

NATIONAL HANDLOOM DEVELOPMENT CORPORATION LTD.
(A GOVT. OF INDIA UNDERTAKING – MINISTRY OF TEXTILES)
HANDLOOM HAAT, ROOM NO.29, 3RD FLOOR, JANPATH, NEW DELHI-110001
Advt. VG. NHDC/ 17-18/-Pub.

NOTICE INVITING TENDER FOR PRINTING OF BOOKS, BROCHURES,
BOOKLETS AND JOURNELS ETC.

1. The National Handloom Development Corporation (NHDC) Ltd, a Government of India Undertaking under the aegis of Ministry of Textiles, invites sealed tenders towards the empanelling of reputed offset printers for printing of, Books, Brochures, Booklets and Journals

2 The Tender Schedule containing detailed specifications of the above item with terms and conditions of the tender is enclosed. The Tender Schedule can also be downloaded from the official website of "<http://nhdc.org.in>."

3. NHDC reserves the right to modify, expand, restrict, scrap, refloat or cancel in whole/part, the tender process at any stage without assigning any reasons Responses received after the stipulated time period or not in accordance with the specified format will be summarily rejected

4. Interested agencies may fill in their technical and financial details on the prescribed Performa and send in three separate covers — One cover superscripted was "Technical bid" containing, Technical details as per Performa-I, Tender documents may be downloaded from website www.nhdc.org.in and submit all other supporting documents as required as per the terms & conditions for the empanelment and second cover superscripted as "Financial bid" containing the Financial Bid as per Performa- II and 3rd envelop should contain the EMD and all the envelops must be superscripted as "Tender for printing and supply of Brochures, Books, Booklets and Journals etc." and addressed to Mr. H M Sharma(Consultant – Event), Room no-29 ,Floor 03, Handloom Haat , Janpath, New Delhi 110001. (Telephone no.011-23319351 ;email: eventoffice.nhdc.org.in . Earnest Money Deposit of Rs.25,000/- in the form of Demand Draft drawn in favour of National Handloom Development Corporation Ltd payable at New Delhi/ Greater Noida and the EMD of the unsuccessful agencies will be refunded without any interest

5. The last date for receipt of tender documents shall be within 21 days of the publishing of this advertisement.

ELIGIBILITY CRITERIA & TERMS AND CONDITIONS FOR EMPANELMENT OF PRINTERS

Eligibility criteria:

1. The applicant should be reputed printer preferably having an experience in carrying out printing works for Central/ State Govt. Ministers/ Departments/ PSU/ Autonomous bodies/ Statutory bodies of GOI/ International agencies like World Bank, UNDP etc.
2. The contractor should have a valid PAN/TAN number/ Sales Tax/ Service Tax Registration Numbers/ and details thereof should be provided along with the Technical bid(Photocopy of the certificate to be enclosed.)
3. Copy of IT return filed during the last three financial years should be furnished. Printer will have to submit the printer registration certificate along with the trade license with the Technical bid.
4. Copy of work orders/ award letters showing the experience of work in the last two years should be provided along with the Technical bid.
5. The printer should not have been black listed or debarred by any Government Organisation/ PSU etc. The printer may furnish an undertaking to this effect on its letter head duly signed by authorized person of the firm/ agency.
6. The applicant must also fulfill the following criteria:-
 - i) Average turnover of printer agency for the last 3 Finance Years should not be less than Rs.20lac.
 - ii) Net worth of the printer should have earned continuous profit for the last 3 years.

Terms & Conditions:

7. TENDER IS LIABLE TO BE IGNORED IF COMPLETE INFORMATION IS NOT PROVIDED AS REQUIRED – Conditional offer/ offers which are not conformity to the prescribed document will be summarily rejected . **The proposal should be duly signed on every page.**
8. NHDC reserves the right to accept or reject any or all the tenders without assigning any reason thereof. NHDC also reserves the right for accepting the whole or any part of the tenders and decision in the matter shall be final and binding.
9. The submission of tender will bind the printer/firm to acceptance of all conditions specified herein and in addition to the conditions of the contract. However the terms and conditions are to be duly signed by the printer and to be returned with the quotation as a token of acceptance.
10. The rates should be mentioned in figures as well as in words. Erasing/ Overwriting should be avoided/duly attested. Taxes, however, should b indicated separately. In case nothing is mentioned, it will be assumed that all texes are included in the rates quoted.

