

To, *SH. S.L. BODAT*
DIRECTOR,
COMPUTER CENTRE
R.4 PURAM,
N. DELHI — *For placing on website of Ministry*

Subject:- Quotation for Printing of Updated Guidelines on Twenty Point Programme-2006 in English.

Sir,

Quotations are invited from **Printers empanelled with directorate of printing** for printing of 400 copies of Updated Guidelines on Twenty Point Programme-2006 in English. The Publication is likely to have 80 pages (back to back). The printing of publication is to be done through offset process. The quotation for 400 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. The paper to be used for cover page should be of 300 GSM imported art paper and for text 130 GSM imported art paper should be used.

2. Along with the tender form (ANNEXURE-I) a demand draft of Rs.5,000/- (Rupees Five Thousands 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). **The quotations submitted by firms who are not empanelled with Directorate of Printing will be rejected summarily.**

3. Sample sheet of paper for cover page and text should be enclosed with the tender.

4. 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 this Ministry in approval of final proof) of placing of the print 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, Sardar Patel Bhawan, Sansad Marg, New Delhi-110 001 latest by 3.00 PM on 21.10.2008.

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

TENDER FORM **ANNEXURE-I**

Printing of Updated Guidelines on Twenty Point Programme-2006	
1. Description	Printing of Updated Guidelines on Twenty Point Programme-2006
2. Size	A-4
3. Quantity	400 (Four Hundred) printed copies in English.
4. No. of pages	Manuscript will be of 80 page (back to back). The manuscript has to be rearranged by using the PAGE-MAKER.
5. Style of Printing	Entire printing is to be done through off-set process. Printing should be of high quality and of international standard.
6. Delivery period	The printed copies are to be positively delivered within 7 (Seven) calendar days (excluding the time taken by this Ministry in approval of final proof) of placing of the print order .
7. Paper and Colour Scheme For printing	i) Cover page:- Art card of 300 GSM of imported/superior quality with lamination in four/multi colours. ii)Text page:-Imported Art paper Matt finish of 130 GSM in four/multi colour printing. iii)Cover page and foreword/message pages will be with golden superembossed die of national emblem
8. Increase/decrease in text/data pages and calculation on pro-rata basis	i) No additional charges will be paid upto 4 (Four) pages beyond the specified number of pages and no reduction in the charges will be effected if the number of pages are less by 4 pages. ii) 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.
9. Binding	Spiral Binding
10. Pricings	The lump sum price shall be inclusive of, inter alia, entire materials, the operations involved, taxes etc.
11. Penalty	If the printed copies are not delivered in time, penalty will be imposed as per Annexure – III.
12. 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
13. Total Printing cost including paper/art card cost and all other charges and sales 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 including Sales Tax/VAT	:Rs.(in figures) :Rs.(in words)
iii) Total cost of Art Card 300 GSM including Sales Tax/VAT	:Rs.(in figures) :Rs.(in words)
14. Cost of one additional text/data page. Including printing cost and all other Charges	:Rs.(in figures) :Rs.(in words)
15. Cost of one additional page of art card including printing cost and all other charges	:Rs.(in figures) :Rs.(in words)
16.	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 of Rs.5,000/- (Rs. Five Thousand only) towards earnest money as required by the Ministry of Statistics & Programme Implantation, New Delhi.

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

ANNEXURE –II
GENERAL CONDITIONS OF THE CONTRACT

16. Responsibility of the Printer for executing the Contract.
- Timely delivery is the essence of the contract.
 - 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.
17. 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.
18. 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.
19. 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).
20. Different colours of quality inks are to be used as per the layout supplied or proposed.
21. 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.
22. 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.
23. 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.
24. 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.
25. 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:-
- 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
 - to forfeit the Security deposit and/or
 - to black list the printer and/or
 - to recover from the printers, liquidated damages by way of penalty as decided by the competent authority and/or
 - any other penalty as deemed fit by the Secretary
26. 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.
27. 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.
28. In the event of work being wholly rejected, the Secretary, Ministry of Statistics & Programme Implementation, may at his own discretion either ;
- 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
 - 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.
29. 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.
30. 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 received delivery vouchers 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.)

ANNEXURE-III

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 3-7days	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 4weeks but not more than 5weeks	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 and
Registration No.

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