

F.No. 4-2/2017-NCMEI (pt.)
Government of India

2855 to 2862

National Commission for Minority Educational Institutions

Gate No.4, First Floor, Jeevan Tara Building,
Parliament Street, New Delhi-110001
Dated the 11th September, 2017.

To

As per list

Subject: **Printing of Annual Report of the NCMEI for the year 2016-17 –
Quotations regarding.**

Dear Sir,

It is proposed to get the Annual Report of NCMEI for the year 2016-17 printed from high quality printers. 200 copies of the Report (100 in English & 100 in Hindi) are to be printed in multi-colour. The manuscript consists of approximately 90 pages. The contents are subject to change at the first proof stage and number of pages may accordingly increase/decrease marginally. The work is required to be completed urgently in about 10 days of work order, as enumerated at para 3(ii) below.

2. Accordingly, quotations are invited from 'A' Class Private panelled Printers maintained by DAVP (as per list) having experience in executing similar work and who are interested in undertaking the above work and have the capacity and competence to deliver printed copies within the specified period. In case you are interested, you may please submit your quotation in the enclosed form in **SEALED COVER** addressed to the Secy., National Commission for Minority Educational Institution, Gate No. 4, 1st Floor, Jeevan Tara Building, Parliament Street, New Delhi – 110001, so as to reach latest by 3.00 P.M. on 06.10.2017. The Quotations will be opened at 3.30 P.M. on the same day in the presence of bidders or their representative. Quotations received beyond the stipulated time and date will not be considered and the Commission will not be responsible for any postal delay. The cover should be superscribed as under:-

“QUOTATIONS FOR THE PRINTING OF ANNUAL REPORT”

3. The terms and conditions for awarding the job shall be as under:-

(i) The work shall be executed as per specifications given below:-

(a) Printing : Offset

(b) Composing : Phototype setting/DIP 600 DPI

(c) Size : A-4

(d) No of Copies : English - 100 Hindi – 100

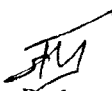
(e) No. of page : Approx. 90 (printed) page each in English & Hindi. There

Commission reserves its right to cancel the award without assigning any reason whatsoever and his security deposit shall be forfeited and/or the work will be got done by alternate arrangement.

- (ix) In case the Printer fails to cope with the workload and does not complete the work as per schedule give in sub para 3(ii) above, the Commission reserves the right to recover a sum equal to 2% of the total cost, as penalty for each day's delay.
- (x) The undersigned or his representative(s) may inspect the quality of papers, cards, printing and binding before taking delivery and shall have the exclusive right to reject wholly or partly, any or all of the articles and her decision shall be binding on you.
- (xi) The printing job can be terminated summarily by this Commission at any time without giving any notice. In this connection, the decision of the Commission shall be final and binding on the Printer.
- (xii) The quotation should be accompanied by Earnest Money of Rs. 10,000/- (Rupees Ten Thousand only) in the form of crossed Bank Draft drawn in favour of Drawing & Disbursing Officer, National Commission for Minority Educational Institutions, New Delhi. Tenders with earnest money in any other form or those not accompanied with earnest money will be summarily rejected. The quotations shall be submitted in the enclosed proforma specifically devised for the purpose and its columns or their arrangement shall neither be altered nor amended/modied.
- (xiii) The rates quoted shall be mentioned by the Printers both in figures and words. The rates quoted should be strictly for the specifications given in the proforma. There should be no erasing or over-writing whatsoever.
- (xiv) The amount deposited as earnest money can be forfeited in case the successful bidder refuses to undertake work of printing of the report and can be appropriated towards loss caused to the Government towards printing of the report from other sources.
- (xv) A successful bidder will have to furnish performance guarantee equivalent to 5% amount of accepted bid.
- (xvi) All disputes or differences arising out concerning work shall be subject to the arbitration of Secretary (ADF) or his nominee. The decision of the arbitrator shall be final and binding on both the parties.

You are requested to read and understand the terms and conditions of the job mentioned in the forgoing paragraphs before sending your quotations, as violation of the aforesaid terms and conditions shall not be permitted once your quotations are accepted by this Commission.

Yours faithfully,


(Jay Prakash)
Under Secretary
23367758

Encl: Perform for submitting quotations.

may be a marginal variation in the number of pages for which the price may be quoted separately as per standard 4-page format adopted by the Printers.

