

TENDER DOCUMENT

FOR

**DESIGNING AND PRINTING OF VARIOUS
MONOGRAPHS/HANDBOOKS (AS & WHEN
REQUIRED) AND QUARTERLY NEWS JOURNAL
OF MSME
IN A-4 & A-5 SIZE FROM 'A' CLASS OFFSET
PRINTERS EMPANELLED WITH THE
DIRECTORATE OF PRINTING**

**Office of the Development Commissioner
(Micro, Small and Medium Enterprises)
Ministry of MSME
(Advertising & Publicity Division)
Nirman Bhavan, (Between Gate No. 4 & 5)
NEW DELHI – 110108
TEL: 011-23062219 FAX: 011-23062219
Website: www.dcmsme.gov.in**

Cost: Rs. 100/-

Development Commissioner (MSME)
 Ministry of Micro, Small and medium Enterprises
 Advertising & Publicity Division
 Nirman Bhavan (Between Gate No. 4 & 5)
 NEW DELHI – 110108
 TEL: 011-23062219 FAX: 011-23062219

TENDER NOTICE

Subject:- Terms and conditions of designing and printing works.

Sealed tenders are invited for page-setting, designing and printing of various monographs/handbooks (as and when required) and quarterly news journal of Micro, Small & Medium Enterprises in A-4 & A-5 sizes from the experienced, reputed and well established & empanelled with Directorate of Printing, Govt. of India under 'A' class Offset printers by the Development Commissioner (MSME), Ministry of MSME, 7th Floor, Nirman Bhavan, New Delhi – 110108 **upto July 15, 2008 till 3.00 P.M.** for the Financial Years 2008-09 and 2009-10.

A. TERMS & CONDITIONS

1. The Printing Press must be empanelled with Directorate of Printing, Govt. of India under the 'A' class Offset printers (copy to be enclosed) and located in the National Capital Region (NCR).
2. The selected Printing Press will be responsible for collection of the original manuscript and related material from the office of the DC (MSME) in hard copy format.
3. All proofs duly corrected by the printer upto final proof, made up dummies, layout etc. should be made available at the office premises of the Deputy Director (Publicity), O/o the DC (MSME) for approval.
4. The Printing Press shall also be responsible for ensuring delivery of the final printed Journals/Books/Monographs within 5 days from the date of print order/approval at two premises in Delhi, namely Controller of Publications, Old Secretariat, Delhi and Nirman Bhavan, New Delhi. Charges on packing, forwarding and delivery shall be borne by the press.
5. Paper for printing is to be procured by the press and shall be as per the specifications indicated in this Tender. Sample of the paper proposed to be used will require to be submitted in a prescribed manner alongwith the bid.
6. A soft copy of each of the final printed monograph/journal in PDF, HTML format will be required to be submitted on a CD-ROM immediately.

7. A penalty of 5% (Five per cent) of total value of the job shall be charged from the printer for every week's delay or part thereof. DC (MSME) will have the right to cancel/offload the work in full/part and get the same completed through alternate source at the risk and cost of the successful bidder (Printing Press).
8. The publications shall be subject to inspection before delivery from the Press. Publications, which do not conform to approved samples/specifications, are liable to be rejected in full. The successful printer will be required to replace the rejected publications at his cost and deliver them at the specified destination as per instruction given by the DC (MSME).
9. All the pages of the Tender Form must be signed by the bidder or his/her authorised signatory with his/her rubber-stamped affixed onto it.
10. The Printing Presses registered permanently as MSME or having filed Entrepreneurial Memorandum will be treated as per the existing guidelines of the Government of India.

B. AWARD OF THE WORK

DC (MSME) will notify the name of successful bidder in writing through a registered letter or fax about the acceptance of his/her Tender. The Letter of Acceptance will be treated as Contract.

C. ARBITRATION

In case of any dispute or differences whatsoever between the two parties, the decision of the DC(MSME) shall be final and binding on both the parties.

