

**By Speed Post**

Our Ref: PRD/Printing(Brochure LSC)

17 April 2014

Subject: **Printing of New Membership Pamphlets**

Dear Sir,

Sealed quotations for a period of one year rate contract are invited from Class 'A' Offset Printers only located in Delhi and NCR on the panel of Directorate of Printing, Ministry of Urban Development, Government of India, New Delhi for quality printing/reprinting of various BIS publicity brochures.

If you are in a position to undertake the job on priority basis and print it elegantly as per the terms mentioned in **Schedule A**, kindly send your rates in the enclosed **Performa (Annex I)** in an sealed envelope superscribed **"Quotation for Printing of BIS Publicity Brochures"** along with samples of all printing papers by 1430 hrs on **2 May 2014 to The Section Officer, Public Relations Department, BIS, New Delhi.** The 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 the parties are requested to inspect the previously printed copy of the BIS Publicity Brochures in our office, regarding quality of Printing Papers and Printing etc., on any working day (Monday – Friday, between 1400 hrs to 1700 hrs) before sending the quotations.**

BIS reserves the right to reject any or all the quotations, without assigning any reason thereof.

Thanking you,

**Yours faithfully,**

**(H. L. Kaul)**  
**Director (Public Relations)**

Encl: As above

### **Schedule A**

1. Quantity - 1000 to 10000 copies
2. Process - Offset (using CTP)
3. Size/Pages - A 5 / 04 to 16 pages
4. Colours - 4 Colours
5. Binding - Creasing, folding, Center Stitching, Lamination
6. Materials to be provided by BIS - Soft copy of all text and cover pages shall be provided by BIS for Brochures.
7. Packing/ Forwarding - 50 copies of brochures 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 - All publications to be completed within 10 days including procurement of all varieties of papers, printing and binding.
9. Terms & Conditions of Bid Submission Eligible -
  - i) **Eligibility Criteria** - The printers must be empanelled Directorate of Printing, Ministry of Urban Govt. of India as Class 'A' Offset printer as on date.  
  
bidders are also required to submit an attested copy of their latest Empanelment along with quotation. In addition to above, the printers must be in possession of two 4 colour machines (18"x23" or 19"x25" – 1 No and 23"x36"/25"x38" – 1 No) along with CTP facility.  
The printer should also have a minimum turnover of Rs 50.00 Lac (fifty lac) in each last 3 financial years. Documents be provided in Support of above.
  - ii) **Paper Samples** - Samples of all printing papers as prescribed in Annex I shall be submitted to BIS along with quotation.
  - iii) **EMD** - An EMD in the form of DD/PO of Rs. 10,000/- shall be deposited along with Quotation in favour of 'Bureau of Indian Standards' payable at New Delhi.

iv) **Validity of Bids** – The bids shall be valid for 60 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. 50,000/- as Interest Free Security Deposit in the form of DD/Pay order/Bank Guarantee in favour of Bureau of Indian Standards, New Delhi.

ii) 5 copies of Brochures 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 given in Annex I. 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 BISHQ 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.

vii) **Validity of Contract** – One Year from the award of the Contract.

10. 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.

**Annex I****RATES OF OFFSET PRINTING**

For Multicolour Brochures

Sl No.	Particulars of Printing in 4 Colours	Quantity (No. of Copies)	Rates per 1000 Copies
1.	a) Printing 4 pages (front/back) in 4 colours in A5 size including Printing using CTP, folding & creasing, Mat Lamination and 300 GSM Magno Mat Art Card	1000-2000	Rs. ....
	b) As above	2100-5000	Rs. ....
	c) Printing 6 Pages (Front/Back having two folds) in 4 colours in A5 size including Printing using CTP, folding & creasing, Mat Lamination and 300 GSM Magno Mat Art Card	1000-2000	Rs.....
	d) As above	2100-5000	Rs.....
2.	a) Printing 4 pages (front/back) in 4 colours in A5 size including Printing using CTP, folding & creasing, Mat Lamination and 135 GSM Magno Mat Art Paper	1000-2000	Rs. ....
	b) As above	2100-5000	Rs. ....
3.	VAT		..... % Extra

Note- 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