

TENDER DOCUMENT

Technical Bid (Annexure-I)

Government of India  
PUBLICATIONS DIVISION  
Ministry of Information & Broadcasting  
Soochna Bhawan, CGO Complex, Lodhi Road  
New Delhi-110 003

Publications Division, Ministry of Information and Broadcasting, Govt. of India invites sealed quotations under two bid system from reputed offset printers located in Delhi-NCR, who can undertake printing and production of high quality Hard Bound Coffee Table Book and deliver 2,000 copies in English within the specified time schedule.

- (a) Tender No. and Date : D-29016/4/2017-18/Prod. Dated: 03/07/2017  
(b) Title of the job: : Printing of book "Courts of India" in English  
(c) Last Date & Time of Receipt of Tender : 28/07/2017 by 3:00 PM  
(d) Date, Time & venue of opening of Technical Bid : 28/07/2017 by 3:30 PM (Room No. 666 at Soochna Bhawan, New Delhi)

The Tender shall remain valid up to 90 days from the date of opening of Technical bid.

Tenderers are requested to submit their offer in two parts, namely **Technical bid** and **Financial bid** in the following manner:-

- i. Both the "Technical Bid" and "Financial Bid" should be sealed separately in two envelopes along with the specified documents.
- ii. Both sealed envelope should be super-scribed with "Tender for printing of book "Courts of India" in English, Tender No. D-29016/4/2017-18/Prod." and marked as 'TECHNICAL BID' or 'FINANCIAL BID', as the case may be.
- iii. The **technical bid cover** should contain "Annexure-I" along with all other documents with list of all machineries & equipments and DD on account of Earnest money deposit (EMD) etc. as mentioned in the tender form.
- iv. The **financial bid cover** should contain the **rate offer** (Annexure-II) only.
- v. The said two sealed envelopes should be kept in one bigger size sealed envelope, which should also be super-scribed as "Tender for printing of book "Courts of India", Tender No. D-29016/4/2017-18/Prod."
- vi. The technical bids will be opened on its due date and time in Room No.666, Soochna Bhawan, New Delhi
- vii. All the Technical Bids will be scrutinized and inspection of eligible printer's will be done for suitability and to verify the printing machines & other equipments.
- viii. Financial Bids will be opened at a later date, which will be duly intimated to the successful tenderers through e-mail / phones whose Technical Bid is found eligible.
- ix. Tender document can be downloaded from our website [www.publicationsdivision.nic.in](http://www.publicationsdivision.nic.in) or e-procurement portal [www.eprocure.gov.in](http://www.eprocure.gov.in).
- x. The sealed tender containing the technical and financial bids should be sent to the following address on or before the specified last date and time of receipt of tender.

**Joint Director (Production)**  
**Publications Division**  
**Ministry of Information & Broadcasting, Govt. of India**  
**Room No. 666 (6<sup>th</sup> Floor), Soochna Bhawan, CGO Complex, Lodhi Road**  
**New Delhi-110 003**

TENDER SPECIFICATIONS

**DESCRIPTION:** A prestigious hard bound pictorial book comprises 512 pages of text interspersed with colour photographs/illustrations, 8 pages of printed End-papers and Hard bound cover case with Dust-Jacket is to be produced from final CD for text pages/pictures and cover in four process colours with aqueous coating.

All text pages may carry running text interspersed with colour photographs/illustrations are to be printed in four colours with Aqueous Coating as fifth colour. The Hard bound cover and dust-jacket carry colour designs besides the text matters & line design against colour ground etc. will also be printed in four process colours with aqueous coating. Some text matter/line design may require Gold foiling/embossing on cover and dust jacket. Both End-papers may also be printed frey colour ground/ line design etc. with aqueous coating.

The book will be section-sewn with strong thread and 4 pages of printed End-papers to be pasted on both sides of the book. The spine will be strengthened with suitable material and supporting cords of matching colour at top and bottom. A full hard bound cover case is to be fabricated from 3 mm smooth finished Imported book binding board at front, back and spine, covered and pasted with a printed cover which should be bigger enough to turn about 1/2" and pasted from inside also. Fabrication of book should be done on Joint Forming machine for proper grooving and full opening of the book. A Dust-jacket with an open size of 11" X 28" (approx.) duly printed in four process colours with coating and gold foiling will have to be wrapped on the book with a flap of about 4" folded inside the hard-bound cover case. Each book will have to be shrink wrapped/packed in suitable size pre-gum polythene bag. Binding has to be done in a manner so that cover case protrudes slightly.

