

F. No. P.12-1/NSS/PAC/2014

Government of India`

Ministry of Skill Development, Entrepreneurship, Youth Affairs & Sports

(Department of Youth Affairs)

NSS, PROGRAMME ADVISER'S CELL

12/11, Jamnagar House, New Delhi-110011

Dated : 1st October, 2014

To

As per list

Sub: Inviting quotation for Printing of Citation Book, Award Certificates with Envelops, Lapel Cards, Invitation Cards, Car parking Stickers for IGNSS Awards-2013-14 - reg.

Sir,

I am directed to say that it is proposed to get Citation Book for IGNSS Awards- 2013-14 printed from the reputed printing press as well as certificates with envelops, lapel cards, invitation cars, lapel cards, car parking stickers. About 500 copies of citation books (in bilingual with action photographs of awardees) are to be printed in multi-colour photographs and list of former awardees. The manuscript consists of approximately 100 pages. The number of pages at the stage of first proof may increase/decrease marginally. The work is required to be completed 15 days before the function. The function will be held on 19th November, 2014.

2. Interested Printers are requested to send their quotations for the above job indicating **their rates for printing**. Please bear in mind while quoting their rates that they have to quote **an all inclusive rate** which should include all cover printing, layout, composing, setting, processing, binding, gloss lamination of over pages, packing and delivery in P. A. Cell.

3. **The terms and conditions for awarding the job shall be as under: -**

S. No.	Particulars	Rate (in ₹)
1	Awards Certificates along with printing of award folders and certificate with name of awardees and logo in handmade paper (300gsm) (i) Folder – 12” x 18” size 61 (approx) (ii) Awards Certificates – 10” x 14”size 61 (approx)	
2	Citation Book printing with photo (Hindi and English – Bilingual) (10” x 8” (approx. 100 pages) (300 gsm-cover page and 140 gsm-inner page) (four color glossy) - approx. 500 copies	
3	Invitation card - approx. 500 cards	
4	Car/Bus parking sticker with Printing (a) Coloured - approx 100 (different colour) (b) Coloured - approx 400 (different colour)	
5	Lapel Cards with holder and ribbon (a) Awardees - approx 75 (b) Officials - approx 50	

- 3.1 A demand draft/pay order of **Rs. 5,000/- (Rupees five thousand only)** as earnest money drawn on any nationalized bank in New Delhi in favour of “**Accounts Officer, PAO (Sports)**”. Name and address of the bidder should be written on the reverse side of the DD/Pay order.
- 3.2 PAN Number and copy of the latest Income Tax/Service Tax Certificate.
- 3.3 The tenderers should have two years of experience of having undertaken similar jobs in Ministries/Departments of the Government supported by proper documents.
- 3.4 The firm should send samples of the paper.
- 3.5 The complete work should be perfect to the requirement and satisfaction of the Ministry.
4. **The bid should be submitted in two separate sealed cover/envelop in two parts as under :-**
 - (a) **Technical bid** – Envelop should superscribed “**Technical bid for Printing**” and it should contain all technical details i.e. EMD, latest I. Tax/S. Tax Certificate, experience certificate, sample papers
 - (b) **Financial bid** – The second cover should contain the rates etc. as per Annexure – I and it should be superscribed “**Financial bid for Printing**”.
5. It is requested that quotation in sealed cover should reach to the NSS, Programme Adviser’s Cell, Room No. 152-154, 12/11, Jamnagar House, New Delhi by 3.00 PM on 14.10.2014 and the quotation will be opened on the same day at 4.00 PM.
6. Soft copy of the material of Citation Book will be provided. You are advised to see/obtain as sample a copy of previous Citation Book for your reference.
7. Financial Bids of only those companies will be opened who are found eligible in Technical Bid. The contract can be terminated by this Ministry at any time without assigning any reason, if the work of the contractor is found unsatisfactory. In this respect, the decision of the Ministry shall be final and binding on the Contractors. The Ministry reserves the right to reject any quotation in whole or in part without assigning any reason.
8. TDS on payment wherever applicable will be deducted as per Income Tax Rule of Government of India. It should be indicated whether the rates quoted by firm are inclusive or exclusive of sales tax, vat etc.

Yours faithfully

s/d
(Dr. G. K. Tuteja)
Programme Adviser (NSS)

Copy to :-

1. Technical Director (NIC) with the request to upload it on website of nss.nic.in and yas.nic.in and E. Publishing on Central Public Procurement Portal.

Annexure - I

S. No.	Particulars	To be filed by the tendered
1	Name of the firm	
2	Address of the firm	
3	Name of the authorized signatory (in BLOCK LETTERS)	
4	Specimen Signature of the authorized signatory	
5	Tel. Number of the Office bearer	
6	Fax number of the firm	
7	PAN/TIN Number of the firm	
8	Whether the firm has at least 2 years of experience in the field of Printing	
9	Whether all the documents are signed authorized signatory of the firm	Yes/No
10	Whether the firm has submitted EMD (Yes/No). If yes, then DD Number and date	
11	Rate quoted (including of all cost and exclusive of taxes)	

Declaration :-

I/We hereby certify that the information furnished above is full and correct to the best of my/our knowledge. I/we understand that in case of any deviation in the above statement at any stage, the company will be blacklisted and will not have any dealing with the Ministry in future.

(Signature and Seal of authorized signatory)

Date :

