

MoES/8/2/2013-Genl.  
Government of India  
Ministry of Earth Sciences

Prithvi Bhawan, Lodi Road  
Opposite India Habitat Centre,  
New Delhi – 110003

Dated 22 /01/2015

To,

As per list

Subject:- Quotation for printing of Annual Report.2014-2015 – reg.

Ministry of Earth Sciences invites sealed quotations for printing of Annual report – 2014-2015 from reputed bidders having the expertise in printing of Annual Reports and who are enlisted with the Directorate of Advertisement and Visual Publicity (DAVP) or Directorate of Printing of Government of India. Interested bidders who have good experience of Printing/Perfect binding of Annual reports of the Ministries/Departments of Government of India/Multilateral agencies etc. can submit their bids to this Ministry

2. The tender should be submitted in two sealed covers
  - A) The first sealed cover super-scribed as "Technical Bid" should contain the following items:-
    - i) The Performa at Annexure-II, duly filled in, along with relevant documents/information.
    - ii) Acceptance of terms and conditions at Annexure-I
    - iii) Earnest Money Deposit (EMD).
  - B) The second sealed envelope super-scribed "Financial Bid" as at Annexure-III should contain only rates of printing books.
3. Both the sealed covers should be placed in a bigger sealed envelope super-scribed 'Quotation for Printing of Annual Report-2014-2015'. Tender should be addressed to the Section Officer (Genl.), Room No.1, Prithvi Bhawan, Lodi Road, New Delhi-3 and dropped in the Tender Box latest by 3.00 PM on or before 13/02/2015.
4. The Technical bids will be opened by the Tender Committee on the same day i.e., at 3.30 PM on 13/02/2015 in the presence of the participating bidders, who may wish to be present. Quotation received after stipulated time & date will be rejected forthwith.
5. The competent authority in the Ministry reserves the right to amend any of the terms and conditions contained in the Tender Documents or reject any or all application (offers) without giving any notice or assigning any reason. The decision of Competent Authority in this regard will be final and binding.
6. The quantity, quality and description of items are as follows:-
  1. Printing of Books (Annual report 2014-2015) English Version (1500 copies)
    - a) Size : 8 ½ x 11
    - b) Cover page -300 gsm imported matt finish with UV Coating
    - c) Inside Paper -130 gsm imported matt finish
    - d) Printing: Cover-multicolor

- : Inside-Multicolor
- e) Language : text in English Version will be printed in multicolor. The annual report will also contain Photographs & other creative work.
- f) Text Pages of 150 – 160 (The number of pages may increase or decrease). In case pages increase beyond 160, proportionate increase in rates shall be paid.

2. Printing of Books (Annual report 2014-2015) Hindi Version (1000 copies)

- a) Size : 8 ½ x 11
- b) Cover page -300 gsm imported matt finish with UV coating
- c) Inside Paper -130 gsm imported matt finish
- d) Printing: Cover-multicolor  
: Inside –Multicolor
- e) Language : Text in Hindi Version will be printed in multicolor. The annual report will also contain Photographs & other creative work.
- f) Text Pages of 160 – 170 (The number of pages may increase or decrease). In case pages increase beyond 170, proportionate increase in rates shall be paid.

7. All the bidders are requested to read and understand the terms and conditions of the Tender as detailed above and in the Annexure-1 before sending their quotations, as no violation of the aforesaid terms and conditions are permissible once the quotation is accepted by the Ministry.

8. Selection Criteria:- The Printer firm which agrees to print the Annual Report as per specifications given in this Tender Document and quotes the overall lowest rate shall be awarded the Tender.

9. The Tender document can be downloaded from the website of the Ministry i.e., [www.moes.gov.in](http://www.moes.gov.in) or from [www.eprocure.gov.in](http://www.eprocure.gov.in)

Yours faithfully,

(Rishi Kumar)  
Deputy Secretary (GA)  
Tel:-24669509

Copy to: Computer cell with the request to upload the tender on the website of the Ministry & Central Public Procurement Portal of GOI at [eprocure.gov.in](http://eprocure.gov.in).

(Rishi Kumar)  
Deputy Secretary (GA)

Terms & Conditions

1. The firm should have an experience of 3 years in printing etc. The information about the firm should be given in the Performa (Technical Bid) annexed at **Annexure-II**.
2. The firm should be enlisted with Directorate of Advertising and Visual Publicity (DAVP) or Directorate of Printing, Government of India.
3. No advance payment will be made. The approved contractor shall submit bill (in triplicate) on completion of work.
4. All the copyrights of the publication will be with the Ministry of Earth Sciences. None of the contents will be revealed to any person not associated with the report work, nor material in the Report in any form, will be shared by the successful bidder with anybody, without obtaining written consent of the Ministry.
5. Signed sample of the papers to be used for the cover and inside content be submitted along with bid. The quotation will not be considered without paper sample. In case of damage/errors in the Report copies due to printing related reasons, the printer will be required to provide flawless copies without additional payment.
6. The competent authority in the Ministry reserves the right to amend any of the terms and conditions contained in the Tender Documents or rejects any or all application (offers) without giving any notice or assigning any reason thereof. In this regard, the decision of Competent Authority in the Ministry will be final and binding.
7. The tender received after due date & time will not be considered.
8. An earnest money of Rs. 10,000/- (Rupees Ten thousand only) should be submitted along with the technical Bid in the form of Account Payee Demand Draft/Fixed Deposit Receipt/Banker's cheque or Bank Guarantee from any of the commercial banks in an acceptable form drawn in favour of DDO, Ministry of Earth Sciences. Tender not accompanied with the requisite earnest money will be rejected out rightly without assigning any reasons/entertaining any correspondence. The earnest money of unsuccessful tenderers will be refunded without accrual of any interest, on finalization of tender. The EMD of the successful bidder will be returned after completion of the contract.
9. The rates may be quoted as per Performa annexed at Annexure-III.
10. Any dispute arising in the matter shall be resolved through an arbitrator to be nominated by the Competent Authority in this Ministry.
11. The contract shall be subject to the Indian laws and jurisdiction of the courts located in Delhi.
12. Payments are subject to delivery of all the printed books in accordance with prescribed specification and for any shortcomings the payment can be with held/ reduced in part or full by this Ministry.
13. No separate charges will be paid for delivery of Annual Reports in the Ministry of Earth Sciences, Lodi Road, New Delhi.

14. No additional claim will be admitted for reproofing/reprinting in the event of unsatisfactory results.
15. Printer will depute technical person(s) who will prepare the final CD of the material, along with photographs/tables etc. within the premises of this Ministry, in cooperation with the officials of this Ministry.
16. Liquidated damages:- The printing of the annual Report can be ordered at short notice and therefore the Printer can be asked to print the annual report at short notice of one week or ten days. That's the bidder should be capable of Printing the Annual Report within a short notice failing which liquidated damages @ 1% of the contract value per day may be imposed.

## PROFORMA (Technical Bid)

Sl. No.	Particulars	To be filled by the Tenderer
1	(a) Name of the Firm	
	(b) Address	
	(c) Telephone No.	
	(d) Mobile No.	
	(e) Email Address	
	(f) Type of firm (Propriety/Private/Private Ltd./MNC/Cooperative/Govt. Undertaking.)	
2	PAN Number (Copies to be enclosed)	
3	TIN Number (Copies to be enclosed)	
4	Service Tax Registration No. (copy to be enclosed)	
5	List of Govt. Ministry/ Departments/ clients showing experience in the field(Copies of contracts/ orders placed on the agency during <b>last 3year should be attached along with one samples of jobs executed</b> )	
6	Whether copies of Income Tax return for last 2 years attached.	
7	Signed sample of the papers to be used for cover and inside content be enclosed.	
8	Details of EMD i) Amount ii) Draft No iii) Date iv) Issuing Bank	
9	Whether terms and conditions of the Tender is acceptable or not	
10	Whether the firm is blacklisted by any Government Department or Public Sector Undertaking ( <u>If no, an undertaking to this effect is to be attached in this regard</u> )	

Date:  
Place:

(Signature of the authorized person)  
Name:  
Designation:  
Seal:

## ANNEXURE-III

## PROFORMA (FINANCIAL BID)

S.No.	Particular of Job	Qty	Amount in Rs.	
			Words(Rs.)	Figures(Rupees)
1.	<p><b><u>Printing of books (Annual report 2014-2015)</u></b> <b><u>English Version</u></b></p> <p>a) Size : 8 ½ x 11  b) Cover page -300 gsm imported matt finish with UV Coating  c) Inside Paper -130gsm imported matt finish  d) Printing : Cover- multicolor  : Inside-Multicolor  e) Language: text in English Version will be printed in multicolor with Photographs &amp; other creative work.  f) Text Pages of 150– 160</p>			
2.	<p><b><u>Printing of Books (Annual report 2014-2015)</u></b> <b><u>Hindi Version</u></b></p> <p>a) Size : 8 ½ x 11  b) Cover page -300 gsm imported matt finish with UV coating  c) Inside Paper -130 gsm imported matt finish  d) Printing : Cover-multicolor  : Inside-Multicolor  e) Language : text in Hindi Version will be printed in multicolor with Photographs &amp; other creative work.  f) Text Pages of 160 – 170</p>			
3.	Service Tax @			
4.	VAT @.....if any			
5.	Total amount inclusive of taxes			

- I) All rates quoted should be as per above Performa only.  
II) The firm will be expected to keep complete inputs/processing material for a minimum of six months for possible re-prints.

(Signature of the authorized person)

Name:

Designation:

Seal: