

No. RA-13/1/2017-O/o Deputy Director (RA)-MCA
Government of India
Ministry of Corporate Affairs

A-Wing, 5th floor, Shastri Bhawan,
New Delhi-110001.

Dated: 8/12/2017

LIMITED TENDER NOTICE

The Ministry of Corporate Affairs, Government of India, Shastri Bhawan, New Delhi invites sealed quotations from authorized dealers/firms for printing 1800 copies of each reports in English and 800 copies of each reports in Hindi of the undermentioned two Reports of the Ministry.

2. Specification of the booklet as well as printing, composing/typing, number of pages of the magazine, paper, binding, packing/delivery etc. should be as per Annexure-II. The magazine should be printed in consultation with Shri P.C. Guravaiah, Joint Director, 8th floor, R&A Division, Lok Nayak Bhawan, New Delhi.
3. The quotations must be submitted in sealed envelope super-scribing 'Quotation for printing of Annual Report of the Ministry of Corporate Affairs 2017-18 and 3rd Annual Report on the Working & Administration of the Companies Act, 2013 for year ending March, 2017' in the Ministry of Corporate Affairs in Room No. 511, B-Wing, 5th floor, Shastri Bhawan, New Delhi on or before 18.12.2017 upto 3.00 p.m. Bids received from the firms will be opened in the same Room at 3.30 pm.
4. The quotations must be accompanied by Earnest Money Deposit of Rs. 20,000/- in the form of demand draft in favour of 'The Pay & Accounts Officer', Ministry of Corporate Affairs drawn on any scheduled commercial bank and payable at New Delhi. **Quotations received without EMD and in any other form will not be entertained at all.**
5. Firms TIN/Registration No./complete address/owners name/PAN should be clearly indicated in the quotation as given at Annexure-I.
6. The bids must be submitted in the Company's/Firm's letter head as per the format given at Annexure-III.



7. The firm should be in a position to print and supply the magazine on urgent basis at very short notice. In case, the successful bidder fails to print/supply the items within the given time frame, the supply order shall be withdrawn and EMD will be forfeited without further notice.

8. The printed booklets are required to be supplied in Company/manufacturer's sealed pack and supplied to the Section Officer (General), Room No. 511-B, Shastri Bhawan, New Delhi.

9. Payment against bill/invoice shall be released only after supply and installation and observance of satisfactory performance of the items.

10. PAN No., TIN No., GST registration No., experience certificate and Complete Address are mandatory for all, failing which, the quotation/ bid will not be entertained.

11. Special Instructions:-

- (i) Proof copies are required to be delivered within 7 days of handing over of Manuscript.
- (ii) Printed copies are required to be delivered within 7 days of handing over of Print Order.
- (iii) A very high quality of printing is required. The work done in slipshod manner will not be accepted.
- (iv) The reports are required to be printed as per the specimen to be provided by this Ministry providing adequate space/scope for box-tables, diagrams, etc.
- (v) CDs/Floppies/Pen Drive in MS-Word and pdf (both in English & Hindi) of the full report are to be provided, without any extra cost, along with the printed copies for putting the Report on the website of this Ministry.
- (vi) Printer should have facility of typing/printing in Mangal as well as Kruti Dev 010 font and converting it into page-maker for Hindi version of both the Reports. However, the choice of font of manuscript will be decided by the Ministry.

12. No extra charge will be paid for the proof, which will have to be made available to the Joint Director (R&A Division), 8th floor, Lok Nayak Bhawan, Khan Market, New Delhi.



13. The other terms and conditions remain the same as mentioned in the Limited Tender Form.

14. While quoting the rate per page, the Tenderers should clearly indicate the formula adopted by them by which the rate per copy has been arrived at.


(Nilratan Das)

Under Secretary to the Govt. of India.

BID FORM

S.No.	Particulars	
1.	Name of the Firm/Dealer/ Distributor	
2.	Address of the Firm/Dealer/Distributor	
3.	Telephone No. and Mobile No.	
4.	The details of registration(s)/ Authorised Distributorship/ Dealership Viz No., Date, validity etc. (copies to be enclosed)	
5.	GST No. and PAN No. (Proof to be attached)	
6.	EMD Details (Amount, Name of the Bank Branch, DD No. and Date)	
7.	Name & Address of the Department/ Ministries and other organizations where the work has been done (self-certify duly stamp copies of contract letter be attached)	
8.	Name, Designation, Telephone No./ Mobile No. and Address of the person to whom all references shall be made regarding this tender	
9.	Whether the firm is blacklisted by any Government Department or is any criminal case registered against the firm or its owner anywhere in India (If no, an undertaking to this effect is to be attached).	

Yours faithfully,

Date:

Place:

(Signature of the Authorized Person)

Name:

Designation:

Business Address:

Seal:



Annexure-II

Specification for Rate Contract for printing of Annual Reports of the Ministry of Corporate Affairs

1.	Name of the magazine/booklet	(i) Annual Report of the Ministry of Corporate Affairs for the year 2017-2018 and (ii) 3 rd Annual Report on the working and administration of the Companies Act, 2013 for the year ended March, 2017
2.	No. of magazine/booklet	English -1800 (each reports) (i.e. 1800 x2=3600) Hindi-800 (each reports) (800 x 2=1600)
3.	Size of Publication	27.5 cms x 22 cms
4.	Type of Area	24 cms x 17.5 cms
5.	No. of Pages of the Manuscript	The number of pages in the two reports will be 100 pages. The quotations may be given for reports as 100 pages on the basis of per page. (Number of pages may increase or decrease)
6.	Method of Printing	Offset Printing (as per sample)
7.	No. of colours to be used	Four colour job for outside cover and approx.. 10-15 colour pages containing charts/Graphs (No. of pages may increase or decrease). The inside text pages are to be printed in two colours.
8.	Art work	To be prepared by the Printer under the guidance and approval of the Ministry.
9.	Size of body type, style of printing and general layout	10 to 12 point or as per instructions on manuscripts
10.	Style of binding	To be wire stitched and pasted as per sample
11.	Paper and its quality (i) For text pages (ii) For front & back covers	135 GSM, Art Paper 250 GSM, Art Card for cover pages

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FORMS OF QUOTATIONS

S.No.	Description of typing material	Rates per in Rupees	
		English (1800 copies of each of the two Reports =3600 copies)	Hindi (800 copies each of the two Reports =1600 copies)
1.	Photo composing of the inside text page. Please quote per page rate when the matter is provided (i) In computer floppy (ii) In typed/handwritten manner		
2.	Photo composing of inside colour pages with chart & graphs etc. (Please quote per page Rate inclusive of scanning charges)		
3.	Processing in 4 colour of the inside colour pages, charts, graphs etc. Please quote per page rate inclusive of scanning charges, if any)		
4.	Processing in two colour for inside text pages (Please quote per page rate)		
5.	Art Work making (Please quote per page rate)		
6.	Photocomposing art work making & processing etc. in 4 colour of outside front cover (rate may be quoted for per cover pages inclusive of scanning charges, if any)		
7.	Binding charges (rate per book may be quoted)		
8.	Local delivery charges (copies of two Annual Reports in bundles of 50 copies each with thick brown wrapping paper at top & bottom and tied with country twine and delivered locally to Joint Director (R&A), 8 th floor, Lok Nayak Bhawan, Khan Market, New Delhi. (Please quote lump-sum amount for 3600/1600 copies)		
9.	Cost of 250 GSM Art Card for cover wrapper gross (144 sheets of size		



	23"x36" may be quoted) (wastage not permissible)		
10.	Sales Tax, if any, on cost of paper only		
11.	(i) Rate of a copy (Hindi) inclusive of all above (S.No. 1 to 10) rates for a 100 pages report		
	(ii) Rate of a copy (English) inclusive of all above (S.No. 1 to 10) rates for a 100 pages report		
	(iii) Rate per page beyond the specified quantity		
	(iv) Total cost (3600 +1600) (including all the above mentioned charges and GST) L-1 evaluation will be done based on total cost quoted at S.No. (iv)		
12	Grand total (English + Hindi)		
13	Registration number with Directorate of Printing, if any		

See

1.	M/s Kamal Printers, 406/ 2A, Ghati Road, Anand Parbat, New Delhi-110005
2.	M/s Singhal Print Media, 3406, III rd floor, D.B. Gupta Road, Near Manas Mandir, New Delhi.
3.	M/s Taaj Press, A 35/4, Phase I, Mayapuri Industrial Area, New Delhi-110064.
4.	M/s Sri Durga Enterprises, Shri Durga Niwas, MH-141, (Opp. Railway Line), Shahbad Mohammadpur, New Delhi-110061
5.	M/s Venus Printers, 4/53, Gali No. 4, Anand Parbat Industrial Area, New Delhi-110005

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