

F.No.D.29012/13/2016-Ad.III  
GOVERNMENT OF INDIA / BHARAT SARKAR  
MINISTRY OF HOME AFFAIRS / GRIH MANTRALAYA  
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New Delhi, the 21 /12/ 2016

To

As per list attached.

Sub: Printing of Annual Report of the Ministry of Home Affairs for the year 2016-2017.

Dear Sirs,

I am directed to say that the Ministry of Home Affairs proposes to get 1600 copies (English 1100 and Hindi 500) of its Annual Report for the Year 2016-2017 printed as per the following specifications:-

1. Colour : Multi coloured
2. Number of pages in English : 300 (approximately) (excluding cover pages), subject to change
3. Number of pages in Hindi : 300 (approximately) (excluding cover pages), subject to change
4. Number of copies : 1600 (English 1100 and Hindi 500)
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 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.

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 1<sup>st</sup> 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 400 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 ( 80,000/-) will be forfeited by MHA, by encashing the Bank Guarantee.
- vi) In case any of the conditions mentioned in para 6 is violated, the entire amount of performance Security Deposit ( 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 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.

9. The firm whose tender is accepted will have to deposit a Performance Security Deposit money of 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 quotations in a sealed cover should reach (in Hall No-2, Jalebi Chowk North Block, New Delhi on or before 30.12.2016 by 3:00 P.M. These will be opened in Room No.2A, North Block, New Delhi at 3:30 P.M. on the same day.

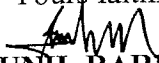
11. Incomplete or conditional Tenders will not be entertained.

12. Sample of the papers to be used must be sent along with the quotations. In the absence thereof the quotation/tender will be rejected.

13. 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.

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,

  
(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. SO (Coord.II), MHA for information
3. CPP Portal of GOI.