

Government of India
Ministry of Communications & IT
Department of Telecommunications
Sanchar Bhawan, 20, Ashoka Road
New Delhi – 110001

Tender Notice for printing of Annual Report for the year 2006-07

No.8-8/2006-PP: Sealed tender superscribed with the words "Printing of Annual Report of Department of Telecommunications for the year 2006-2007" and addressed to the Deputy Secretary (Admn.II), Department of Telecommunications, Room No. 307, 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, upto **3.00 p.m. on 22.1.2007**, to be opened at 3.30 p.m. on the same day i.e. **22.1.2007**. A copy of tender document containing details of the work and other information can be had from the Section Officer (PP), Deptt. Of Telecommunications, Room No. 1121, Sanchar Bhawan, 20, Ashoka Road, New Delhi – 110 001 during regular office hours. The Tender document can also be downloaded from the Department website www.dot.gov.in

Deputy Secretary (Admn.II)

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

No. 8-8/2006PP

Dated : 04 January,2007

Sub: - **Printing of Annual Report of the Deptt. of Telecom for 2006-2007 in multicolor.**

Sealed Tenders are invited for the work details of which are given under 'Specifications of Job' here under. The detailed specifications of the work to be done are available with Section Officer (PP), Deptt. of Telecom, Room No. 1121, Sanchar Bhavan, 20, Ashoka Road, New Delhi-110001 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 2006-2007**". The Tender should be addressed to the President of India through Deputy Secretary (Admn.II), Department of Telecom, Room No.307, Sanchar Bhavan, 20, Ashoka Road, New Delhi-110 001. The tender should be despatched so as to reach Deputy Secretary (Admn.II) by not later than **3-00 P.M. on 22.1.2007** positively. Tenders, which are not found properly sealed, will be summarily rejected.

3. The tenders will be opened at **3-30 P.M. on 22.1.2007** in Room No. 1121, 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. **A sum equal to 5% of the value of work or Rs.12,000/- (Rupees Twelve Thousand only) whichever is more, will have to be deposited within 7 days (Seven Days) of the approval of the tender as security for the Due Performance of the contract. Security can be deposited in the form of Savings Deposit Certificates, Fixed Deposit Receipts or National Plan Savings / Defence Certificates pledged in favour of Pay & Accounts Officer, Headquarter, Department of Telecom., New Delhi. This is refundable on satisfactory completion of the contract.**

8. The submission of tender will bind the tenderer to acceptance of all conditions specified herein and in addition to the conditions of the contract as contained in the form DGS&D 68 revised & DGS&D 71 as amended up to date. In case of any difference, the conditions specified herein shall be applicable.

Contd2/-

9. 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.

10. The successful tenderer will have to furnish his latest Income Tax Clearance Certificate from the Income Tax Department in the prescribed form within a week from the date of awarding of the job. Failure to comply with this may lead to termination of the agreement.

11. 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.

12. 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.

13. 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.**

14. 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

15. 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.

16. 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.

17. 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

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.

18. 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 against item No.15 of quotation form within the stipulated date on receipt of the Print Order.

19. 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.

20. 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.

21. 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.

22. 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.

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

24. 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.

25. Each quotation must be accompanied by an earnest money of Rs. 500/-(Rupees Five Hundred only) in the form of a "Crossed Demand Draft " drawn in favour of "Pay & Accounts officer (HQ)", Department of Telecommunications, New Delhi. The earnest money is refundable in case the tender is not accepted. **Such earnest money need not be deposited by those tenderers who are on the approved list of Printers maintained by the Directorate of Printing, Govt of India. In their case, the registration number with the said Directorate etc. should be clearly mentioned in the Tender.**

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26. 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.**

L.T.Tluanga
Deputy Secretary (Admn.II)
Tele. No.23036554/23372279

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

SPECIFICATION OF JOB

1.	Description	:	Printing of Annual Report of Department of Telecommunications in English & Hindi, separately, in multicolour
2.	Approximate Number of copies	:	English : 2500 Hindi : 800
3.	Size	:	27.5Cms X22 Cms.
4.	Type Area	:	24 Cms X 17.5 Cms
5.	No of Pages	:	Approx. 150 pages each in English & Hindi (Number of pages may increase or decrease)
6.	Method of Production	:	Offset printing (as per sample).
7.	No. of colours to be used	:	Four colour job for outside covers and approx. 40 inside colour pages containing Photographs, Charts & Graphs (No of pages may increase or decrease). The inside text pages are to be printed in black colour.
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 point or as per instructions on manuscripts.
10.	Style of binding	:	To be wire stitched and pasted as per sample.
11.	<u>Paper and its quality :</u>		
i)	For text pages	:	95 GSM, Sunshine Offset paper
ii)	For inside colour pages	:	Art paper of 120 GSM
iii)	For front & back covers	:	Imported Art Card of 210 GSM with lamination

Special Instructions: -

- Printed copies are required to be delivered within 7 days or earlier after the date of receipt of corrected proof pages.
- A very high quality of printing is required. The work done in slipshod manner will not be accepted.
- 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.
- 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 (see clause 26).**

ANNEXURE – B

FORMS OF QUOTATION

	<u>ENGLISH</u> (Rate per page in Rupees if not sought otherwise) <u>2500copies</u>	<u>HINDI</u> <u>800 copies</u>
1. Photocomposing of the inside text pages. Please quote per page rate , when the matter is provided :		
i) in computer floppy	Rs. _____	Rs. _____
ii) in typed / handwritten manner	Rs. _____	Rs. _____
2. Photocomposing of inside colour pages with captions of photographs, charts & graphs etc. (per page rate may be quoted) .	Rs. _____	Rs. _____
3. Processing in 4 colour of the inside colour pages, charts, graphs, picture etc. (Please quote per page rate inclusive of scanning charges, if any).	Rs. _____	Rs. _____
4. Processing in single colour for inside text pages (please quote per page rate)	Rs. _____	Rs. _____
5. Art work making and designing of the text pages (Please quote per page rate)	Rs. _____	Rs. _____.

6. Designing of **cover page** for both English & Hindi versions: Rs. _____
(No separate designing charges for Hindi version of Annual Report will be admissible).
7. **Photocomposing, artwork making & Processing etc.** in 4 colour of **outside front cover** (Rate may be quoted for per cover page inclusive of scanning charges, if any) Rs. _____ Rs. _____
8. **Plate making** of single colour forme of inside text pages (per plate rate of 8 pages may be quoted). Rs. _____ Rs. _____
9. **Plate making** of outside front cover (Per colour per plate rate may be quoted)(Total no.of plates will be four). Rs. _____ Rs. _____
10. **Plate making** of a 4 page forme of inside colour pages (Per plate rate may be quoted). Rs. _____ Rs. _____
11. **Printing of cover** - rate per plate per thousand (total no. of plates will be four) (please quote rate **inclusive** of lamination charges of out side cover pages - front & back) Rs. _____ Rs. _____
12. **Printing of text** of one plate , per thousand(one plate includes 8 text pages). Rs. _____ Rs. _____
13. **Printing of inside colour pages**, per thousand (One plate includes 4 pages). Rs. _____ Rs. _____

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14. **Binding charges** (rate per book may be quoted). Rs. _____ Rs. _____
15. **Local delivery charges** (copies of Annual Report in bundles of 50 copies each with thick Brown wrapping paper at top & bottom and tied with country twine and delivered locally to Director (ERU), Sanchar Bhawan, New Delhi. Pl. quote lump sum amount for 3300 copies.) Rs. _____
16. **Cost of Sunshine offset paper** of 95 GSM for text pages (Rate per ream may be quoted). (Wastage not permissible). Rs. _____ Rs. _____
17. **Cost of Art paper** per ream for inside colour pages of 120 GSM size 23”X36”(wastage not permissible). Rs. _____ Rs. _____
18. **Cost of 210 GSM imported art card for cover** - rate per gross (144 sheets of size 23”X36” may be quoted). (Wastage not permissible). Rs. _____ Rs. _____
19. Sales Tax, if any, **on cost of paper** only. Rs. _____ Rs. _____
20. **Total cost** Rs. _____ Rs. _____
21. Grand Total (English + Hindi) Rs. _____
(approx estimate only)

Registration Number with Dte. of

Printing, if any:
(See Clause No. 25)

Signature with Rubber Stamp

Address & Tele. Nos: