

GOVERNMENT OF INDIA
MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES
(GENERAL SECTION)
UDYOG BHAWAN, NEW DELHI-110 011

OPEN TENDER NOTICE

**ONLINE QUOTATION FOR AWARD OF CONTRACT FOR PRINTING OF ANNUAL REPORT
2016-17 – REG.**

No. D-29013(2)/2016-GA

Dated, 5th January, 2017

Online bids are hereby invited under **Two-Bid System** i.e. Technical Bid and Financial Bid from reputed, experienced and Class 'A' offset printer for award of Contract for printing of Annual Report 2016-17 in this Ministry.

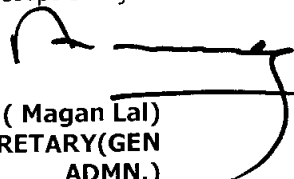
2. The bid will be accepted as e-tender only and intending bidders must be registered with the Central Public Procurement (CPP) Portal i.e <https://eprocure.gov.in/eprocure/app>

Annexure-I -- "Proforma for Technical Bid"
Annexure-II -- "Proforma for Financial Bid"

3. Important Dates for the activities of the Bidders:

- | | |
|---|-------------------------|
| i) Start date and time for view/downloading of tender document | 05.01.17 at 17:00 hrs |
| ii) Start date and time for submission of bid | 05.01.17 at 17:00 hrs |
| iii) Last date and time for downloading tender document | 19.01.16 at 15:00 hrs |
| iv) Last date and time for online submission of bid & submission of EMD in original | 19.01.2017 at 15:00 hrs |
| v) Date & time for opening of Technical Bid | 19.01.2017 at 15:30 hrs |

4. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Ministry reserves the right to accept or reject any or all the tenders without assigning any reason thereof.


(Magan Lal)
**UNDER SECRETARY(GEN
ADMN.)**
Tel. No. 23063293

MOST IMMEDIATE
BY SPEED POST

No. D-29013(2)/2016-GA
Government of India
Ministry of Micro, Small and Medium Enterprises
(GA Section)

Room No. 429-D, Udyog Bhavan,
New Delhi-110107
Dated 5th January, 2016

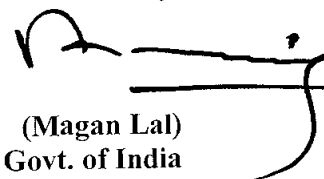
Subject: Online quotation for award of contract for printing of Annual Report of Ministry of Micro, Small and Medium Enterprises for the year 2016-17 - regarding.

Sir,

I am directed to say that this Ministry intends to invite the online quotations from Class 'A' offset printers for award of contract for printing of Annual Report of Ministry of Micro, Small and Medium Enterprises for the year 2016-17. Interested firms having experience in printing of the Annual Reports of Ministries/Departments may, therefore, contact the undersigned for assessing the work/ for any clarification between 3.00 P.M. to 5.00 P.M. (on working days) and submit their online Quotations on or before 3.00 P.M. on 19.01.2017 along-with sample calculation in the attached pro-forma.

2. The rates should not have any ambiguities. Incomplete or ambiguous or without sample calculation offers would not be considered. The quotations will be opened on same day at 3.30 P.M. in the presence of those tenderers who wish to be present.
3. Demand Draft of Rs. 20,000/- (Rupees Twenty thousand only) in favor of DDO, Ministry of Micro, Small and Medium Enterprises, New Delhi is required as earnest money, which will be returned to the unsuccessful bidders, after the finalization the contract. The successful bidder will have to furnish the performance security of the amount equivalent to 10% of the contract amount. His EMD will be returned only after, he furnished the performance security.
4. The Competent Authority reserves the right to reject any or all tenders without assigning any reason at any stage. The rate is valid for one year. This may be extended for further period of one year on mutual understanding between both the parties.

Yours faithfully,



(Magan Lal)
Under Secretary to the Govt. of India
Tel. No.23063293

1. As per Category 'A' printer short-listed by Directorate of Printing.

Technical Bid

**Online quotation for award of Contract for Printing of Annual Report 2016-17
to Ministry of Micro, Small and Medium Enterprises, New Delhi.**

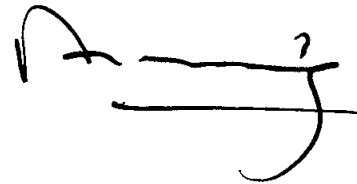
1. Name of Tendering Company/Firm/Agency :
(Attach certificate of registration)
2. Name of Director of Company/
Active Partner of Firm/Authorized Agent/Proprietor :
3. Full Address of Registered Office :
Telephone No. :
FAX No. :
E-Mail Address :
4. Full address of Operating/ Branch Office :
at Delhi/New Delhi
5. Banker of the Company/ Firm/Agency :
Full address :
(upload copy of latest bank statement)
6. Details of Earnest Money Deposit Rs. 20,000/- :
DD/PO No. & Date :
Drawn on Bank :
(upload copy)
7. PAN/GIR No. (upload copy) :
8. TIN No. (upload copy)
9. VAT/Sales Tax Registration No. :
(upload attested copy)
10. Give details of gross income of the firm as evident from the IT Returns for the years 2013-2014
2014-15 and 2015-16.

	2013-14	2014-15	2015-16
Gross Income			

11. Additional information, if any (Attach separate sheet, if required)

Date:
Place :

Signature of authorized person
Full Name & Designation.:
Seal:



**Rates for Design and Printing of Annual Report 2016-17 of
Ministry of Micro, Small & Medium Enterprises**

SPECIFICATIONS

Size	21.5 Cm x 27.5 (cut size)
Nos	2 Nos of same design and layout <ul style="list-style-type: none"> • English version-700 copies- for 2016-17 250 Nos. CD (English) in unbreakable box in html format. • Hindi Version- 700 copies for 2016-17 250 Nos. CD (Hindi) in unbreakable box in html format. • Perfect binding
Approx number of pages/photographs	<ul style="list-style-type: none"> • Pages 150 nos. approx, Perfect binding • Photographs 30 nos. approx. (to be provided by Department to an extent possible, remaining photos/art work to be arranged by printer)
Cover	• Cover 300 GSM Magnostar Art paper and laminated-4 colours printing
Pages	• Text pages 100 GSM Magnostar Art paper -4 colours printing

1. Design Rate

Design and layout of Annual Report 2016-17	Scope of Work	Rates (consolidated for Hindi & English version)
	Design and layout of Annual report (same design and layout for Hindi and English version) with following specifications <ul style="list-style-type: none"> • Text would be provided in CD's in suitable formats. • The report would contain text, tables, graphs and photographs • Pages 150 nos. • Photographs 30-nos. approx (to be provided by Department to the extent possible, remaining photos/art work to be arranged by printer) 	

2. Proofing

Scope	Rate (per A4 page in four colours)
Machine Proof to be submitted for approval for specified number of Pages (e.g. cover pages, photograph pages etc.) any changes after the machines proof the same cost will be borne by the printer	

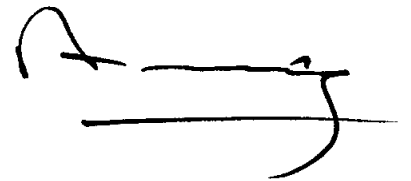
(3) Turnkey Printing Rates (Printing, lamination, binding etc. and supply at Udyog Bhawan)

	For 700 copies
150 pages	

(4) Format for Sample Calculation

	Design	Proofing of 150 pages		Turnkey Printing Rates			
		English	Hindi	English – 700 copies	Hindi – 700 Copies	English – 250 CDs	Hindi – 250 CDs
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Annual Report 2016-17							
Grand Total (1+2+3+4+5+6+7)							

- Please indicate the sample calculation for Design, proofing and Printing of 700 copies each of Hindi and English) of annual reports and 250 CDs of Annual Report in English & Hindi..
- Department reserves the right to award order **only for turnkey proofing and printing (item No.2 and 3)**
- The rates should not have any ambiguities. Incomplete or ambiguous offers would be rejected.
- Proof to be submitted for approval on colour print.
- Delivery period - within 7 days after the approval of design, layout and proof.
- **S.T. / VAT if applicable to be indicated separately.**
- **Addition/Reduction in charges for each 4 text pages on pro-rata basis would be applicable separately.**

A handwritten signature in black ink, consisting of a large, stylized initial 'R' followed by a horizontal line and a vertical stroke that curves downwards at the end.