

CORRIGENDUM

Subject: Sealed Quation for Designing and Printing of Annual Report 2008-09 of this Ministry

1. **Original: Page No. 1 and Sl. No 2 DATE FOR Quotation Submission**
You are requested to send your quotations in two separate sealed coverslatest by 24/06/09 by 15:00 hrs.

Read As: You are requested to send your quotations in two separate sealed coverslatest by **26/06/09** by 15:00 hrs.

(K.S. Subramanian)
Section Officer (Genl.)

MoES/20/25/2009-ICC(Pt.)

Dated.2/6/2009

TENDER NOTICE

To,

As per list,

Subject:- Sealed quotation for Designing and printing of Annual Report 2008-09 of this Ministry.

Sir,

I am directed to say that this Ministry is interested in printing of the Annual Report and CD Jackets for the use of the Ministry of Earth Sciences. As the quality of the jobs required is of very high standard, **Sealed quotations are invited from only 'A' and 'B' category offset printers empanelled with DAVP.**

- Designing and Printing of Annual Report.

2. You are requested to send your quotations in two separate sealed covers, one technical bids and one financial bids, stating the rates and terms of payment etc, both kept in a bigger sealed cover superscribing "Quotation for PRINTING OF ANNUAL REPORT for use in the Ministry" addressing to the Section Officer(Genl.) latest by 24/06/2009 by 15.00 hrs. The Technical bids will be opened on the same day at 15.30 hrs.. Financial bid will be opened in due course for the bidders duly qualified in the Technical bid. Please enclose necessary documents/samples wherever required as per the enclosed Forms (Form I to Form V). The details regarding specifications of the Annual Report and CD-Jackets are given at Annexure-I.

3. The quotation not sent in the manner indicated above would be liable to be ignored. The rates quoted by you will be valid for one year from the date of issue of the work order.

4. The submission of quotation will not place this Ministry under any obligation to place the order and expenses incurred by you in this regard will not be payable by this Ministry. The quotation may be dropped in the Tender Box kept at Ground floor by 15.00 hrs on or before 26/06/2009 along with Account Payee Demand Draft of Rs.20,000/- (Rupees Twenty thousand only) as EMD (refundable without interest

after the order awarded) drawn in favour of the D.D.O., Ministry of Earth Sciences, Block-12, CGO Complex, New Dethi-110003. An amount of Rs.50,000 will be taken from successful bidder by the Ministry as security deposit and the same will be returned to the concerned firm within sixty days after the expiry of the contract/termination of the contract and no interest on it will be paid.. **Quotation not supported with the demand draft for the said amount will not be entertained.**

5. The tender notice is also available on Ministry's **website** www://moes.gov.in.

6. The vendor is required to follow the following time schedule strictly. Failing to comply with the time schedule will attract penalty @ Rs.50/- per hour. Vendor will maintain a record of date and time of the receipt and delivery of the material. The record should be counter signed by the programme officer at the Ministry as well as the messenger who will be assigned the responsibility to receive the material. For receipt of the material printer should come prepared with pendrive/CD for the collecting the material. The printer should have e-mail facility. The printer should use page maker software to carry out the job.

6.1	Annual Report,2008-2009	
6.1.1	Pre processing	Timing should be counted from date and time of receipt of the material
6.1.1.1	Data entry and layout design for making the 1st draft	72 hours from the time of receipt of the material. For subsequent entering of corrections/amendments it will be done in presence of MoES officials, whenever possible. Printer should make the system and manpower available for this.
6.1.1.2	Copy editing	will be given within 72 hours.
6.1.2	Printing of the Annual Report	
	Once the draft is approved, vendor will take necessary action to supply the printed and bound copies within 96 hours to the Ministry. Time will counted from the time the material is handed over for printing	96 hours from the time of receipt of the material

7. The Printed material should be supplied to the Ministry at its headquarter at New Delhi, CGO Compnex, at the expense of the firm.

8. The decision of the Ministry shall be final and binding. The Ministry reserves the right to cancel the tender if any false information is provided or performance does not match with the requirement of the Ministry.

9. The Submission of the tender will not bind this Ministry under any obligation to place the order and expenses incurred by the bidder will not be payable by this office. The Ministry reserves the right to reject any or all quotation without assigning any reason.

