

F.No.D.15014/01/2017-Ad.III
GOVERNMENT OF INDIA / BHARAT SARKAR
MINISTRY OF HOME AFFAIRS / GRIH MANTRALAYA

New Delhi, the 7.02.2017

To
As per list attached.

Sub: Printing of brochures for Padma Awards, 2017.

Dear Sirs,

I am directed to say that the Ministry of Home Affairs requires for printing of brochure containing citation of the Padma awardees which contains the biographical sketch and photographs of the awardees to be given to them during the two Awards Presentation ceremonies held in 'Rashtrapati Bhawan' for conferring the Padma Awards by the President of India.

Commemorative brochure	:	120 pages approx. (including cover pages) subject to change
Colour	:	Multi coloured
Quantity	:	1200 Nos. (600 each for both the ceremonies)
Paper	-Cover pages :	300 Gsm Indian Art Card
	-Text :	135 Gsm Snow White Glossy Imported Paper

2. You are requested to give your quotations for printing of the above brochures. While quoting your rates, please keep in mind that you have to quote **an all inclusive rate** which should include all through cover printing complete with photo scanning, planning, lay-out, composing, setting, processing, additional features like UV coating, Acqueous varnish, leafing embossing etc., binding, gloss/matt lamination of cover pages, packing etc.

3. Also quote rates for each +/- 4 pages (in case the number of text pages eventually is more or less than the number of pages indicated at above, so that the total charges could be increased or decreased respectively).

4. You may kindly clearly indicate in your letter whether the rate quoted is inclusive or exclusive of VAT. In case sales tax is to be levied over and above the rate quoted by you, the rate at which VAT is to be levied must be specified.

5. The brochures have to be printed in the pattern of the Brochures printed for Year 2016. Before quoting your rates, you are required to examine the brochures printed in the Year 2016 and discuss the design, quality of paper and other specifications of the brochures with Under Secretary(Public), Public Section, Room No.13, Ground Floor, North Block, New Delhi-110001 (Tel. 23092421) on any working day. A certificate to this effect from Public Section may be obtained and enclosed with your quotation.

6. Incomplete or conditional Tenders will also not be entertained. Tender of those firms will be entertained who deposit the earnest money amounting to `50,000/- (Rupees fifty thousand only) in favour of DDO, Ministry of Home Affairs, payable at New Delhi. The earnest money will be returned soon after the tender is finalized. The earnest money will not bear any interest.

7. The firm whose tenders are accepted will have to deposit security money of `1,00,000/- (Rupees one lakh only) in the form of FDR or Bank Guarantee in favour of DDO, Ministry of Home Affairs, New Delhi. The security money shall bear no interest and this will be returned after successfully completion of the job.

8. The tender will be subject to:

- i) The 1st proof of brochure will have to be submitted to MHA by the successful bidder in not later than 07 days from the forwarding of soft copies by MHA.
- ii) Copies of brochure will have to be submitted by the successful bidder within 15 days of the confirmation of the final proof by MHA.
- iii) The GSM of the cover page and inside text pages will be strictly as para 1 of this Tender Notice.

9. In case any of the conditions mentioned in paras above is violated, the entire amount of Performance Security Deposit (`1,00,000/-) will be forfeited by MHA, by encasing the FDR/Bank Guarantee.

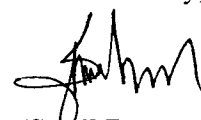
10. Your quotations in a sealed cover addressed to the undersigned be deposited to the Section Officer (Ad.III) in outside Hall No.2, North Block, New Delhi-110001 or alternatively sent by post so as to reach not later than 3:00 PM on 20.02.2017 which will be opened in Room No.2A, North Block, New Delhi at 3:30 P.M. on the same day. Quotations received after stipulated date/time shall not be entertained.

11. Sample of the papers to be used must be sent along with your quotations.

12. You are also requested to enclose copies of sample of such work done previously along with copies of the work orders issued by the concerned Ministries/Departments.

13. The award of final work will be subject to the Ministry of Home Affairs satisfying itself about the adequacy of the infrastructural facilities of the bidder(s) if needed.

Yours faithfully,



(Sunil Bareja)

Under Secretary to the Government of India
Tel. 23094956

Copy to:

1. SO (IT) for uploading the Tender Notice on MHA website.
2. US(Public), MHA for information.