



F. No: EdCIL/IMS/SP/NLMA/Tender/148

Dated: August 31, 2015

To

AS PER LIST ATTACHED

NOTICE INVITING QUOTATION (NIQ) ON LIMITED TENDER ENQUIRY BASIS

Sub: Printing of booklets on 'Legal Literacy' in Hindi language by TSG-NLMA for the Ministry of Human Resource Development.

EdCIL (India) Limited invites sealed quotations for printing of booklets on 'Legal Literacy' in Hindi language by Technical Support Group (TSG) – National Literacy Mission Authority (NLMA) for the Ministry of Human Resource Development (MHRD) from 'A' Category Printers empanelled with DAVP.

1 SCOPE OF WORK

Printing of booklets on 'Legal Literacy' in Hindi language (12500 copies approx.) by TSG-NLMA for the Ministry of Human Resource Development. The hard and soft copies of the booklets in Hindi language is available with *Project Manager, (NLMA), Technical Support Group - National Literacy Mission Authority, Directorate of Adult Education, 10/4-5, Room No. 58, Jamnagar House, New Delhi – 110011; Office: 011-23388614 Mobile: 09810211663* as an open file for printing of the documents. The job involves printing, editing, designing, digital sampling, proof reading and publishing the material in a professional and time bound manner.

2 SPECIFICATION OF JOB FOR PRINTING BOOKLETS ON 'LEGAL LITERACY'

As per Annexure-I

DELIVERABLES & DELIVERY

- 3.1 The delivery of the printed booklets is to be made to the Project Manager (NLMA), *Technical Support Group - National Literacy Mission Authority, Directorate of Adult Education, 10/4-5, Room No. 58, Jamnagar House, New Delhi – 110011 Office: 011-23388614 Mobile: 9810211663* without any extra cost.
- 3.2 The proof copies are required to be delivered within 3 days of handing over of soft copies of the document by *Project Manager (NLMA), TSG-NLMA, EdCIL* for its final vetting before printing.
- 3.3 The final printed copies are required to be delivered within seven (7) days of handing over of approved final proof by *Project Manager (NLMA), TSG-NLMA, EdCIL*.

SUBMISSION OF QUOTATION

- 4.1 The tender document should be submitted in two separate sealed envelopes super scribing 'TECHNICAL BID FOR PRINTING BOOKLET ON 'LEGAL LITERACY' for TSG-NLMA as per Annexure-II and 'FINANCIAL/PRICE BID FOR PRINTING BOOKLET ON 'LEGAL LITERACY' as per Annexure-III. These envelopes should then be kept in another sealed (outer) envelope addressed to *Shr. K. P. S. Shishodia, Project Manager (NLMA), Technical Support Group - National Literacy Mission Authority, Directorate of Adult Education, Ministry of Human Resource Development, Government of India, 10/4-5, Room No. 58, Jamnagar House, New Delhi – 110011* with

the Name, Address & Phone No. of the Bidder on it and sent to the addressee so as to reach on or before the prescribed date and time.

- 4.2 **The 'OUTER ENVELOPE' should be super scribed as 'QUOTATION FOR PRINTING BOOKLET ON 'LEGAL LITERACY' for TSG-NLMA.**
- 4.3 **The sealed quotations complete in all respects should be sent to above mentioned address latest by 5:30 PM on 15th September, 2015. The quotations received thereafter will be rejected.**
- 4.4 **Quotations will be opened next day at 11:00AM at Technical Support Group, National Literacy Mission Authority, Directorate of Adult Education, 10/4-5, Jamnagar House, Shahjahan Road, New Delhi-110011 where printers are welcomed to be present.**

EARNEST MONEY DEPOSIT (EMD)

- 5.1 **The bidder(s) should furnish Earnest Money Deposit (EMD) of Rs. 1,25,000/- by way of Demand Draft (DD)/Banker's Cheque drawn on any Scheduled Bank favouring 'EdCIL (India) Limited' payable at 'New Delhi'. The tender bids received without EMD or submission of EMD in any other form mentioned above is liable to be rejected.**
- 5.2 **The firms registered/empanelled with DGS&D/MSME/National Small Industries Corporation (NSIC) are exempted from depositing EMD. However, they have to enclose valid registration certificate(s) otherwise the bids are liable to be rejected.**
- 5.3 In case of successful bidder(s), the EMD may be adjusted towards the performance security deposit to be payable on request. In the case of unsuccessful bidder(s), the EMD will be refunded at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the work.
- 5.4 The amount remitted towards EMD is liable to be forfeited if the bidder withdraws the offer or not interested to undertake/execute the work after submission of the tender or after the acceptance of offer by EdCIL or fails to sign the contract or to remit the security deposit.
- 5.5 No interest will be payable by EdCIL on the EMD/Performance Security deposited.

PURCHASE PRICE PREFERENCE

EdCIL reserves the right to adhere to purchase preference as admissible under the existing policies of the Government of India to registered MSME Units provided the bidder enclose a valid certificate of registration w. r. t. DGS&D/MSME/National Small Industries Corporation (NSIC) as per norms.

PAYMENT TERMS

The payment shall be made within 15 days of completion of work. The bill for the work done in duplicate prepared on the basis of the accepted rates/Job Order together with receipted delivery voucher for the supply made to *Project Manager (NLMA), TSG-NLMA, EdCIL*, should be submitted to *The Project Manager (NLMA), Technical Support Group - National Literacy Mission Authority, Directorate of Adult Education, Ministry of Human Resource Development, Government of India, 10/4-5, Room No. 58, Jamnagar House, New Delhi - 110011* for release of payment.

GENERAL TERMS AND CONDITIONS

- 8.1 The job demand very high quality of printing and work done in slipshod and unprofessional manner will not be accepted.

- 8.2 The rates should be mentioned in figures as well as in words exclusive of taxes. All applicable taxes (if any) should be indicated separately. In case, nothing is mentioned, it will be presumed that no tax is charged / applicable for vendor.
- 8.3 Erasing/overwriting should be avoided/duly attested by the bidder.
- 8.4 The sealed quotation/rates quoted in other than the prescribed performa at Annexure-III shall be rejected.
- 8.5 The price bid should be submitted in a separate sealed envelope as per clause '4' of NIQ otherwise the bid will summarily be rejected.
- 8.6 The quantity is tentative and may increase or decrease during award of Tender/Validity of Rates. Final quantity will be decided later.
- 8.7 Any item may be modified/added or deleted at the sole discretion of EdCIL (India) Limited.
- 8.8 Paper quality to be used shall be as per sample at office or approved by EdCIL (India) Limited.
- 8.9 Rates shall be valid for a period of 180 days and can be extended on mutual consent.
- 8.10 EdCIL reserves the right for accepting and awarding the job in whole or in part thereto. The decision of EdCIL in the matter shall be final and binding.

(K. P. S. Shishodia)
Project Manager (NLMA) TSG

Annexure - I

EdCIL (India) Limited
(A Government of India Enterprise)
Technical Support Group
National Literacy Mission Authority

**Specification for printing of Booklets on Legal Literacy
Series (1 to 11)**

Sl. No.	Name of Booklet	Specifications
1.	Ankhe Khul Gayee - Legal literacy series booklet no. 1	Size 7" X 9.5" (close), cover page and inner pages in multi color No. of pages : Cover + 16 pages as per sample available Paper : 130 gsm NE/IRIS for cover and 80 gsm FSC uncoated maplitho for inner pages, Finishing : Saddle Binding : Stitch binding
2.	Aur Baat Ban Gayee - Legal literacy series booklet No. 2.	Size 7" X 9.5" (close), cover page and inner pages in multi color No. of pages : Cover + 12 pages as per sample available Paper : 130 gsm NE/IRIS for cover and 80 gsm FSC Uncoated maplitho for inner pages Finishing : Saddle Binding : Stitch binding
3.	Rama ki Pathshala - Legal literacy series booklet No. 3.	Size 7" X 9.5" (close), cover page and inner pages in multi color, No. of Pages : Cover + 16 pages as per sample available Paper : 130 gsm NE/IRIS for cover and 80 gsm FSC Uncoated maplitho for inner pages Finishing : Saddle Binding : Stitch binding

