

F.No.D.15014/15/2017-Ad.III  
GOVERNMENT OF INDIA / BHARAT SARKAR  
MINISTRY OF HOME AFFAIRS / GRIH MANTRALAYA  
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New Delhi, the 11 /05/ 2017

To  
The bidders

Sub: Printing of Consolidated Brochure for Padma Awards,2017.

Dear Sirs,

I am directed to say that the Ministry of Home Affairs requires for printing of Consolidated Brochure on Padma Awardees which contains the citation of the awardees of both the ceremonies held earlier. The specifications of the brochures are as under:

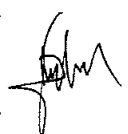
1. Combined Brochure : 190 pg. approx..( including cover pages)  
Subject to change  
Colour : Multi coloured  
Quantity : 125 nos  
paper -cover page : 300 gsm Indian Art Card  
- Text : 170 Gsm Snow White Glossy Imported paper

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,Aqueous varnish,leafing embossing,etc binding,gloss/matt lamination of cover pages, packing and forwarding.

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 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 Secretar (Public), Public Section, Roon 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 Rs.50,000/- (Rupees Fifty thousand only) in favour 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 Rs.50,000/- (Rupees Fifty thousand 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. Copies of combined brochures will have to submitted by the successful bidder within 07 days of the confirmation of the final proof by MHA. The GSM of the cover page and inside text pages will be strictly as para 1 of this Tender Notice.

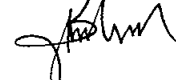
9. In case any of the conditions mentioned in para 1 & para 8 is violated, the entire amount of performance security deposit will be forfeited by MHA, by encashing the FDR/Bank Guarantee.

10. Your quotations in a sealed cover addressed to the undersigned be deposited in the Tender Box kept outside Room No-2, Jalebi Chowk, North Block, New Delhi-110001 or alternatively sent by post so as reach not later than 3:00 PM on 01.06.2017 which will be opened in Room No. 2A, North Block, New Delhi at 3:00 PM 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 alongwith your quotations.

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

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