

No.01/19/2018-Ed/Prod.

Government of India

PUBLICATIONS DIVISION

Ministry of Information and Broadcasting  
 Soochna Bhawan, CGO Complex, Lodhi Road  
New Delhi-110003

M/s \_\_\_\_\_

Dated: 11/12/2018

**Subject: - Printing of book "Remember Us Once in a While" (English)**

Dear Sirs,

Sealed quotations are invited for production of **1000 copies** of above book on **PRIORITY**. If you are in a position to undertake the production of the job as per specifications given below and supply 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 in **Room No. 666 (6<sup>th</sup> floor) latest by 02/01/2019(3:00 PM)**. The tender should be addressed to the Director General, Publications Division. Tender may be dropped in the "TENDER BOX" kept in Room No. 666 at 6<sup>th</sup> floor, Soochna Bhawan, C.G.O Complex, Lodhi Road, New Delhi-110003. Tenders will be opened on the same day at 3:30 PM in this office. The following words should be super- scribed on the envelope.

**"Confidential contents Quotation for the book,  
 "Remember Us Once in a While" (English)**

Job No. 01/19/2018-Ed/ Prod., Last Date **02/01/2019(3:00 PM)**

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



(V.K.Meena)

Joint Director (Prod.)

**DESCRIPTION:** A paper back book comprising with 176 pages of text interspersed with 6 line illustrations and 4 pages of cover is to be produced from CD/laser print out for text pages and colour design for cover.

All text pages carry running text & 6 illustrations will be printed in single colour (Black). The outer cover comprising colour design alongwith title, sub-title, few text lines and logo etc. will print in four process colours. The cover bleeds on all sides and to be matt/gloss laminated.

The book will be section-sewn with strong thread. The printed and laminated cover, duly machine creased at 4 places, will be pasted over spine with good quality hot melt adhesive

**FINISHED SIZE:** 5.5" x 8.5" (Approx.)

**COLOURS:** Text pages : Single colour (Black)  
 Outer Cover : Four process colours

**LANGUAGE & QUANTITY:** English – 1000 copies plus Advance copies

**PAPER:** The following paper and other material will have to be used from printer's stock. Samples of paper may be enclosed with nomenclature with your quotation:

Text Pages: **80 GSM** or above smooth finished Natural shade Maplitho paper (West coast/Star/JK/TA or equivalent quality)

Cover Pages: **300 GSM** or above Bilt Royal or equivalent quality gloss Art Card  
 (Paper sample will have to be got approved before final printing of book)

Contd.....2/-

**PROCESS OF PRODUCTION:** Offset

**MATERIAL FOR PRODUCTION:** CD/CRC for text pages & CD/Computer print-out for cover will be supplied.

**TIME SCHEDULE:** Colour digital/machine proof of cover and Ferro/digital proofs of text pages in dummy form of the book will have to be shown for approval before final printing. As soon as printing is over, 5 sample copies are to be submitted for approval besides 25 advance copies (over and above the ordered quantity)

An overall of 10 days will be allowed for proofing, printing, binding and supply of advance copies in this office at Sochna Bhawan, New Delhi. Bulk copies will also to be supplied in our current store at Sochna Bhawan, New Delhi, after the approval of sample copy within another 7 days in packet of 10-20 copies each duly wrapped in polythene bag/sheet.

**PACKING AND DELIVERY:** Each book is to be shrink wrapped/packed in polythene bag.

**DELAY PENALTY:** A cut/penalty of 10% of the cost of delayed copies will be imposed for delay upto 5 days over and above the specified time period and further 1% cut towards delay of every day will be imposed.

**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 figure, preferably typed.
5. All input material will have to be returned at printer's cost including final design in open and PDF format on CD.
6. The applicable tax (GST) will be payable extra on total bill amount which may be mentioned in tender performa.
7. In case of inordinate delay or poor workmanship, use of inferior quality of paper or backing out after opening of quotation, 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.**

**The applicable GST will be paid separately on the basis of total bill amount.**

1. Total cost for printing of 1000 copies on printer's paper.....Rs. \_\_\_\_\_ )  
(Comprising with 176 Pages of text+4 Pages of Cover)  
(Rupees in words \_\_\_\_\_ )
2. Rate per 1000 for printing of every 4 additional/reduced pages of text on printer's paper Rs. \_\_\_\_\_ )  
(Rupees in words \_\_\_\_\_ )
3. Present applicable GST rates.....@ \_\_\_\_\_ %

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:

## PUBLICATIONS DIVISION

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New Delhi-110003

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Tender Opening Date: 02/01/2019

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### "A" Category Printers:

1. M/s. Aravali Printers & Publishers Pvt. Ltd.
2. M/s. Batra Art Press
3. M/s. Brijbasi Art Press Ltd.
4. M/s. India Offset Press
5. M/s. International Print-o-Pac Limited
6. M/s. Magic International Pvt. Ltd.
7. M/s. Nutech Photolithographers
8. M/s. Niyogi Offset Pvt. Ltd.
9. M/s. Paras Offset Pvt. Ltd.
10. M/s. Tara Art Printers Pvt. Ltd.
11. M/s. Viba Press Pvt. Ltd.

### "B" Category Printers:

1. M/s. Bengal Offset Works
2. M/s. Bhagwati Printers Pvt. Ltd.
3. M/s. Chandu Press
4. M/s. Chaar Dishayen Printers Pvt. Ltd.
5. M/s. Educational Stores
6. M/s. Gita Offset Printers Pvt. Ltd.
7. M/s. I G Printers Pvt. Ltd.
8. M/s. J K Offset Graphics Pvt. Ltd.
9. M/s. Lakshmi Printindia
10. M/s. M P Printers
11. M/s. Nutan Printers
12. M/s. National Printers
13. M/s. New Printindia Pvt. Ltd.
14. M/s. Rainbow Offset Printers
15. M/s. Sonu Printing Press Pvt. Ltd.
16. M/s. Shree Vrindavan Graphics Pvt. Ltd.
17. M/s. Salasar Imaging System
18. M/s. Shakun Printers
19. M/s. Sita Fine Arts Pvt. Ltd.
20. M/s. Tan Prints (India) Pvt. Ltd.
21. M/s. Vijaylaxmi Printing Works Pvt. Ltd.

  
(V.K.Meena)

Joint Director (Prod)