

No. D-29016/04/2021-22/Prod  
Government of India  
**PUBLICATIONS DIVISION**  
Ministry of Information and Broadcasting  
Soochna Bhawan, CGO Complex, Lodhi Road,  
New Delhi-110 003.

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

Dated: 27/07/2021

**Subject: - Printing of Booklet "CATALOGUE-2021" (Bilingual)**

Dear Sirs,

Sealed quotations are invited for the production of **5,000 copies** of the above job 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, under a sealed cover so as to reach this office **latest by 09-08-2021 (3:00 PM)**. Tender should be addressed to the Director General, Publications Division and may be dropped in to the "TENDER BOX" kept in Room No. 669, 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. The following words should be super-scribed on the envelope:

"Confidential contents Quotation for printing of booklet **"CATALOGUE-2021" (Bilingual)**

**Job No.** D-29016/04/2021-22/Prod.,

**Last Date:** 09-08-2021 (3.00 PM)

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



(D K C Hrudhainath)  
Production Officer

For & on behalf of the President of India

**DESCRIPTION:** Booklet comprising 172 pages of text and 4 pages of cover are to be produced from soft copy with laser computer print out of text and cover.

All text pages carry text matter, title, subtitle, logo, vignettted colour ground, multi colour designs etc. and will print in four process colours. The outer & Inner covers comprise solid colour ground alongwith title, colour design, few text lines and logo etc. will also to be print in four process colours. The outer covers bleed on all sides and are to be **velvet laminated with digital embossed UV coating on front cover**. The Catalogue will be section-sewn with thick & strong thread and the velvet laminated printed cover, duly machine creased at 4 places will be pasted over the spine with good quality hot melt adhesive. Each book will be shrink wrapped or packed in pre-gumed polythene bag.

**NOTE:** Soft copy of textpages and cover will be provided. Corrections, changes in matter, alteration in photos etc as per requirement if any, noticed even at ferro proofs stage will have to done by the printer at their cost.

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

**COLOURS:** **Text pages & Covers:** *Four process colours*

**LANGUAGE & QUANTITY:** **Bilingual– 5000 copies plus 30 Advance copies**

**PROCESS OF PRODUCTION:** Offset

**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:

Text pages: **100 GSM or above (C2S) Matt Finish Art Paper (BILT ROYAL)**

Cover pages: **300 GSM or above (C2S) Matt Finish Art Board (BILT ROYAL)**

(Paper sample will have to be got approved before final printing of book)

Contd.....2/-

**MATERIAL FOR PRODUCTION:** CD alongwith computer print-out for text pages & cover will be supplied.

**TIME SCHEDULE:** Colour digital/machine proof of cover and text pages in dummy form of complete booklet will have to be shown for approval before final printing. Five sample copies also to be submitted for approval besides the above quantity. Total 25 days will be allowed for proofing, printing, binding and supply of 30 advance copies. Remaining bulk copies will have to be supplied within another 05 days in this office at Soochna Bhawan, Lodhi Road, New Delhi.

**PACKING AND DISPATCH:** 30 advance copies are to be delivered in this office. Remaining bulk copies will be supplied to our Current store at Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi.

**DELAY PENALTY:** A cut/penalty of 2% of 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 figures, preferably typed.
5. All input material will have to be returned at printers cost including final design in open & PDF formate on CD.
6. The applicable tax (GST) will be payable extra on total bill amount which may be metioned in tender performa.
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 inordinate delay or poor workmanship, use of inferior quality paper or backing out after opening of quotation, liquidated damages/penalty is likely to be imposed as decided by an internal committee.
11. Rates must be quoted only on the basis of paper/card etc. specified for the book in tender.

**Your rates should be quoted on the following lines including cost of paper and all other incidental charges etc. The applicable GST will be paid separetly:-**

1. Total cost for production of **5000 copies** on printer's paper 'as per Description' **Rs.**\_\_\_\_\_ )  
(Rupees\_\_\_\_\_ )
2. Rate per additional **1000 copies** on printer's paper "as per Description" **Rs.**\_\_\_\_\_ )  
(Rupees\_\_\_\_\_ )
3. Rate per 1000 for printing of every additional/reduced 4 pages of text on printers paper **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:

Government of India  
**PUBLICATIONS DIVISION**  
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New Delhi-110 003


**No. D-29016/04/2021-22/Prod.**

**Tender Opening Date: 09.08.2021**

**Subject:- Printing of Booklet "Catalogue-2021" Bilingual.**

This tender is meant for "A" Category printers empanelled with Publications Division as mentioned below:

1. M/s. Aravali Printers & Publishers Pvt Ltd
2. M/s. Brijbasi Art Press Ltd
3. M/s. Chandu Press
4. M/s. International Print-O-Pac Ltd
5. M/s. India Offset Press
6. M/s. J K Offset Graphics Pvt Ltd
7. M/s. Lustra Print Process Pvt Ltd
8. M/s. Nutech Print Services India
9. M/s. Paras Offset Pvt Ltd
10. M/s. Salasar Imaging Systems
11. M/s. Universal Offsets
12. M/s. Niyogi Offset Pvt Ltd

  
(D K C Hrudhainath)  
Production Officer  
27.07.2021