- (f) Colour : Multi-colour
 - (g) Paper for cover page: Imported Art Card 300 GSM Laminated
 - (h) Paper for Text pages: Imported Art paper of 135 GSM Matt Finish
 - (i) Binding : Section Sewing and cover pasted on outer cover.
 - (j) Delivery : Gate No. 4, 1st Floor, Jeevan Tara Building, Parliament Street, New Delhi – 110001.
 - (k) Type of Printing : Offset Printing both sides 4 colour.
(Text)
- (ii) The design, production and printing should be of first grade. The printing schedule for final delivery of the printed copies excluding the time taken by the Department for vetting the draft will be strictly adhered to by the Printer as detailed below:-
 - (a) First proof: should be supplied within 4 days from the date of print order and handling over of manuscript / material complete in all respects.
 - (b) 2nd & Final Proof: Should be supplied within 2 days after the first proof reading is completed.
 - (c) First lot of Printed copies: should be supplied in the next two days of approval of the final proof. The remaining copies to be delivered within next three days.
 - (iii) Designing: To be attempted by the Press and final approval will be of the Commission (Sample to be shown).
 - (iv) Cover Page: To be designed by Printer highlighting NCMEI (Sample will be given). Final approval will be that of the Commission.
 - (v) The colour photographs will be supplied by this Commission. The original material supplied by the commission should be returned after the job is completed. The entire material will have to be returned to the Commission in CD/DVD in MS (Word) / PDF format before the bills are submitted.
 - (vi) The printer shall arrange to bring the proof of the Annual Report to the designated officer at his own cost for approval and all the copies of the Annual Report shall be supplied at NCMEI in not more than two lots free of Cartage etc.
 - (vii) If GST is required to be paid by the Commission, it should be mentioned separately and clearly in the quotations to be submitted by you with your Sales Tax Account Number.
 - (viii) It will be obligatory for the printer to execute the work strictly as per specifications given in sub para 3 (i) above and if he fails to render satisfactory service, the

Quotations for the Printing of Annual Reports

PROFORMA

1. Name of the Printer/Firm:
2. Address:
3. GST Number:
4. Telephone No.:
5. Amount of D.D.: Rs. 10,000/- (Rupees Ten Thousand only).
6. Draft No. and the Bank on which drawn:
7. Experience in printing Annual Report of Ministries / Departments.:
(Please furnish photocopies of print orders along with sample copies of the works executed in the last three years)
8. I/We hereby offer the following rates for the printing of Annual Report of the NCMEI for 2016-17 as per specifications given in para 3 (i) and (ii) of letter No. 4-2/2017-NCMEI (pt.) dated the 11th September, 2017.

Rate per copy

- (a) English Rs (Rupees)
 - (b) Hindi Rs (Rupees.....)
 - (c) GST, if any
 - (d) Cost for additional / reduction in number of page
 - (e) Total amount for the execution of the job with cost for additional/reduction in number of pages as mentioned in para 3(i) (e): Rs
9. I/We hereby declare and affirm that I/We have read and understood the terms and conditions of contract as stipulated in the letter No. 4-2/2017-NCMEI (Pt.) dated the 11th September, 2017 and undertake to abide by them.

Signature _____
(with rubber stamp)

Place:

Date:

List of Printers.

1. Aravali Printers & Publishers (P) Ltd.
W-30, Okhla Industrial Area, Phase - II,
New Delhi - 110020.

- 1a. Aravali Printers & Publishers (P) Ltd.
A-129, Okhla Industrial Area, Phase - II,
New Delhi-110020.

2. Brijbasi Art Press Ltd.,
A-80/81, Sector - V,
Noida - 201301.

- 2a. Brijbasi Art Press Ltd.
20-21, Udyog Kendra,
Greater Noida.

3. Delhi Press
E-3, Jhandewallan Estate,
Rani Jhansi Road,
New Delhi - 110055.

4. India Offset Press,
A-1, Mayapuri Industrial Area,
Phase - I,
New Delhi - 110064.

5. Veerendra Printers
2216, Hardhian Singh Road
Karol Bagh, New Delhi - 110005
India

6. Omega Printopack Pvt. Ltd.
Regd. Office: A-10/15,
Jhilmil Industrial Area,
Delhi - 110095.

o/c

Touhid S.P.
(Signature)

11/9/15