10. You may depute your representatives to see our Annual Report or to seek any information in this regard on any working day after confirming over phone to Sh. R.S. Kaim, Dy. Secretary, (Telephone No. - 24306883), Room No.123, 1st Floor, Block-12, on any working day.

11. In the matter of any dispute between the parties regarding the terms and conditions of the contract an execution thereof, the matter shall be referred to Arbitrator(s) as may be decided by the Secretary (MoES)/JS(A) for Arbitration under the Arbitration & Conciliation Act, 1986. The Tenderer shall not question the decision of arbitrator(s) on the ground that Arbitrator(s) is/are Government Servant(s). The decision of arbitrator(s) shall be final and binding on the parties.

Yours faithfully,

(K.S.Subramanian)
Officer in charge(Genl.)
Tel:-24306891

NAME OF THE JOB

1.Designing, Printing and supply of the Annual Report of the Ministry.

- Quantity : English version -1700 copies
(110 pages size: 8.5 inch x 11 inch)
- Quantity : Hindi version - 1100 copies
(110 pages size: 8.5 inch x 11 inch)
- Outer wrapper : outer cover, both sides multi color (four color) printing on 300 imported art card with cover lamination
- Inner pages : both sides multi color (4 colors)
Printing on 135 GSM imported art paper.
Photographs, graphs and other creative work will be common for both Hindi (language change in one color)
- Binding: Sewing & cover drawn on with printing on spine.
- Since the number of pages for the Annual Report is yet to be decided, printing charges for exact number of pages will be decided on pro rata basis.
- Rates will be valid up

2. Cost calculation

Since the number of pages for the Annual Report is yet to be decided, printing charges for exact number of pages will be decided on pro rata basis.

3.Creative options

You have to provide three creative options with regard to the publication (it includes wrapper and the content of the text, photograph, tables' illustration etc. free of cost from the cost from the texts and photographs given by us/arranged by you as per our requirement. The creative options will be common for both English and Hindi version.

4.photos

Electronic files of the scanned photograph or photographs taken by digital camera will be supplied.

5.Pre-Press Job

-Write up of Annual Report will be provided in electronic format(MS Words)
- Pre-Press job such as all DTP work for Hindi and English including Designing/
Creative options should be done with the Printers own DTP to the satisfaction of the Ministry.

- Proof-regarding of the manuscript by a good professional proof-reader.

- Cost should be inclusive of system charge and proof reading.

6. Inclusive of samples

Copies of the similar sample work carried out by your company should be included along with your quote. Quotations not accompanying the sample reports will not be considered. In case the sample report will not be considered. In case the sample report submitted by you, is not up to the satisfaction the offer will be summarily rejected. These should be enclosed with Technical bid.

Schedule of work

The work should be completed in all forms and material should be delivered to Ministry of Earth Science, CGO Complex, New Delhi- 110003 within stipulated days from the date of placement of printing order as mentioned at Paragraph No. 3.

The security deposit will be forfeited in case the supply of the printed publication is delayed beyond the stipulated period indicated above.

9 Quotation

- The rate quoted by your should be inclusive of paper, creative options, plate layout design (both English and Hindi) proof reading, positives, printing, binding etc. and supply the materials including the CDs to the ministry.
- Vendor should be able to execute all the required jobs together. Part quotation will not be entertained.

10 Validity of offer

For the Annual Report/CD Jackets printing the quote should be valid for one year from the date of issue of the work order.

13 Agency

- The agency should be empanelled by DAVP as category 'A' & 'B' printer. Ministry reserves the right to accept/ reject to bids on the basis of past experience in respect to the printer.
- The firm should be reputed and should have prior experience in designing printing and publication.
- They should have the requisite infrastructure at Delhi to do the job in URGENT manner and sufficient manpower to do the job efficiently and interact with the Ministry regularly.

- They should have latest high quality 4/6 colour printing machine of their own. They should have latest DTP software's & hardware's & sufficient manpower to operate it.

14. Clarification of Bidding Documents

A prospective Bidder requiring any clarification of the bidding documents may notify the Client in writing by fax or e-mail. The following may be contacted for these purpose.

Name of the officer	Designation	Contact Particulars
R.S.Kaim	Dy. Secretary	Tel.: 011-24306883 Fax: 24360336

The Client shall respond in writing to any request for clarification of the bidding documents, which it receives no later than 22.6.2009.

