

F.No. D-15014/09/2018-Ad.III
GOVERNMENT OF INDIA / BHARAT SARKAR
MINISTRY OF HOME AFFAIRS / GRIH MANTRALAYA

New Delhi, the 22 /05/ 2018

To
The bidders

Sub: Printing of Consolidated Commemorative Brochure for
Padma Awards,2018.

Dear Sirs,

I am directed to say that the Ministry of Home Affairs requires for printing of Consolidated Commemorative 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 : 100 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, layout, 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 Sales Tax/GST. In case sales tax is to be levied over and above the rate quoted by you, the rate at which Sales Tax/GST is to be levied must be specified.

5. The brochures have to be printed in the pattern of the brochures printed for year 2017 before quoting your rates, you are required to examine the brochures printed in the year 2017 and discuss the design,quality of paper and other specifications of the brochures with Under Secretary (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. 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 at Hall No-2, Jalebi Chowk, New Delhi before 3:00 pm on 12.06.2018. 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 a performance security deposit 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 Your online quotations/e-tender should be submitted through CPP portal before 3:00 pm on 12.06.2018.

10. 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.

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