

This tender is meant for 'A' & 'B' category printers empanelled with Publications Division only

No.15/84/2018-Ed./Prod.
Government of India
PUBLICATIONS DIVISION
Ministry of Information and Broadcasting
Soochna Bhawan, CGO Complex, Lodhi Road,
New Delhi-110 003

M/s. _____

Dated: 26/09/2018

Subject: - Printing of "Gandhi Sahitya Se Sambandit Catalogue" Hindi & English (Bilingual)

Dear Sirs,

Sealed quotations are invited for the production of **1,000 copies** of above catalogue on **URGENT BASIS**. If you are in a position to undertake the production of the job as per specifications given below and supply the printed copies within the specified time schedule, please submit your quotation in this form only under a sealed cover so as to reach this office **latest by 27/9/2018 (3:00 PM)**. The tender should be addressed to the Director General, Publications Division and may be dropped in to the "TENDER BOX" kept in Room No. 666 at 6th floor, Soochna Bhawan, C.G.O. Complex, Lodhi Road, New Delhi-110003. Tenders will be opened on the same day at 3.00 PM in Room No. 666 at Soochna Bhawan.

The following words should be super-scribed on the envelope:

"Confidential contents Quotation for the Printing of "Gandhi Sahitya Se Sambandit Catalogue" Hindi & English (Bilingual) No. 15/84/2018-Ed./Prod., Last Date: 27/9/2018 (upto 3.00 PM)

Please note that the quotations received after due date and time will not be considered.


(V. K. Meena)

Joint Director (Prod.)

For & on behalf of the President of India

DESCRIPTION: An Oblong shape catalogue comprises with 16 pages of text interspersed with colour pictures and 4 pages of cover is to be produced from CD/laser print out for text pages and colour design for cover in CD.

All text pages carry running text interspersed with colour pictures are to be printed in four process colours. The cover pages comprises of multi- colour design/photographs along with title, sub-title, few text lines and logo etc. will be printed in four process colours. The outer cover to be matt (thermal) laminated. Textual corrections if any, noticed even at ferro proof stage will have to carry out by the printer.

The catalogue will be centre stitched with two wire staples and cut to its finished size..

FINISHED SIZE: 9.5"x 7.25" (Approx.) (**Oblong shape**)**COLOURS:** Text Pages and Cover: Four process colours**LANGUAGE & QUANTITY: Bilingual** (Hindi & English) – **1,000 plus 25 advance copies****PROCESS OF PRODUCTION:** Offset.

PAPER: The following paper and other material will be used from printer's stock at their cost. Samples of paper may be enclosed with your quotation with full nomenclature:

Text pages : 90 GSM or above smooth finished white Maplitho paper (TA/JK/star or equivalent quality)
Cover : 250 GSM or above white Matt Art Card (Bilt Royal or equivalent quality)

MATERIAL FOR PRODUCTION: CD/CRC for text pages & CD/colour Print out for cover will be supplied.

DELAY PENALTY: A cut/penalty of 10% of cost of delayed copies will be imposed for delay upto 15 days over and above the specified time period and further 2% cut towards delay of every additional 15 days will be imposed.

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TIME SCHEDULE: Colour digital/EPSON proof of cover and Ferro/ digital proofs of text pages in dummy form of the catalogue will have to be shown for approval before final printing. As soon as the printing is over, five sample copies are to be submitted for approval.

An overall of 2 working days will be allowed for proofing, printing, binding and supply of copies in our office/Store at Sochna Bhawan, New Delhi in a packet of 25 copies each.

OTHER REMARKS:

1. Time Schedule must be adhered to.
2. A neat and high class production with uniformity throughout is essential.
3. This enquiry is subject to our usual terms and conditions of tender.
4. Rates should be quoted both in words and figures, preferably typed.
5. All input material will have to be returned including final CD having open and pdf file of the book.
6. The applicable (GST) tax will be payable extra on total bill amount which should be mentioned in the tender.
7. In case of poor workmanship or backing out after opening of quotation and using of inferior quality paper, a liquidated damages/penalty is likely to be imposed as decided by an internal committee.
8. Tenderer can withdraw his quotation before the opening of tender, if he so desires.
9. All disputes will be settled under Delhi Jurisdiction.
10. Tenderers can send their representative at the time of opening of tender.

Your rates should be quoted on the following lines including cost of paper and other incidental charges etc. The tax (GST) if any will be payable extra:-

1. Rate for printing of **1,000 copies** on printer's paper as per "Description".....**Rs.** _____)
(**Rupees** _____)
2. Rate per 1,000 for printing of additional copies**Rs.** _____)
(**Rupees** _____)
3. Rate per 1,000 copies for printing of every 4 additional pages of text**Rs.** _____)
(**Rupees** _____)
4. The current rate of applicable GST..... @ _____ %)

I/we undertake that the printing of the job will be done in strict accordance with the terms and specifications of the tender set out above.

Signature _____
(With stamp)

Date:

