



PUBLICATIONS DIVISION

Ministry of Information and Broadcasting
Soochna Bhawan, CGO Complex
New Delhi-110003

Tender for Publication of Annual Report 2012-13 for Ministry of Information & Broadcasting

Subject: Publication of Annual Report 2012-13 for Ministry of Information & Broadcasting in English and Hindi on a turnkey basis.

On behalf of President of India, ADG(I/c), Publications Division invites sealed quotations for the publication of 4200 copies (2100 copies each in English and Hindi) of Annual Report on a turnkey basis from reputed agencies/printers.

This will a two bid tender i.e (1)Technical bid in **Annexure I** (2) Financial bid in **Annexure-II**. Tenders should submit quotations in separately sealed envelopes for technical and financial bids clearly mentioning “Technical bid for publication of Annual Report 2012-13 for Ministry of Information & Broadcasting” and “Financial bid for publication of Annual Report 2012-13 for Ministry of Information & Broadcasting” and should be put together in the 3rd envelop superscribing “Tender for publication of Annual Report 2012-13 for Ministry of Information & Broadcasting” addressed to Joint Director (Production), Publications Division, Soochna Bhawan, Room No. 53, C.G.O. Complex, Lodhi Road, New Delhi. The financial bid should be in the proforma shown as Annexure-II. Every tender must be accompanied by a demand drafts of Rs.25,000/- (Rupees Twenty-five Thousand only) and Rs.250/- (Rs. Two hundred fifty only) towards tender documents charges from a scheduled bank payable in favour of Additional Director General (I/c), Publications Division and payable at Delhi. EMD draft/tender document charges drafts should be put up in technical bid envelop only. Tender without the EMD and tender documents charges drafts will not be entertained under any circumstances. **Financial Bids will be opened only of those firms which are found technically fit by the Tender evaluation committee.**

Technical Bids will be opened on 11.12.2012 at 3.30 pm

The details and specification of the job are given below:-

Description of Work

Publication of 4200 copies (2100 copies each in English and Hindi) of the Annual Report of the Ministry of Information & Broadcasting comprising approximately 300 pages in multicolour in each language on a turnkey basis as per details given below:

The text material will be made available to the agency and it would be responsible for all the jobs from typesetting, page-making, layout and design of entire book, translation, editing, proof reading, printing and delivery in a time bound manner.

Detail of the work

Text and Editing Related Job

The Annual Report would be brought out in English and Hindi from the text material (MSS) and colour photographs provided by the office. The detail of the job in English and Hindi is as follows:

English Book

1. Typesetting and Composing, Editing & proof reading of the text material in English and Hindi will have to be done by the agency/printer and after first proof reading final page making is to be done as per the layout by placing about 100 or more photographs/ graphs & maps etc. Colour print outs will be required to be submitted for approval of the competent authority. Textual corrections and changes of photographs & text matter marked on proofs will have to be done by the agency/printer before final print out. The agency/printer may also be asked to work in the office of the Publications Division, Sookhana Bhawan, New Delhi and or in the office of the Ministry of I&B, Shastri Bhawan, New Delhi as and when required.
2. Digital colour proofs of cover and text pages in complete book shape(dummy) will also have to be submitted for approval before printing.
3. The entire job which includes typesetting, translation, editing & proof reading, layout and designing, submission of proofs and printing will be required to be done within 3-4 weeks. Supply of requisite copies of the printed book in English and Hindi must be completed on or before 14.02.2013.
4. Delivery of 200 copies (each in English and Hindi) will be required at Division's office at Sookhana Bhawan, C.G.O complex, New Delhi and remaining bulk copies of the Book will be delivered in Ministry of Information & Broadcasting, Shastri Bhawan, New Delhi and or and other specified location in Delhi/ New Delhi as per direction.

Hindi Book

1. Translation: The Hindi book will involve an additional step of getting the finalized English text translated into Hindi.
2. The translation will be required to be done in a very tight time schedule so that Hindi book is also made available to the Ministry within a few days (3-4 days) of the English book being delivered to the Ministry.
 2. Other steps from 1 to 4 above would remain the same.

Publishing (Composing, designing, printing) related Job

No. of Text Pages: 300 with 4 cover pages.

Size: 8.5"x11"

Colour: 4 colour

PAPER:

Cover: 300 GSM or above BILT or equivalent quality MATT Art Card

Text pages and Map: 130 GSM BILT or equivalent quality MATT Art paper

No. of Copies: 4200 (2100 copies each in English and Hindi)

Process: Offset Printing

Cover: Cover design would be provided by Publications Division/ Ministry. Cover of Hindi report will have to be developed by the printer/agency. The cover of both the languages will be matt laminated and machine creased at four places. The books will be section sewn and cover will be over-pasted at the spine with good quality adhesive. Books of urgent requirement may be perfect bound. In case, there is any addition or deletion of text in English and Hindi during printing, that is to be carried out by the printer at their cost.

Rates for Additional or reduced number of pages

While the expected number of pages is 300, the agency should quote the rates for printing the book consisting of additional or reduced number of pages in a bunch of 4 pages (e.g. please quote the rate for printing additional 4 pages or reduced 4 pages with all the specifications mentioned above. This would be used to calculate the payment for final book by adding or subtracting from the main rate given for 300 pages on a pro-rata basis). This rate would not be included in calculation of the Lowest rate (L 1). However, it would be used to make final payment on the basis of exact number of pages/copies.

Essential Qualification

1. The agency/printer must have the experience of doing similar multicolour job work (of a value not less than Rs. 5 lacs for at least two jobs) in the last 5 years (Annual Report, book, booklet, study report etc.) of the central/state governments/PSUs/Statutory bodies with supporting documents.
2. Proof of work orders as well as payments thereof in respect of works mentioned in sub para 1 above.
3. The agency must have its office in Delhi /NCR with a minimum three computers alongwith professional manpower in house for designing etc, besides arrangements with established typesetter/printer for typesetting in English & Hindi and printing of Reports.
4. The samples provided by the tenderer/agency must be satisfactory both in terms of printing quality and editorial work.
5. Technical bid would be evaluated on the above mentioned basis by the Committee.

Tender for Publication of Annual Report 2012-13 for Ministry of Information & Broadcasting

Earnest Money/Performance Security/Tender documents charges

Every Tender must submit demand drafts as per details given below in favour of Addition Director General (I/c), Publications Division payable at New Delhi:-

1. Tender documents charges of Rs. 250/- (Rs. Two hundred fifty only) which is non-refundable.
2. An earnest money of Rs. 25,000 (Rs. Twenty-five thousand only) will be required. Earnest money of the unsuccessful bidders would be returned within 3 weeks of the finalization of the contract.

In case of successful bidder the demand draft submitted as EMD will be retained as performance security which will be returned to him after successful completion of Job as per satisfaction of the ADG(I/c).

In case of refusal/non-completion of job by the successful bidder, the earnest money would be confiscated and agency will be blacklisted for doing any work for the Publications Division for 3 years.

Penalty

1. In case the quality of work is not as per the tender specification, a penalty between 5 % to 15 % of the total value of the work may be imposed by the Division.
2. In case of delay in providing the final copy of the book, a penalty of Rs. 1 per copy per day would be imposed.
3. The work would be monitored by a duly constituted Committee which would recommend the penalty if required and submit its report to ADG(I/c), DPD. The decision of ADG(I/c), DPD would be final.

“Technical Bids must be accompanied with”

1. Duly filled in proforma as in Annexure I.
2. Two separate Demand Drafts each for earnest money and cost of tender document.
3. Printed samples of similar work during the past 5 years
4. Notarized Affidavit that their firm has not been black listed.

Other Remarks

1. Time schedule must be adhered to.
2. A neat and high class production with uniformity throughout is essential
3. Usual terms and conditions of tender apply.
4. Rates should be quoted in both words and figures, preferably typed.
5. All input material will have to be returned to Publications Division at agency's cost.
6. All taxes should be included in the quoted rates. No extra payment would be made for tax or other statutory payments incurred by the agency.

