

Udyog Bhawan, New Delhi.  
19<sup>th</sup> September, 2018

To,

As per list.

**Subject: Printing of Annual Report 2018-19- req.**

**Sir/Madam**

The Ministry of Textiles invites Sealed Quotations from "A" class offset printers empaneled with Directorate of Printing/ Directorate of Advertising and Visual Publicity (DAVP), Government of India for printing of **Annual Report 2018-2019 of this Ministry** in two cover system (1<sup>st</sup> envelope containing Earnest Money of Rs.50,000/- along with Firm's PAN number, Bank Solvency Certificate, details of infrastructure & premises, experience certificate from Govt. departments super-scribing "Technical Bid" and 2<sup>nd</sup> envelope containing financial bid, super-scribed "Financial Bid") super-scribed with the words "**Printing of Annual Report (2018-2019)**".

2. The Tender should be submitted to Shri Ishwar Sharan, Under Secretary, Room No. 57-D, Ministry of Textiles, Udyog Bhawan, New Delhi-110011 up to 3.00 PM on 12<sup>th</sup> October, 2018 . The Bids will be opened on a pre-notified date to all the applicant/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	1800 (1000 copies in English and 800 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 version
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 31.04.2019 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

Yours faithfully,

(Ishwar Sharan)

Under Secretary to the Government of India

Tel. No. 23062341

E.mail: ttpc@nic.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.