

No.D-29011/5/2013-Genl.
Government of India
Ministry of Statistics & P.I.

Sardar Patel Bhawan, Sansad Marg,
New Delhi-110001, Dt.02.07.2013

Subject: Tender for rate contract for printing jobs of the Ministry

Tenders are invited by this Ministry from 'A' class printers empanelled with Directorate of Printing for keeping three printers on panel of the Ministry on contract for a period of one year w.e.f. 24.8.2013 to undertake the printing jobs of the Ministry as per the specifications of the publications given in ANNEXURE-I. The tenders submitted by the firms which are not empanelled with the Directorate of Printing as 'A' class printer will be rejected summarily. All the three printers selected for panel will be required to deposit a security amount of Rs.25,000/- (Rupees Twenty five thousand only) in the form of Demand Draft payable in favour of Pay & Accounts Officer, Ministry of Statistics & P.I. and undertake the jobs on the approved rates of the L-1 firm.

2. A Demand Draft of Rs.5,000/- (Rupees Five thousand only) drawn in favour of Pay & Accounts Officer, Ministry of Statistics & P.I. must be furnished with the tender, otherwise the tender will not be considered. The terms and conditions of the contract are given in ANNEXURE-II.
3. The Ministry reserves the right to reject any or all the tenders without assigning any reasons thereof. If the printed copies are not delivered in time penalty will be imposed as per ANNEXURE-III.
4. The tenders in sealed covers superscribed "Tenders for rate contract for printing jobs of the Ministry of Statistics & P.I." addressed to the Under Secretary (General), Room No.201, Sardar Patel Bhawan, Sansad Marg, New Delhi-110001 must reach latest by 3.00 P.M. on 23.07.2013.


(V. Talwar)

Under Secretary to the Govt. of India.
Tel. 23747929

ANNEXURE-I

1. Description : Designing & Printing of various reports
2. Size : A-4 (11x8.25)
3. Language : Hindi and English
4. No. of copies : 30 to 300 copies
5. No. of pages : 40 to 200 pages
6. Typography : Manuscript to be provided by the concerned division
7. Binding : Perfect/Spiral/Spico/Comb
8. Time for delivery of printed copies : The printer will have to supply the printed copies within three working days (excluding the time taken by the division for checking of final proof)
9. Paper specifications : Cover page - 300 GSM Art Card
Text/data pages - 100 GSM art paper
130 GSM art paper

COMPOSING AND DESIGNING CHARGES

- Text in English/Hindi : Rs. (Per page per colour)
- Cover page : Rs. (Per page per colour)

PROCESSING CHARGES

- Text pages : Rs. (Per page per colour)
- Cover page : Rs. (Per page per colour)
- Scanning charges : Rs. (Per page)
- Plate making text : Rs. (Per page per colour)
- Plate making cover : Rs. (Per page per colour)

PAPER

- 100 GSM Art paper : Rs. (Per leaf per book)

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130 GSM Art paper	:	Rs.	(Per leaf per book)
300 GSM Art card	:	Rs.	(Per cover per book)
Plastic cover (A-4)	:	Rs.	(Per cover per book)

PRINTING TEXT, CHART, GRAPH AND PHOTOGRAPH

Text Black & White upto 100 books	:	Rs.	(Per page per book)
Text Black & White above 100 books	:	Rs.	(Per page per book)
Text colour upto 100 books	:	Rs.	(Per page per book)
Text colour above 100 books	:	Rs.	(Per page per book)
Cover single colour	:	Rs.	(Per cover)
Cover multi colour	:	Rs.	(Per cover per colour)

SET MAKING

Set making upto 100 pages	:	Rs.	(Per book)
Set making above 100 books	:	Rs.	(Per book)

BINDING

Perfect Binding upto 100 pages	:	Rs.	(Per book)
Perfect Binding above 100 pages	:	Rs.	(Per book)
Spiral Binding upto 100 pages	:	Rs.	(Per book)
Spiral Binding above 100 pages	:	Rs.	(Per book)
Spico Binding upto 100 pages	:	Rs.	(Per book)
Spico Binding above 100 pages	:	Rs.	(Per book)
Comb Binding upto 100 pages	:	Rs.	(Per book)
Comb Binding above 100 pages	:	Rs.	(Per book)
Lamination A-4	:	Rs.	(Per cover per book)
CD making (PDF version per copy) with Printed CD cover and pasting	:	Rs.	(Per CD each)

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GENERAL CONDITIONS OF THE CONTRACT

1. Responsibilities 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 and 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 colors 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 CSO. After getting such a proof for approval, if the 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.

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7. The floppies/CDs/charts etc. supplied by this office will be returned by e 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 printer 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 conditions 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 paper/cards etc. used and quality of printing etc. is not as per specification agreed to the Secretary, Ministry of Statistics & Programme Implementation shall be entitled to exercise following option:-
 - (a) To cancel the order without any financial repercussion on the part of the purchaser towards any expenses incurred by the renderer in connection with the printing of the materials/report and/or
 - (b) To forfeit the Security deposit and/or
 - (c) To black list he printer and/or
 - (d) To recover from the printer, 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 decisions 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 deducted thereby and the printer will not be entitled to any compensation for such cancellation.

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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 the 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 materials rendered surplus either on termination of contact or on reduction in the quality 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 together with receipted delivery voucher for the supplies made.

Signature of the Printer along with
Name, Address, Telephone No. Fax No.
E-mail address, date 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)

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Details w.r.t. Penalty to be imposed for delay in work

PENALTY CLAUSE

PERIOD OF DELAY	PENALTY
For 1-2 days	½ % of the admitted amount of the bill
For 3-7 days	1 % of the admitted amount of the bill
More than 1 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 along with
Name, Address, Telephone No. Fax No.
E-mail address, date and stamp of the firm
Registration No.

Signature of the Accepting Officer
With date and stamp

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