

No. 506-15/2008-09/I&PA
Government of India
Ministry of New and Renewable Energy
(Information & Public Awareness Division)

Block No. 14, CGO Complex,
Lodi Road, New Delhi – 110 003
Dated: 10.09.2008

To

As per list enclosed

Subject: - **Printing of a set of 12 Booklets on different systems and devices of Renewable Energy both in English and Hindi separately.**

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Sir,

I am directed to say that Ministry of New and Renewable Energy has decided to invite sealed tenders for printing **of a set of 12 Booklets on different systems & devices of Renewable Energy (both in English and Hindi separately)** from the Printing Presses **empanelled with DAVP as category "A" and "B" Printers.** The specifications of the assignment are mentioned below: -

i.	Number of Booklets	:	12 (Twelve) + one paper laminated printed cardboard box/cover to keep all 12 booklets. The number of booklets may increase or decrease according to the requirement of the Ministry.
ii.	Language	:	English and Hindi separately.
iii.	Size of each booklet	:	Approximately 15cm. X 22cm. of each booklet, Accordingly size of the box/cover should be decided for 12 booklets in one box/cover.
iv.	Quantity	:	English 10,000 copies of each booklet, Hindi 8,000 copies of each booklet Cardboard box/cover. English 10,000 nos. Hindi – 8,000 nos. However, number of copies may increase or decrease. Therefore, rates may also be given for additional/less copies in multiple of 1,000 copies.
v.	Number of pages	:	Around 24 pages of each booklet + cover. However number of text pages may increase or decrease. Therefore the rate for + four pages should be quoted separately.

vi.	Photographs	:	12 to 18 photographs will be common for all the booklets in addition to these 8-12 photographs in each booklet . However the rate of scanning of each photograph should be quoted separately.
vii.	Colour	:	Throughout 4 colour. Rate for additional special colour may also be quoted separately.
viii.	Paper	:	120 GSM Mat Sinarmas art paper for text pages and 250 GSM Mat Sinarmas art card for cover. Cover should be mat laminated (1 st & 4 th cover).
ix.	Binding	:	Center Stitch./Sectional binding as per the requirement depending on the thickness of the booklets.
x.	Printing	:	By photo offset process.
xi.	Time of Delivery of printed copies (at the office of MNRE)	:	15 days time from the date of award of work order.

2. Typesetting, Composing, processing scanning of photographs and artwork are required to be done as per layout. Rates quoted should cover all types of taxes and charges, **including provision of conveyance for coordination of the printing job by the staff/officers of the Ministry with the press as and when necessary**. No request for extra payment on account of increase in prices on whatever account will be entertained. Rates quotes should be in the format enclosed with this enquiry letter (Annexure-I). It may please be noted that the tenders not received as per prescribed format will not be entertained.

3. A sample paper each for cover page and text page should be submitted along with the quotation.

4. In case you are interested to print the **said set of 12 Booklets, please submit your sealed tenders on or before 03.10.2008 by 11.00 A.M. in two separate envelopes, one for Technical bids and the other for financial bids. The Technical bids should contain all the details of the facilities available with the press, past experiences, two-three sample works, annual turnover (for the last three years) and an earnest money of Rs.25,000/- (Rupees twenty five thousand only) in the form of demand draft payable to DDO, Ministry of New and Renewable Energy, New Delhi. The Financial Bids should contain only the rates as per the enclosed Annexure-I with a forwarding letter**. On both the envelopes, "Technical Bids" and "Financial Bids" should be mentioned clearly on the left side and this Ministry' letter reference number, closing date and time on right hand top with name of your Printer and full address. The quotation can be sent by post or deposited by hand to the undersigned or deposited by hand at the Central Registry Section of the Ministry at Block-14, CGO Complex, Lodi Road, New Delhi-110003. The tenders can also be dropped in the Tender Box of this Ministry, placed in Block No. 14, CGO Complex, New Delhi.

5. In case you need any information/clarification, you may visit the undersigned on any working day (Monday to Friday between 3.30 a.m. to 5.30 p.m.) with prior appointment on phone (Ph. No. 011-24360707, Ext.1032). It may also be noted that no clarification/information after

closure of the last date of receipt of quotations would be entertained. The other terms and conditions would be: -

- (a) The rates should have validity till 31.12.2009.
- (b) The rate should clearly specify whether any taxes/duties are applicable and if so, at what rate, if this is not given, the rate quoted would be taken as inclusive of taxes.
- (c) MNRE reserves the right to accept or reject any or all quotation(s) without assigning any reasons.
- (d) Tenders received after due date and time will not be considered.
- (e) Any modification in offer after opening of quotations will not be considered.
- (f) The printing should be exactly as per the specifications mentioned in this letter.
- (g) All data including full materials made in Computer of your firm will be supplied back to MNRE after printing of **set of 12 Booklets**. The **set of 12 Booklets** in computer software will be returned to MNRE in CDs in HTML format and open file.
- (h) As and when necessary one vehicle/conveyance should be made available to this Ministry by the printer from the date of placing the work order till completion of the printing job of the **set of 12 Booklets** for coordination by the staff/officers of the Ministry with the press.
- (i) MNRE reserves the right to split the work for printing of English and Hindi, if it is so required.
- (j) **The Technical Bids will be opened on 03.10.2008 at 11.30 A.M. in the Conference Room No. 108 of the Ministry.** You or your representative may like to present at the opening of Technical Bids.
- (k) The job will be awarded by following the " Combine Quality cum Cost Based Selection (CQCBS)" whereby Technical and Financial bids of complete proposals will be assigned a weightage of 70% and 30% respectively
- (l) No advance payment will be made.
- (m) Payment will be made only on receipt of all the printed copies to the satisfaction of the Ministry.
- (n) The rate should be valid for one year.

6. In case you are interested to take up this assignment, please arrange to quote your rates in the enclosed format and send the complete proposal (technical and financial bids), addressed to Under Secretary to the Government of India, I&PA Division, Ministry of New and Renewable Energy, Block-14, CGO Complex, Lodi Road, New Delhi-110003.

Yours faithfully,

(Bhanu Surender)
Under Secretary to the Government of India
Tele: 011-24360707, Ext. 1032
FAX 011-24362288

Encl.: As above.

F.No.506-15/2008-09/I&PA
Ministry of New and Renewable Energy
 Block No. 14, CGO Complex, Lodi Road, New Delhi – 110 003

Printing of a set of 12 booklets on different systems and devices of Renewable Energy both in English and Hindi separately OF MNRE

Sl. No.	Description	Lump sum amount for 10,000 copies of each booklet (English)	Lump sum amount for 8000 copies of each booklet (Hindi)
	Consolidated cost statement for printing	4 colour	4 colour
1.	4 Pages Cover printing (offset) complete with processing, planning, transparency, photo-making, scanning and plate making, etc.		
2.	Text pages printing (offset) complete with processing, planning, transparency, photo-making scanning and plate making, etc. (On the basis of 24 text pages)		
3.	Mat Lamination of cover page (I st & IV th page)		
4.	Center Stitch./Sectional binding as per the requirement depending on the thickness of the booklets.		
5.	250 GSM Mat Sinarmas art card for cover. (on basis of 4 pages)		
6.	120 GSM Mat Sinarmas art paper for text pages (on basis of 24 text pages)		
7.	Sales Tax @ ___ %		
8.	Packing and forwarding charges		
9.	CDs of the 12 booklets in HTML and Open(page maker) Format including good quality CD Cover with Sticker pasted on CD and CD Cover. 4 CDs of each Booklet		
	Total Cost		

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2. Also Furnish rates for the followings:-

Sl. No.	Description	Amount (Rs.)	
		English	Hindi
		4 Colour	4 Colour
1.	Rates for form of \pm 4 pages text paper towards cost of English and Hindi separately including Sales Tax and other charges (Text cost include paper cost and production cost).		
2.	\pm Rates for processing Colour Photograph/Transparency/Graph / Charts etc. (each).		
	Photographs		
	i) Minimum size		
	ii) Half page size		
	iii) Full page size		
	Graphs/Charts		
	i) Minimum Size		
	ii) Half Page Size		
3.	Processing Half Tone Photographs		

The points/conditions mentioned in MNRE letter No. 506-15/2008-09/I&PA dated _____ have been taken into consideration while submitting this quotation in sealed cover.

- (a) Signature : _____
- (b) Name & Designation of the person. : _____
- (c) Name of the Printer : _____
- (d) Address of the Printer : _____
- (e) Telephone Nos. : _____
- (f) Stamp of the Printer : _____