

Our Ref: P&C/47:3/AR 2014-15

06 Oct. 2015

Subject: Printing of BIS Annual Report 2014-15, 2015-16 & 2016-17

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 for a period of three years 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 23 Oct 2015 to the undersigned.** Incomplete quotations received without EMD, samples of all varieties of printing Papers and Empanelment 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. It may please be noted that the quoted rates would be valid for 3 years, i.e. for publication of three years' Annual Reports.

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 to inform that printing job of subsequent year, i.e. for Annual Report 2015-16 & 2016-17 shall be given on the basis of satisfactory performance of preceding year, i.e. w.r.t. quality & adhering to the time schedule.

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, Manakalaya,
9, Bahadur Shah Zafar Marg,
Bureau of Indian Standards,
New Delhi – 110002.

Encl: As above

SCHEDULE-A

Tender for Printing (including cover page design and proof reading) of BIS Annual Report 2014-15, 2015-16 & 2016-17

1. Quantity - 1000 copies(for each year Annual Report)
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 & Hindi and cover page shall be provided by BIS.
7. Packing/ Forwarding - Printed Annual report will be supplied in sets of 05 copies each in shrink proof cellophane sheet.

All Supplies shall be made at BIS HQ, New Delhi for which no additional charges shall be paid.
8. Time Schedule - page design, - To be completed within 15 days(each year) including cover typesetting, procurement of all varieties of papers, printing, proof reading 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 latest empanelment with ‘Directorate of Printing’, Govt. of India.
 - b) An attested copy of the tender document indicating that all information provided in the tender has been understood and agreed.
 - c) Copy of similar works recently done.
 - d) Financial Bid (as per Annex I)
 - e) Samples of all printing papers (in A4 size only) 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 3 years from the last date of submission of Bids and the quoted rates will be valid for publication of three years Annual Reports.

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| 10. Terms & conditions of the Contract | - | <ul style="list-style-type: none"> i) <u>Security Money</u> – 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. The Security Money shall be kept with BIS till finalization of printing of Annual Report 2016-17. ii) 02 copies of finalized printed Annual Report (for each year) shall be submitted to BIS for approval prior to bulk supply of all printed copies. 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 work order 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 rates shall be inclusive of any wastage of papers in printing & binding of Annual Reports. |
| 11. Terms of Payment | - | Within 30 days from the date of submission of the final bills, (for the current year) on receipt of satisfactory work. No advance payment shall be made in any condition. |
| 12. Important dates
(The schedule of date for 2015-16 & 2016-17 will be intimated in month of Sept.2016 & Sept. 2017 respectively.) | - | <ul style="list-style-type: none"> a. Tender publish date (CPP portal and BIS website): 07.10.2015 b. Tender document download start date: 07.10.2015 c. Clarification start date: 08.10.2015 d. Bid start date: 08.10.2015 e. Tender document download end date: 22.10.2015 f. Clarification end date: 22.10.2015 g. Bid end date: 23.10.2015 h. Bid opening date: 23.10.2015 |

Bid for printing of BIS Annual Report 2014-15, 2015-16 & 2016-17**RATES OF OFFSET PRINTING****(Valid up to publication of three years Annual reports)**

Sl No.	Particulars of Printing in 4 Colours	Rates of Printing* (excluding VAT)
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, proof reading, 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.	RATES FOR ADDITIONAL PAGES BEYOND 96 PAGES (If required) Printing subsequent pages of Text (front/back) in 4 colours in A4 size including typesetting in English and Hindi, inserting photographs, proof reading, Printing using CTP, folding & gathering, and cost of 100 GSM Sinar/Royal Art Paper for 1000 copies	a) Rs..... for 8 pages forme b) Rs.for 4 pages or part

* 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/Managing Director