

Our Ref: GSD/16/78/2014

21 November 2014

**Subject: Printing of BIS Diary 2015**

Dear Sir,

Sealed quotations are invited from Class 'A' Offset Printers, only located in Delhi and NCR on the panel of Directorate of Printing (DoP), Ministry of Urban Development, New Delhi for quality printing of BIS Diary 2015 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 proforma (Annex I) in an envelope super scribed **"Quotation for Printing of BIS Diary 2015" along with samples of all printing papers by 1500 hrs on 28 November 2014 to the undersigned.** Incomplete quotations received without EMD, samples of all varieties of printing papers, copies of purchase order of diaries in last 2 years and Registration Certificate (merely submission of list of class 'A' offset printers empanelled with DoP downloaded from DoP Website will not be considered) shall be summarily rejected. The quotation shall be opened the same day at 1530 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 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,

(A.K. Bansal)

Head (General Services Deptt.)  
Room No. 503, Manakalaya,  
Bureau of Indian Standards (BIS)  
9 Bahadur Shah Zafar Marg,  
New Delhi 110 001

Encl: As above

**Tender for Printing BIS Diary 2015**

1. Size - 7¼" x 9¾" (Bound/Finished), 7" x 9¼" (Cut/Trimmed)
2. Quantity - 2000 copies
3. Process - DTP + Offset Printing through CTP
4. No. of Text Pages/ Colours - 400 pages (approx) including 40 prelims on BIS + 16 prelims on General Information + 314 pages of Diary + 24 pages of Planner (2 page planner after each month) + 6 pages of telephone Index, all in 2 colours (except 8 pages having messages in 4 colours out of 40 pages of BIS prelims).
5. Outer Cover - Outer Cover shall be printed in 4 colours after suitable design developed by printer at its own cost.
6. Binding - Section sewn Hardcase Paperback Binding using 32 onz good quality hard board with end tape and mulmul at the back (spine) of the diary with silk thread. The outer cover in 4 colours would be Thermal Mat Laminated with UV Coating.
7. Packing - Each diary to be inserted in polythene and further packed in 250 GSM Duplex Board having BIS Name and Logo in 2 colours on top of it.
8. Description -
  - a) For preliminary pages on BIS, a soft copy in MS Word shall be provided along with some photographs for Messages.
  - b) All other pages have to be designed by the printer including General Information, Diary pages, Planner and Telephone Index. A colour dummy of all text pages to be submitted to BIS for proof reading/ approval.
9. Printing Papers -
  - a) 70 GSM TA Sunshine Super Printing for 392 pages of text.
  - b) 130 GSM Magnomat Art Paper (Mat Finish) for 8 pages of prelims and outer cover, both in 4 colours
  - c) 170 GSM Colour Paper for 8 pages of endleaves.
10. Time Schedule - 20 days from allotment of job.
11. Terms & conditions of Bid Submission -
  - i) **Eligibility Criteria**
    - a) The printers must be empanelled with Directorate of Printing, Ministry of Urban Development, Govt. of India as Class 'A' Offset printer as on date.

b) Certified copies of Purchase Order of similar job in last 2 years (atleast 2 Purchase orders).

- ii) **Documents to be submitted** – Eligible bidder are required to submit the following:
- a) Documents in support of empanelment with DoP as on date.
  - b) an attested copy of the tender document indicating that all information provided in the tender has been understood and agreed.
  - c) Samples of printed diaries in last 2 years.
  - d) Bid quoted (as per Annex I)
  - e) Samples of all printing papers as prescribed at 9 above.
- 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.

12. 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/Guarantee in favour of Bureau of Indian Standards, New Delhi.
- ii) 02 copies (one each in Rexine and Paper back) of finalized printed BIS Diary 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.
- iv) 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.
- v) 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.

vi) 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.

vii) The wastage of papers and binding shall be inclusive in Printing Rates.

13. 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.

14. Important dates -

- a) Tender publish date (CPP portal and BIS Website): 21 Nov'14
- b) Tender document download start date: 21 Nov'14
- c) Clarification start date: 21 Nov'14
- d) Bid start date: 21 Nov'14
- e) Tender document download end date: 27 Nov'14
- f) Clarification end date: 27 Nov'14
- g) Bid end date: 28 Nov'14
- h) Bid opening date: 28 Nov'14

**Bid for printing of BIS Diary 2015****RATES OF OFFSET PRINTING**

<b>Sl. No.</b>	<b>Particulars of Printing in 2/4 Colours</b>	<b>Rates of Printing</b>
1.	Typesetting, designing and Printing 392 pages of Text (front/back) in 2 colours and 8 pages of Messages and outer cover in 4 colours in 7" x 9¼" size using CTP, folding and gathering, Thermal Mat Lamination, UV Coating, Hard case Binding including cost of 70 GSM Sunshine Super Printing for text, 130 GSM Magnomat Art Paper (Mat) for prelims & outer cover pages and 170 GSM Colour Paper for endleaves, cost of packing in Duplex	Rs. .... Per diary (Rupees ..... .....Per diary)
2.	Printing of additional subsequent 4 pages or part of Text (front/back) in 2 colours including all operations as indicated at 1 above	Rs. .... for 2000 copies
3.	VAT	.....% Extra

NOTE

<sup>1</sup> 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