

No.D-13015/01/2012-Genl.
Government of India
Ministry of Drinking Water & Sanitation

8th Floor, Paryavaran Bhavan,
CGO Complex, Lodhi Road,
New Delhi - 110 003.
Dated: the 23rd February, 2012

To

All Interested Agencies/Printers

Subject: Tender Notice for printing of Annual Report 2011-2012 of Ministry of Drinking Water & Sanitation.

Sir,

I am directed to state that the Ministry of Drinking Water & Sanitation intends to invite sealed tenders for printing its Annual Report 2011-12. Interested bidders who can operate from Delhi and have experience of printing/perfect binding of Reports/Documents of the Ministries/Departments of Government of India/multilateral agencies etc. and are empanelled as "A", & "B" Class Offset Printers empanelled with Directorate of Printing (DOP), Ministry of Urban Development, Government of India or Directorate of Audio Visual Publicity (DAVP), Ministry of Information and Broadcasting, Government of India including printer of any Central Government Ministries/Departments for printing jobs may submit their quotation in sealed covers in the form specified at Annexure-I & II.

2. The Quotation along with an Earnest Money Deposit (EMD) of Rs.3,000/- (Rupees Five Thousands only) in the shape of a Bank Draft/Demand Draft in favour of DDO, Ministry of Drinking Water & Sanitation, Paryavaran Bhavan, New Delhi, in sealed cover may be submitted to the Deputy Secretary (Admn), Ministry of Drinking Water & Sanitation, CGO Complex, New Delhi. The rate quoted should be inclusive of all taxes. The sealed cover should be super-scribed "Quotation for Annual Report 2011-2012 of the Ministry of Drinking Water & Sanitation. The date and time to receive the aforesaid sealed cover is as under:

Days to receive the sealed cover	Timing
All working days From 24-02-2012 to 04-03-2012	10.00 AM to 5.00 PM
On 05-03-2012	Upto 11.00 AM

3. The sealed covers containing bids will be opened on the last date i.e. 05-03-2012 at 3.30 PM in Room of Deputy Secretary(Admn.). Interested bidders may like to be present themselves or depute their representative (not more than one person) to be present at the time of opening the bids.

4. The tasks are as follows:

"Printing and Perfect Binding of 2600 (1000 in Hindi and 1600 in English) annual Report 2011-2012 of the Ministry from a ready to print CD".

5. The successful bidder would be required to submit Bank Draft/Pay order drawn in favour of 'DDO, Ministry of Drinking Water and Sanitation', for Rs.15000/- (Rupees Fifteen Thousand only) as a performance security, which would be returned back to bidder after satisfactory completion of work. The successful bidder would be provided "Ready to Print CD". Technical specifications of the work are as under:

i	Quantity	1600 English 1000 Hindi
ii	No. of pages	Approximately 100
iii	Finished Size	8.5" X 11"
iv	Paper	
	a) Cover	300 GSM imported art card
	b) Text pages and separator	100 GSM art paper
v	Process of Productions	Offset Printing with multi-colour
vi	Binding	Perfect Binding
vii	Lamination	Matt lamination of Cover with provision for sport UV printing on cover
viii	Scope of work	To deliver all Annual Reports in one lot (in a bundle of 20 Reports each) at Paryavaran Bhavan, CGO Complex, Lodi Road, New Delhi after fixing up time and room number, at no additional transportation cost to the Ministry or any place in Delhi within 10 days of supply order.

The printing of Annual Reports needs to be completed within 07 days from the date of supply of "Ready to Print CD/DVD".

