

F.No.4-2/2015-WCD (Plan)
Government of India
Ministry of Women and Child Development
Plan Unit

Jeevan Vihar Building (3rd Floor)
Parliament Street, New Delhi-110 001
Dated: 29th December 2015

To

(As per list attached)

Subject: Printing of Annual Report (2015-16) of the Ministry of Women and Child Development – regarding.

Sir,

The Ministry of Women and Child Development is to bring out its Annual Report for the year 2015-16. The proposed Report would have specifications and details as mentioned below:

Size	:	A4
No. of Pages	:	350 (Approx.)
Paper	:	(i) 300 GSM imported art paper for cover (ii) 135 GSM imported art paper for text
Color	:	5 + 0 Cover; 5 + 5 Text
Photographs	:	About 60 in 4 color
Charts/graphs	:	About 30 in color
Binding	:	Laminated outer cover
No. of copies	:	2500 (1500 English & 1000 Hindi)
Completion time	:	15 days for both versions after getting the final manuscript.

2. The Ministry invites quotations from 'A' Class Offset Printers empanelled by the Directorate of Printing, Government of India for printing of Annual Report as per above specifications and following terms and conditions:

- i. Bidders would require to deposit an Earnest Money amounting to **Rs.40,000/- (Rupees Forty Thousand only)** along with the tender in the form of Demand Draft/Pay Order/Banker's Cheque drawn in favour of Pay & Accounts Officer (PAO), Ministry of Women and Child Development. Tender not accompanied with requisite earnest money will be rejected out-rightly without assigning any reasons/entertaining any correspondence. The earnest money of unsuccessful bidders will be returned without accrual of any interest in due course of time.
- ii. Proof reading and carrying out all the corrections shall be the responsibility of the printer. Any changes / deletions / additions /



corrections etc. are found to be carried out, the printer or bidder shall have to carry out the same.

- iii. **Printing cost and Government taxes should be separately mentioned in the quotation.** Failure to do so would make the quotation liable for disqualification.
- iv. Sample papers for printing for cover and text should be sent along with the quotation. These papers must be signed with name, date and stamp of the bidder with a note written on every such paper that the paper is for printing cover/text (as the case may be) of the Annual Report 2015-16 of this Ministry.
- v. The Ministry will not bear the Transport charges of the printed copies of the Report for delivery at Jeevan Vihar Building (3rd Floor), Parliament Street, New Delhi-110 001. The same must be included in the quotation.
- vi. On award of the contract, the successful bidder would be required to deposit an amount of Rs.40,000/- (Rupees Forty Thousand only) towards Performance Security in the form of Demand Draft or Bank Guarantee drawn in favour of Pay & Accounts Officer (PAO), Ministry of Women and Child Development. The Security deposit will be refundable after the expiry of the contract period, any loss/damage sustained to the Ministry of Women and Child Development during the currency of agreement would be adjusted/recovered from the amount of security deposit.
- vii. Hindi font should be as per the requirement of Hindi Division of the Ministry (Mangal Unicode).
- viii. Offer of award of the contract once finalized cannot be withdrawn subsequently.
- ix. The non-fulfilment of any of the terms of the contract shall entail forfeiting of the Performance Security, besides blacklisting of the printer for any future Government work.
- x. The Competent Authority in the Ministry reserves the right to amend/withdraw/relax/modify and of the terms and conditions contained in the Tender Documents or reject any or all application (offers) without giving any notice or assigning any reason thereof. The decision of Competent Authority in this regard will be final and binding.
- xi. The bidder shall not sublet the work to other contractor/agency/firm after the award of work.



xii. Jurisdiction for legal disputes, if any, arising during the period of the contract, will be in Delhi Courts only.

3. Quotations in 'Sealed Cover' may be sent by interested Printers to 'The Deputy Director (Plan), Ministry of Women and Child Development, Government of India, Jeevan Vihar Building (3rd Floor), Parliament Street, New Delhi-110 001 (Tel.No.23361721) so as to reach latest by **1.00 P.M. on 15.01.2016**. Quotations incomplete in any respect will summarily be rejected.

4. The Tender Evaluation Committee of the Ministry will open the tenders at 3.00 P.M. on the same day i.e. 15.01.2016 in the office of the Statistical Adviser, Ministry of Women and Child Development (3rd Floor), Parliament Street, New Delhi-110 001. The tenderers, if so desire, may remain present while opening the quotations.

Yours faithfully,


(R.C. Negi)

Deputy Director (Plan)
Tel.No.011-23361721

Copy to: ✓ Technical Director, NIC, MWCD, Shastri Bhawan, New Delhi-110 001
with the request to upload the tender notice on the Ministry's website.