



Telephone No: 011-2370 2346 **TeleFax No: 011-2370 2347**  
GOVERNMENT OF INDIA  
M/o MICRO, SMALL & MEDIUM ENTERPRISES (MSME)  
O/o Development Commissioner (Micro, Small & Medium Enterprises)  
**[Statistics & Data Bank Division]AGCR Building, E-Wing, First Floor,**  
I. P. Estate, New Delhi – 110 002

Dated 17th April, 2009

## **INVITATION FOR TENDER**

Development Commissioner (MSME), M/o Micro, Small & Medium enterprises (MSME), invites sealed tenders from the reputed and experienced printers for **printing of 4 lakh copies of the questionnaires, 50 thousand copies of the working/summary sheet and 5 thousand copies of the Instruction Manual** for used in the sample survey of unregistered MSMEs of 4<sup>th</sup> all India census of micro, small and medium enterprises. The specifications and terms & conditions are given are given below.

### **A. Instruction Manuals:**

1. Size of the booklet : A4
2. Paper Quality of Cover page (Double Color) : 140 GSM ordinary paper
3. Text material (Single Color-Black & White) : 80 GSM white ordinary paper
4. Binding : Staple Binding
5. No. of pages of the booklet : 50 (Fifty)
6. No. of copies required to be made : 5,000 (Five Thousand only)

### **B. Working sheets:**

1. Size of the booklet : A4
2. Text material (Single Color-Black & White) : 80 GSM white ordinary paper
3. Binding : Staple Binding
4. No. of pages of the booklet : 20 (Twenty)
5. No. of copies required to be made : 50,000 (Fifty Thousand only)

### **C. Questionnaires:**

Questionnaire contains ten pages. It is to be printed back to back. Four Lakh copies of the Questionnaire are to be printed. The Format I & Format IV of the questionnaire will be used as scannable sheet for scanning the data through scanning machine. The size of the Format I & Format IV sheets will be of A4 type. The quality of paper used will be of 100 GSM white printing paper. The margin beyond the printable area has to be kept identical for each sheet of the Format I & Format IV and it should be cut through special automatic cutting machine in such a way that each sheet remains identical in shape & size.

1. The remaining six pages of the questionnaire will be printed in A4 size paper with paper quality of 80 GSM white printing paper.

2. Having printed both the sets of the Questionnaires, it may be clubbed together in the same order as given in the Camera Ready Copy (CRC) and may be stapled in the middle of the left most margin of the questionnaires.
3. Prior to attempting for final printing of the questionnaire, a sample copy may be supplied to the undersigned for final review at his end.
4. The Camera Ready Copy (CRC) of the text material (hard & soft copy) will be supplied by this Office along with design of the cover.

The interested firms, who meet the above technical requirements (specifications and terms & conditions), may apply for the contract giving total cost for the above work including taxes, whatsoever, as per the schedule given below:

- a) Last date and time of receipt of tender : 24<sup>th</sup> April, 2009 at 5.30 p.m.
- b) Date & time for opening of the tender : 27<sup>th</sup> April, 2009 at 11.30 a.m.
- c) Place of opening/depositing of tender : Statistics & Data Bank Division,  
O/o Development Commissioner (MSME),  
R. No. 107, 1<sup>st</sup> Floor, E-Wing AGCR  
Building, ITO, New Delhi-110 002.
- d) Phone & Fax & website : 011-23702347 & <http://www.dcmsme.gov.in>.

**Note:** *Fax/Telex and incomplete offers will be rejected. The O/o DC (MSME), M/o MSME have the right to accept or reject any or all tenders received, at their absolute discretion without assigning any reasons whatsoever.*

(Deepak Goyal)  
Director (S&D)