

(Please read the instructions in the uploaded tender thoroughly before submitting quotations)

This tender is meant for HYDERABAD based printers only

Government of India

PUBLICATIONS DIVISION

Ministry of Information and Broadcasting

Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi-110 003

No: 01/60/2023-Ed./Prod.

Dated: 16/10/2023

M/s. _____

Subject: Printing of book "Quest for Good Health" in English language

Quotations are invited from **Hyderabad based printers** only for the production of **7,156 copies** of the title in English language on TOP PRIORITY 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 **through GeM portal latest by 25/10/2023 (3:00 PM)**. Tenders will be opened on the same day at 3:30 PM or later on. Please note that quotations received after the due date and time will not be considered.


(D.K.C. Hrudhainath)

Joint Director (Prod.)

For & on behalf of the President of India

DESCRIPTION: A paper-back book comprising 196 pages of text and 4 pages of Cover is required to be produced from soft copy.

The text pages, interspersed with colour Line/Halftone illustrations against colour ground are to be printed in four process colours. The outer cover carrying title text, logo, few text lines against coloured ground is to be printed in four process colours. Digital colour proofs of complete book in a dummy form are to be submitted for final checking / approval. Textual corrections/changes and picture improvement marked in the proof, if any, are to be carried out by the printer.

The book is to be section sewn with strong thread. The cover duly Matt (Thermal) laminated and machine-creased at four places, to be pasted over spine of the book with good quality hot-melt adhesive and cut to finished size. Each book was to be packed in self-sticking polythene bag (As per Govt. rules) of suitable size.

SIZE OF THE BOOK: 5.5"x 8.5" (Approx)**COLOURS:** Text pages & Outer Cover : Four process colours**LANGUAGE & QUANTITY:** English – 7,156 copies plus 25 advance & 5 Sample copies.**PROCESS OF PRODUCTION:** Offset

MATERIAL FOR PRODUCTION: Soft copy for text matter alongwith soft copy for cover will be supplied alongwith earlier printed book. However, corrections in text matter, improvement in pictures and designing etc. will require to be done by the printer at their cost.

DELAY PENALTY: A penalty/cut of 10% of the cost of delayed copies for delay in supply upto 10 days over and above the specified time period and further 1% cut towards delay for every each additional day will be imposed.

PACKING: Each book is to be packed in self-sticking polythene bags and supplied in packets of 5-10 copies each duly wrapped with waterproof/polythene sheets.

PAPER: The following paper will be used from printer's stock. Samples of paper will have to be enclosed with your quotation with full nomenclature:

Text pages: **90 GSM** or above smooth finished white Maplitho paper (JK/TA/Star or equivalent quality)Cover pages: **300 GSM** or above Full Gloss White Indian Art Card. (Bilt Royal or equivalent quality)

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TIME SCHEDULE: After receipt of input materials, **colour digital proof** of text and cover of complete book in dummy form will have to be submitted for approval within 2 days of receipt of input materials.

12 days will be allowed for proofing, printing, binding and supply of five sample copies in this office for our approval. As soon as the sample copies are approved, 25 advance copies (over and above the ordered quantity) and remaining bulk copies are to be supplied in our office at Hyderabad within another 8 days after the approval of sample copy. An overall of **22 days** will be allowed for completion of the job.

RETURN OF MATERIAL: All input material will have to be returned at your own cost including final CD as a soft copy in PDF & Open File.

TECHNICAL REQUIREMENT (Eligibility Criteria) FOR PRINTING: Printers should be well established and have been undertaking printing of books & Journals etc. for a minimum period of last one year and should have the following machineries and ancillary equipment:

- (a) Two single colour offset machine of 18" X 23" **OR** One single colour offset machine of 23" X 36" or above.
- (b) Two four colour offset machine of 19" X 25" **OR** One four colour offset machine of 23"X36" or above.
- (c) Printer should have Lamination (Thermal), Paper Cutting, Folding, Wire stitching, Perfect binding, section sewing machines and other ancillary binding equipment with sufficient space for binding and wrapping/packing etc.
- (d) Complete arrangements for pre-press including scanner and plate-making facilities etc.
- (e) Having sufficient power back-up to run the machines.
- (f) Printer should have minimum two computers and sufficient arrangement (preferably in house) for designing facilities for carrying out textual corrections and incorporating pictures etc. in cover design.
- (g) The printer should have registration for PAN, GST, SSI & licenses to establish the press etc.
- (h) Printer must have internet facility to receive the text material and other input material through e-mail.

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. All input material will have to be returned including final CD having open and pdf file of the book.
5. In case of poor workmanship or backing out after opening of quotation and using of inferior quality paper, less grammage a liquidated damages/penalty is likely to be imposed as decided by an internal committee.
6. All disputes will be settled under Delhi Jurisdiction.

Your rates should be quoted on the following lines including the cost of paper, all other incidental charges etc. and the applicable GST.

1. Cost for printing of **7,156 copies** of the book comprising of 196 pages of text and 4 pages of cover to be printed throughout in four process colours on printer's paper 'As per Description' (including GST)
(Rupees _____)

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: _____