

No. 8-1/2011-G-II
Government of India
Ministry of Communications & IT
Department of Telecommunications
Sanchar Bhawan, 20, Ashoka Road
New Delhi

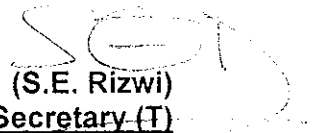
Dated: 20th December, 2011

Tender Notice for the Printing of ANNUAL REPORT for 2011-12

Sealed tender superscribed with the words "Printing of Annual Report of Department of Telecommunications for the year 2011-2012" and addressed to the Under Secretary (T), Department of Telecommunications, Room No. 511, Sanchar Bhawan, 20 Ashoka Road, New Delhi - 110001, is invited from **Delhi / New Delhi based** Offset Printers only who are having their own composing, processing, printing, cutting, binding units etc. in their premises at one place in Delhi/New Delhi, upto **3.00 p.m. on 6.1.2012**, to be opened at 3.30 p.m. on the same day i.e. **6.1.2012**. If any of these units are found to be not in existence on inspection, the tender is liable to be rejected.

2. A copy of tender document containing details of the work and other information can be had from the Section Officer (G-II) [Ph.23036897, 23036464], Deptt. Of Telecommunications, Mezz. Floor, Sanchar Bhawan, 20, Ashoka Road, New Delhi – 11 on payment of Rs. 100/- (Non-refundable) in the form of crossed Demand Draft/ Banker's Cheque from any Commercial Bank in Delhi/New Delhi drawn in favor of "PAO, DOT(HQ.), Department of Telecommunications, New Delhi-110001" between 10.30 AM to 4.30 PM on working days and not later than 2.00 PM on **6.1.2012**.

3. In case, firm has downloaded the tender documents from the DoT's website i.e. www.dot.gov.in, they must ensure that requisite tender fee /cost is enclosed in the form of Account Payee Demand Draft from any of the Commercial bank In favour of "PAO, DOT(HQ)" with their tender, failing which the tender will be treated as incomplete and will be ignored.



(S.E. Rizwi)

Under Secretary (T)

For & on behalf of the President of India

Ministry of Communications & IT

Department of Telecommunications

Sanchar Bhawan, 20, Ashoka Road, New Delhi-110001

**Government of India
Ministry of Communications & IT
Department of Telecommunications
Sanchar Bhavan, 20, Ashoka Road
NEW DELHI-110001**

No. 8-01/2011-G-II

Dated : 20th December, 2011

**Sub: - Printing of Annual Report of the Deptt. of Telecom for 2011-2012
in four colour and on art paper.**

Sealed Tenders are invited from Delhi/New Delhi based Offset Printers only who are having their own composing, processing, printing, cutting, binding units etc. in their premises at one place in New Delhi/Delhi for the work details of which are given under 'Specifications of Job' hereunder. If any of these units are found to be not in existence on inspection, the tender is liable to be rejected. The detailed specifications of the work to be done are available with Section Officer (G-II), Deptt. of Telecom, Mezzanine Floor, Sanchar Bhavan, 20, Ashoka Road, New Delhi-110 001 and may be inspected at any time during the normal working hours of this office.

2. The tender should be sent to this Department in a sealed inner cover superscribed "**Tender for the Printing of Annual Report 2011-2012**". The Tender should bear the address as - Under Secretary (T), Department of Telecom, Room No. 511, Sanchar Bhavan, 20, Ashoka Road, New Delhi-110 001. The tender shall be dropped in the Tender Box kept at the Reception Counter of Sanchar Bhawan on all working days and not later than 3.00 PM on **6.1.2012** positively. Submission of tender by any other mode than the prescribed mode shall not be accepted.

3. The tenders will be opened at **3-30 P.M.** on **6.1.2012** in Room No. 511, Sanchar Bhavan, New Delhi-110 001.

4. The Secretary, Department of Telecommunications, is **not** bound to accept the lowest tender or any tender or to assign any reason for rejection of any or all the tenders. He reserves to himself the right for accepting the whole or any part of the tenders. His decision in the matter shall be final and binding.

5. The Secretary, Department of Telecommunications may at his discretion decide to split the work and allot to two or more than two firms, if found necessary. This will have to be done in a manner as will give each firm complete portion or unit of total works.

6. Any failure on the part of tenderer to observe the prescribed procedure and any attempt to canvass for the work will prejudice his/her tender. Tenders/rates quoted in other than the prescribed proforma are liable to be rejected.

7. Each quotation must be accompanied by an earnest money of **Rs. 20,000 (Rupees twenty thousand only)** in the form of a '**Crossed Demand Draft/Pay Order**' drawn in favour of **PAO (HQ), DOT**. The earnest money is refundable in case the tender is not accepted. However, in case of successful binder the earnest money shall be retained as security for the **Due Performance of the contract which is refundable on satisfactory completion of the contract.**

Contd.....2/-

8. The arrangements made on the result of this call for Tenders will be in force till the completion of this work or for such shorter period as may be decided by the Deptt. of Telecom., New Delhi. The decision of the Deptt. of Telecommunications on all these matters shall be final and binding on the Parties. No regular contract as such will be drawn up and the acceptance by the Department of the tender of the selected tenderer will constitute a valid contract for the enforcement of the terms and conditions contained therein. The contract can be terminated by Government at any time without assigning any reason.
9. The rates should be mentioned in figures as well as in words exclusive of sales tax. **Erasing / overwriting should be avoided/duly attested by the tenderer.** Sales Tax and other taxes, if any, should be indicated separately. In case, nothing is mentioned, it will be assumed that Sales Tax/other tax is included in the rates quoted.
10. The person signing the tender form or any documents forming part of the contract on behalf of another or on behalf of a firm shall be responsible to produce a proper power of attorney duly executed in his favour, stating that he has the authority to bind such other person of the firm, as the case may be in all matters pertaining to the contract including the arbitration clause.
11. Sample of the papers in accordance with the prescribed specification should accompany the quotation duly signed on behalf of the firm with detailed specification i.e. name of the paper, GSM, and Ream weight etc. **In case paper samples, duly signed, are not attached with the quotation, the same will be rejected.**
12. No extra charge will be paid for the proof, which will have to be drawn till the same is approved by the Indenting Branch. The proof will have to be made available to the concerned Section / office in the Sanchar Bhavan, 20, Ashoka Road, New Delhi-110001
13. The printed copies will have to be supplied duly tied up in suitable sized bundles of equal numbers at Sanchar Bhavan premises or any other place as may be directed.
14. The printers shall, whenever called upon to do so give full information with regard to the work in hand and shall also permit Secretary, Department of Telecommunications, or any officer deputed by him to inspect the printer's premises at all reasonable times and shall give all assistance and information as may be required by him in connection with the contract.
15. After the work has been completed the bill for the work in duplicate prepared on the basis of the accepted rates be submitted to the Secretary, Department of

contd...3/-

Telecommunications, for necessary action together with (i) receipted delivery vouchers for the supply made (ii) representative specimen of the work and (iii) other documents in support of the items charged for in the bill.

16. The delivery of the articles is to be made to the concerned Section of Department of Telecommunications, New Delhi free of any other charges except those quoted in the quotation form within the stipulated date on receipt of the Print Order.

17. A sum not exceeding 2% of the composing, Printing, and Binding charges will be deducted from the bill for every week's delay or part thereof in complying with the date of delivery of the printed copies and or for bad workmanship. The entire job will be rejected if the same has not been carried out in accordance with the specifications.

18. In case of delay in printing and supply beyond stipulated time, necessary recovery will be made from the bills submitted by the Printers. If no bill of Printers is available with the Department, the same amount will be recovered from his bills pending with other Ministries/Departments.

19. Any sum of money due and payable to the Contractor (including Security Deposit refundable to him) under this contract may be appropriated by the purchaser or Government or any other person or persons contracting through the Government of India and set off against any claim of the purchaser or Government or such other persons for the payment of a sum of money arising out of or under any other contract made by the contractor with the Purchaser or Government or such other person or persons.

20. The report is required to be printed as per the specimen to be provided by this department providing adequate space/scope for box-tables, diagrams etc.

21. The rates for the job covered in the specification will be negotiated, if necessary, and the payments will be made accordingly.

22. In case of failure of the contractor to supply the printed copies within the stipulated time strictly conforming to the specifications, the Secretary, Department of Telecom., may get the work done through any other printer at the Contractor's risk and expenses but without prejudice to any other rights which the Department of Telecommunications may have against the Contractor.

23. Floppies in MS-Word (both in English & Hindi) of the full report capable of being downloaded in our Website are to be provided, **without any extra cost, along with the printed copies for putting the Report on the Website of the Department. Any delay in providing the floppies would attract penalty @ Rs.500/- (Rupees five hundred only) per day of delay.**

(S.E. Rizwi)
Under Secretary (T)
Tele. No.2303-6300

Encl: - Job specifications & Quotation forms (4 pages)

SPECIFICATION OF JOB

1. Description : Printing of Annual Report of Department of Telecommunications in English & Hindi, Separately, in four colour (Both cover & Text pages)
2. Approximate No. of copies : English : 2000
Hindi : 1000
3. Size : 27.5Cms X22 Cms.
4. Type Area : 24 Cms X 17.5 Cms
5. No of Pages : Approx. 160 pages each in English & Hindi (Number of pages can increase or decrease)
6. Method of Production : Offset printing in four colour (as per sample).
7. No. of colours to be used : Four colour job for both outside covers and inside pages containing Photographs, Charts & Graphs (No. of pages may increase or decrease).
8. Art work and Design : i) to be prepared by the Printer under guidance of this office.
ii) Artwork for various charts and graphs will be prepared by the Printer.
9. Size of body type, style of printing and general layout : 8 to 10 points or as per instructions on manuscripts.
10. Style of binding : As per sample.
11. Paper and its quality :
 - i) For inside colour pages : Art paper of 120 GSM
 - ii) For front & back covers : Imported Art Card of 210 GSM with lamination

Special Instructions: -

- a) Printed copies are required to be delivered within 7-10 days or earlier after the date of receipt of corrected proof pages.
- b) A very high quality of printing is required. The work done in slipshod manner will not be accepted.
- c) The report is required to be printed as per the specimen to be provided by this department providing adequate space/scope for box-tables, diagrams etc.
- d) Floppies in MS-Word in PDF format (both in English & Hindi) of the full report capable of being downloaded in our Website are to be provided, without any extra cost, along with the printed copies for putting the Report on the Website of the Department. Any delay in providing the floppies would attract penalty @ Rs.500/- (Rupees five hundred only) per day of delay (see clause 23).

FORM OF QUOTATION

S. No.	Description	Rate (Rs.)
1.	Paper cost of colour text pages (Art paper of 120 GSM) (for 3000 copies).	
2.	Paper cost for front & back covers (Imported Art Card of 210 GSM with lamination (for 3000 copies).	
3.	Printing cost for text pages Approx. 160 pages for 3000 copies (in four colours) including photocomposing, processing, scanning, designing, plate making.	
4.	Printing cost for front & back covers (in four colour) for 3000 copies (2000 in English & 1000 in Hindi) inclusive of lamination charges (including photocomposing, processing, scanning, designing, plate making). (No separate designing charges for Hindi version of Annual Report will be admissible).	
5.	Binding charges for 3000 Copies.	
6.	Local delivery charges (Copies of Annual Report in bundles of 50 copies each with thick brown wrapping paper at top & bottom & tied, are to be delivered to ADG (ERU-STT), Sanchar Bhavan, New Delhi).	
7.	Sales Tax / VAT, if any, (on cost of paper only).	
8.	Total cost of entire work.	

**Signature with Rubber Stamp
Address & Tele. Nos.**

सं० 8-1/201 जी-॥
भारत सरकार
संचार एवं सूचना प्रौद्योगिकी मंत्रालय
दूरसंचार विभाग
संचार भवन, 20 अशोक रोड

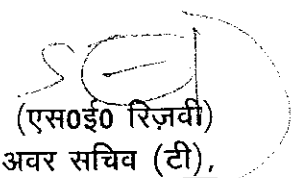
दिनांक: 20 दिसम्बर, 2011

वर्ष 2011-12 की वार्षिक रिपोर्ट के मुद्रण के लिए टेंडर नोटिस

दिल्ली /नई दिल्ली स्थित केवल ऐसे ऑफसेट मुद्रक जिनकी अपनी कम्पोजिंग, प्रोसेसिंग, प्रिंटिंग, कटिंग, बाइंडिंग आदि की यूनिटें अपने परिसर में एक ही स्थान पर स्थित हैं, से "दूरसंचार विभाग की वर्ष 2011-12 की वार्षिक रिपोर्ट का मुद्रण" शब्दों से अंकित और अवर सचिव (टी), दूरसंचार विभाग, कमरा सं० 511, संचार भवन, 20 अशोक रोड, नई दिल्ली-110001 को संबोधित सीलबंद निविदाएं दिनांक **06.01.2012** के अपराह्न 3.00 बजे तक आमंत्रित की जाती हैं जो उसी दिन अर्थात् दिनांक **06.01.2012** को अपराह्न 3.30 बजे खोली जाएंगी। यदि निरीक्षण करने पर इन यूनिटों में से कोई भी यूनिट अस्तित्व में नहीं पाई जाती है, तो निविदा को निरस्त कर दिया जाएगा।

2. इच्छुक बोलीदाता, बोली दस्तावेज की प्रति अनुभाग अधिकारी (जी-॥) (दूरभाष 23036897, 23036464) दूरसंचार विभाग, मध्य तल, संचार भवन, 20 अशोक रोड, नई दिल्ली-110001 से 100/-रु० (गैर-प्रतिदेय) के रेखांकित डिमांड ड्राफ्ट/बैंकर्स चैक जो कि दिल्ली/नई दिल्ली में किसी भी वाणिज्यिक बैंक से आहरित और "वेतन एवं लेखा अधिकारी, दूरसंचार विभाग(मुख्यालय), नई दिल्ली-110001 के पक्ष में देय" हो, का भुगतान करके कार्य दिवसों पर पूर्वाह्न 10.30 बजे से अपराह्न 4.30 बजे तक प्राप्त कर सकते हैं परंतु **06.01.2012** को अपराह्न 2.00 बजे के बाद नहीं।

3. यदि किसी फर्म ने निविदा दस्तावेज दूरसंचार विभाग की वेबसाइट अर्थात् www.dot.gov.in से डाउनलोड किया है तो वे यह अवश्य सुनिश्चित कर लें कि उन्होंने अपनी निविदा के साथ "वेतन एवं लेखा अधिकारी, दूरसंचार विभाग (मुख्यालय), संचार भवन, नई दिल्ली-110001" के पक्ष में देय किसी वाणिज्यिक बैंक से आहरित एकाकंट पेई डिमांड ड्राफ्ट के रूप में निविदा प्रस्तुत करने की अपेक्षित राशि/शुल्क संलग्न कर दिया है, और ऐसा न करने पर निविदा को अधूरा समझा जाएगा और उस पर विचार नहीं किया जाएगा।


(एस०ई० रिज़र्वी)
अवर सचिव (टी),
कृते एवं भारत के राष्ट्रपति
संचार एवं सूचना प्रौद्योगिकी मंत्रालय
दूरसंचार विभाग,
संचार भवन, 20 अशोक रोड,
नई दिल्ली-110001