D. EARNEST MONEY DEPOSIT

1. The bidder must furnish the Earnest Money Deposit of Rs. 25,000/- (Rupees twenty five thousand only) in the form of Pay Order/Demand Draft issued by/on any Nationalized/Scheduled Bank in favour of Pay & Accounts Officer (MSME) payable at New Delhi failing which the Tender is liable to be summarily rejected.
2. The Earnest Money of the unsuccessful bidders will be returned within 15 days of decision on the Tenders. No interest shall be payable on the Earnest Money. The Earnest Money of the Bidder(s) shall be forfeited, if the bidder withdraws his/her Tender during the specified period of validity of Tender or does not respond/comply with the instructions to clarify or supplement the information or provide samples of materials, analysis of rates, as may be asked for and in case of the successful bidder, if he/she fails to convey the acceptance.
3. Interested Printing Press may submit their sealed quotations for the page-setting, designing and printing as well as supply of various publications of the Office of the DC (MSME) for the years 2008-09 and 2009-10 as per the detailed technical specifications given in the Annexure.

ANNEXURE
PRICE BID FOR THE PRINTING OF A-4 SIZE PUBLICATIONS
FOR THE YEARS 2008-09 and 2009-10 .

Sl.No.	Item of work (Size: A-4)*	Unit	Quantity	Rate
1.	Typesetting, Designing & Planning with colour scheme in English and Hindi on Hi-end system with two B/W proofs after the proof-reading by the Press itself and final proofs should be on colored digital proofs in dummy format for Print-Order.	Per Page		
2.	Translation (English to Hindi) (if required)	Per page		
3.	Vetting Charges (if required)	Per page		
4.	Editing (if required)	Per page		
5.	Extra proof Reading (if required)	Per Page/per reading		
6.	Processing (Text): per page & cover/per colour	Per Page		
7.	Processing (Cover) per page/per cover	Per Cover		
8.	Plate making charges Text/for four pages	Per Plate i.e. four pages form per colour		
9.	Printing Charges for Text	Per form of four pages/ Per thousand per colour		
10.	Printing Charges for Cover per cover/per colour	Per cover i.e. four pages per colour/per thousand		
11.	Designing charges of cover (i to iv) in four colors with three options with colour scheme. Eppson proof should be shown and final proofs on colored digital format should be submitted for Print-Order.	Full cover i.e. Cover I, II, III and IV.		
12.	Cost of 90GSM Bhallarpur Super Sunsine paper	Per pages	1. Per 1000 copies 2. Per 2000 copies 3. Per 3000 copies 4. Per 4000 copies 5. Per 5000 copies	
13.	Cost of 100 GSM Magnomet Paper (Text)	Per page	-do-	
14.	Cost of 225 GSM Magnomet paper (Cover)	Per cover i.e. four pages (I to IV)	-do-	
15.	Lamination/Mat finish charges for Cover	Per cover front & back i.e. two sides		
16.	Perfect Binding	A. Up to 100 PP B. Up to 200 PP C. Up to 300 PP D. Up to 400 and above		
17.	Scanning charges of colour photograph/ graph etc. up to Cabinet size	Per photograph/ graphs		
18.	UV Coating charges	Per Square cm		
19.	Gold leaf printing	Per Square cm		
20.	Die cutting charges	Actual		

***The rate for A-5 size of any new printing job i.e. leaflets, booklets and brochures etc. may be treated half of the rate of A-4 size as and when required.**

NOTE: a) On the basis of above individual component rates, a comprehensive quote for 1,000 copies, containing 60 pages in four color on 90 GSM Bhallarpur Super Sunsine paper (Text) & 225 GSM Magnomet paper (Cover) with 20 photographs documents may also be prescribed to facilitate justification of lowest final bid except in respect of Items No. 2, 3, 4, 5, 18, 19, 20.

b) A soft copy of each of the finally printed monograph/journal in PDF, HTML format will be required to be submitted on a CD-ROM.

c) No payment will be made for local delivery and packing/forwarding etc.