11. Financial bids of only technically qualified bidders will be opened.
12. 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 etc. **In case paper samples, duly signed are not attached with the quotation , the same will be rejected.**
13. The execution of the work should be high standard, neat, accurate and as per requirements of NHDC. NHDC also reserves the right to assign orders to the any of the enlisted printers as per lowest approved rates.
14. The job can be withdrawn at any stage in case not properly executed and the decision of the NHDC shall be final.
15. Two copies of the final proof in colour to be submitted by the successful printer before approval by NHDC, for final printing without any extra charge. Final printing will be done after incorporating the proof corrections and after approval by NHDC.
16. After the work has been completed the bill for the work in triplicate prepared on the basis of the accepted rates is submitted to NHDC 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.
17. Once the printing work has been completed, the printed books duly packed in quality paper with a sticker containing the name of publication should be delivered to the store in charge or the person designated by the NHDC or at desired location with the soft copy of the art work (at the NHDC offices located across India) as per directive without any additional cost.
18. The sub – standard work will be liable to be rejected and printers will have to rectify the same as per NHDC specifications. No extra payment will be made for such work. No payment shall be made for incomplete or partially completed work.
19. NHDC reserves the right to orders different contents to be printed in the Brochures/ Books/ Booklets/ Invitation cards(Exhibitions) during regular intervals as and when printing requirements arise. NHDC does not guarantee any volume of business and the printing requirements shall be need- based as per NHDC requirements only.
20. On request from NHDC, the design / composing work Brochures/ Books/ Booklets shall be taken by the bidder. The design/ composing shall be in tune with the content. NHDC reserves the right to engage the successful empanelled printers/firms to submit quote for the design/compose charge only. The printer may charge lump-sum amount depending on the volume of design work involved.
21. DVDs/CDs in searchable pdf of the printed material capable of being uploaded on our Website are to be provided to NHDC.
22. The Contractor shall not give sub – contract, transfer, assign or otherwise, part of the contract to any other persons, firm, company, directly or indirectly. If any press is found to be fraudulent, their work order will be terminated and the press will be black listed.
23. The printing work will be assigned in phases from time to time.

24. Payments to the Agency.

24.1.1 Advance payment will not be considered.

24.1.2 The payment to the Agency would be made after completion of the each assigned work. However, the Agency will submit pre-receipted invoices in triplicate, complete in all respects for necessary settlement. The invoices should be submitted along with complete details of the work undertaken by the agency with supporting documents and bills as well as hard/soft copies of the printing material for which the bills are submitted.

24.1.3 The Service Tax/ VAT shall be paid as applicable.

24.1.4 For facilitating Electronic transfer for funds the selected agency will be required to indicate the name of the Bank and Branch, account number (i.e. bank names, IFSC Code and Bank A/c No.) and also forward a cheque leaf duly cancelled to verify the details furnished . These details should also be furnished on the body of every bill submitted for payments by the selected agency.

24.1.5 Currency : The price is payable in local currency i.e India Rupees.

25. All disputes are subjected to Lucknow jurisdiction only.

26. The printing rates will be valid for 3 (three) years from the date of acceptance of the quotation but the rates of paper in the market.

27. Printing unit has to specify in details regarding the technical facilities/ machinery equipment possess by them for undertaking the jobs as per underneath.

- a. Type setting
- b. Scanning and Processing
- c. Printing Machines
- d. Binding
- e. Printing unit will have to submit the list of clients or details or work undertaken previously (with samples)

Not with standing anything stated above, NHDC reserves the right to assess bidder's capability and capacity to perform the contract should the circumstances warrant such assessment in the overall interest of NHDC and decision of NHDC in this regard shall be final. NHDC reserves the right to reject any or all tenders or cancel/withdraw the notice inviting tender in whole/part without assigning any reason what so ever and in such case no applicant shall have any claim arising out of such action.

PROFORMA- I

TECHNICAL BID

1.	Company/Firm Name				
2.	Registration Number and date of Registration				
3.	Current Sales Tax, Service Tax, VAT etc				
4.	Factory License Number (Enclosed copy of Certificate)				
5.	Pollution Certificates (Enclosed copy of certificate)				
6.	Address for communication (with Fax and Email)				
7.	Import License Number, if any				
8.	Annual Turnover as per the Income Tax returns of last three years (in rupees lakh) @	2014-15	2015-16	2016-17	
9.	Profits after Tax in last three years (in Rupees lakhs)	2014-15	2015-16	2016-17	
10.	Total experience in the field of publication of books, journals, periodicals etc				
11.	List of major clients during the last two years.				
12.	Whether the Agency is black listed any time by any Government Organisation for PSU, if Yes furnished details.				
13.	Composing facilities available	a) English	b)Hindi	C) Bilingual	d) Other Indian language
14.	Computer facilities	Number	Type/Model		
	a) Number of server Computers b) Number of Desk Top Systems c) Number of Laser Jet/other Advanced printers of which colour printers	Available/ Not Available.			

	MACHINE DETAILS	TYPE/MODEL
15	Type of machine with size	
16	Plate processors	
17	Colour Management software	
18	Colour Proofer	
19	Radius Monitor	
20	Scanners	
21	Automatic 1/2/3/4 colour Printing Machine	
22	Automatic Binding Machine (Perfect Binding/ Centre stitching /wiro stitching/spiral/section sewing)	
23	Lamination Machine	

Certified that the above particulars are true.

Signature of Authorised

Date :

Signatory

Place.

(Name of Signatory and company/ firm)

Seal of Company / firm.

PROFORMA II

FINANCIAL BID

Printing of Text:	A4 SIZE	ROYAL 8 VO
1. A. Composing / Designing: Rate for typesetting for text		
From Handwritten manuscript (per page):	Rs.	Rs.
B. from CD etc. (per page):	Rs.	Rs.
C. Other than English languages (per page):	Rs.	Rs.
2. Rate for imposing, Processing & Plate making with CTP:		
(For A4, A5, Royal 8 VO, Dummy forma rate for individual forma may be quoted separately)		
a) Black & White:		
b) Colour		
3. Rate for printing (Size of Text/ Publication may be Royal, Double Crown. A4 & A5 Size)		
Colour photos shall be treated together in forma and charges for incomplete forma will be calculated in proportionate basis:		
(For A4, A5, Royal 8 VO, Dummy forma rate for individual forma may be quoted separately)		
a) Black & White:		
b) Colour		
4. Jacket/ Cover printing :		
5. Rate for plate making & printing of Jacket/Cover on Art paper/ Art board according to required size i.e. Royal, Double Crown, A4 & A5 size including 2 nd & 3 rd Cover:		
i) 20"x 30" Art Paper	Rs.	
ii) 23"x 36" Art Paper /Art Board	Rs.	
iii) 22"x 28" Art Paper/Art Paper	Rs.	
6. Lamination per Jacket /Cover :		
a) Spot	:Rs.	
b) U.V. Coating	Rs.	
c) Glossy	:Rs.	
d) Plain	Rs.	
7. Binding :		
a) Section sewing with full Rexene/cloth) Green/Maroon)		
Binding on hand board (per forma of 16 pages of 100 copies)	Rs.	
b) Wire stitching (per forma of 16 pages of 100 copies)	Rs.	
c) Paper back binding	Rs.	
d) Pasting	Rs.	
e) Spiral binding (per forma of 16 pages of 100 copies)	Rs.	

8. Reprints : (only for NELUMBO) Supply of extra reprints to Author :

a) Resetting charges per article in A4 size with cover, stitching & Pasting
of minimum 25 copies

Rs.

1. Cost of paper: Papers for the printing purpose is to be supplied by the Printers/Press on current lowest basis. All the rates of papers will be valid for 1(one) year. The quoted rates of all kinds of paper will be calculate3d by this office through proper enquiries after one year if sought by the press. Sample paper must be submitted and verified by this office before final printing of the job . For loose sheets, calculations will be done as per unitary method. The sample verified paper & the paper used in the final printing must be same. Paper statement to be supplied for each work)

For Text.Colour Photos& Cover/Jacket **RATE PER REAM**

a)20" x 30" Art paper(Mainly 100 gsm, other will be calculated proportionate)

Indian Rs.

b) 23.5" x 33" Art paper(Mainly 130 gsm, other will be calculated proportionate)

Indian Rs.

c)20." x 26" Royal Art paper(Mainly 100 gsm, other will be calculated proportionate)

Indian Rs.

d)18." x 22" Dummy Art paper(Mainly 90 gsm, other will be calculated proportionate)

Indian Rs.

e)20" x 30" SSP paper(Mainly 80 gsm, other will be calculated proportionate)

Indian Rs

f)23.5" x 33" SSP paper(Mainly 95 gsm, other will be calculated proportionate)

Indian Rs.

g)20." x 26" Royal SSP paper(Mainly 80 gsm, other will be calculated proportionate)

Indian Rs.

h)18." x 22" Dummy SSP paper (Mainly 70 gsm, other will be calculated proportionate)

Indian Rs.

i)20" x 30" Maplitho (Mainly 60 gsm, other will be calculated proportionate)

Indian Rs.

PER 100 SHEETS

j)23" x 36" Art Board (Mainly 300 gsm, other will be calculated proportionate)

Indian Rs.

K)22" x 38" Art Board (Mainly 220 gsm, other will be calculated proportionate)

Indian Rs.

l)20" x 30" Art Board (Mainly 240 gsm, other will be calculated proportionate)

Indian Rs.

Date:

Signature of Authorised Signatory

Place:

(Name of Signatory and company/ firm)

Seal of Company/Firm

CERTIFICATE OF ACCEPTANCE

“Certified that we have read and understood all the terms and conditions in the Tender Document and that our company/firm, namely, do hereby unconditionally accept all the Term and Conditions set out in paragraphs 1 to 26 of the Tender Document.

Date:

Signature of Authorised Signatory

Place:

(Name of Signatory and company/ firm)

Seal of Company/Firm

SCOPE OF THE WORK/SPECIFICATION OF THE WORK TO BE DONE

Name of the Work: Printing of Journal.

1. Journal Details

Size	: 8.25"(width)x 11.5"(height)
Paper size	: A1 (23.3"x33") 16 pages
Paper thickness	: 80/100 GSM in case of art paper and 95 GSM for sunshine super printing
Cover	: 23"X36"art board of 300 GSM for case binding.
Designing & Editing	: Yes
Processing & Printing	: Multi – colour offset processing & printing /Matt finish (mention quote separately for (i) single side printing and (ii) double side (back to back printing))
Binding	: Perfect
Quantity	: 300/500

Name of the Work: Printing of Books such as Annual Reports/ Rajbhasha Surbhi etc.

2. Book 1 : A4

Size	: 8.25"(width)x 11.5"(height)
Paper size	: A1 (23.3"x33") 16 pages
Paper thickness	: 80/100 GSM in case of art paper and 95 GSM for sunshine super printing
Cover	: 23"X36"art board of 300 GSM for case binding.170 gsm for hard board binding and jacket
Designing & Editing	: Yes
Processing & Printing	: Multi – colour offset processing & printing /Matt finish (mention quote separately for (i) single side printing and (ii) double side (back to back printing))
Binding	: Perfect
Quantity	: 300/500

3. Book 2 : A5

Size	: 5.5"(width)x 8.25"(height)
Paper size	: A1 (23.3"x33") 32 pages
Paper thickness	: 80/100 GSM (23.5 x 33 art paper) 95 GSM for sunshine super printing
Cover	: 23"X36"art board of 300 GSM for case binding.170 gsm for hard board binding and jacket
Designing & Editing	: Yes
Processing & Printing	: Multi – colour offset processing & printing /Matt finish (mention quote separately for (i) single side printing and (ii) double side (back to back printing))
Binding	: Perfect
Quantity	: 300/500

Book 3 : Royal8vo

Size	:	5”(width)x 6.5”(height)
Paper size	:	Royal 20”x 26”for 16 pages
Paper thickness	:	80/100 GSM (art paper) 70/80 GSM for sunshine super printing
Cover	:	22”X28”art board of 220 GSM for case binding.120 gsm for hard board binding and jacket
Designing & Editing	:	Yes
Processing & Printing	:	Multi – colour offset processing & printing /Matt finish (mention quote separately for (i) single side printing and (ii) double side (back to back printing)
Binding	:	Perfect
Quantity	:	200/250/300/500/1000.

Book 3 : Dummy

Size	:	4. 5”(width)x 5.5”(height)
Paper size	:	Dummy 18”x 22”for 16 pages
Paper thickness	:	80/100 GSM (art paper) 60/70 GSM for sunshine super printing
Cover	:	22”X28”art board of 220 GSM for case binding.120 gsm for hard board binding and jacket
Designing & Editing	:	Yes
Processing & Printing	:	Multi – colour offset processing & printing /Matt finish (mention quote separately for (i) single side printing and (ii) double side (back to back printing)
Binding	:	Perfect
Quantity	:	200/250/300/500/1000.

Book 3 : Diouble Crown

Size	:	5”(width)x 7.5”(height)
Paper size	:	20”x 30”for 16 pages
Paper thickness	:	Art paper- 100 GSM , 80/90 GSM for sunshine super printing
Cover	:	22”X28”art board of 220 GSM for case binding.120 gsm for hard board binding and jacket
Designing & Editing	:	Yes
Processing & Printing	:	Multi – colour offset processing & printing /Matt finish (mention quote separately for (i) single side printing and (ii) double side (back to back printing)
Binding	:	Perfect
Quantity	:	200/250/300/500/1000.