

No. 9/1/2021-Coord.
Government of India
Ministry of Textiles

UdyogBhawan, New Delhi.
20 October 2021

To,
As per list.

Subject: Printing of Annual Report 2021-22 of Ministry of Textiles.

The Ministry of Textiles invites Sealed Quotations from "A" class offset printers empanelled with Directorate of Printing/ Directorate of Advertising and Visual Publicity (DAVP), Government of India for printing of **Annual Report 2021-2022 of this Ministry** in two cover system super-scribed with the words **"Printing of Annual Report (2021-2022) – Ministry of Textiles"**. (1st envelope containing Earnest Money of Rs.50,000/- along with Firm's PAN number, Bank Solvency Certificate, Experience Certificate, details of infrastructure & premises, super-scribing "Technical Bid" and 2nd envelope containing financial bid, super-scribed "Financial Bid")

2. The Tender should be submitted to Shri R.K. Singh, Under Secretary, Room No. 545, Ministry of Textiles, Udyog Bhawan, New Delhi-110011 up to 3.00 PM on 30th November 2021. The Bids will be opened on a pre-notified date to all the applicants/bidders. The Printer should own processing, printing, cutting, binding units etc. at one place. The Printer should submit declaration that any Govt. Establishment/ Agency has not blacklisted the firm. The Printer should have undertaken job of similar nature in Government or Semi Government Organizations or Public Sector Undertakings. The Annual Report would be printed as per the following specifications:

i.	Size	22 cm X 28 cm (finished size) 44 cm X 28 cm (open size)
ii.	Quantity	1000 (600 copies in English and 400 copies in Hindi)
iii.	No. of Pages	240 {increase or decrease in number of pages would be decided on pro-rata basis}.
iv.	Colour	4 + 4 (throughout)
v.	Fabrication	Stitch Binding/Perfect Binding
vi.	Paper	300 GSM Imported Art Paper (Magna Star/Mat Finish) for Cover. 135 GSM Imported Art Paper (Magna Star/Mat Finish) for Inside.
vii.	Lamination/ UV Coating	Gloss Lamination/ UV coating on front cover and back cover
viii.	Scope	The Ministry will provide the text of the Report in CD/ e-mail along with hard copy in respect of both English and Hindi versions
ix.	Proof Reading	Three rounds of proof- reading
x.	Dummies	Three colour dummies to be provided for approval within 12 days of award of contract.
xi.	Completion of Job	Printing to be completed within seven days after approval of dummies.
xii.	Electronic copy	The printer shall provide the electronic copy of the printed booklet in PDF as well as DOC Formats.
xiii.	Delivery	Delivery of the finished goods, in one or many lots, would be made available free of cost anywhere in Delhi/ New Delhi.

3. The financial bids of only those bidders shall be opened who qualify technically. The tenders **not accompanied by an earnest money of Rs. 50,000/-**, in the form of **Bank Draft drawn in favour of the "Drawing and Disbursing Officer, Ministry of Textiles", payable at New Delhi** shall be rejected out-rightly. The Ministry of Textiles reserves the right to reject any or all the tenders without assigning any reason. The Ministry will not be responsible for any postal delay.

4. **The rate per copy** should be inclusive of all taxes, freight charges, scanning, composing, cutting, pressing, binding, etc. The printer would carry out the printing only after getting order from the Ministry. The Ministry reserves the right to cancel the order, if at any stage it is found that the bidder has furnished false information or the successful tenderer fails to execute the job as per the Ministry's specification and time-schedule. **The rates once quoted will remain valid till 30.04.2022 or till completion of the job whichever is later and would also be applicable for additional number of copies, if so required to be printed.**

5. The instructions of the Ministry issued from time to time till the final execution of the job shall be binding on the Printer. Conditional tender would be rejected out-rightly.

6. The notice may also be seen at Ministry's website <http://ministryoftextiles.gov.in> and CPP portal of Government of India

R.K. Singh
20/10/2021

(R.K. Singh)

Under Secretary to the Government of India

Email: rakesh.singh71@gov.in

Copy to:

- (i) Directorate of Printing, Nirman Bhawan, New Delhi with the request to ask GOI Presses to participate in the bid process.
- (ii) Sr. Tech. Director, NIC for posting on the website of the Ministry.
- (iii) Public Procurement Portal.