

**F. No. 9/3/RA-2011**  
**Government of India**  
**Ministry of Corporate Affairs,**  
**(R&A Division)**

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B-1 Wing, Paryavaran Bhawan,  
CGO Complex, New Delhi – 110 003

**Dated : 18.11.2011**

To

All Delhi based 'A' class Printers/Publishers approved by Directorate of Printing.

**Subject:— Quotations for Printing of Annual Report of the Ministry of Corporate Affairs for the year 2011-12 and 55th Annual Report on the Working & Administration of the Companies Act,1956 for the year ending 31.3.2011.**

Sealed Tenders are invited for work details of which are given under 'Specification of Job' hereunder. The detailed specifications of the work to be done are available with Director (R&A Division), Ministry of Corporate Affairs, B-1 Wing, Paryavaran Bhawan, CGO Complex, New Delhi and may be inspected any time during the normal working hours of this Office.

2. The Tender should be sent to this Ministry in a sealed inner cover super-scribed "Tender for the printing of Annual Report of the Ministry of Corporate Affairs for the year 2011-12 and 55th Annual Report on the Working & Administration of the Companies Act, 1956 for the year ending March, 2011". The Tender should be addressed to Director (R&A), Ministry of Corporate Affairs, B-1 Wing, Paryavaran Bhawan, CGO Complex, New Delhi . The Tender should reach in the Ministry not later than **11.00 A.M. on or before 19.12.2011** positively. The Tenders not found properly sealed will be summarily rejected.

3. The Tenders shall be opened at **3.00 P.M. on 19.12.2011** in Room No. 533, A-Wing, Shastri Bhavan, Dr. R.P. Road, New Delhi-110001.

4. The Tender is invited following Two Bids System i.e. Technical and Financial Bids. The first envelope should contain the "Technical Bid" consisting of technical parameters and super-scribed as such. The second envelope should be super-scribed as "Financial Bid" containing the financial aspects such as the rates to be charged and other financial terms and conditions. The both Bids contained in separate two sealed envelopes should be submitted in one sealed cover super-scribed as "Tender for the printing of Annual Report of the Ministry of Corporate Affairs for the year 2011-12 and 55th Annual Report on the Working & Administration of the Companies Act, 1956 for the year ending March, 2011".

5. The Ministry of Corporate Affairs is not bound to accept the lowest Tender or any Tender or to assign any reason for rejection of any or all the Tenders. It reserves to himself the right for accepting the whole or any part of the Tenders. Ministry's decision in the matter shall be final and binding.

6. Any failure on the part of Tenderer to observe the prescribed procedure and any attempt to canvass for the work will prejudice his/her Tender. The Tenders/rates quoted in other than the prescribed proforma are liable to be rejected.

7. A sum equal to 5% of the value of work or Rs.20, 000/- (Rupees twenty thousand only) whichever is more, will have to be deposited within three days of the approval of the Tenders as security for the due performance of the contract. Security can be deposited in the form of Saving Deposit Certificate, Fixed deposit Receipts or National Savings/ Defence Certificates pledged in favour of **“Pay & Accounts Officer, Ministry of Corporate Affairs, New Delhi” under Rule 158 of GFR**. This is refundable on satisfactory completion of contract.
8. The submission of Tender will bind the Tenderer to accept all conditions specified herein and in addition to the conditions of the contract as contained in the Form DGS&D 68 revised & DGS&D 71 as amended up to date. In case of any difference, the conditions specified therein shall be applicable.
9. The arrangements made on the result of this call for Tenders will be in force till the completion of this work or for such shorter period as may be decided by the Ministry of Corporate Affairs, New Delhi. The decision of the Ministry on all these matters shall be final and binding on parties. No regular contract as such will be drawn up and the acceptance by the Ministry of the Tender of the selected Tenderer will constitute a valid contract for the enforcement of the terms and conditions contained therein. The contract can be terminated by Govt. at any time without assigning any reason.
10. The successful Tenderer will have to furnish his latest Income Tax Clearance Certificate from the Income Tax Department in the prescribed form within a week from the date of acceptance of the job. Failure to comply with this may lead to termination of the agreement.
11. The rates should be mentioned in figures as well as in words exclusive of Taxes. Erasing/overwriting should be avoided/duly attested by the Tenderer. Sales Tax and other taxes if any should be indicated separately. In case, nothing is mentioned, it will be assumed that Sales Tax/Other Tax is included in the quotation.
12. The person signing the Tender form or any documents forming part of the contract on behalf of another or on behalf of a firm shall be responsible to produce a proper power of attorney duly executed in his favour, stating that he has the authority to bind such other person of the firm, as the case may be in all matters pertaining to the contract including the arbitration clause.
13. The sample of the papers in accordance with the prescribed specification should accompany the quotation duly signed on behalf of the firm with detailed specification i.e. name of the paper GSM and Ream weight etc. In case paper samples, duly signed are not attached with the quotation, the same will be rejected.
14. No extra charge will be paid for the proof, which have to be drawn till the same is to be approved by the indenting Branch. The proof will be made available to the Economic Adviser’s Office at Room No.533, A-Wing, Shastri Bhavan, New Delhi.
15. The printed copies will be/ to be supplied duly tied up in suitable sizes bundles or equal numbers at Shastri Bhavan premises or any other place as may be directed.
16. The printer shall, whenever called upon to do so give full information with regard to the work in hand and shall also permit some/any senior officer of the Ministry of Corporate Affairs to inspect the printer’s premises at all reasonable times and shall give all assistance and information as may be required by him in connection with the contract.

17. After the work has been completed the bill for the work in duplicate prepared on the basis of the accepted rates be submitted to the Director (R&A), Ministry of Corporate Affairs, for necessary action together with (i) receipted delivery voucher for the supply made (ii) representative specimen of the work and (iii) other documents in support of the items charged for in the bill.

18. The delivery of the articles is to be made to the concerned Section of Ministry of Corporate Affairs, New Delhi free of any other charges except those quoted against item No.14 of quotation from within the stipulated date on receipt of the print order.

**19. A sum not exceeding 5% of the composing, printing and Binding charges will be deducted from the bill for every week's delay or part thereof in complying with the date of delivery of the printed copies and or for bad workmanship. The entire job will be rejected if the same has not been carried out in accordance with the specifications.**

**20. The report is required to be printed as per the specimen to be provided by this Ministry providing adequate space/scope for box-tables, diagrams etc.**

**21. Each quotation must be accompanied by an earnest money of Rs.1,000/- Rupees one thousand only) in the form of a "Crossed Demand Draft drawn in favour of "Pay & Accounts Officer, Ministry of Corporate Affairs, New Delhi". The earnest money is refundable in case the Tender is not accepted. The printers submitting their Tenders and empanelled as grade A printers with Directorate of Printing should clearly mention their registration number in the Tender.**

**22. CDs in MS words (both in English and Hindi must be capable of being downloaded in Ministry's website) will have to be provided by the Printer without any extra cost, along with the printed copies. Any delay in providing the CDs would attract penalty @ Rs.500/- (Rupees five hundred only) per day of delay.**

23. A copy of the details of the above is also available on the website of the Ministry of Corporate Affairs ([www.mca.gov.in](http://www.mca.gov.in)).

(E. Nagachandran)  
Deputy Director(R&A)  
Tel:- 24368972

**Encl:** Job specification & Quotation Forms (4 pages)

**ANNEXURE -A****DETAILED SPECIFICATION OF TWO JOBS**

1.	Description	Printing of : <b>(i)</b> Annual Report of the Ministry of Corporate Affairs for the year 2010-11 and <b>(ii)</b> 55th Annual Report on the working and Administration of Companies Act, 1956 for the year ended 31-03-2010 in multicolour in English and Hindi separately.
2.	Approximate Number	<b>i) English: 2250 copies of each Annual Report (i.e. 2250x2=4500)</b> <b>ii) Hindi : 950 copies of each Annual Report (i.e. 950x2=1900)</b> <b>(iii) Total (i) + (ii) = 6,400 copies</b>
3.	Size of the Publication	27.5 Cms.X 22Cms
4.	Type of Area	24 Cms.X 17.5 Cms.
5.	No. of Pages of the Manuscript	The number of pages in the two reports will vary between 80-100 pages. The quotations may be given for reports as 80-90 pages, 90-100 pages etc. or on the basis of per page. (Number of pages may increase or decrease)
6.	Method of Printing	Offset Printing (as per sample)
7.	No. of colours to be used	Four colour job for outside Covers and approx. 10-15 colour pages containing Charts Graphs (No. of pages may increase or decrease.) The inside text pages are to be Printed in two colours.
8.	Art work	To be prepared by the Printer under the guidance and approval of this Ministry.
9.	Size of body type, style of printing and general layout	8 to 10 point or as per instructions on manuscripts.
10.	Style of binding	To be wire stitched and pasted as per sample.
11.	Paper and its quality i) For text pages ii) For front & back covers	<b>135 GSM, Art Paper</b> <b>250 GSM, Art Card for cover pages</b>

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## 12. Special Instructions –

