

Government of India
Ministry of Commerce & Industry
Department of Industrial Policy & Promotion
Udyog Bhavan, New Delhi

Sealed tenders are invited from reputed printers for carrying out printing of publications of this Department in English/Hindi language. The Tender documents for above work are available at DIPP's website <http://www.dipp.gov.in>. Interested bidders can download the Tender documents from DIPP website or may obtain Tender documents from Investment Promotion Cell, Room No.452, Udyog Bhawan, New Delhi on any working day between 10.00 AM and 4.00 PM within 15 days from the date of publication of this Tender Notice. Last date of submission of bids and Date & Time of opening of bids is mentioned in the Tender Documents.

Under Secretary to the Government of India

F.No. 6(2)/2008- IP&IC-III
Government of India
Ministry of Commerce and Industry
Department of Industrial Policy and Promotion
IP & IC - III Division
Udyog Bhawan, New Delhi -110011

Tele: 011-23061684
Fax: 011-23062626
Website: <http://dipp.gov.in>

9th June 2008

To

Sub: Invitation for Quotation for printing of publicity material relating to investment promotion (booklets, flyers, docket folders etc.) for financial year 2008-09

Sir,

Department of Industrial Policy and Promotion intends to enter into rate contract for printing of publicity materials relating to investment promotion (booklets, flyers, docket folders etc) for financial year 2008-09. The estimated value of printing work is likely to be about **Rs.25 lakhs annually**.

The detailed information about printing infrastructure available with your firm may be provided in a separate envelope, as required in the technical specifications (Annexure-B). The rates for the specific activities are required to be indicated in the Publication's Specification and Rate sheets (Annexure C). You are also advised to go through the additional details regarding volume of printing requirements and general conditions (Annexure-A) that constitute the parts of this tender enquiry. The design, layout and printing of the publication have to be of high standards as these investment promotion publications are targeted for international events.

A security of Rs.50,000/- as earnest money deposit (EMD) is required to be produced along-with bid for participation in the tender. The EMD of all unsuccessful tenderers would be returned as early as possible. **The successful tenderers would be asked to submit acceptance of terms & conditions of the contract letters and deposit the Security deposits (10% of the estimated annual work order) before returning their EMDs. This security deposit would be returned to them after successful completion of the validity period of the contract, if there is no recovery to be made from them.** The relevant general financial rules, 1963 would be applicable to deal with earnest money/security money. The EMD should be sent in the name of Under Secretary (Cash), Department of Industrial Policy & Promotion, Udyog Bhawan, New Delhi-110 011.

Quotations for technical and financial bids, separately for each publication, may be submitted in separate envelopes and also financial bids may be submitted separately for each publication. The envelopes may be marked as Financial bid or Technical bid, and also "Not to be opened before 12 Noon". **All documents submitted should be self certified by authorized signatory of the agency.** Your sealed quotation along-with terms and conditions, if any, should reach to us **latest by 23rd June 2008 by 11 AM**. The tender should be addressed to the undersigned, IP&IC-III Division, **Room No.452**, Deptt. of Industrial Policy and Promotion, Udyog Bhawan, New Delhi-110 011. The tenders will be opened on the same day at **12 Noon in Room No.152** (entry from gate No 12), Udyog Bhawan, New Delhi.

Yours faithfully,

(K.K.Sinha)
Additional Industrial Advisor

Enclosed: As above

Enclosures:

- General Conditions.....**Annexure – A**
- Technical specifications **Annexure - B**
- Publication’s Specification and Rate sheets..... **(Annexure C)**

Sl. No.	Publications
1	Booklets
2	Fliers
3	Docket Folder
4	Ready Recknor
5	SIA Newsletter and SIA Statistics (Monthly Publications)
6.	Annual Report

- Pre-receipt for refund of earnest money deposit

GENERAL CONDITIONS**1. Rates :**

The rates should be all inclusive and should not show any ambiguities. Incomplete or ambiguous offers would be rejected. The rates, along-with calculations, wherever desired, are to be given in specified format.

- 'Only one all inclusive rate' needs to be quoted for initial printing for each type of publications/publicity materials..
- 'One separate all inclusive rate' for printing of subsequent updated publicity material also needs to be quoted.
- Rates would be exclusive of Sales Tax (S.T). S.T would be applicable separately.

2. Delivery period:

Delivery period requirements are specified in respective publication's specification and rate sheets. Where delivery period is not specified following schedule would be adhered:

i	Design/ layout and first proofs of design and text for design selection/ correction	Within five days of order placement/ handing over of floppies or hard copies.
ii	Second proof/ final proof	Within two days after first proof. If complete corrections have not been carried out in first proof, next proof would be submitted urgently.
iii	Printed product delivery at Udyog Bhawan, New Delhi .	Within four days after final proof.

Shorter duration can also be fixed depending upon the contents of printing material. Non – adherence to the conditions of rate contract like delay in the printing and delivery of publications etc. may result in termination of the contract.

3. Packaging and Forwarding charges:

- (i) The consolidated rates (e.g. for SIA Newsletter etc.) of printed publication would be on CIF Udyog Bhawan basis.
 - (ii) In case of booklets, flyers and other jobs wherever specified packaging and forwarding charges would be separate.
4. The printing work has to be of high standards as the said publications are read /circulated amongst foreign and other investors like an official document. The Department reserves the right to reject any printing job, which is not up to the required standards or not submitted within the stipulated time limit.
 5. Further, to enable the hosting of printed materials on Department's website (<http://dipp.nic.in>) fonts of the respective language in floppy/CD are also required to be supplied.
 6. Earnest money/Security money deposits would be governed as per the relevant provisions of the General Financial Rules, 1963.
 7. All other terms and conditions as laid down in the Gol Rules on the subject will also be applicable to this Tender Enquiry.

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1. STANDARD TENDER CONDITIONS (Technical Specifications)

For ensuring acceptable quality of printing the agencies participating in the tender should meet following specifications:

- (i) The agency should have minimum ten years of printing experience with its own employees.
- (ii) The agency will have to furnish the Bio-data of key personnel, who are proposed to be engaged for the printing job. The Bio-data should include specifically their educational qualifications and experience.
- (iii) The agency should furnish details of at least three clients/references of repute, with whom they have executed printing work of same order (exceeding Twenty lakhs per annum) during last two financial years.
- (iv) The agency should have complete infrastructure for printing publications. The details of machinery/equipments installed in house, section-wise, needs to be furnished.
- (v) The agency should have minimum turnover of Rs.200 Lakhs per annum.
- (vi) The agency should be a registered entity (no individuals).
- (vii) The agency should be located preferably in NCTR of Delhi.
- (viii) The agency having previous printing work experience with Central/State Government, Foreign Embassies, recognized industrial associations would be preferred.
- (ix) The agencies having arrangements for necessary infrastructure (including proof-reading) for printing publications in foreign languages like French, German, Spanish, Italian, Korean, Japanese Chinese (Taiwan) would also be preferred.

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1. Booklets:

SPECIFICATIONS AND RATE SHEET

i	Size	21 cm x 27.5 cm (cut size)
ii	Quantity	1000 to 3000 depending on the requirement at the time of printing for year 2008-09
iii	Printing	a) Cover – multi colour (4 colour) Offset
		b) Text pages – multicolour / two colour/ single colour offset depending on the type of booklet
iv	Paper	a) Cover – Imported art paper 210 GSM
		b) Text pages – Imported art paper 135 GSM
v	Lay out	Text in English with colour plates to be inserted in text.
vi	Number of pages	<ul style="list-style-type: none"> Generally 16 to 80 Nos. depending on the booklet 150 to 200 for a few publications
vii	Binding	Centre stitching and lamination (For books if pages more than 60, section sewn/ perfect binding)

Rates

S.No.	Item	Rate Annexure-A
1.A	Laser typesetting, composing/planning (including design aspect if any) per page for text in English/tabular matter/graphs (Print area 17 cm x 24 cm)	Rs
2. A	Laser typesetting, composing/planning (including design aspect if any) per page for text in English / tabular matter (print area 17 cm x 24 cm)	Rs
3. A	Laser typesetting, composing/planning (including design aspect if any) per page for text in English (print area 17 cm x 24 cm)	Rs
4. A	Design of the Cover Page/lind/lllrd/lvth cover page (If required)	Rs
5. A	Fabrication of pocket at lllrd Cover including printing on it (if required)	Rs
6. A	Gol Lion Seal –Printing in gold colour per 1000 impressions	Rs
	Gol Lion Seal –Embossing in gold colour per 1000 impressions	Rs
	Embossing in gold colour text material per word per 1000 impressions	
Processing & Printing (including plate making)		
7. A	Plate making charges per form of 4 pages per colour	Rs
8. A	Cover printing in 4 colour (including processing & Printing) per 1000 covers according to the specifications mentioned above.	Rs
9. A	Text Pages printing in one colour (including processing & printing) per per form of 4 pages per 1000 copies	Rs
10. A	Text Pages printing in two colour including processing and printing per form of 4 pages per 1000 copies	Rs
11. A	Text Pages printing in four colour (including processing & printing) per form of 4 pages per 1000 copies	Rs
Reprinting Rates		
12. A	Platemaking charges per form of 4 pages per plate per colour	Rs
13. A	Printing charges (including processing) per form of 4 pages per plate for 1000 copies	Rs
Scanning Charges		
14. A	Colour scanning and touching up of pictures / TPS in 4 colour per photograph	Rs
15. A	Cost of per photograph / TPS from photo libraries / Other sources (all photographs to be procured by the printer)	Rs

Cost of Paper			
16. A	I.	Imported art Card 300 GSM per 1000 copies of cover	Rs
	II.	Imported art Card 225 GSM per 1000 copies of cover	Rs
	III.	Imported art Card 210 GSM per 1000 copies of cover	Rs
17. A		Imported art paper 135 GSM per 1000 leaf for text pages	Rs.
18. A		Cost of good quality Indian art paper per 1000 leaf for text pages (sample to be enclosed)	Rs.
Binding			
19. A		Proper binding with staples at two places per 1000 booklets centre stitched	Rs
		Proper binding per 1000 booklets(50 to 100 pages)	Rs
		Proper binding per 1000 booklets(100 to 200 pages)	Rs
20. A		Lamination of cover for 1000 booklets	Rs.
21. A		Packaging and forwarding charges per 1000 booklets	Rs.
Other Charges			
22. A		Any other charges (please specify) not covered above as required	Rs.

(S.T would be applicable separately)

2. **FLIERS**

SPECIFICATIONS AND RATE SHEET

i	Size	A) 42 cm x 23.5 cm (unfolded size) 3or 4 folds B) A-3 , 42 cm x 29.7 cm. (Unfolded size) 14 cm x 29.7 (foldable in six) C) 25.5 cm x 20.5 cm (Unfolded size) 8.5 cm x 20.5 cm (Foldable in 4) D) 27 cm x 20 cm (Unfolded size), 9 cm x 20 cm (Foldable in six)
ii	Quantity	1000 to 3000 copies depending upon the requirement at the time of printing for year 2008-09
iii	Printing	4- Colour Offset Printing
iv	Paper	135 GSM /155 GSM paper/170 GSM/ 210 GSM imported art paper
v	Layout	Text in English with colour photographs/graphs/text table
vi	Number of Folds	Two or more
vii	Number of Fliers	5 (approx.)

RATES

Sl. No.	Items	Rate	
		Size A&B	Size C&D
1.B	Cost of designing per flier	Rs	Rs
2. B	Laster Typesetting, composing/planning per flier	Rs	Rs
3. B	Platemaking per plate	Rs	Rs
4. B	Printing (including pre processing) in 4 colours per plate per 1000 fliers	Rs	Rs
5. B	Colour scanning of pictures/TPs in 4 colour per photograph	Rs	
6. B	Cost of per photograph/TPs from photo libraries/Others sources (all photographs to be procured by the printer)	Rs	

Reprinting Rates		Size A&B	Size C&D
7. B	Platemaking charges per colour per plate	Rs	Rs
8. B	Printing (including pre processing) in 4 colours per plate 1000 fliers	Rs	Rs

Please quote saperately for different sizes of paper and laminations for flies as under:

9.B Cost of imported art paper for 1000 fliers						
	Unfolded size of flyer	135 GSM	155 GSM	170 GSM	210 GSM	300 GSM
A)	42 cm x23.5 cm 42 cm x29.7 cm					
B)	25.5 cm x 20.5cm 27 cm x 20 cm					

10.B	Unfolded size of flyer	Lamination charges per 1000 flyers per side
A)	42 cm x23.5 cm or 42 cm x29.7 cm	Rs.
B)	25.5 cm x 20.5cm or 27 cm x 20 cm	Rs.

11. B	Cost of folding, per fold for 1000 flyers	Rs.
12. B	Any other charges (please specify)	Rs
13. B	Packaging and forwarding charges for 1000 fliers	Rs

(S.T would be applicable separately)

3. PRINTING OF DOCKET FOLDER

SPECIFICATIONS AND RATE SHEET

1.	Size	Suitable for A4 size booklets. Fabricated & printed (one side) with pockets (two sides). Open size of paper for fabricating docket; A) 41 cmx 61 cm B) 42 cmx 52 cm
2.	Quantity	1000 to 2000 depending upon requirement at the time of printing for year 2008-09
3.	Printing	Cover multi colour (4 colours) offset
4.	Paper	Imported art paper / plastics coated card 300 GSM
5.	Layout	Photographs, Goal Lion Seal (Printing/embossing) and text
6.	Total number of folders	One or two

RATES:

Sl. no.		Size A (open size)	Size B (open size)
1.C	Processing, Planning & Designing	Rs	Rs
2. C	Plates making charges per plate	Rs	Rs
3. C	Printing charges per plate	Rs	Rs
4. C	A) Cost of imported art card 300 gsm -open size 41 cmx 61 cm	Rs	
	B) Cost of imported plastic coated sheet 300 gsm -open size 42 cmx 52 cm	Rs	
5. C	Pix Scanning	Rs	
6. C	Die making cost	Rs	
7. C	Die cutting and pocket pasting with creasing	Rs	
8. C	Lamination (for art card paper)	Rs	
9. C	Gold embossing <ul style="list-style-type: none"> • GOI seal • Other text 	Rs	
10. C	Packaging & Forwarding charges for 1000 folders	Rs	
11. C	Any other charges (Please specify)	Rs	

(S.T would be applicable separately)

4. **PRINTING RATE FOR READY RECKONER FOR YEAR 2008-09**

SPECIFICATIONS AND RATE SHEET

Size	3.75"x 8.25" or 3.25"x 8" (interchangeable)
Design and layout	Cover- in 2/4 colours and Lion seal Text- in two colours
Paper	<ul style="list-style-type: none"> Cover 210 GSM imported Art paper and laminated text pages 135 GSM imported Art paper,

RATES:

	For first 1000 copies	Rate for each additional 1000 copies
Cover + 24 pages		
Addition/ reduction for charges for each 4 text pages		

(S.T would be applicable separately)

- **Please show the sample calculation for 1000 copies for Cover + 36 pages Ready Reckoner. The bid would be considered incomplete without this sample calculation.**

- The rates should not have any ambiguities. Incomplete or ambiguous offers would be rejected.
- Rates would be exclusive of Sales Tax , which would be applicable separately.