15 Dead Lines

Last date for receipt of sealed offer is 27th December, 2007 (by 15.00hrs). Tender will be opened on the same day at 15.30 hrs. The tender should be addressed to The Section Officer(General), Ministry of Earth Sciences, Block-12, CGO Complex, Lodi Road, New Delhi-110003.

16 Tender

The tender should be submitted in two separate inner covers. First envelop should contain the profile, infrastructure and other details of the company as per Proforma for Technical Bid (From I,II,III & From V). The envelop should be sealed and super scribed in bold letters-"Technical Bid". The Second envelop containing Price Bid(Form IV) should be sealed and super scribed in bold-letter- Financial bid. Both the covers containing technical and financial bid should be placed in a separate folder and super scribed in bold letters" **Quotation for PRINTING OF ANNUAL REPORT AND CD- JACKETS OF THE MINISTRY.** Last date of submission, 24/06/2009 at 15:00hrs.

17 Opening of Tender

The sealed cover containing qualification Bid will be opened in the presence of committee members. Financial bids will be opened only for the qualified vendors.The

decision of the Ministry will be final and binding. The Ministry reserves the right to cancel the tender if any false information is provided or performance does not match with the requirement of the Ministry.

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PROFORMA

To

The Deputy Secretary (Admn.)
Ministry of Earth Sciences,
Block-12, CGO Complex,
Lodi Road, New Delhi-110003.

Sir,

Subject:- Sealed quotation for Designing and printing of Annual Report 2008-09 of this Ministry.

The undersigned have read and examined in detail the tender document in respect of the subject mentioned above and do hereby express our interest to provide such services.

correspondence Details:

Our correspondence details are

1.	Name of the company	
2.	Address of the Company	
3.	Name of the contact person to whom all references shall be made regarding this tender	
4.	Designation and address of the person to whom all references shall be made regarding this tender	
5.	PAN and service Tax details	
6.	Telephone (with STD code)	
7.	E-mail of the contact person	
8.	Fax No. (with STD code)	

We have enclosed the following:

- (i) Form 2: Proof of empanelment by DAVP
- (ii) Form 3: Prior Experience
- (iii) Form 4: Declaration Letter
- (iv) Form 5: Financial Bid (Separate sealed cover)
- (v) Earnest money Deposit
- (vi) Letter of authorization in the name of the contact person representing the company.

Thanking you,

Yours faithfully,

(Signature of the Authorized person)

Date:

Name:

Place:

Designation:

Business Address:

MINIMUM ELIGIBILITY

The details in respect of the company are as given under:

1.	Name of the Company	
2.	Year of Registration/Incorporation (enclose copies)	
3.	Number of Employees as on March 31,2009	
4.	Annual Turnover (enclose copies of proof)	2007-09 - 2008-09
5.	Sales Tax/Income Tax Registration No. (enclose copies)	
6.	Sales Tax/Income Tax Clearance certificate (enclose copies)	
7.	Order of DAVP vide which empanelled as category 'A/'B' printer	

Yours faithfully,

Date:
Place:
Business Address:

(Signature of the Authorized person)
Name:
Designation:

PRIOR EXPERIENCE

Name of the Company/Firm/Agency alongwith its address and details of contact person to whom the publication was issued	
Copies of the similar sample work carried out by your company should be included along with your quote (at least 3 reports)	

Yours faithfully,

Date:
Place:
Business Address

(Signature of the Authorized person)
Name:
Designation:

FORM - IV

**PROFORMA FOR FINANCIAL BID
(TO BE PUT UNDER SEPARATE SEALED COVER)**

1. Name of the Company, address etc.
2. Details of rate quoted
(Figures may be written in words as well as in figures. In case of any discrepancy between figures and words, the written in words will be taken for consideration)

TABLE

Sl.No.	Job Description	No. of copies	Cost
1.	Designing and Printing of Annual Report	(English -1700, Hindi-1100)	

Yours faithfully,

Date: (Signature of the Authorized person)
Place: Name:
Business Address Designation:

Duly Authorised by

Note:-

No cutting or over-writing will be allowed. Any Financial bid with over-writing or cutting will be disqualified.
-The Total cost indicated above will be used for comparisons.

DECLARATION

Declaration letter on official letter head stating the following:

(1) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.

(2) We are not black-listed by any Central/State Government/ Public Sector Undertaking in India.

Yours faithfully,

(Signature of the Authorized person)

Date:
Place:
Business Address:

Name:
Designation:
Seal