

No. D-29013/01/2015-Gen  
Government of India  
Ministry of Corporate Affairs  
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5<sup>th</sup> floor, 'A' wing, Shastri Bhavan,  
Dr.R. P. Road, New Delhi, 110001,  
Dated . 22 September, 2015

TENDER NOTICE

To

As per list

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**Subject:- Quotations for Printing of Annual Reports of the Ministry of Corporate Affairs for the year 2015-16 and Annual Report on the Working & Administration of the Companies Act, 2013 for the year ended 31.03.2015 and its cover pages-Regarding**  
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Sealed Tenders are invited for work, details of which are given under 'Specification of Job' annexed herewith. The detailed specifications of the work to be done are available with Director (R&A Division), Ministry of Corporate Affairs, B-1 Wing, Paryavaran Bhavan, CGO Complex, New Delhi-110003 and may be inspected during the normal working hours of this Office.

2. The Tender should be sent to this Ministry in a sealed inner cover super-scribed "Tender for the printing of Annual Report of the Ministry of Corporate Affairs for the year 2015-16 and Annual Report on the Working & Administration of the Companies Act, 2013 and its cover pages for the year ending 31<sup>st</sup> March, 2015". The Tender should be addressed to "The Under Secretary (General Section), Ministry of Corporate Affairs, Room No. 526 'A' Wing, 5<sup>th</sup> Floor, Shastri Bhavan, New Delhi- 110001". The Tender should reach in the Ministry latest by 11.00 A.M. on or before 12.10.2015 positively.
3. The tenders shall be opened at 3.00 P.M. on the same day i.e. 12.10.2015 in Room No.526, A-Wing, Shastri Bhavan, Dr. R.P. Road, New Delhi-110 001.
4. The Tender is invited following Two Bids System i.e. Technical and Financial Bids. The first envelope should contain the 'Technical Bid' consisting of technical parameters and superscribed as such. The second envelope should be super-scribed as "Financial Bid" containing the financial aspects such as the rates to be charged and other financial terms and conditions. Both Bids contained in two separate sealed envelopes should be submitted in one sealed cover super-scribed as "Tender for the printing of Annual Report of the Ministry of Corporate Affairs for the year 2015-16 and Annual Report on the Working & Administration of the Companies Act, 2013 along with its cover page for the year ending 31<sup>st</sup> March, 2015".
5. The Ministry of Corporate Affairs is not bound to accept the lowest Tender or any Tender or to assign any reason for rejection of any or all the Tenders. It reserves its right for accepting the whole or any part of the Tenders. Ministry's decision in the matter shall be final and binding.

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6. Any failure on the part of Tenderer to observe the prescribed procedure and any attempt to canvass for the work will lead to disqualification. The Tender/rates quoted in other than the prescribed proforma are liable to be rejected.
7. A sum equal to 5% of the value of work or Rs.25,000/- (Rupees twenty five thousand only) whichever is higher, will have to be deposited within three days of award of contract as security deposit. Security can be deposited in the form of Saving Deposit Certificate, Fixed Deposit Receipts or National Savings/Defence Certificates pledged in favour of "**Pay & Accounts Officer, Ministry of Corporate Affairs, New Delhi**" under Rule 158 of GFR. This is refundable on satisfactory completion of contract.
8. The submission of Tender will bind the Tenderer to accept all conditions specified herein and in addition to the conditions of the contract as contained in the **Form DGS&D 68 revised & DGS&D 71** as amended up to date. In case of any difference, the conditions specified therein shall be applicable.
9. The arrangements made on the result of this call for Tenders will be in force till the completion of this work or for such shorter period as may be decided by the Ministry of Corporate Affairs, New Delhi. The decision of the Ministry on all these matters shall be final and binding on parties. No regular contract as such will be drawn up and the acceptance by the Ministry of the Tender of the selected Tenderer will constitute a valid contract for the enforcement of the terms and conditions contained therein. The contract can be terminated by Govt. at any point of time without assigning any reason.
10. The successful Tenderer will have to furnish his latest Income Tax Clearance Certificate from the Income Tax Department in the prescribed form within a week from the date of acceptance of the job. Failure to comply with this may lead to termination of the agreement.
11. The rates should be mentioned in figures as well as in words **exclusive of Taxes**. Erasing/overwriting should be avoided/duly attested by the Tenderer. Sales Tax and other taxes if any **should be indicated separately**. In case, nothing is mentioned, it will be assumed that Sales Tax/Other Tax is included in the quotation.
12. The person signing the Tender form or any documents forming part of the contract on behalf of another or on behalf of a firm shall be responsible to produce a proper power of attorney duly executed in his favour, stating that he has the authority to bind such other person of the firm, as the case may be in all matters pertaining to the contract including the arbitration clause.

