

MOST IMMEDIATE
BY SPEED POST

No.5/ 3/2011-CDN
Government of India
Ministry of Micro, Small and Medium Enterprises
(CDN Section)

Room No. 429-B, Udyog Bhavan,
New Delhi-110107.
2nd January, 2012

Subject: Quotation for award of contract for printing of Annual Report of Ministry of Micro, Small and Medium Enterprises for the year 2011-12 - regarding.

Sir,

I am directed to say that this Ministry intends to invite the quotations for award of contract for printing of Annual Report of Ministry of Micro, Small and Medium Enterprises for the year 2011-12. Interested parties having experience in printing of the Annual Reports of Ministries/Departments may, therefore, contact the undersigned for assessing the work/ for any clarification between 3.00 P.M. to 5.00 P.M. (on working days) and submit their Quotations accordingly in the office of the undersigned on or before 3.00 P.M. on 23.01.2012 (Room No.429-B) along-with sample calculation in the attached pro-forma.

2. The rates should not have any ambiguities. Incomplete or ambiguous or without sample calculation offers would not be considered. The quotations will be opened on same day at 3.30 P.M. in the presence of those tenderers who wish to be present.
3. The Competent Authority reserves the right to reject any or all tenders without assigning any reason at any stage.

Yours faithfully,

(BALDEV RAJ)
RESEARCH OFFICER
Tel. No.23063288

1. As per Category 'A' printer short-listed by Directorate of Printing.

**Rates for Design and Printing of Annual Report 2011-12 of
Ministry of Micro, Small & Medium Enterprises**

SPECIFICATIONS

Size	21.5 Cm x 27.5 (cut size)
Nos	2 Nos of same design and layout <ul style="list-style-type: none"> • English version-2000 copies- for 2011-12 750 Nos. CD (English) in unbreakable box in html format. • Hindi Version- 1000 copies for 2011-12 750 Nos. CD (Hindi) in unbreakable box in html format. • Perfect binding
Approx number of pages/photographs	<ul style="list-style-type: none"> • Pages 300 nos. approx., Perfect binding • Photographs 50 nos. approx. (to be provided by Department to an extent possible, remaining photos/art work to be arranged by printer)
Cover	• Cover 300 GSM Magnostar Art paper and laminated-4 colours printing
Pages	• Text pages 130 GSM Magnostar Art paper -4 colours printing

1. Design Rate

Design and layout of Annual Report 2011-12	Scope of Work	Rates (consolidated for Hindi & English version)
	Design and layout of Annual report (same design and layout for Hindi and English version) with following specification <ul style="list-style-type: none"> • Text would be provided in CD's in suitable formats. • The report would contain text, tables, graphs and photographs • Pages 300 nos. • Photographs 50-nos. approx (to be provided by Department to an extent possible, remaining photos/art work to be arranged by printer) 	

2. Proofing

Scope	Rate (per A4 page in four colour)
Machine Proof to be submitted for approval for specified number of Pages (e.g. cover pages, photograph pages etc.) any changes after the machines proof the same cost will be borne by the printer	

(3) Turnkey Printing Rates (Printing, lamination, binding etc. and supply at Udyog Bhawan)

	For first 1000 copies	Rate for each additional 1000 copies
300 pages		
Addition/Reduction in charges for each 4 text pages		

(4) Sample Calculation

	Design	Proofing of 300 pages		Turnkey Printing Rates	
		English	Hindi	English – 2000 copies & 750 CDs	Hindi – 1000 Copies & 750 CDs
	(1)	(2)	(3)	(4)	(5)
Annual Report 2011-12					
Grand Total (1+2+3+4+5)					

. Please indicate the sample calculation for Design, proofing and Printing of 1000(Hindi) + 2000 (English) copies for 300 pages annual reports.

- Department reserves the right to award order **only for turnkey proofing and printing (item No.2 and 3)**
- The rates should not have any ambiguities. Incomplete or ambiguous offers would be rejected.
- Proof to be submitted for approval on colour print.
- Delivery period - within 7 days after the approval of design, layout and proof.
- **S.T. / VAT and Addition/Reduction in charges for each 4 text pages would be applicable separately.**