

F.No.22-4/2017-CDN
Government of India
Ministry of Culture
(Coordination Section)

Shastri Bhawan, New Delhi
Dated the 13 November, 2017

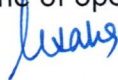
TENDER NOTICE

Sealed Quotations are invited for printing of Annual Report of this Ministry for the year 2017-18. The number of copies and other specifications are given below:-

- | | |
|--------------------------|--|
| 1. Cover Paper | 300 gsm imported art card (mat finish) |
| 2. Text Paper | 135 gsm imported art paper (mat finish) |
| 3. Number of pages | 250 approximately |
| 4. Number of copies | 1300 English and 800 Hindi |
| 5. Size | International A4 8.25" x 11.75" |
| 6. Number of photographs | Full page size 12 to 15 approximately
post card size 50 to 60 approximately |
| 7. Miscellaneous | Perfect Binding, Lamination of Cover, Printing in four colours throughout, preparation of Lay Out, Design of text, page & cover. |
| 8. Compact Disc | Web enabled CD of the Annual Report in the PDF format. |

2. Technical and Financial specifications may be furnished in the proformae.

3. Firms interested in printing the Annual Report as per specifications mentioned above may submit their quotations duly completed and signed, in a sealed cover so as to reach this office not later than 3.00 pm on 18.12.2017. The cover containing the tender should be prominently marked with the words, "Quotation for printing of the Annual Report". The quotations should be dropped in the Box kept in Room No. 333, C- Wing, Shastri Bhawan, New Delhi. The quotations will be opened at 4 p.m. in Room No. 333, C- Wing, Shastri Bhawan on the same day. Representatives of the firms may be present at the time of opening of quotations, if so desired.



Delivery Schedule for Annual Report

- i. 1st copy of the Draft Annual Report to be delivered within one week of giving material (Hard Copy).
- ii. 2nd copy of the Draft Annual Report to be delivered within 3 days from the delivery of the 1st Draft Annual Report after carrying out corrections.
- iii. Dummy of the Annual Report to be submitted within 3 days from the delivery of 2nd draft Annual Report after carrying out corrections, if any.
- iv. Printed copies in Hindi & English to be delivered within 10 days from handing over the Dummy of Annual Report.
- v. No separate charges shall be paid for delivery of goods to the Ministry of Culture, New Delhi.
- vi. The rates quoted by the selected firm, and approved by this Office shall remain valid till the job is completed to the satisfaction of the Competent Authority.
- vii. It will also be binding upon the selected firm to maintain such qualities, as indicated in the quotation.
- viii. The tenderer should enclose a signed copy of the terms and conditions stipulated for award of the contract, conveying his acceptance of the same.

4. Payment will be made on the basis of actual No. of printed pages and photographs in the Report. Quotations should reach at the address given below by 18.12.2017.

Room No. 333, C-Wing,
CDN Section,
Ministry of Culture,
Shastri Bhawan,
New Delhi- 110 001
T.No. 011-23074357

The Ministry of Culture has right to accept or reject any quotation without assigning any reason(s) thereto. The decision of the Ministry will be final in this regard.


(Rajesh Saha)

Under Secretary to the Govt. of India

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Annexure - I

Technical Specifications

1. Size. :
2. Cover Page :
3. Text Paper :
4. No. of pages Binding :
5. Color input :
6. Quantity :
7. No. of photographs :
8. Full page :
9. Post Card size :
10. Lamination :

Annexure – IIFinancial Specifications

1. Rate for English :
2. Rate for Hindi :
3. Extra pages :
4. Extra photographs :
5. Vat / taxes :
6. Period of validity of Rate :
7. Rate of extra dummy :