



भारतीय मानक ब्यूरो  
BUREAU OF INDIAN STANDARDS

By Speed Post

मानक भवन, 9 बहादुरशाह ज़फर मार्ग, नई दिल्ली-110002  
Manak Bhavan, 9 Bahadur Shah Zafar Marg, New Delhi-110002

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2323 3375  
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Website : www.bis.org.in  
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तार : मानकसंस्था  
Grams : Manaksanstha

Our Ref: P&C/47:3/AR 2103-14

22 Sep 2014

**Subject: Printing of BIS Annual Report 2013-14**

Dear Sir,

Sealed quotations are invited from Class 'A' Offset Printers, only located in Delhi and NCR on the panel of Directorate of Printing, Ministry of Urban Development, New Delhi for quality printing of BIS Annual Report as per details given in Schedule A.

If you are in a position to undertake the job on priority basis and print it elegantly under above mentioned terms, kindly send your rates in the enclosed Performa (Annex I) in an envelope super scribed "**Quotation for Printing of BIS Annual Report**" along with **samples of all printing papers by 14:30 hrs on 09 Oct 2014 to the undersigned.** Incomplete quotations received without EMD, samples of all varieties of printing Papers and Registration Certificate shall be summarily rejected. The quotation shall be opened the same day at 1500 hrs in the presence of such tenderers or their duly authorized representative, who may care to attend.

**All parties concerned, are requested to contact our office for any clarifications and to inspect the previously printed copy of the BIS Annual Report, regarding quality of printing papers and printing etc., on any working day before sending the quotations.**

It is also informed that BIS reserves the right to reject any or all the quotations, without assigning any reason thereof.

Thanking you,

Yours faithfully,

(Anil Jain)

Scientist F & Head (P&C)  
Room No:255, Manakhalaya,  
9, Bahadur Shah Zafar Marg,  
Bureau of Indian Standards,  
New Delhi - 110002.

Encl: As above

### **Tender for printing of BIS Annual Report 2013-14**

1. Quantity - 1000 copies
2. Process - DTP + Offset (using CTP)
3. Pages - 96 to 120 pages (approx.)
4. Colours - 4 Colours
5. Binding - Perfect Binding – For perfect binding, publications are to be first section sewn and later on cover pasted through good quality hot melt adhesive.
6. Materials to be provided by BIS - Manuscript of all text pages in English and Hindi and outer cover pages (ready to print) shall be provided by BIS.
7. Packing/ Forwarding - 05 copies of Annual Report shall be packed shrink proof in thick cellophane.

All Supplies shall be made at BIS HQ, New Delhi for which no additional charges shall be paid.

8. Time Schedule - To be completed within 40 days including typesetting and procurement of all varieties of papers, printing and binding.

9. Terms & conditions of Bid Submission

i) **Eligibility Criteria** - The printers must be empanelled with Directorate of Printing, Ministry of Urban Development, Govt. of India as Class 'A' Offset printer as on date.

ii) **Documents to be submitted** – Eligible bidders are required to submit the following:

- a) an attested copy of the tender document indicating that all information provided in the tender has been understood and agreed.
- b) similar works recently done along with the quotations.
- c) Bid quoted (as per Annex I)
- d) Samples of all printing papers as prescribed at Annex I

iii) **Earnest Money Deposit (EMD)** - An EMD in the form of DD/PO of Rs. 5,000/- shall be deposited along with Quotation in favour of 'Bureau of Indian Standards' payable at New Delhi.

iv) **Validity of Bids** – The bids (as per Annex I) shall be valid for 45 days from the date of last date of submission of Bids.

10. Terms & conditions of the Contract

- i) **Security Money** – The successful bidder will have to deposit an amount of Rs.10,000/- as Interest Free Security Deposit in the form of DD/Pay order/Bank Guarantee in favour of Bureau of Indian Standards, New Delhi.
- ii) 05 copies of finalized printed Annual Report shall be submitted to BIS for the approval prior to bulk supply.
- iii) It shall be the sole responsibility of the printer to ensure the quality of Printing Paper as specified. Any deviations from the prescribed quality of papers unsatisfactory quality of printing/binding and/or inordinate delay may lead to cancellation of the job at the printer's cost without any compensation thereof or impose a penalty up to a maximum of 40% of the total production cost for inordinate delay/unsatisfactory execution of the job. Director General, BIS shall be the sole judge for the satisfactory and timely execution of the job.
- iii) Any short supply to the quantity ordered shall not be acceptable. In case of any short supply, the responsibility shall be of the printer to complete it. In such case no part payment shall be payable to the printer.
- iv) Collection and Delivery of all jobs to BIS HQ shall be the sole responsibility of the printer. No additional charges are payable on this account.
- v) After award of tender, refusal to any work in full or part by any printer shall lead to termination of the contract and the security money shall be forfeited.
- vi) The wastage of papers & binding shall be inclusive in Printing Rates.

11. Terms of Payment

- Within 15-20 days from the date of submission of the final bills. No advance payment shall be made in any condition.

12. Important dates

- - a. Tender publish date (CPP portal and BIS website): 22.09.2014
  - b. Tender document download start date: 22.09.2014
  - c. Clarification start date: 23.09.2014
  - d. Bid start date: 23.09.2014
  - e. Tender document download end date: 08.10.2014
  - f. Clarification end date: 08.10.2014
  - g. Bid end date: 09.10.2014
  - h. Bid opening date: 09.10.2014

**Bid for printing of BIS Annual Report 2013-14****RATES OF OFFSET PRINTING**

Sl No.	Particulars of Printing in 4 Colours	Rates of Printing*
1.	Printing 96 pages of Text (front/back) and 4 pages of cover in 4 colours in A4 size including typesetting in English and Hindi, inserting photographs, Printing using CTP, folding & gathering, Mat Lamination, Perfect Binding and cost of 100 GSM Sinar/Royal Art Paper for text and 250 GSM Sinar/Royal Art Card for cover pages for 1000 copies	Rs. ....
2.	Printing subsequent 8 pages of Text (front/back) in 4 colours in A4 size including typesetting in English and Hindi, inserting photographs, Printing using CTP, folding & gathering, and cost of 100 GSM Sinar/Royal Art Paper for 1000 copies	Rs. ....
3.	VAT	..... % Extra

\* The above rates shall be inclusive of all wastages on account of Printing, Binding etc.

Date:

Place:

Name and Stamp of the Party  
with full Address and Signature of the  
Owner/Chief Executive