- i) Printed copies are required to be delivered within 7 days of the handing over of Manuscript.
  - ii) A very high quality of printing is required. The work done in slipshod manner will not be accepted.
  - iii) The reports are required to be printed as per the specimen to be provided by this Ministry providing adequate space/scope for box-tables, diagrams etc.
  - iv) CDs/Floppies/Pen Drive in MS-Word (both in English & Hindi) of the full report are to be provided, without any extra cost, along with the printed copies for putting the Report on the Website of this Ministry. Any delay in providing the CDs/floppies/Pen Drive would attract penalty @ Rs.500/-(Rupees Five Hundred only) per day (See Clause 21)
  - v) CDs/Floppies of English version along with hard copy of MSS will be provided.
  - vi) Printer should have facility of typing/printing in **Mangal** as well as **Kruti Dev 010** font and converting them into page-maker for Hindi version of both the Reports. However, the choice of font will be decided by the Ministry.
13. A sum equal to 5% of the value of work or Rs.5,000/- (Rupees five thousand only) whichever is more, will have to be deposited within three days of the approval of the Tenders as security for the due performance of the contract. Security can be deposited in the form of Demand Draft/Savings/ Defence Certificates pledged in favour of “Pay & Accounts Officer, Ministry of Corporate Affairs, New Delhi” This is refundable on satisfactory completion of contract.
14. No extra charge will be paid for the proof, which will have to be made available to the Economic Adviser’s Office at Room No. 533,A-Wing, Shastri Bhavan, Dr.R.P.Road, New Delhi.
15. The printed copies will have to be supplied duly tied up in suitable sizes bundles or equal numbers at Shastri Bhavan premises or any other place as may be directed.
16. The printer shall, whenever called upon to do so give full information with regard to the work in hand and shall also permit authorized representatives of the Ministry of Corporate Affairs to inspect the printer’s premises at all reasonable times and shall give all assistance and information as may be required by him in connection with the contract.
17. A sum not exceeding 5% of the composing, printing and binding charges will be deducted from the bill for every week’s delay or part thereof in complying with the date of delivery of the printed copies and or for bad workmanship. The entire job will be rejected if the same has not been carried out in accordance with the specifications.
18. The other **terms and conditions** remain the same as mentioned in the Tender Form.

**FORMS OF QUOTATIONS**

(Rates per page in rupees,  
if not sought otherwise)

<b><u>English</u></b> <b>2250 Copies of each of two Reports = 4500 copies</b>	<b><u>Hindi</u></b> <b>950 Copies of each of two Reports =1900 copies</b>
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1. Photo composing of the inside text page. Please quote per page rate when the matter is provided		
i) In computer floppy	Rs.....	Rs.....
ii) In typed /handwritten manner	Rs.....	Rs.....
2. Photo composing of <b>Inside colour pages</b> with chart & graphs etc. (Pl. quote per page rate inclusive of scanning charges)	Rs.....	Rs.....
3. <b>Processing in 4 colour</b> of the Inside colour pages, charts, graphs etc. Please quote per page rate inclusive of scanning charges, if any)	Rs.....	Rs.....
4. Processing in two colour for <b>inside text pages (Pleses quote per page rate)</b>	Rs.....	Rs.....
5. <b>Art work</b> making (please quote per page rate)	Rs.....	Rs.....
6. <b>Photocomposing</b> , artwork making & Processing etc. in 4 colour of outside Front cover (rate may be quoted for per cover Pages inclusive of scanning charges, if any)	Rs.....	Rs.....
7. <b>Plate making</b> of single colour form of inside text pages (per plate rate of 8 pages may be quoted )	Rs.....	Rs.....
8. <b>Plate making of outside from cover</b> (per colour per plate rate may be quoted Total No. of plates will be four)	Rs.....	Rs.....
9. <b>Plate making of a 4 page form of inside</b> colour pages (per plate rate may be quoted)	Rs.....	Rs.....

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10. **Printing of cover** – rate per plate per thousand  
(total nos. of plates will be four) Pl. quote rate  
inclusive of lamination charges of outside  
cover pages – front & back. Rs..... Rs.....
11. **Printing of text of one plate**, per  
Thousand (one plate includes 8 text pages) Rs.....Rs.....
12. **Printing of inside colour** pages per thousand  
(one plate includes 4 pages) Rs.....Rs.....
13. **Binding charges** (rate per book may be quoted) Rs.....Rs.....
14. **Local delivery charges** (copies of two  
Annual Reports in bundles of 50 copies each  
with thick brown wrapping paper at top & bottom  
and tied with country twine and delivered locally  
to Director( R&A), **B-1 Wing, Paryavaran Bhawan,  
CGO Complex, New Delhi – 110 003**)  
(Please rate lump-sum amount for 6400 copies) Rs..... Rs.....
15. **Cost of Art paper** of 135 GSM for text  
pages ( rates per ream maybe quoted.  
(wastage not permissible) Rs..... Rs.....
16. **Cost of 250 GSM art card for cover**  
rate per gross (144 sheets of size 23”X36”  
may be quoted (wastage not permissible) Rs..... Rs.....
17. **Sales Tax, if any, on cost of paper only** Rs..... Rs.....
18. **Cost** (i) per copy Rs..... Rs.,.....  
(ii) per page Rs..... Rs.,.....
19. **Grand total (English +Hindi)**  
(Approx. estimate only) Rs..... Rs.....
20. **Registration number with  
Directorate of Printing, if any** .....
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