7. All disputes will be settled under Delhi jurisdiction.
8. In case number of copies pages to be printed is increased or decreased, calculation for payment would be made on pro-rata basis.
9. The Publications Division reserves the right to cancel the tender or not award the job to anyone without assigning any reason.
10. The decision of the Ministry of I&B/ Publications Division would be final so far as the textual or production quality of the job is concerned. The agency would seek the approval for each important step of the work before finalizing the work.
11. There should be no overwriting or cutting on the rates quoted for the job. The tenders must be submitted in properly sealed envelopes which should be non-transparent and secure from tampering.

Dates for Submission of the Tender:

1. Availability of tender documents on websites www.publicationsdivision.nic.in/ www.mib.nic.in/ www.tenders.gov.in :-
2. **Date of closing of Tender:- 11.12.2012 (at 2.00 pm)**
3. **Date of opening of technical bid :- 11.12.2012 (at 3.30 pm)**
4. Date of opening of financial bid will be intimated to the technically qualified bidder only.

NOTE:- Tender documents are available on our websites referred to above only. No tender document will be sold in office of the Publications Division.

Format of the Quotation for Technical Bid**Tender for Publication of Annual Report 2012-13 for Ministry of Information & Broadcasting****Agency/ Company Detail****1. Name of the Tendering agency/printer:****2. Address: (with phone no. and Email id)****3. Contact Person & Designation:****4. TIN/PAN:****5. Details of Demand Drafts :- i.) Earnest Money
ii.) Tender documents charges:****6. Details of the past work(especially past 5 yrs):**

Please provide the information in the following format and also enclose documentary evidence for the work. Samples of the work undertaken by them. Add separate sheet, if required.

Sl. No.	Work Description	Department/Ministry/ Organisation	Year of Work	Value of Work (Rs.)

7 . Profile of the tendering agency/printer: (add additional sheets if required)**8. Whether black listed at any time related to performance. Please submit notarized affidavit.****9. List of qualified personnels with the agency/printer as per provisions of sub para 3 under the para “Essential Qualification”. Also give the name of typesetter(s)/ printer(s) for outside arrangement of typesetting/printing, if any.**

(Signature of the authorized person with Seal of the Company)

Place:

Date:

Format of the Quotation for Financial Bid

Tender for Publication of Annual Report 2012-13 for Ministry of Information & Broadcasting

Name of Tendering Agency/Printer :-

Rate should be quoted on the following lines including cost of paper and all taxes etc.

S.No.	JOB discription	Rate for 4200 copies (in Rs. in words and in figures)
1	Publication of 4200 copies (2100 copies each in English and Hindi) of Annual Report of 300 pages with 4 cover pages on a turnkey basis (all inclusive) as per the specification given in the tender documents	
2	Rate for every 4 additional/reduced text pages for the same specification and same number of copies: (please quote rate only for 4 pages only for 4200 copies	

I hereby agree to abide by the terms and conditions of the tender and offer my rates for the specified job.

(Signature of the authorized person with Seal of the Company)

Place:

Date:



PUBLICATIONS DIVISION

Ministry of Information and Broadcasting
Soochna Bhawan, CGO Complex
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NOTICE INVITING TENDER

On behalf of President of India, Additional Director General (I/c), Publications Division invites sealed tenders from reputed agencies/printers for Publication of 4200 copies (2100 each in English and Hindi) of Annual Report 2012-13 of Ministry of Information & Broadcasting on turnkey basis. The details are given below:-

Name of Work	Publication of Annual Report of Ministry of Information & Broadcasting
Description of Work	Publication of 4200 copies (2100 copies each in English and Hindi) of Annual Report of Ministry of Information & Broadcasting
Time limit for completion of work	Up to 14.02.2013
Date of availability of tender documents	16.11.2012
Date of closing of tender	11.12.2012 (at 2 pm)
Date of opening of Technical bid	11.12.2012 (at 3.30 pm)
Amount of EMD	Rs.25000/-(Rs. Twenty five thousand only)
Amount of Tender documents charges	Rs.250/- (Rs. Two hundred fifty only)
Venue for submission of Tender	Joint Director (Production), Publications Division, Soochna Bhawan, Room No. 53, C.G.O. Complex, Lodhi Road, New Delhi
Websites on which detailed Tender document is available	www.publicationsdivision.nic.in www.mib.nic.in www.tenders.gov.in