5. RATE FOR SIA NEWSLETTER AND SIA STATISTICS (MONTHLY PUBLICATIONS)

SPECIFICATIONS AND RATE SHEET

Size	8.25" X 11" of approx. 40 pages
Design and layout	As per enclosed samples or similar simple design. Cover- cover 2 colours with inside (2 nd and 3 rd cover) printing Text- text single colour
Paper specification	<ul style="list-style-type: none">• Cover 130 GSM Indian Art paper• Text pages 80 GSM super printing 8pts/ 10 pts.
Quantity	1000 Nos each of SIA Newsletter and SIA Statistics (monthly publications) for year 2008-09

RATES:

	For 1000 copies
Cover + 40 pages (including cost of paper)	
Addition / reduction in charges for each 4 text pages	

(S.T would be applicable separately)

- The Newsletter would be required to be supplied within 7 days after the work order.
- The printed material is to be supplied at Udyog Bhawan in properly packaged condition.
- The rates should not have any ambiguities. Incomplete or ambiguous offers would be rejected.
- The rates of complete printed publication would be on CIF Udyog Bhawan basis.
- Rates would be exclusive of Sales Tax (S.T). S.T would be applicable separately.
- Only one rate would be required to be valid for year **2008-09**

6. Rates for Design and Printing of ANNUAL REPORT 2007-08 of Department of Industrial Policy & Promotion

SPECIFICATIONS AND RATE SHEET

Size	21.5 cm x 27.5 (cut size)
Nos	2 Nos. of same design and layout <ul style="list-style-type: none"> English version – 3000 copies- for 2007-08 Hindi version – 1000 copies for 2007-08 Prefect binding
Approx. number of pages/photographs	<ul style="list-style-type: none"> Pages 136-nos. approx., Prefect binding Photographs 30 nos. approx. (to be provided by Department to an extent possible, remaining photos/art work to be arranged by printer)
Cover	<ul style="list-style-type: none"> Cover 210 GSM imported Art paper and laminated –4 colours printing
Pages	<ul style="list-style-type: none"> Text pages 135 GSM Indian Art paper – 4 colours printing

1. Design Rate

Design and layout of Annual Report 2006-2007	Scope of Work	Rates (consolidated for Hindi and English version)
	Design and layout of Annual report (same design and layout for Hindi and English version) with following specification <ul style="list-style-type: none"> Text would be provided in floppies in suitable formats. The report would contain text, tables, graphs and photographs Pages 136 nos. Photographs 30-nos. approx (to be provided by Department to an extent possible, remaining photos/art work to be arranged by printer) 	

2. Proofing	Scope	Rate (per A4 page - in four colour)
	Machine Proof to be submitted for approval for specified number of pages (e.g. cover page, photograph pages etc.)	

(3) Turnkey Printing Rates (Printing, lamination, binding etc. and supply at Udyog Bhawan)

	For first 1000 copies	Rate for each additional 1000 copies
Cover + 136 pages		
Addition / Reduction in charges for each 4 text pages		

(S.T. would be applicable separately)

- Please show the sample calculation for Design, proofing and Printing of 1000 (Hindi) + 3000 (English) copies for Cover + 140 pages annual reports.
- Department reserves the right to award order **only for turnkey proofing and printing (item No.2 and 3)**
- The rates should not have any ambiguities. Incomplete or ambiguous offers would be rejected.
- Proof to be submitted for approval on colour print.
- Delivery period – within 10 days after the approval of design, layout and proof.
- Rates would be exclusive of Sales Tax (S.T.). S.T. would be applicable separately.

(To be submitted on company's letter head for expeditious refund of earnest money of unsuccessful tenderers)

Pre-receipt for refund of earnest money deposit

Received a sum of Rs. (Rupees in words.....) from Department of Industrial Policy & Promotion towards refund of earnest money deposit, deposited with them against their enquiry No. , dated in connection with their invitation of quotations for printing /supply of publicity materials(Booklets, flyers, docketts etc.) for investment promotion for financial years **2008-09**.

Name of Company

Signature

Revenue
stamp