

**F.No.16(1)/2013-Admn.II
Government of India
Ministry of Statistics & P.I.
Central Statistics Office
(Industrial Statistics Wing)**

1, Council House Street
Kolkata-700001
Dated, the 18 June, 2013

NOTICE INVITING TENDER

Central Statistics Office, (Industrial Statistics Office), 1, Council House Street, Kolkata – 700001 invites sealed tenders from reputed vendors for printing of Instruction Manual of ASI 2012-13. Interested bidders who have experience of printing/ perfect binding of Reports, books etc. may submit their tenders in sealed covers.

2. The tender should be submitted in two sealed covers.
 - (a) The first sealed cover superscribed as “Technical Bid” should contain the following information/items:
 - (i) The proforma at Annexure-II, duly filled in, along with relevant documents/information.
 - (ii) Acceptance of terms and conditions at Annexure-I.
 - (iii) Earnest Money Deposit (EMD).
 - (b) The Second Sealed envelope superscribed as “Financial Bid” as at Annexure-III should contain only rates of printing books.
3. Both the sealed covers should be placed in the main sealed envelope superscribed as “Quotation for Printing of Instruction Manual of ASI 2012-13”. Tender should be addressed to the Under Secretary (Admn.), Central Statistics Office, (Industrial Statistics Office), 1, Council House Street, Kolkata – 700001 and the same should reach the Office on or before 18.7.2013 by 3.00 PM. The Bids will be opened in the presence of the authorized representative of tenderers at 3.30 PM on the same day in room No.416, 3rd floor of the office.
5. The successful bidder would be provided “ready to print CD” for printing and perfect binding of the said manual (in English). Technical specifications of the work (Printing of Instruction Manual of ASI 202-13) are as under:-

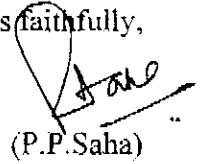
Contd...2/-

(i)	Quantity	3000 copies
(ii)	No of pages of each book	130(Approx.)
(iii)	Finished size	A4
(iv)	Paper	250 GSM for cover page. 75 GSM white milk for inside pages (text matters).
(v)	Colour	Mono-colour for cover & inside pages
(vi)	Binding	Book format (perfect binding).

6. All the tenderers are requested to read and understand the terms and conditions of the contract as detailed above and in Annexure-I before sending their quotations, a no change or violation of the aforesaid terms & conditions are permissible once the quotation is accepted by the office.

7. The tender document can be downloaded from the website of the Ministry of Statistics & Programme Implementation i.e. www.mospi.nic.in.

Yours faithfully,



(P.P.Saha)

Under Secretary (Admn.)

Tel.No.(033)2243-5775.

TERMS & CONDITIONS

1. The firm should have an experience of 3 years in printing of books/publications etc. The information of firm should be given in proforma (Technical Bid) annexed at Annexure-II.
2. No advance payment will be made. The approved contractor shall submit his bill (in triplicate) on completion of work.
3. All the copyrights of the publication will be with the Central Statistics Office (Industrial Statistics Wing), Kolkata. None of the contents will be revealed to any person not associated with the work, nor material in the book, in any form, will be shared by the successful bidder with anybody, without obtaining written consent of the Office.
4. Signed sample of the papers to be used for the cover and inside content be submitted along with the bid. The quotation will not be without sample paper. In case of damage/errors in the printed copies due to printing related reasons, the printer will be required to provide flawless copies without additional payment.
5. The competent authority of the office reserves the right to amend any of the terms and conditions contained in the tender documents without giving any notice or assigning any reason thereof. The decision of competent authority in this regard will be final and binding.
6. The tender received after due date & time will not be considered.
7. An earnest money of Rs.5,000/- (Rupees Five thousand only) should be submitted along with the technical bid in the form of Demand Draft in favour of Pay & Accounts Officer, MOSPI, Kolkata. Tender not accompanied with the requisite earnest money will be rejected. The earnest money of unsuccessful tenderers will be refunded without accrual of any interest, on finalization of tender. The EMD of the successful bidder will be refunded after completion of the work to the satisfaction of the office.
8. The rates inclusive of all taxes may be quoted as per proforma annexed at Annexure-III.
9. Payments are subject to delivery of all the printed books in accordance with prescribed specifications and any shortcomings would be liable for withholding/reduction of payment in part or full.
10. The first proof should be done by the printing firm. The office will see subsequent proofs and issue final print order. The firm should complete the full work and deliver at the office by 7 days of the final print order.

PROFORMA (Technical Bid)

Sl. No.	Particulars	To be filled by Tenderer
(1)	(a) Name of the Firm	
	(b) Address	
	(c) Telephone & Mobile No.	
	(d) E-mail Address	
(2)	PAN No. (copy to be enclose)	
(3)	Service Tax Registration No. (copy to be enclosed)	
(4)	List of Govt. Departments/PSUs showing experience in the field (Copies of contracts/orders placed on the agency during last 3 years should be attached)	
(5)	Signed sample of papers to used for cover and inside content be enclosed	
(6)	Details of EMD:	
	(i) Amount:	
	(ii) Draft No.:	
	(iii) Date:	
(iv) Issuing Bank:		
(7)	Whether terms & conditions of the tender is acceptable or not.	
(8)	Whether the firm is blacklisted by any Govt. Department. If no, an undertaking to this effect is to be attached in this regard.)	

(Signature of the authorized person)

Name:

Designation:

Seal:

Date:
Place:

PROFORMA (Financial Bid)

Sl. No.	Particulars of job		Amount in Rs. (inclusive of all taxes.)
(i)	Quantity:	3000 copies.	
(ii)	No. of pages in each book:	130 pages (approx.).	
(iii)	Finished size:	A4.	
(iv)	Paper:	250 GSM for cover page. 75 GSM white milk for inside pages (text matters).	
(v)	Colour:	Mono-colour for cover & inside pages.	
(vi)	Binding:	Book format (perfect binding).	

(Signature of the authorized person)

Name:

Designation:

Seal:

Date:

Place: