

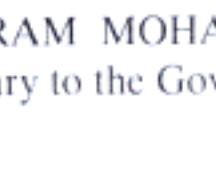
Subject:- Quotation for Printing of Annual Report 2008-09

Quotations are invited by this Ministry **from printers empanelled with Directorate of Printing** for printing of 4000 copies of Annual Report 2008-09 (2500 copies in English containing 125 pages each & 1500 copies in Hindi containing 135 pages each). The printing of publication is to be done through offset process. The quotation for 4000 copies shall be given for total cost including cost of printing, all types of papers used, materials and all other charges like Sales Tax/VAT/Service Tax etc.

2. Along with the tender form (ANNEXURE-I) a demand draft of Rs.10,000/- (Rupees Ten Thousand only) drawn in favour of Pay & Accounts Officer, Ministry of Statistics & Programme Implementation, New Delhi must be furnished, otherwise the quotation will not be considered. The terms & conditions for the job are enclosed (ANNEXURE-II). Sample sheet of paper for cover page and text should be enclosed with the tender.

3. The Ministry reserves the right to reject any or all quotations without assigning any reasons thereof. The printed copies are to be positively delivered within 7 calendar days (excluding the time taken by the concerned Division for approval of final proof) of placing of the supply order. If the printed copies are not delivered in time penalty will be imposed as per Annexure-III.

5. The quotation should be submitted in sealed covers addressed to the Under Secretary (General), Room No.222-A, Sardar Patel Bhawan, Sansad Marg, New Delhi-110 001 latest by 3.00 PM on 20.2.2009.



(RAM MOHAN)  
Under Secretary to the Govt. of India

Encl. As above.

**ANNEXURE-I****TENDER FORM****PRINTING OF ANNUAL REPORT 2008-2009**

Description	PRINTING OF ANNUAL REPORT 2008-2009
1. Description	PRINTING OF ANNUAL REPORT 2008-2009
2. Size	A-4 size
3. Quantity	4000 copies (2500 copies in English & 1500 in Hindi)
4. No. of pages	The publication is likely to have 125 pages each for English version and 135 pages each for Hindi version. The manuscript has to be rearranged by using the PAGE-MAKER. Some of the manuscript pages may need rearrangement. In this process, the total number of pages may change.
5. Increase/Reduction in text/data pages and calculation (on pro-rata basis) for increase/reduction in charges	(1) No additional charges will be paid upto 4 (four) pages beyond the specified number of pages and no reduction in the charges effected if the no. of pages is less by 4 (four) pages. (2) Beyond the above limits, deduction for reduction in pages or charges for increase in pages will be calculated on pro-rata basis for which the cost per page must be provided.
6. Style of Printing	Entire printing is to be done through off-set process. Printing should be of high quality and of international standard.
7. Binding	Binding should be perfect.
8. Delivery period	The printed copies are to be positively delivered within 7 (Seven) calendar days (excluding the time taken by the concerned division for approval of final proof) of placing of the print order for printing of the publication.
9. Paper and Colour Scheme	Paper quality to be used for the publication by the printer have to be of the following specifications:- i) <b>Cover page</b> :- Art card of 300 GSM with lamination. Printing in multi colours. ii) <b>Text/data pages</b> : Milk white Paper of 130 GSM. Printing of text will be in black ink except 26 pages in four colours.
10. Preparation of CRC	The Camera Ready copy will be prepared by the printer only. The dummy (Camera Ready Copy) indicating the general set up of the matter and colour scheme inter-alia will be required to be submitted to this Ministry by the press for approval by the Ministry before final

printing. Price. The lump sum price shall be inclusive of, inter alia, **entire materials, the operations involved and delivery of the printed** copies to the concerned Division.

12. **Penalty** If the printed copies are not delivered to this Ministry in time penalty will be imposed as per Annexure – III.