Contd.....  .....2/-

**PAGE SIZE OF THE BOOK: 8.5" x 11" (Approx.)**

**COLOURS:** Text pages, End-papers, cover case & Dust-jacket: **4 process colours plus aqueous coating.**

**FOILING/EMBOSSING:** On cover case and Dust-Jacket (Gold)

**LANGUAGE & QUANTITY: English– 2,000 copies plus advance copies**

**PROCESS OF PRODUCTION:** Offset/Foiling/Embossing

**PAPER:** The following paper and other material will be used from printer's stock. Samples of paper may be enclosed with your quotation with full nomenclature. Paper/Card will have to be got approved before the final printing is done.

Text pages:	<b>120 GSM</b> Glode/Mont blanc Ultra White Paper
End-paper:	<b>150 GSM</b> Glode/Mont blanc Ultra White Paper
Printed Cover sheets:	<b>120 GSM</b> or above <u>Geltex Cover Paper</u>
Dust Jacket:	<b>190 GSM</b> Glode/Mont blanc Ultra White Paper
Board for Hard-bound Cover:	<b>3 mm</b> or above Smooth finished imported book binding Board

**MATERIAL FOR PRODUCTION:** Final CD for text pages and cover will be supplied. However, final corrections in text matter, improvement in pictures and designing etc. if any may require to be done in the press, as per instructions.

**TIME SCHEDULE:**

- I. After carrying out the corrections, colour digital proofs/Machine proofs of cover and text pages in complete dummy (book) form duly bound is to be submitted, for approval within 4 days after receipt of CD/final input material.
- II. In case of any changes/alteration in design, photographs and text matter etc. suggested in the dummy proofs will have to be carried out by the printer and revised proofs also to be submitted for final approval within 2 days after receipt of dummy proofs.
- III. An overall of 10 days will be allowed for printing, binding and submission of 5 sample copies after the approval of digital proof/dummy.
- IV. As soon as Sample copies are approved, 50 copies are to be delivered in our current store at Sochna Bhawan. Remaining bulk copies alongwith 25 advance copies (over and above the ordered quantity) will have to be supplied in our Feeder Store at Faridabad within another 15 days.

**PACKING AND DISPATCH:** Each book is to be shrink wrapped/packed in suitable size thick self adhesive polythene bag. Advance/ Sample copies will have to deliver in this office. Bulk copies will have to be supplied in strong corrugated boxes of suitable size (less than 20 kg.) in our Feeder Store at Faridabad, as per instructions.

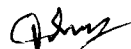
**OTHER REQUIREMENTS:**


- 1) A Very high quality of printing, binding and fabrication in all copies is essential.
- 2) Printer will have to check each copy thoroughly before packing/dispatch and will ensure that all copies are free from any printing/binding or any other defect. Printer should also certify that all bulk copies printed and supplied conform in respect of quality/papers and matches to sample copies submitted in this office for approval.
- 3) The successful tenderer will have to execute the job in the given time schedule at all costs. The Coffee table book series is a Govt. of India publication, which should not be made available to any other person(s)/agency either in soft or hard copy. If the same is noticed at any stage/time, which may attract financial Penalty/ recovery as decided by the Competent Authority.

**DELAY PENALTY:** A cut/penalty @ 1 percent per day of cost of delayed copies will be imposed for delay over and above the specified time.

**OTHER REMARKS:**

1. Time Schedule must be adhered to.
2. A neat and high class reproduction 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 at printer's cost including the final book in open and PDF formate on DVD/Pen drive.
6. All taxes should be included in your quoted rates. No tax/GST will be paid separately.
7. Tenderer can withdraw his quotation before the opening of tender if he so desires.
8. All disputes will be settled under Delhi Jurisdiction.
9. Tenderers can send their representative at the time of opening of tender.
10. In case of backing out from undertaking the job at quoted rates or delay or poor workmanship or use of inferior quality Paper/material, a liquidated damages/penalty is likely to be imposed as decided by an internal committee and decision of the Director General, Publications Division will be final.
11. Rates must be quoted only on the basis of paper/card specified for the book in tender.



 Contd.....3/-

**ELIGIBILITY CRITERIA**

**1. Technical Requirements:**

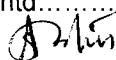
Printers should be well established and should have undertaken printing of Hard bound books for a minimum period of last two years and must possess the following in-house printing and allied equipments:

- a. Pre-Press equipments : Sufficient DTP Terminals with Designing / Page-Making facilities, One (1) high resolution Scanners alongwith Laser Printers in B/W and Colour Epson Printer.
- b. Complete CTP Unit for Plate-Making.
- c. Offset printing machines : One CPC Five-colour machine in minimum size of 20" X 30" with coating unit and One (1) CPC Four-colour printing machine in size of 20" x 30".
- d. Binding equipments : Hard bound case making with complete finishing facility, one sewing machines, two Automatic Folding machines and cutting machines etc..
- e. Power Back-up : Should have sufficient power back-up to run the machines in the event of power failures.
- f. The printer should be registered with PAN, VAT, TIN, GST etc. and have license to run the press (Photocopies of all relevant documents must be enclosed in the Technical Bids envelope).
- g. Printer must have high speed internet facility for uploading/downloading files of cover design/photographs/text materials etc.
- h. Minimum Annual Turnover should be Three crore during last Financial year.
- i. Tenderer will have to attach a DD of Rs.50,000/- on account of Earnest Money deposit (EMD). The EMD of unsuccessful tenderer will be returned after opening of the Financial bid. Exemption will be given to printers registered in B or A category with MSME.
- j. The successful tenderer will have to furnish a standing security deposit of Rs.1,00,000/- before the job is assigned and EMD is returned.

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**OTHER DETAILS**

1. Name of the Press:
  
2. Address:
  - (a) Office:
  
  - (b) Factory:
  
3. Telephone Nos. and name with designation of authorized person/owner of Press:  
(Including Mobile & e-mail id)
  - (a) Office:
  
  - (b) Factory:
  
4. Year in which established:
  
5. Total Turnover of Organization in FY-2016-17
  
6. Nature of incorporation (Proprietorship/Partnership/Pvt. Ltd.)



Contd.....4/-  


7. Name (s) & address of Bankers:

8. Self Attested Copies of following registration/documents may be enclosed along with the Technical Bid.

- a) Registration of PAN/VAT/GST or Service Tax etc.
- b) List of printing machines and other equipments.
- c) Registration of Factory's Act or Small/Medium Scale Industries Certificates issued by the State/Central Govt. Authority to run the printing press.
- d) Power Generator with KVA.
- e) Name of Government Department/  
Other important clients for whom you have done print jobs during last two years.

I / We hereby certify that all the particulars given above are correct.

Signature (s) \_\_\_\_\_

(Printer's stamp) \_\_\_\_\_

Name of the firm \_\_\_\_\_

Dated \_\_\_\_\_

**DECLARATION:**


The information's furnished above are true and authentic. We have carefully read all the terms and conditions of the tender and agree with these conditions. We have signed on each page of this technical bid in token of acceptance of terms detailed in the tender.

(Signature with stamp)

Note: 1. Kindly note that all enclosed documents should be self attested.

2. The list of machines and equipments may be submitted on a separate sheet.



 Contd.....5/-

**ANNEXURE-II**  
**FINANCIAL BID PROFORMA**

(This form should be kept in the envelope super-scribed as "Financial Bid")

**Your rates should be quoted on the following lines including cost of paper, Dispatch charges and all taxes/GST etc.:-**

1. Total cost for printing of **2,000 copies** of book consisting of **512** pages of text on printer's paper as specified in the DESCRIPTION. Rs. \_\_\_\_\_ )

(Rupees \_\_\_\_\_ )

2. Rate per 1000 copies for printing of every additional 4 pages of text on Printers paper. Rs. \_\_\_\_\_ )

(Rupees \_\_\_\_\_ )

3. Rate per 1000 for printing of additional copies Rs. \_\_\_\_\_ )

(Rupees \_\_\_\_\_ )

**Note: Rate quoted for every 4 additional pages will be applicable for every 4 reduced pages also.**

*Handwritten signature*  
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 of the firm)  
Date: