



F. No:

27 August 2015

NOTICE INVITING QUOTATION (NIQ)

Sub: Printing of combined bilingual booklet 'Guidelines on Food Safety and Hygiene for School Level Kitchens under MDM Scheme in English & Hindi (1000 Copies) with single bookbinding.

EdCIL (India) Limited invites sealed quotations for printing of combined bilingual booklet on '*Guidelines on Food Safety and Hygiene for School Level Kitchens under Mid-Day Meal Scheme*' in English & Hindi (1000 copies) with single book binding by EdCIL's Technical Support Group (TSG) for Mid-Day Meal (MDM) Scheme for the Ministry of Human Resource Development (MHRD) from 'A' and 'B' Category Offset Printers empanelled by the Department of Audio & Visual Publicity (DAVP), Government of India.

1 SCOPE OF WORK

1.1 The job includes design and printing of booklet including designing, layout, typesetting, editing, copywriting, page setting, proof reading, insertion of photographs, artwork, graphics, tables, etc of bilingual booklet 'Guidelines on Food Safety and Hygiene for School Level Kitchens under Mid-Day Meal Scheme' in English & Hindi (1000 Copies). The number of pages may increase or decrease after designing and page-setting and finalisation.

- (i) Carry out typesetting and language editing of combined bilingual booklet in Hindi & English.
- (ii) Design and layout of bilingual booklet (both the cover as well as the inside pages) in Hindi & English.
- (iii) Present at least three (03) drafts of the combined bilingual booklet (both cover as well as inner pages).
- (iv) Present at least two (02) sets of laser prints for text including colour pages of combined bilingual booklet in Hindi & English for finalisation.
- (v) Proofing and finalizing one final wet proof colour dummy for approval by MHRD.
- (vi) Supply final photo print ready copy of combined bilingual booklet in PDF on Compact Disk.
- (vii) Printing of 1000 copies of combined bilingual booklet in Hindi and English.

1.2 There will be provision of photographs, pictures, etc which integral to the design and layout. A photo print copy of cover page design along with text of the document to be printed in Hindi and English is also available with the Project Manager (TSG-MDM) him for assessing the exact job requirement by bidders.

2 SPECIFICATION OF JOB FOR PRINTING

Volume	:	24-36 pages (approximately)
Size	:	11.75" x 8.25" (Closed size) 11.75" x 16.5" (Open size)
Paper	:	Imported Art Paper for Inner Pages Imported Art Card for cover with Matt Finish
Thickness	:	130 GSM for Inner Pages 300 GSM for Cover Pages
Colour	:	Four Colours (Multi Colour)
Printing	:	On both side of pages.

Lamination	:	Thermal Lamination on Outer Cover Page
Language	:	Bilingual (English and Hindi)
Binding	:	Perfect Binding of Combined Bilingual Booklet
Quantity	:	1000 copies of bilingual booklet in English & Hindi

3 DELIVERABLES & DELIVERY

- 3.1 The delivery of the printed articles is to be made to the *Sh. Vijay Kumar Vaid, Project Manager (TSG-MDM), Technical Support Group for MDMS, 6th Floor, Vijaya Building, 17, Barakhamba Road, New Delhi - 110001 Tel: 23765620 Fax: 23765619* without any extra cost.
- 3.2 The proof copies are required to be delivered within 4 days of handing over of soft copies of the document by Project Manager (TSG-MDM), TSG-MDM, EdCIL for its final vetting before printing.
- 3.3 The final printed copies are required to be delivered within 4 days of handing over of approved final proof by Project Manager, TSG-MDM, EdCIL.**
- 3.4 The final deliverables to be supplied by the Agency on completion of assignment:**
- (i) Supply and Delivery of 1000 printed copies of the Booklet in Hindi and English
 - (ii) Print ready version of the Booklet in Hindi and English on a CD (with same cover design on the CD case)
 - (iii) Work files of the final print ready version on CD
 - (iv) Softcopy of Booklet as Adobe PDF File.

4 SUBMISSION OF QUOTATION

- 4.1 The tender document should be submitted in two separate sealed envelopes super scribing 'TECHNICAL BID FOR PRINTING 'GUIDELINES ON FOOD SAFETY AND HYGIENE FOR SCHOOL LEVEL KITCHENS UNDER MDMS' as per Annexure-I and 'FINANCIAL/PRICE BID FOR PRINTING 'FOR PRINTING 'GUIDELINES ON FOOD SAFETY AND HYGIENE FOR SCHOOL LEVEL KITCHENS UNDER MDMS' as per Annexure-II. These envelopes should then be kept in another sealed (outer) envelope addressed to *The Project Manager (TSG-MDM), Technical Support Group – Mid-Day Meal Scheme, EdCIL (India) Limited, 6th Floor, Vijaya Building, 17, Barakhamba Road, New Delhi – 110001* 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 'GUIDELINES ON FOOD SAFETY AND HYGIENE FOR SCHOOL LEVEL KITCHENS UNDER MDMS'.**
- 4.3 The sealed quotations complete in all respects should be sent to our address as mentioned above latest by 14:00 Hrs on 10 September, 2015. The quotations received afterwards will be rejected.

5 EARNEST MONEY DEPOSIT (EMD)

- 5.1 The bidder(s) should furnish Earnest Money Deposit (EMD) of ₹5,000/- 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.

 27/08/15