13. **Sales Tax/VAT** **TO BE QUOTED EXTRA. IF SALES TAX/VAT IS NOT QUOTED SEPARATELY, THE RATE SHALL BE DEEMED TO BE INCLUSIVE OF SALES TAX/VAT.**

14. **Total Printing cost including paper/art card cost and all other charges and Sale tax/VAT, if any** : Rs. (in figures) Rs. (in words)

**Out of above price quoted, please indicate**

i) **Total Sales Tax/VAT, if any** : Rs. (in figures) Rs. (in words)

ii) **Total Cost of Paper of 130 GSM to be used Including Sale tax/VAT etc.** : Rs. (in figures) Rs. (in words)

iii) **Total cost of paper of 300 GSM Including Sale tax/VAT etc.** : Rs. (in figures) Rs. (in words)

15. **Cost of one additional text/data page, including printing cost and all other charges (see item 5 of this tender form) on pro-rata basis.** : Rs. (in figures) Rs. (in words)

16. **Cost of one additional sheet for charts/graphs, including printing cost and all other charges on pro-rata basis** : Rs. (in figures) Rs. (in words)

18. I agree to abide by all the terms and conditions of the contract (as given in Annexure II) and Penalty clause (as given in Annexure III) if the contract is given to me/my firm. I have attached a Bank draft/Bank guarantee of **Rs10,000/- (Rs. Ten Thousand only)** towards earnest money as required by the Ministry of Statistics & Programme Implementation, New Delhi.

(Signature, Name of the Printer)  
(With seal, date, telephone no., fax no. and complete address)

**ANNEXURE-II****GENERAL CONDITIONS OF THE CONTRACT**

1. Responsibility of the Printer for executing the Contract.

(i) Timely delivery is the essence of the contract.

(ii) The printer shall print, bind and deliver the work in clear and legible type, form and style and with other fit and proper materials in good and workman-like manner, and by the process specified, and where a sample is supplied, in accordance therewith. If execution of the job is not in accordance with specifications and/or terms and conditions, inter alia, the books supplied are liable to be rejected without any compensation and/or any penalty including forfeiting the security deposit and/or black listing of the printer and/or any other penalty as deemed fit by the Ministry will be imposed on the printer. The decision of the Secretary, Ministry of Statistics & Programme Implementation in this regard shall be final and binding on the printer.

2. Subletting and assignment :  
The contractor/printer shall not sub-let, transfer or assign the contract or any part thereof or any interest therein or any benefit or advantage thereof in any manner.

3. The contractor/printer shall, whenever called upon to do so, give full particulars and information with regard to any work in hand and shall also permit the Secretary, Ministry of Statistics & Programme Implementation or any other officer deputed by him to inspect the printer's premises at all reasonable times to verify the statements. The printer shall give assistance and information as may be required by him/her in connection with any contract or contracts.

4. The printer at his /her own cost will arrange all the equipments, materials and other things/services etc. necessary for printing, inter-alia. The Ministry of Statistics & Programme Implementation will provide only manuscript (both hard and soft copies).

5. Different colours of quality inks are to be used as per the layout supplied or proposed.

6. The proof reading/checking will be done by the printer himself with a view to ensure 100% error free work. However, the final proof will be given for approval to C.S.O. After getting such a proof for approval, if this Ministry finds that the press has not done proof checking properly so as to ensure error/deficiency free work, the press may be penalized to an extent and in a manner as deemed fit by this Ministry.

7. The floppies/CDs/charts etc. supplied by this office will be returned by the printer to this Ministry within two days on completion of the printing work. A CD having the printed copy in PDF and Page Maker formats will be supplied by the printer along with delivery of printed copies to this Ministry so that the publication can be soon put up on Ministry's website. No additional payment will be made to printer for such CD having the printed copy in pdf and page-maker formats.

8. The printer shall be responsible for all loss, destruction, damage or deterioration of the printed materials for any cause whatsoever at any stage of printing or are in the course of transit from the printer to the consignee.

9. The printer shall do the printing and deliver printed materials in accordance with the condition of the contract at the time and place and in the manner as specified in the letter of acceptance of the tender. The printer shall comply with the instructions that the Secretary (or his/her representative) Ministry of Statistics & Programme Implementation may issue from time to time.

10. The time specified for delivery of final proofs or completion of the order shall be strictly adhered to and time in this respect shall be deemed to be the essence of the contract. If the time schedule is not adhered to and the job is delayed during proofing, printing or dispatching, inter-alia the penalty will be imposed as per annexure-III, for reasons other than those beyond printer's control and/or if the quality of papers/cards etc. used and quality of printing etc. is not as per specifications agreed to, the Secretary, Ministry of Statistics & Programme Implementation shall be entitled to exercise following options:-

a) to cancel the order without any financial repercussion on the part of the purchaser towards any expenses incurred by the tenderer in connection with the printing of the materials/report and/or

b) to forfeit the Security deposit and/or

c) to black list the printer and/or

d) to recover from the printers, liquidated damages by way of penalty as decided by the competent authority and/or

e) any other penalty as deemed fit by the Secretary

11. The Secretary, Ministry of Statistics & Programme Implementation shall have the power to determine the scale of deduction in such case and his decision shall be final and binding on the printer.

12. In the event of any action being taken under 10(a) above, the cancellation of the order will be without prejudice to the right of the Government to recover from the printer any loss incurred thereby and the printer will not be entitled to any compensation for such cancellation.

13. In the event of work being wholly rejected, the Secretary, Ministry of Statistics & Programme Implementation, may at his own discretion either ;

(i) permit the printer to re-do the same within such time as he may specify at printer's own cost which shall include the cost of paper and other materials, inter-alia and/or

(ii) arrange to get the additional work done elsewhere and by any other person or from any other source than the printer, in which case, the amount of extra cost, if any, shall be paid by the printer.

14. Recovery Clause and the Set-off Clause:  
In the event of any loss of Government papers and materials or damage thereto (for whatever cause) happening in misuse thereof while in the possession or control of the printer, his servants, workmen or agents and/or failure to return the papers or other material rendered

surplus either on termination of contract or on reduction in the quantity of the order within the aforesaid time the printer shall pay the costs thereof (to be determined by the Secretary (or his/her representative), Ministry of Statistics & Programme Implementation, whose decision shall be final and binding) on demand by the Secretary (or his/her representative), Ministry of Statistics & Programme Implementation within the specified time or whenever any claim for payments of any sum of money arises out of or under this contract. It shall be lawful for Ministry of Statistics & Programme Implementation to recover on behalf of Secretary, MOS & PI such sum or sums then due or which, at any time thereafter, may become due from the printer from the security deposit, if any, deposited by the printer or otherwise from the contracts.

15. After the work has been completed, the bill for the work in triplicate prepared on the basis of the accepted rates should be submitted to the Secretary, Ministry of Statistics & Programme Implementation for payment together with receipted delivery vouchers for the supplies made.

Signature of the Printer along with Name, address, telephone No., Fax No., e-mail address and stamp of the firm. Registration No.

Signature of the Accepting Officer  
With date and stamp  
(on behalf of Secretary, Ministry of Statistics & Programme Implementation.)

**ANNEXURE-III****Details w.r.t. penalty to be imposed for delay in work****PENALTY CLAUSE****Printing of "Annual Report-2008-09".**

PERIOD OF DELAY	PENALTY
For 1-2 days	1/2% of the admitted amount of the bill
For 3-7 days	1% of the admitted amount of the bill.
More than one week but not more than 2 weeks	2% of the admitted amount of the bill.
More than 2 weeks but not more than 3 weeks	3% of the admitted amount of the bill.
More than 3 weeks but not more than 4 weeks	4% of the admitted amount of the bill.
More than 4 weeks but not more than 5 weeks	5% of the admitted amount of the bill.
More than 5 weeks but not more than 6 weeks	6% of the admitted amount of the bill.
More than 6 weeks but not more than 7 weeks	7% of the admitted amount of the bill.
More than 7 weeks but not more than 8 weeks	8% of the admitted amount of the bill.
More than 8 weeks but not more than 9 weeks	9% of the admitted amount of the bill.
More than 9 weeks	10% of the admitted amount of the bill.

Signature of the Printer alongwith date Name, address, telephone No., Fax No., e-mail address and stamp of the firm. Registration No.

Signature of the Accepting Officer  
with date and stamp  
(on behalf of Secretary, Ministry of Statistics & Programme Implementation)