

F.No.29012/05/2019-Ad.III
GOVERNMENT OF INDIA / BHARAT SARKAR
MINISTRY OF HOME AFFAIRS / GRIH MANTRALAYA

New Delhi 05th December, 2019

To

The Bidders,

Sub: Printing of Annual Report of the Ministry of Home Affairs for the year 2019-2020.

Sir,

I am directed to say that the Ministry of Home Affairs proposes to get 1800 copies (English 1100 and Hindi 700) of its Annual Report for the Year 2019-2020 printed as per the following specifications:-

1. Colour : Multi colored
2. Number of pages in English : 350 (approximately) (excluding cover pages), subject to change
3. Number of pages in Hindi : 350 (approximately) (excluding cover pages), subject to change
4. Number of copies : 1800 (English 1100 and Hindi 700)
5. Paper -Cover pages : 300 GSM Indian Art Card
-Text : 135 GSM Snow White Glossy Imported Paper
6. Photographs -Full page : 10 approximately Subject
-Half page : 20 approximately to
-Quarter page : 20 approximately variation

2. You are requested to give your quotations for the above job. While quoting your rates, please keep in mind that you have to quote **an all inclusive rate** which should include all through 4+4 cover printing complete with photo scanning, planning, lay-out, composing, setting, processing, binding, gloss/matt lamination of cover pages, packing and forwarding/transportation.

3. You may clearly indicate in your quotation whether the rate quoted is inclusive or exclusive of GST. In case GST is to be levied over and above the rate quoted by you, the rate at which GST is to be levied must be specified.

4. Kindly quote your rates for English version & Hindi version separately in the same quotation along with the total of the two.

5. 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 Sl. No. 2 & 3 above, so that the total charges could be increased or decreased respectively).

6. The tender will be subject to:

- i) The 1st proof of English and Hindi Versions will have to be submitted to MHA by the successful bidder not later than 05 days from the forwarding of soft copies of the respective versions by MHA.
- ii) 200 copies of English and 100 copies of Hindi Version of the final Annual Report will have to be submitted by the successful bidder within 08 days of the confirmation of the final proof by MHA.



- iii) The remaining copies (900 copies of English and 600 copies of Hindi version) will have to be submitted by the successful bidder within 13 days of the confirmation of the final proof by MHA.
- iv) The GSM of the cover page and inside text pages will be strictly as para 1 of this Tender Notice.
- v) In case any of the conditions mentioned in para 6 is violated, the entire amount of Performance Security Deposit (Rs.80,000/-) will be forfeited by MHA, by encashing the Bank Guarantee.

7. The Hindi Text of the Annual Report will be typed by the MHA in the Mangal Font. It is understood that Mangal Font is not compatible for the purpose of printing in the press and it is required to be converted into another Font (i.e. Aryan 2 or Kruti Dev) which is compatible with the printing process. The MHA will be making available the Text to the printer in the Mangal Font only. The printer should have in-house arrangement for conversion of Mangal Font to either Aryan 2 or Kruti Dev Font. Non availability of in-house arrangement for this conversion would be treated as a disqualification and the tender would be liable to be rejected on this count alone.

8. Tender of only those firms will be entertained who deposit the earnest money amounting to Rs.50,000/- (Rupees fifty thousand only) in favour of DDO, Ministry of Home Affairs, payable at New Delhi and submitted at Hall No.2, Jalebi Chowk, North Block, New Delhi before 3:00 pm on 26.12.2019. The earnest money will be returned soon after the tender is finalized. The earnest money will not bear any interest.

9. The firm whose tender is accepted will have to deposit a Performance Security Deposit money of Rs.80,000/- (Rupees eighty thousand only) in the form of Bank Guarantee in favour DDO, Ministry of Home Affairs. The security money shall bear no interest and this will be returned after successfully completion of the job.

10. Your online quotations/e-tender should be submitted through CPP Portal before 3:00 pm on 26.12.2019. These will be opened on 27.12.2019 at 3:30 P.M.

11. Incomplete or conditional Tenders will not be entertained.

12. Sample of the papers to be used and copies of sample of such work done previously must be sent along with the EMD. In the absence thereof the quotation/tender will be rejected.

13. You are also requested to enclose the copies of the work orders of such job issued by the atleast three Ministries/Departments of Govt. of India during the last three years.

14. 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) and this would be determined by a personal visit to the premises of the bidder(s) by a duly constituted Committee.

Yours faithfully,



(S. Samanta)

Under Secretary to the Government of India
Tel. 23094956

1. SO (IT) for uploading the Tender Notice on MHA website.
2. US (Coord.II), MHA for information
3. CPP Portal of GOI.