4.	Garima ka Sawal - Legal literacy series booklet No. 4	<p>Size 7" X 9.5" (close), cover page and inner pages in multi color</p> <p>No. of pages : Cover + 8 pages as per sample available Paper : 130 gsm NE/IRIS for cover and 80 gsm FSC Uncoated maplitho for inner pages</p> <p>Finishing : Saddle</p> <p>Binding : Stitch binding</p>
5.	Dahej Parampara Nahi Abhishaap - Legal literacy series booklet No. 5	<p>Size 7" X 9.5" (close), cover page and inner pages in multi color</p> <p>No of Pages : Cover + 12 pages as per sample available Paper : 130 gsm NE/IRIS for cover and 80 gsm FSC Uncoated maplitho for inner pages</p> <p>Finishing : saddle</p> <p>Binding : Stitch binding</p>
6.	Aasha Ki Kiran - Legal literacy series booklet No. 6	<p>Size 7" X 9.5" (close), cover page and inner pages in multi color</p> <p>No. of pages : Cover + 16 pages as per sample available Paper : 130 gsm NE/IRIS for cover and 80 gsm FSC Uncoated maplitho for inner pages</p> <p>Finishing : Saddle</p> <p>Binding: Stitch binding</p>
7.	Ab Koi Bhukha Na Rahe - Legal literacy series booklet No. 7	<p>Size 7" X 9.5" (close), cover page and inner pages in multi color</p> <p>No. of pages : Cover + 12 pages as per sample available Paper : 130 gsm NE/IRIS for cover and 80 gsm FSC Uncoated maplitho for inner pages</p> <p>Finishing : Saddle</p> <p>Binding : Stitch binding</p>
8.	Atyachar Ka Ant - Legal literacy series booklet No. 8	<p>Size 7" X 9.5" (close), cover page and inner pages in multi color</p> <p>No. of pages : Cover + 16 pages as per sample available Paper : 130 gsm NE/IRIS for cover and 80 gsm FSC</p>

		<p>Uncoated maplitho for inner pages</p> <p>Finishing : Saddle</p> <p>Binding : Stitch binding</p>
9.	Ramesh Ko Mila Nayay – Legal literacy series booklet No. 9	<p>Size 7“ X 9.5” (close), cover page and inner pages in multi color</p> <p>No of pages. Cover + 12 pages as sample available</p> <p>Paper : 130 gsm NE/IRIS for cover and 80 gsm FSC Uncoated maplitho for inner pages</p> <p>Finishing : Saddle</p> <p>Binding : Stitch binding</p>
10.	Hamere Jungle – Hamari Dharohar – Legal literacy series booklet No. 10	<p>Size 7“ X 9.5” (close), cover page and inner pages in multi color</p> <p>No. of pages : Cover + 16 pages as per sample available</p> <p>Paper : 130 gsm NE/IRIS for cover and 80 gsm FSC Uncoated maplitho for inner pages</p> <p>Finishing : Saddle</p> <p>Binding : Stitch binding</p>
11.	Bharat Sarkar Ki Pramukh Yojnayan – Legal literacy series booklet No. 11	<p>Size 7“ X 9.5” (close), cover page and inner pages in multi color</p> <p>No. of pages : Cover + 25 pages (Page No. 25 is blank, and can be used for picture/graph) as per sample available</p> <p>Paper : 130 gsm NE/IRIS for cover and 80 gsm FSC uncoated maplitho for inner pages</p> <p>Finishing : Saddle</p> <p>Binding : Stitch binding</p>
12.	Jacket with pocket for legal literacy booklets	<p>Paper – 320-400 gsm coated IRIS/NE as equivalent card with Both side multicolor printing & UV/Thermal Velvet lamination. With Pocket for placing books. The Jacket to be slightly bigger than books.</p>

Note. Sample Available can be seen.

Annexure - II

**'TECHNICAL BID FOR PRINTING BOOKLETS ON 'LEGAL LITERACY' FOR TSG-NLMA,
IN HINDI LANGUAGE**

Name of the Firm/Agency :

VAT/Central/State Sales Tax

/Service Tax Reg.No :

PAN No :

PART - A: TECHNICAL REQUIREMENTS

S. No.	Particulars	Remarks Yes/No
1	Copy of Registration with Directorate of Advertising and Visual Publicity under 'A' Category/Grade Printers. A copy of Empanelment Certificate issued by DAVP, Ministry of Information and Broadcasting as 'A' Class Offset Printer.	Yes/No (Enclose Copy)
2	EMD of Rs. 1,25,000/- by way of Demand Draft (DD)/Banker's Cheque drawn on any Scheduled Bank favouring 'EdCIL (India) Limited' payable at 'New Delhi' OR Registration certificate (s) of the firms registered with DGS&D/National Small Industries Corporation (NSIC) for exemption from depositing EMD to be enclosed with Technical Bid.	DD. No: Date: Bank: Place: Yes/No (Enclose Copy)
3	Copy of Permanent Account No with Income Tax Authorities	Yes/No (Enclose Copy)
4	Copy of Service Tax/Sales Tax Registration Certificate (as applicable)	Yes/No (Enclose Copy)

Note:- EdCIL shall summarily reject bids, in case EMD and copies of above documents are not enclosed along with the technical bid in a separate sealed envelope. EdCIL will be presumed that bidder do not possess the above requirements.

FINANCIAL/PRICE BID FOR PRINTING BOOKLET ON 'LEGAL LITERACY' FOR TSG-NLMA

Name of the Firm/Agency :

VAT/Central/State Sales Tax
/Service Tax Reg. No :

PAN No :

PART - B: FINANCIAL QUOTES [INCLUDING ALL CHARGES AND APPLICABLE TAXES]

S. No.	Description of Job	Qty	Rate (Rs.)	Amount (Rs.)	Amount() in Words.
A-1	Cost of Printing of Set of Booklets as per scope of work and specifications given at Serial No.1 to 11 of Annexure-I	12500_ (approx.)	Rs...../-	Rs...../-	Rupees Only
A-2	Cost of Printing of additional booklet of 12 pages	1	Rs...../-	-	-
A-3	Cost of addition/deletion of 4 text pages.	-			
B	Cost of Jacket with pocket for legal literacy booklets - Multicolour as per specifications given at Sl. No.12 of Annexure-I.	12500_ (approx.)	Rs...../-	Rs...../-	Rupees Only
D	Applicable Taxes@%				

Note:

1. The price quoted should be mentioned in figures as well as in words exclusive of taxes.
2. Rates shall be valid for a period of 180 days and can be extended on mutual consent.
3. Applicable Taxes shall be paid extra. They shall not be included in the comparative to drive L1. Kindly quote the taxes separately.

Date: __/__/2015
Place: New Delhi

Signature of the Bidder
with Stamp & Seal

DIRECTORATE OF ADVERTISING AND VISUAL PUBLICITY
Ministry of Information & Broadcasting
(PRINTED PUBLICITY WING)

LIST OF EMPANELLED OFFSET PRINTERS w.e.f. 29/1/2014

'A' Category Printers

Sl. No.	Name of Printer	Address
1.	Aravali Printers & Publishers (P) Ltd.	W-30, Okhla Industrial Area, Phase-II, New Delhi-110020
		Unit-II: A-129, Okhla Industrial Area, Phase-II, New Delhi-110020
2.	Brijbasi Art Press Ltd.	A-81, Sector-V, Noida-201301,
		Unit-II: 20-21, Udyog Kendra, Greater Noida
3.	Delhi Press	E-3, Jhandewallan Estate, Rani Jhansi Road, New Delhi-110055
4.	India Offset Press	A-1, Mayapuri Industrial Area, New Delhi-110064
5.	International Print-O-Pac Ltd.	C-4, Hosiery Complex, Phase-II Extension, Noida-201305
6.	Nu-Tech Photolithographers	B-240, Okhla Industrial Area, Phase-I. New Delhi-110020
		Unit-II: B-38, Okhla Industrial Area, Phase-I. New Delhi-110020
7.	Paras Offset Pvt. Ltd	C-176, Naraina Industrial Area, Phase-I New Delhi-110028
8.	Rave Scans Pvt. Ltd	A-27, Naraina Industrial Area, Phase-II New Delhi-110028
9.	Salasar Imaging Systems	B-69, Lawrence Road Industrial Area, New Delhi-110035
10.	Universal Offsets	135, Patparganj Industrial Area, Delhi-110092

