

**MOST IMMEDIATE**  
**TIME BOUND/BY SPEED POST**

**F. No. N-19/03/2018-P&C**

Government of India  
Ministry of Consumer Affairs, Food and Public Distribution  
Department of Consumer Affairs

Room No. 468, Krishi Bhawan, New Delhi

Dated the 8<sup>th</sup> January, 2019

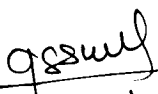
**TENDER NOTICE**

**Subject: Calling quotations for the printing of Annual Report 2018-19-regarding.**

The undersigned is directed to invite quotations for printing of Annual Report 2018-19 (English & Hindi) for the Department of Consumer Affairs as per specifications given below and terms and conditions given in the Annexure:

<b>Job:</b>	<b>Annual Report – Two Versions (English &amp; Hindi)</b>
Quantity	English: 900 copies Hindi : 600 copies
Size of AR and Quality of Paper	A-4 Size on art paper (Pure White Matte imported paper). Paper Weight for text will be 110 gsm and cover 300 gsm. (Sample can be seen in the Department on any working day between 11 am to 5 pm.
Input	Text will be provided in MS-Word both in English (Times) & Hindi (Kruti Dev). Composing of text and scanning pictures will be set by printer on quality software, offset machines and high quality scanners.
Number of pages	160 Pages each in English and Hindi Versions. (Pages can be more and charges will be calculated on Pro-rata basis on extra pages if above 160 pages)
Description	4 Colors throughout. Text will be in two columns format with side border having pictures and logo on every page. Cover page, back Cover and each chapter of Annual Report including photos will be designed by a professional designer of the Printer for both versions of the reports. Cover will be laminated in Mat surface. Perfect bound side stitching will be required for binding the Annual Report.
Time for Printing	Within two weeks from the date of manuscript given.

Contd...2/-

  
10/01/19

The sealed cover containing the quotations may be given/sent to the **Under Secretary (P&C)** and super scribed Quotations of **“Printing of Annual Report 2018-2019”**. The eligibility criteria, terms and condition of the tender are at Annexure. The schedule of receipt and opening of quotations is as under:

**Last Date & Time of receipt of quotations: 30.01.2019 (3.00 pm)**

**Date and Time for opening the quotations: 30.01.2019 (4.00 pm)**

The quotations will be opened by duly constituted Committee in the presence of tenderer or duly authorized representative thereof. The representatives must bring an authorization letter from their employer to be present in the opening of the quotations. The above tender is also available on the website of the Department *i.e. www.fcamin.nic.in*

Yours faithfully

  
(Anand Joshi)

Under Secretary to the Govt. of India  
Tel. No. 23382525

- (i) As per list of printers empanelled by Directorate of Printing based in Delhi only, printers who have printed the Annual Report of this Department in pervious years and authorised printer of this Department.
- (ii) Copy to Directorate of Printing 'B' Wing, Nirman Bhawan, New Delhi for participating in the bid/ sending quotations.
- (iii) Copy to PSA (NIC) with a request to put the tender on website of the Department (Copy of the approval of JS(CA) is also enclosed).
- (iv) Pay and Accounts Officer, Department of Consumer Affairs, 12-A Jam Nagar House, New Delhi.
- (v) G.A. SECTION / US (IF) / GUARD FILE.

**ELIGIBILITY CRITERIA AND TERMS & CONDITIONS**

**The contract is subject to the following eligibility criteria and terms and conditions:**

1. *The quotations must be accompanied by Earnest Money of Rs.25,000/ (Rupees Twenty Five Thousand Only) in the form of Demand Draft drawn on any Nationalized Bank in favor of Pay and Accounts Officer, Department of Consumer Affairs, Krishi Bhawan, New Delhi. The Earnest Money Deposit of successful tenderer will be converted into security deposit in case of other tenderers; the earnest money will be refunded on finalization of the contract.*
2. *Quotations received without earnest money deposit will not be considered at all.*
3. *Tenderers may quote their unconditional rates strictly as per schedule of requirements enclosed. Cutting/over-writing, if any should be countersigned by the tenderer.*
4. *The quality of the material as well as printing should be of high standard and as per requirement of the Department. Sample report can be seen in the Department on any working day between 11 am to 5 pm.*
5. *The rates should be inclusive of delivery charges to this Department in Krishi Bhawan..*
6. *The rates should be quoted according to the specifications given in the Tender. The rates of GST, if payable extra should be clearly indicated.*
7. *The Constituted Committee may make a survey to the Computer Lab./Printing Press, etc. of the concerned Press before awarding the contract to L-1 in order to ensure the timely delivery of the Annual Report. Decision of the Committee will be final to award the contract.*
8. *Payments will be made only after satisfactory completion of the work.*
9. *A request for a Proforma – Invoice can be made to the successful tenderer.*
10. *One representative of the firm will have to visit this Department twice a week to show the progress in the job assigned. Telephone Numbers / mobile number of the concerned persons should be indicated in all the urgent communications*
11. *The firm should ensure that the printing is done in the prescribed time and printed items are delivered within the given time frame. Time is the essence of this contract.*
12. *If the contractor commits breach of any of the above terms and conditions or is not able to complete the work in time, the contract will be cancelled and security deposit may be forfeited and the work will be assigned to L II at the risk and cost of the contractor.*
13. *The Department reserve the right to reject any or all the quotations without assigning any reason therefore..*
14. *The quotations may be deposited in Room No. 468, P&C Section, Department of Consumer affairs, fourth Floor, Krishi Bhawan, New Delhi.*

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