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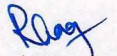
13. The sample of the papers in accordance with the prescribed specification should accompany the quotation duly signed on behalf of a firm with detailed specification i.e. name of the paper, GSM and Ream weight etc. In case paper samples, duly signed are not attached with the quotation, the same will be rejected.
14. The Printer may be required to type-write the English and Hindi versions of the approved text, Graphs, figures etc. of the two Annual Reports. In such an event, the Printer shall assign dedicated staff to have them type-written with utmost expediency and until the proof is approved.
15. No extra charge will be paid for the proof, which have to be prepared till the same is approved by the indenting Branch. A copy of approved proof will also be made available to the Under Secretary (General Section), Room No. 526, 'A' Wing, 5<sup>th</sup> floor, Shastri Bhavan, New Delhi for record.
16. The Printer shall not undertake any printing work without getting the proof approved by the Competent officer(s) of R&A Division of this Ministry. Such work will not be accepted at all.
17. The printed copies to be supplied should be duly tied up in suitable sizes/bundles of equal numbers and delivered at Paryavaran Bhavan premises or any other place as per direction in this regard.
18. The printer shall, whenever called upon to do so, give full information with regard to the work in hand and shall also permit some/any officer of the Ministry of Corporate Affairs to inspect the printer's premises at all reasonable times and shall give all assistance and information as may be required by him in connection with the contract.
19. After the work has been completed, the bill for the work in triplicate prepared on the basis of the accepted rates be submitted to the Under Secretary (General Section), 'A' Wing, 5<sup>th</sup> floor, Shastri Bhavan, New Delhi-110001, for necessary action together with (i) receipted delivery voucher for the supply made (ii) representative specimen of the work and (iii) other documents in support of the items charged for in the bill and (iv) bank details in which final payment may be made through ECS.
20. The delivery of the articles is to be made to the Director (R&A), Ministry of Corporate Affairs, B-1 Wing, Paryavaran Bhavan, CGO Complex, New Delhi free of any other charges except those quoted against item No.14 of quotation form within the stipulated date on receipt of the print order.
21. A sum of 5% of the composing, printing and Binding charges will be deducted from the bill for every week's delay or part thereof in complying with the date of delivery of the printed copies. In addition, similar amount would be deducted for bad workmanship. The entire job will be rejected if the same has not been carried out in accordance with the specifications.
22. The report is required to be printed as per the specimen to be provided by the Director (R&A), Ministry of Corporate Affairs, B-1 Wing, Paryavaran Bhavan, CGO Complex, New Delhi providing adequate space/scope for box-tables, diagrams etc.



23. Each quotation must be accompanied by an earnest money deposit of Rs.10,000/- (Rupees Ten thousand only) in the form of a "Crossed Demand Draft" drawn in favour of "Pay & Accounts Officer, Ministry of Corporate Affairs, New Delhi". In case of exemption from EMD is sought under any law/rule, documentary proof should accompany the Technical Bid documents. The earnest money is refundable in case the Tender is not accepted.. The printers submitting their Tenders and empanelled as grade 'A' printer should clearly mention their registration number in the Tender.

24. Compact Disc/Digital, containing the final approved version, both in MS Word format as well as pdf format (both in English and Hindi must be capable of being downloaded in Ministry's website) will have to be provided by the printer without any extra cost, along with the printed copies. Any delay in providing the CDs would attract a penalty @Rs.500/- (Rupees five hundred only) per day of delay.

25. A copy of the details of the above is also available on the website of the Ministry of Corporate Affairs ([www.mca.gov.in](http://www.mca.gov.in)) and Central Public Procurement portal; [eprocure.gov.in](http://eprocure.gov.in).



(Riazul Haque)

Under Secretary to the Government of India

Tel. No.

Encl: Job Specification & Quotation Forms (5 pages)



