

New Delhi, the 10<sup>th</sup> February, 2010

To

As per list attached

**Subject:** Tender Notice for Printing of Annual Report 2009-10 of Ministry of Finance

Sir,

I am directed to state that the Ministry of Finance intends to invite sealed tenders under two bid systems for printing its Annual Report 2009-10 to be delivered by 8<sup>th</sup> March, 2010. Interested bidders from NCR of Delhi Region, who have experience of designing cover/content layout/printing/perfect binding of Reports/Documents of the Ministries/Departments of Government of India/multilateral agencies etc., may submit their bids, viz., technical and financial in separate sealed covers, both in a sealed cover as specified below:

**(A) Technical Bid**

- (i) The Technical Bid of the applicant, complete in all respects, shall be made in the form specified in Annexure I –A.
- (ii) The Technical Bid must not include any financial information.

**(B) Financial Bid**

- (i) The Financial Bid of the applicant, complete in all respect, shall be made in the form specified in Annexure I-B.
- (ii) While submitting the Financial Bid the applicant shall ensure the following:
  - (a) All items indicated in Annexure I-B are filled in.
  - (b) The total amount for designing/printing of the books as per specification provided below are correctly filled on the basis of the rates quoted.

2. The sealed covers may be dropped in the Tender box at Gate No. 1, North Block, New Delhi, during office hours starting from 15<sup>th</sup> February, 2010 and until 3.00 PM by 19<sup>th</sup> February, 2010 (Friday). The rate quoted should be inclusive of all taxes. The sealed cover should be superscripted "Quotation for Annual Report 2009-10 of the Ministry of Finance".

3. The sealed covers containing technical and financial bids will be opened on the same day (19<sup>th</sup> February, 2010) at 3:30 PM in Room 48-B, North Block. Interested bidders may like to be present themselves or depute their representative (not more than one person) to be present at the time of opening the bids.

4. The tasks are as follows:

- (a) Designing the cover page (4 colours)
- (b) Designing content layout (2 colours Blue and Black)
- (c) Composing and Proof reading
- (d) Printing and Binding the Report
- (e) Soft copy (5 each in PDF and Word format) of the Final Report in Hindi and English separately.

5. The successful bidder would be provided with the text matter in Hindi and English version on CDs. Technical specifications of the work are as under:

- i. Quantity: 3000 English and 1200 Hindi
- ii. No. of pages: Approximately 245
- iii. Finished size: 21.5 cm X 29.5 cm(offset printing)

- iv. Paper a) Cover: 300 GSM imported art card with lamination  
b) Inside: 110 GSM art paper
- v. Binding: Perfect Binding
- vi. Lamination: Matt lamination of Cover
- vii. Scope of the Work: a) to provide three alternative designs of the cover page as well as inside content layout within 3 days of selecting the bid, of which one set of cover design and content layout chosen by the Ministry will be used for the Report. (Ministry reserves the right to suggest minor modifications to the chosen set);  
b) scanning, composing, cutting, pressing and all related works;  
c) to provide five sets of print proof in Hindi and English;  
d) to deliver, in one lot (in a bundle of 20 Reports each) at North Block after, fixing-up time and room number, at no cost to Ministry.

6. Other conditions are as below:

- i. Bids would accompany earnest money in the form of Bank Draft/Pay Order drawn in favour of DDO (Cash), Department of Economic Affairs, for Rs.30,000/- (Rs. Thirty thousand only). Bids without earnest money would be rejected outright. The earnest money of the successful bidder will be refunded only after successful completion of the contract.
- ii. The Ministry reserves the right to accept or reject any bid without assigning any reason.
- iii. All the copyrights of the publication will be with the Ministry of Finance, Government of India. None of the contents will be revealed to any person not associated with the Report work, nor material in the Report, in any form, will be shared by the successful bidder with anybody, without obtaining written consent of the Ministry of Finance.
- iv. The rates quoted will remain valid until 30<sup>th</sup> August, 2010 and would be applicable for reprinting, if necessary. In case the number of pages in the Report exceed or fall short of 245 pages, a *prorata* adjustment would be made.
- v. Signed sample of the paper/s to be used for the cover and inside content be submitted along with the bid.

7. Copy of the previous year Report of the Ministry, if required, may be obtained from the undersigned.

Sd/-  
(M.C. Worthing)  
Under Secretary to Government of India  
Tel: 23095217

**Government of India  
Ministry of Finance  
Department of Economic Affairs  
(Budget Division)**

**TECHNICAL BID**

Dated of Opening tender: \_\_\_\_\_

**1. Firm's Details**

- a) Name of the firm  
 b) Address  
 c) Telephone No.:  
     Mobile No.:  
 d) Type of firm: Propriety/Private/Private  
Ltd./MNC/Co-operative/Govt. Undertaking  
 e) Empanelment with DAVP as  
     “A” class printers  
 f) Name of the Proprietor/Partners  
 g) Annual turnover i) 2007-2008  
     (Audited balance sheets should ii) 2008-2009  
     be attached)

- 2. The agency/printer desirous of handling this job should** YES/NO  
 be having advanced technology with complete set-up of  
 composing, processing, printing, cutting, bidding units  
 under one roof with the potential to carry out high class  
 designing of layout, printing, etc.

- 3. No. of samples enclosed: .....**  
 (Please submit at least two samples of jobs executed during each of the last two financial  
 years. Each job should value Rs.5 lakh or above preferably from Govt. agencies)

- 4. Has the firm ever been debarred/blacklisted by any Organisation? If 'yes' the details  
 thereof.**

- 5. Details of Award/Certificate of Merit etc. received from any Organisation.**  
 [(Please attach copy of certificate(s))]

**6. Earnest money details bank draft:**

- i) DD/Bank draft no.....Date.....for Rs.30,000.00.  
 ii) Name of drawee.....  
 iii) Name of the bank.....

- 7. PAN No.:.....**

- 8. TIN No.:.....**

(As per specification given in the tender)

The terms and conditions of the tender are acceptable to me/us.

Authorised Signatory  
(with full name and designation)  
Seal:

**Government of India  
Ministry of Finance  
Department of Economic Affairs  
(Budget Division)**

**FINANCIAL BID**

**Schedule of Rates**

Sl. No.	Particular of Jobs	Qty	Amount (Rs.) (inclusive of Vat @ 4%)
<b>1.</b>	Designing cover/content layout/printing/perfect binding:		
	a) Finished size:21.5 cm X 29.5 cm(offset Printing )	3000(English)	Rs.
	b) Paper i) Cover: 300 GSM imported art card with lamination(4 colours) ii) Inside:110 GSM art paper(2 colours)	1200 ( Hindi)	Rs.
	c) No. of pages: 245(Approx.)		
	d) Binding: Perfect Binding		
	e) d) Lamination: Matt lamination of Cover		Total: Rs.

**Note:**

- i) All rates quoted should be inclusive of all taxes (excluding of delivery charges as the documents are to be delivered at North Block, New Delhi free of cost by the printer).
- ii) The firm will be expected to keep complete inputs/processing material for a minimum of six months for possible re-prints.
- iii) The firm will submit the soft copies of all designs and formatted text/layout(final printed version) in CD in specified format to the Ministry of Finance
- iv) All fields are mandatory and rates should be quoted as instructed.

## List of Printers

1. M/s Cyberart Informations Private(Ltd), F-52, Sector 8, Noida 201 301,
2. M/s Chandu Press, D-97, Shakarpur, Delhi – 110092
3. M/s India Offset Press, A-1, Mayapuri Industrial Area, Phase – I, New Delhi -110064
4. M/s Karam Chand Thapar & Bros. (C.S.) Ltd., 85 – A, Punchkhuan Road, New Delhi
5. M/s ACE Creations, B-I/27, Malvia Nagar, New Delhi -110017
6. M/s Marcro Graphics Pvt. Ltd, A-36, First Floor, Chittaranjan Park, Kalkaji, New Delhi - 110019
7. M/s Newfields Advertising Pvt. Ltd., 3/4A, Asaf Ali Road, New Delhi - 110002
8. M/s International Print-o-Pac Ltd., C-4 to C-11, Hosiery Complex, Phase –II, Extension, NOIDA -201305, India.
9. M/s Dhruvi Enterprises, 213, Dayanand Vihar, Delhi – 110 092
10. M/s Line & Dot, 179, New Layalpur Colony, Delhi – 110051
11. M/s Bhawani Printers, 125, Industrial Estate, Patparganj, Delhi -1100092
12. Ms/ United Advertising & Marketing Services, 7<sup>th</sup> Floor, Udyog Minar, Udyog Vihar – V, Gurgaon - 122016