K. K. Reddy

6. Other conditions are as below:

- i) Bids would accompany earnest money in the form of Bank Draft/Pay order drawn in favour of 'DDO, Ministry of Drinking Water and Sanitation', for Rs.3,000/- (Rupees Three Thousand only). Bids without earnest money would be rejected outright. The earnest money of the successful bidders will be retained till completion of the contract.
- ii) The Ministry reserves the right to accept or reject any bid without assigning any reason.
- iii) All the copyrights of the publication will be with the Ministry of Drinking Water & Sanitation, Government of India. 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 of Drinking Water & Sanitation.
- iv) The unit worked out on the basis of the rate quoted will remain valid until 30th August, 2012 and would be applicable for reprinting, if necessary for a minimum print run of 500 copies.
- v) Signed sample of the papers to be used for the cover and inside content be submitted along with the bid. The specification and quality of paper proposed to be used may also be indicated. The quotations will not be considered without paper sample.
- vi) Rates should be quoted both in words and in figures and preferably typed. Any overwriting in rates may render the tender invalid.
- vii) In case of damage/errors in the Annual Report copies due to printing related reasons, the printer will be required to provide flawless copies without additional payments.
- viii) Payments are subject to satisfactory delivery of printed copies in accordance with prescribed specifications (like the grammage of pages used etc to be tested by the RTI) and any shortcomings would be liable for withholding/reduction of payment in part or full.

Yours faithfully,


(K. Narayana Reddy)

Under Secretary to the Government of India

Copy to:-

✓ Technical Director, NIC, Ministry of Drinking Water & Sanitation, New Delhi with a request to host it on the website of Ministry of Drinking Water & Sanitation and also on the designated website for e-tendering as per the latest GOI policy directive.

ANNEXURE-I

No.D-13015/01/2012-Genl.
Dated: the 23rd February, 2012

PARTICULARS OF FIRM

1.	Firm's Details	
	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/Co-operative/Govt. Undertaking)	
	g) Empanelment with DAVP or Dte. of Printing (DOP) as "A" & "B" Class printers	
	h) Annual turnover	2009-2010: 2010-2011:
2.	The agency/printer desirous of handling this job should be having advanced technology with complete set-up of composing, processing, printing, cutting, binding units under one roof with the potential to carry out high class designing of layout printing etc.	Printing and all related work
3	No. of samples enclosed: (Please submit at least two samples of jobs executed during each of the last two financial years. Each job should value Rs.5 lakh or above preferably from Govt. agencies)	
4	Has the firm ever been debarred blacklisted by and Organisation? If 'yes' the details thereof	
5	Details of Award/Certificate of Merit etc. received from any Organisation. {Please attach copy of certificate(s)}	
6	Earnest money details bank draft:	
	i) DD/Bank draft no. and date for Rs.3,000/-	
	ii) Name of drawee	
	iii) Name of the Bank	
7	PAN Number	
8	TIN Number	

(As per specification given in the tender)

The terms and conditions of the tender are acceptable to me/us.

Authorized Signatory
(With full name and designation)
Seal:

K. K. K.

ANNEXURE-II

No.D-13015/01/2012-Genl.
Dated: the 23rd February, 2012

Subject: Price Bid Document Printing and Binding of Annual Report 2011-2012 of Ministry of Drinking Water & Sanitation.

Bidder's Name:

Telephone:

Address:

Sl.N o.	Particular of Jobs	Qty.	Amount in Rupees (inclusive of all taxes and VAT)	
			Words	Figures
1	Printing and Perfect Binding of Annual Reports of following specification a) Finished size: 8.5" x 11" (offset printing) b) Paper i) Cover 300 GSM imported art card ii) Text Pages and separator 100 GSM art paper c) No. of Pages: 100 (Approx.) d) Binding Perfect Binding e) Lamination: Matt lamination of Cover	1600 (English)	Rs.	Rupees
		1000 (Hindi)	Rs.	Rupees
		Total:	Rs.	Rupees
2	Rate of Addition (+) Reduction (-) of 4 (Four) pages	English	Rs.	Rupees
		Hindi	Rs.	Rupees

- i) All rates quoted should be inclusive of all taxes (excluding delivery charges as the documents are to be delivered at any place within Delhi or at Paryavaran Bhavan, New Delhi free of cost by the printer.
- ii) The firm will be expected to keep complete inputs/processing material for a minimum of six months for possible re-prints.
- iii) All fields are mandatory and rates should be quoted as instructed.

Authorized Signatory
(With full name and designation)
Seal:

K. K. K.