

F. No. P.7-1/NSS/PAC/2014  
Government of India  
Ministry of Youth Affairs & Sports  
NSS, PORGRAMME ADVISER'S CELL  
12/11, Jamnagar House, New Delhi-110011

16<sup>th</sup> December, 2014

To

Interested firms

**Sub: Quotation for printing of NSS Annual Report, 2013-14 – reg.**

Sir/Madam,

Annual Report on NSS activities for the year 2013-14 is to be published. In this context, quotation is invited from the reputed printing press. The manuscript consists of approximately 100 pages. The number of pages at the stage of first proof may increase/decrease marginally.

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

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

**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** Copy of the latest Income Tax filed may please be enclosed.

**3.3** The tenderers should have experience of having undertaken similar jobs in Ministries/Departments of the Government/Public Sector undertaking/autonomous body of 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 of Annual Report”** and it should contain all technical details i.e. EMD, latest Income Tax, 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 of Annual Report ”**.

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 2.00 PM on 24.12.2014 and the quotation will be opened on the same day at 4.00 PM.

6. Soft copy of the material of Annual Report will be provided. You are advised to see/obtain as sample a copy of previous Annual Report 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

(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.

Yours faithfully

(Dr. G. K. Tuteja)  
Programme Adviser (NSS)

**BID PROFORMA FOR PRINTING OF ANNUAL REPORT**

To

The Programme Adviser (NSS)  
NSS, Programme Adviser's Cell  
12/11, Jamnagar House, New Delhi

Sir,

In response to your letter No. F. No. P.7-1/NSS/PAC/2014 dated ....., calling sealed tenders for Printing of Annual Report 2013-14, we quote our rates are as under :-

| S. No. | Particulars  | Rate (in ₹)       |                    |
|--------|--|-------------------|--------------------|
| 1      | Size A4, Paper for Text : 130 GSM Art Paper and 300 GSM Art Card for Cover duly laminated, Printing of Text and Cover in four colours, Binding : perfect binding | Per page for text | Per page per cover |
|        |  |                   |                    |

We agree to abide by the terms & conditions unconditionally as given in the above referred letter.

(Signature of the Authorized Person)  
With name, full address & Telephone Number

(Seal)