the Printers
1	Designing of the cover page and setting of material into a printable format	Competent Professionals in the Field of designing of cover page and editing.	
2	Processing infrastructure and page setting capability	Minimum 150 A-5 pages per day by DTP/photo setter with all related accessories for English and Hindi Language	
3	Fully Equipped & modern Process Section		
5	Printing Machines	Minimum number of Machines installed in the press as under: i. A-1 Size ii. A-2 Size b) Multicolour Machines:- i) Four colour sheet fed offset machines in A-1 Size or Four colour A-2 Size N/C and Four colour Web offset reel width 61 cm. with numbering arrangement.	
6	Binding	Minimum number of machines to be as under:- Automatic folding Machines of A-1 size with 4 fold capacity Cutting Machines 42"Wire stitching machine Sewing machine Perfect Binding machine Perforating machines Punching machines Eyeleting machines Arrangement for numbering.	
7	Technical Staff Strength	Absolute minimum requirement of crews to run the machines and semi-skilled, un-skilled staff required for processing jobs in the line.	
8	Name of the important Government Organizations for which printing work undertaken in recent past three years (Please also enclose samples of printing work undertaken alongwith copies of work orders)		

Certificate

It is certified that Ms..... located at.....

and registered as a Private Ltd./Public Ltd./Partnership Unit for printing fulfill the above requirement of Infrastructure in terms of Machinery and manpower to qualify for empanelment as “A” class Offset Printer.

Authorized Signatory
(Name & Designation)

Date:

Seal of the company: