

F. No. P.12-1/NSS/DTE/2018 / 3435
Government of India
Ministry of Youth Affairs & Sports
DIRECTORATE OF NSS
12/11, Jamnagar House, New Delhi-110011

21/12/2018

Sub: **Inviting quotation for Printing of Citation Book, Certificates with Envelops, Lapel Cards, Invitation Cards, Car parking Stickers for NSS Award, 2017-18 - reg.**

I am directed to say that it is proposed to get Citation Book for NSS Award, 2017-18 printed from the reputed printing press as well as certificates with envelops, lapel cards, invitation cards, car parking stickers. About 500 copies of citation books (in bilingual with photographs of awardees) are to be printed in multi-colour photographs. The manuscript consists of approximately 100 pages. The number of pages at the stage of first proof may increase/decrease marginally. The work is required to be completed within 15 days before the function. The function will be held in the month of January, 2019.

2. Interested Printers are requested to send their quotations for the above job indicating their rates for printing including materials. Please bear in mind while quoting their rates, which should include all cover printing, layout, composing, setting, processing, binding, gloss lamination of over pages, packing and delivery in Directorate of NSS.

3. The terms and conditions for awarding the job shall be as under: -

- (a) The firms should have two years of experience of having undertaken similar jobs in Ministries/Departments of the Government/autonomous body/PSUs supported by proper documents.
- (b) The firm should send samples of the paper.
- (c) The complete work should be perfect to the requirement and satisfaction of the Ministry.
- (d) Soft copy of the material of Citation Book will be provided. You are advised to see/obtain a sample copy of previous Citation Book for your reference.
- (e) Tender would be awarded to the firm whose total cost is the lowest
- (f) The agency which has been blacklisted by any Department/Office/Organisation of Ministry of Youth Affairs & Sports will not be eligible to submit tender.

4. EMD for Rs. 6,250/- in the form of demand draft/ Bankers Cheque in favour of "Accounts Officer, PAO (Sports)", issued by any nationalized bank payable at Delhi valid for a period of 45 days beyond the final bid validity period. Name and address should be written on the reverse side of the DD/Bankers cheque.

S.K. Bafumatory

S.No.	Contract Period of the Programme	Expected Volume of contract	EMD @ 5% of Estimated Value of the goods to be procured
1	As per schedule	Rs. 1,25,000/-	Rs. 6,250/-

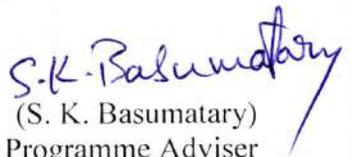
5. The quotation should be submitted two parts in a sealed cover/envelop and it should be superscribed "Quotation for Printing"

- (i) First part should be submitted for Technical Bid (as per Annexure-I) and it should contains all technical details such as EMD, copy of Income tax return filed (A.Y. 2017-18), experience certificate, samples etc.
- (ii) Second part should be submitted for Financial Bid (as per Annexure-II).

6. The last date of submission of the tender is 08.01.2019 at 2.00 PM. Technical bids will be opened on the same day at 2.30 PM or any subsequent day/time in the presence of bidders or their representative. Those who do not fulfill the conditions, quotation will be rejected at any time. Financial Bids of only those contractors will be opened, who are found eligible in Technical Bid.

7. No denial will be accepted from the firm after the contract is awarded to the firm. In case of such denial earnest money will be forfeited and the name of firm will be blacklisted.

8. If the work of the contractor is found unsatisfactory, contract can be terminated by this office at any time without assigning any reasons/notice. In this respect, the decision of this office shall be final and binding.


(S. K. Basumatary)
Assistant Programme Adviser

Annexure - I

NSS AWARD 2017-18 (PRINTING)

S. No.	Particulars	Information
1	Name of the Firm	
2	Contact Person	
3	Address of the firm	
4	Contact No.	(O) : (M) :
5	PAN No.	
6	GST/Service Tax No. (if any)	
7	TAN/TIN No. (if any)	
8	Enclosures	Experience : Yes/No I-Tax return filed (AY 2017-18) : Yes/No Sample : Yes/No EMD : Yes/No

(Signature of Authorized Person
with Name, Full Address & Telephone Number)

Annexure - II

NSS Award 2017-18 (Rates for Printing)

S. No.	Particulars	Rate	Tax (if any)
1	Award Certificates along with multicolour printing on award folders and certificate with name of awardees and logo embossing with golden leaf printing in handmade card (300gsm) (i) Folder – 12” x 18” size (folded size with pocket inside, Multicolour printing on 300 GSM handmade card pasted on thick board 50 (approx) (ii) Award Certificates Size 10” x 14”(handmade card) 50 (approx)		
2	Citation Book printing with photo (Hindi and English – Bilingual) (7.25” x 9.5” (approx. 100 pages) (300 gsm-cover page and 130 gsm-inner page) (four color glossy with laminated and perfect binding) - approx. 500 copies		
3	Invitation card (size 5.5” x 8”) 400 gsm (ivory card with envelop) - approx. 500 cards		
4	Car/Bus parking sticker with Printing (double colour) (a) Colored - approx 100 (different colour) (b) Colored - approx 400 (different colour)		
5	Lapel Cards with holder and ribbon (Multi colour) (size 5” x 4”) (a) Awardees - approx 50 (b) Officials - approx 50		
	Total		

We agree to abide by the terms & conditions unconditionally as given in the above referred letter.

(Signature of Authorized Person
with Name, Full Address & Telephone Number)

(Seal)

NSS LOGO

