

MOST IMMEDIATE
BY SPEED POST

No.5/ 2/2009-CDN
Government of India
Ministry of Micro, Small and Medium Enterprises
(CDN Section)

Udyog Bhavan, New Delhi.
the 19th November,2008

Subject: Quotation for award of contract for printing of Annual Report of Ministry of Micro, Small and Medium Enterprises for the year 2009-10 - 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 2009-10. Interested parties having experience in printing of the Annual Reports of Ministries/Departments may, therefore, may 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 30.11.2009 (Room No.429-B) along-with sample calculation in the attached pro-forma. 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.

The Competent Authority reserve the right to reject any or all tenders without assigning any reason at any stage.

Yours faithfully,

S/d-
(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 2009-10 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-4000 copies- for 2009-10 500 Nos. CD (English) in unbreakable box in html format. • Hindi Version- 2000 copies for 2009-10 500 Nos. CD (Hindi) in unbreakable box in html format. • Perfect binding
Approx number of pages/photographs	<ul style="list-style-type: none"> • Pages 200-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 135 GSM Magnostar Art paper -4 colours printing

1. Design Rate

Design and layout of Annual Report 2009-10	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 200 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 born by the press.	

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

	For first 1000 copies	Rate for each additional 1000 copies
Cover + 200 pages		
Addition/Reduction in charges for each 4 text pages		

(4) Sample Calculation

	Design	Proofing of 200 pages		Turnkey Printing Rates	
		English	Hindi	English – 4000 copies & 500 CDs	Hindi – 2000 Copies & 500 CDs
	(1)	(2)	(3)	(4)	(5)
Annual Report 2009-10					
Grand Total (1+2+3+4+5)					

- . Please show the sample calculation for Design, proofing and Printing of 2000(Hindi) + 4000 (English) copies for 200 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 10 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.**