DETAILED SPECIFICATION OF TWO JOBS

1.	Description	Printing of : (i) Annual Report of the Ministry of Corporate Affairs for the year 2015-16 and (ii) Annual Report on the Working & Administration of Companies Act, 2013 for the year ended 31.03.2015 and its cover page in multicolour in English and Hindi separately.
2.	Approximate Number	i) English: 1800 copies of each Annual Report (i.e. 1800x2=3600) ii) Hindi: 800 copies of each Annual Report (i.e. 800x2=1600) iii) Total (i) + (ii) = 5,200 copies. iv) Cover page of both the reports (i.e. 3600+1600= 5200)
3.	Size of Publication	27.5 Cms X 22 Cms. (A4)
4.	Type of Area	24 Cms X 17.5 Cms. (A4)
5.	No. of Pages of the Manuscript	The number of pages in the two reports will approximately be 100 pages in each report. The quotations may be given for reports as 100 pages on the basis of per page. (Number of pages may increase or decrease).
6.	Method of Printing	Offset Printing (as per sample).
7.	No. of colours to be used	Four colour job for outside Cover and approx. 10-15 colour pages containing Charts/ Graphs (No. of pages may increase or decrease). The inside text pages are to be printed in two colours.
8.	Art Work	To be prepared by the Printer under the guidance and approval of the Ministry.
9.	Size of body type, style of printing and general layout	10 to 12 point or as per instructions on manuscripts.
10.	Style of binding	To be wire stitched and pasted as per sample.
11.	Paper and its quality i) For text pages ii) For front & back covers	135 GSM, Art Paper 250 GSM, Art Card for cover pages



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**12. Special Instructions:-**

- (i) Proof copies are required to be delivered within 7 days of handing over of Manuscript.
  - (ii) Printed copies are required to be delivered within 7 days of handing over of Print Order.
  - (iii) A very high quality of printing is required. The work done in slipshod manner will not be accepted.
  - (iv) The Reports are required to be printed as per the specimen to be provided by this Ministry providing adequate space/scope for box-tables, diagrams, etc.
  - (v) CDs/Floppies/Pen Drive in MS-Word and pdf (both in English & Hindi) of the full report are to be provided, without any extra cost, along with the printed copies for putting the Report on the Website of this Ministry.
  - (vi) Printer should have facility of typing/printing in **Mangal** as well as **Kruti Dev 010** font and converting it into page-maker for Hindi version of both the Reports. However, the choice of font of manuscript will be decided by the Ministry.
13. No extra charge will be paid for the proof, which will have to be made available to the Director (R & A), IInd Floor, B-1 Wing, Paryavaran Bhawan, CGO Complex, New Delhi-110003.
14. The other terms and conditions remain the same as mentioned in the Tender Form.
15. While quoting the rate per page, the Tenderers should clearly indicate the formula adopted by them by which the rate per copy has been arrived at.

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FORMS OF QUOTATIONS

	<u>English</u>	(Rates per in rupees) <u>Hindi</u>
	1800 copies of each of the Two Reports =3600 copies	800 copies each the of two Reports =1600 copies
1. Photo composing of the inside text page. Please quote per page rate when the matter is provided		
i) In computer floppy	Rs.....	Rs.....
ii) In typed/handwritten manner	Rs.....	Rs.....
2. Photo composing of <b>Inside colour pages</b> With chart & graphs etc. (Please quote per page Rate inclusive of scanning charges)	Rs.....	Rs.....
3. <b>Processing in 4 colour</b> of the Inside colour Pages, charts, graphs etc. Please quote per Page rate inclusive of scanning charges, if any)	Rs.....	Rs.....
4. Processing in two colour for <b>inside text</b> Pages (Please quote per page rate)	Rs.....	Rs.....
5. <b>Art Work making</b> (Please quote per page rate)	Rs.....	Rs.....
6. <b>Photocomposing</b> , art work making & Processing etc. in 4 colour of Outside Front cover (rate may be quoted for per cover Pages inclusive of scanning charges, if any)	Rs.....	Rs.....

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7. **Binding charges** (rate per book may be quoted) Rs..... Rs.....
8. **Local delivery charges** (copies of two Annual Reports in bundles of 50 copies each With thick brown wrapping paper at top & bottom And tied with country twine and delivered locally to Director(R&A), B-1 Wing, Paryavaran Bhavan, CGO Complex, New Delhi-110 003. (Please quote lump-sum amount for 3600/1600 copies) Rs..... Rs.....
9. **Cost of 250 GSM Art Card for cover** Raper gross (144 sheets of size 23"X36" May be quoted (wastage not permissible) Rs..... Rs.....
10. **Sales Tax, if any, on cost of paper only** Rs..... Rs.....
11. (i) Rate of a copy (Hindi) inclusive of all above (Sr.No.1 to 10) rates for a 100 pages report. Rs.....Rs.....  
(ii) Rate of a copy (English) inclusive of all above(Sr.No.1 to 10)rates for a 100 pages report. Rs.....Rs.....  
(iii)Rate per page beyond the specified quantity Rs.....Rs.....  
(iv) Total cost:  $3600 \times (i) + 1600 \times (ii)$  Rs.....Rs.....  
(in figures & words)
- L-1 Evaluation will be done based on total cost quoted at Sr.No.(iv)
12. **Grand total (English + Hindi)** (Approx. estimate only) Rs..... Rs.....
13. **Registration number with Directorate of Printing, if any**

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