

Government of India
Office of the Development Commissioner (MSME)
Ministry of Micro, Small & Medium Enterprises


TENDER NOTICE

Sealed tenders are invited for page-setting, designing and printing of various monograph/handbooks, posters (as and when required) and monthly news journal of Micro, Small & Medium Enterprises as per specifications in the tender document from reputed and well established 'A' Class Offset printers empanelled with the Directorate of Printing, Govt. of India by the Office of the Development Commissioner (Micro, Small & Medium Enterprises), Ministry of Micro, Small & Medium Enterprises, Nirman Bhavan, New Delhi-110108 up to 22nd February, 2011 for the financial years 2011-12 and 2012-13.

2. Tender forms containing terms and conditions may be obtained from Advertising & Publicity Division, O/o the Development Commissioner (Micro, Small & Medium Enterprises), Nirman Bhavan, Ground Floor (between Gate No. 4 & 5), New Delhi-110108 from 14th February, 2011 onwards between 10.30 A.M. and 5.00 P.M. on all working days by depositing a Demand Draft of Rs.100/- (non-refundable) drawn in favour of Pay & Accounts Officer (MSME) Payable at New Delhi.

3. The last date of submission of tender with earnest money is 22nd February, 2011 up to 3.00 P.M. at Nirman Bhavan, New Delhi-110108 which will be opened at 3.30 P.M. on the same day in the SENET Committee Room.

4. Tender Documents can also be downloaded from our website: www.dcmsme.gov.in and a Demand Draft for Rs.100/- towards the cost of Tender Document must be deposited at the time of submitting the tender.


११: 2.2011
हरिश आनंद / HARISH ANAND
निदेशक / Director
भारत सरकार / Govt. of India
सूक्ष्म, लघु एवं मध्यम उद्यम संचालन
Ministry of Micro, Small & Medium Enterprises
नि.ओ. (सू. ल. म. उ.) का कार्यालय
Office of the Dev. Commr. (MSME)
निर्माण भवन, नई दिल्ली-११०१०८ / Nirman Bhavan, New Delhi-110108

TENDER DOCUMENT

FOR

**DESIGNING AND PRINTING OF VARIOUS
MONOGRAPHS/HANDBOOKS, POSTERS,
LEAFLETS, BROCHURES AND BILINGUAL
JOURNAL 'LAGHU UDYOG SAMACHAR' OF
MSME FROM 'A' CLASS OFFSET PRINTERS
EMPANELLED WITH THE DIRECTORATE OF
PRINTING, GOVERNMENT OF INDIA
FOR THE FINANCIAL YEAR 2011-12 & 2012-13
LAST DATE : February 22, 2011 BY 3.00 P.M.**

**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**

Sealed tenders are invited for printing of various monographs/handbooks, leaflets, brochures, (as and when required) and monthly news journal of Micro, Small & Medium Enterprises in A-4 & A-5 sizes and posters in 18"x23" from the experienced and well established and empanelled with Directorate of Printing, Govt. of India under 'A' Class Offset printers. Printers should have in-house facilities for composing on page maker, corel and adopt illustrator and pre-press work including the entire designing work including the text and cover. Printer having facilities for execution of offset printing through computer to plate (CTP) on 4 colour machine and perfect binding system under one roof by the Development Commissioner (MSME), Ministry of MSME, 7th Floor, Nirman Bhavan, New Delhi – 110108 **upto February 22, 2011 till 3.00 P.M.** for the Financial Years 2011-12 and 2012-13.

The press should have capabilities to print the various publications over night at short notice. Satisfactory documentary evidence in respect of each of the above must be enclosed with the Tender failing which Tender is likely to be rejected.

A. TERMS AND 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 Director (Publicity), O/o the DC (MSME) for approval.
4. Tender Document can also downloaded from our website: www.dcmsme.gov.in and a Demand Draft of Rs. 100/- towards the cost of Tender Document must be deposited at the time of submitted the Tender.

5. The Printing Press shall also be responsible for ensuring delivery of the final printed Journals/Books/Monographs etc. within 4 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.
6. 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 submitting in a prescribed manner alongwith the bid and certifying by the printer. The quality of paper and printing must be at par with the specifications mentioned in this Tender Document otherwise the Tender agreement can be cancelled immediately by the Competent authority and appropriate action may be initiated against the Printing Press as per the norms and decisions taken by the Competent authority.
7. 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.
8. 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).
9. 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 O/o DC (MSME).
10. 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.
11. 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 O/o 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 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 Contract. The earnest money can be seized or adjusted if the contract of Tender is cancelled and penalty, if any, is leveled against the Press for any reason .
3. Interested bidder may submit their sealed quotations for the printing and supply of various publications of the Office of the DC (MSME) for the years 2011-12 and 2012-13 as per the detailed technical specifications given in the Annexure 'A' upto February 22, 2011 by 3.00 P.M.

ANNEXURE 'A'
PRICE BID FOR THE PRINTING OF A-4 SIZE PUBLICATIONS
FOR THE YEARS 2011-12 and 2012-13 .

Sl.No.	Item of work (Size: A-4)*	Unit	Quantity	Rate (in Rupees)
1.	Typesetting, Designing & Planning in English and Hindi with two B/W proofs on Hi-end system 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.	Plate making charges Computer to Plate (CTP)	Per Plate i.e. four pages form per colour		
7.	Printing Charges for Text & Colour	Per form of four pages/ Per thousand per colour		
8.	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.		
9.	Cost of 90GSM Maplitho paper	Per pages	1. Per 1000 copies 2. Per 2000 copies 3. Per 3000 copies 4. Per 4000 copies 5. Per 5000 copies	
10.	Cost of 100 GSM Magnomet paper (Text)	Per page	-do-	
11.	Cost of 225 GSM Magnomet paper (Cover)	Per cover i.e. four pages (I to IV)	-do-	
12.	Lamination/Mat finish charges for Cover	Per cover front & back i.e. two sides		
13.	Perfect Binding	A. Up to 100 PP B. Up to 200 PP C. Up to 300 PP D. Up to 400 and above		
14.	Scanning charges of colour photograph/graph etc. up to Cabinet size	Per photograph/graphs		

(I) *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.

(II) The rate for Poster (size 18"x23"; Paper 175 GSM Art Paper per Poster in Rs. in 4 Colour)

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 Maplitho paper (Text) & 225 GSM Magnomet paper (Cover) with 20 photographs documents may also be prescribed to facilitate justification of lowest final bid except Items No. 2, 3, 4, 5.

(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 extra payment will be made for local delivery and packing/forwarding etc.

(d) All the Printers must have completed all existing taxable formalities covered under rules and laws put in force by the Government and must be abide by the Rules and laws to be enforced by the appropriate authority for the Printing Press.