

No. D-29016/5/2020-21/Prod.
Government of India
PUBLICATIONS DIVISION
Ministry of Information and Broadcasting
Soochna Bhawan, CGO Complex, Lodhi Road
New Delhi-110 003.

Dated: 13.01.2021

M/s. _____

Subject: Printing of "Annual Report 2020-21 of M/o I&B" in English & Hindi language.

Dear Sirs,

Sealed quotations are invited for the production of **1200 copies** (675 copies each in English & 525 copies in Hindi language) of above mentioned **very prestigious** and **TIME BOUND** job. 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 in Room No. 669 latest by **20.01.2021 (3:00 PM)** addressed to the Director General, Publications Division, 6th floor, Soochna Bhawan, CGO complex Lodhi Road, New Delhi-110003. Tenders will be opened on the same day at 3.30 pm in Room No. 669.

The following words should be super scribed on the envelope:

Confidential contents Quotation for printing of **"Annual Report 2020-21 in Hindi & English language"**

File No. D-29016/5/2020-21/Prod. Last Date: 20.01.2021

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


(Sanjay Kumar Pandey)
Asstt Director (Prod)

For & on behalf of the President of India

DESCRIPTION: The prestigious Annual Report in English and Hindi are to be produced on Top Priority on turnkey basis i.e. collecting the input material, page-making, designing, submission of proofs in dummy form for approval, printing, binding and delivery of copies etc.

Both the languages of Annual Report may comprise around **300 pages of text plus 4 pages cover** are to be printed in four process colours. The text matter of both languages will be supplied either hand written mss in piecemeal/CD as soft copy. Complete designing of the text pages by incorporating all photographs (about 100 or more), graphs/charts, maps etc. in English & Hindi will have to be done by the printer and final proofs through digital colour print-out in dummy form(digital copy) will have to be submitted for approval. The textual correction, if noticed even at final stage will have to be carried out before final printing.

Text matter in both languages may be provided in Soft copy/hard copy (in form of running text), Layout/designing and page-making of report in English and Hindi will be done by the printer as per instructions and submit proofs for final approval. Designing of all pages will have to be done on the pattern of approved layout. The colour pictures for English and Hindi will be same but their position, size, colour screen grounds, etc may be different in both languages. The cost of page-making, designing and providing of colour proofs for both the languages must be included in quoted rates. The Printer will have to depute a well experienced person for designing/typesetting work and to co-ordinate in office of Publications Division, Soochna Bhawan, New Delhi and in office of the M/o I & B, Shastri Bhawan, as and when required.

Cover pages (outer & inner) of both the languages will print in four process colours containing pictures or collage of pictures, text matter with line & colour design, bleeding on all sides. Outer cover of both the languages will be Matt Thermal laminated and machine-creased at four places. The book will be section-sewn and cover over-pasted at spine with good quality adhesive. Books of urgent requirement may be perfect bound. Each book will be shrink-wrapped or packed in a polythene bag. In case of any requirement of correction/addition or deletion of text matter in English & Hindi even at the printing stage, the same will also have to be carried out by the printer at their cost.

NOTE:

1. In case DPD provides only Hard-Copy of Hindi Edition, the printer will have to typeset at their own, for which, they will be paid typesetting charges at our approved rate of Rs.200/- per 1000 words, separately.

Contd.....2/-

2. **The printer may also require to work in office of the Publications Division, Soochana Bhawan, New Delhi and/or in the office of the Ministry of I&B, Shastri Bhawan, New Delhi on their Laptop etc. as and when desired by the Editor.**
3. Digital colour proofs of cover and text pages in complete book shape (dummy) will also be submitted for approval before printing. Printer should ensure that proofs submitted by them are error free and duly checked at their end. Correction marked on the proofs must be carried out carefully to avoid re-submission of proofs.
4. 25 advance copies of each language are to be submitted in this office (over and above the ordered quantity) and Delivery of 100 copies (each in English and Hindi) will be required at Division's office at Soochana Bhawan, C.G.O complex, New Delhi and remaining bulk copies of the Book are to be delivered in Ministry of Information & Broadcasting, Shastri Bhawan, New Delhi and also at other location(s) in Delhi/New Delhi as per direction in bundles of 5 copies each.

FINISHED SIZE: 8.5"x 11" (Approx.)

COLOURS: Text pages & Covers (Outer & Inner) (English & Hindi): **Four process colours**

LANGUAGE & QUANTITY: English : 675 copies+ 25 advance copies
Hindi: 525 copies +25 advance copies
Total: 1200 Copies+ 25 advance copies of each language

PAPER: The following paper/Card will be used from printer's stock at their cost. Samples of paper may be enclosed with your quotation with full nomenclature:

Cover Pages: **300 GSM** or above JK/BILT or equivalent quality MATT Art Card.

Text pages: **130 GSM** or above JK/BILT or equivalent quality MATT Art Paper.

(A serious view will be taken including the recovery of difference in paper cost at penal rate, if it is found that the copies have not printed on specified paper).

TIME SCHEDULE: The entire job including page-making, layout and complete designing, submission of proofs/colour dummy and printing will require to be done on PRIORITY basis as per time schedule as under:

- a) Submission of **colour proofs of the book** after complete designing with photographs as per approved layout for approval **within 5 days** of receipt of the complete input material.
- b) Five Sample copies will have to be submitted **within 4 days** of approval of final dummy/proofs and remaining bulk copies **within another 3 days** of approval of sample copies.

PROCESS OF PRODUCTION: Offset.

MATERIAL FOR PRODUCTION: All input materials of text pages, graphs, line maps, colour photographs, cover design etc. may be supplied in CD/through mail in batches by the Division/Ministry. Cover design/Art work may be supplied in CD etc. separately. Machine/digital proof for entire book will have to be shown for approval before final printing.

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 additional day will be imposed.

OTHER REMARKS:

1. Time Schedule must be strictly 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 soft copy in open and PDF file.
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.

Contd.....3/-

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

1. Total cost of printing of **675 copies** in English language on printer's paper _____
(Comprising of 300 pages of text and 4 pages of cover on turnkey basis)
(Rupees _____)
2. Rate for printing of every 4 additional pages of text in 4 colours _____
for 675 copies of English language
(Rupees _____)
3. Total cost of printing of **525 copies** in Hindi language on printer's paper _____
(Comprising of 300 pages of text and 4 pages of cover on turnkey basis)
(Rupees _____)
4. Rate for printing of every 4 additional pages of text in 4 colours _____
for 525 copies of Hindi language
(Rupees _____)
5. Rate per copy for digital printed books having 300 pages of text plus cover on _____
printer's paper.
(Rupees _____)
6. Rate of present applicable GST@.....% of bill amount.

NOTE: 1) Since printed books in both languages are required simultaneously and time-bound, the job may be divided among two printers on the basis of lowest quoted/accepted rates if required.

2) The rates quoted for every 4 additional pages will also be applicable for every 4 reduced pages of text also.

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:

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Tender Opening Date: 20.01.2021

Subject: Printing of "Annual Report 2020-21 of Min. of I&B" in English & Hindi.

This tender is meant for "A" & Hard bound/Coffee Table Book category empanelled printers 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-Pack 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. Thomson Press (India) Ltd
12. M/s. Universal Offsets
13. M/s. Rave Scans Pvt Ltd
14. M/s. Archana Advertising Pvt Ltd
15. M/s. EIH Ltd
16. M/s. Niyogi Offset Pvt Ltd


(Sanjay Kumar Pandey)
Asstt Director (Prod)
13.01.2021