

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

F. No. N-21/40/2022-P&C
Government of India
Ministry of Consumer Affairs, Food and Public Distribution
Department of Consumer Affairs

Krishi Bhawan, New Delhi
Dated the 22nd December, 2023

TENDER NOTICE

Subject: Calling quotations for the printing of Annual Report 2023-2024 - regarding.

The undersigned is directed to invite quotations for printing of Annual Report 2023-2024 (English & Hindi) for the Department of Consumer Affairs as per specifications given below and terms and conditions given in the Annexure:

Job:	Annual Report – Two Versions (English & Hindi)
Quantity	English : 250 copies Hindi : 250 copies
Size of AR and Quality of Paper	A-4 Size on Indian art paper (Pure White Matte paper). Paper Weight for text will be 130 gsm and cover 350 gsm. (Sample of Annual Report 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. Cover page of Annual Report will be designed by printer.
Number of pages	Estimated number of pages are 160 Pages each in English and Hindi Versions. (Pages can vary and charges will be calculated on Pro-rata basis on less/extra pages if different from 160 pages)
Description	4 Colors throughout. Text will be in two columns format with side border having pictures and logo on every page. <i>Cover page, back Cover and each chapter of Annual Report including photos will be designed by a professional designer of the Printer</i> 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	Successful bidder would provide the draft printed report to the department, carryout correction to the satisfaction of the department and furnish the final printed report within two weeks from the date of manuscript given.

The sealed cover containing the quotations may be given/sent to the **Under Secretary (P&C), room No. 373 C, H Wing, Krishi Bhawan, New Delhi** and super scribed Quotations of **"Printing of Annual Report 2023-2024"**. The schedule of receipt and opening of quotations is as under:

Last Date & Time of receipt of quotations: 12.01.2024 (3.00 pm)

Date and Time for opening the quotations: 12.01.2024 (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.consumeraffairs.nic.in

Yours faithfully



(Jayalakshmi Kannan)

Under Secretary to the Govt. of India

Tel. No. 2338 1019

- (i) The printers who have printed the Annual Report of this Department in pervious years and authorized 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 Director (NIC) with a request to put the tender on website of the Department (Copy of the approval of Adviser (Cost) is also enclosed).
- (iv) Pay and Accounts Officer, Department of Consumer Affairs, 12-A Jam Nagar House, New Delhi.
- (v) G.A. SECTION with request to upload the tender on e-procurement / US (IF) / GUARD FILE.