

MOST IMMEDIATE
TIME BOUND/BY SPEED POST

F. No. N-19/1/2017-P&C

Government of India

Ministry of Consumer Affairs, Food and Public Distribution
Department of Consumer Affairs

Room No. 468, Krishi Bhawan, New Delhi

Dated the 29th December, 2017

TENDER NOTICE

Subject: Calling quotations for the printing of Annual Report 2017-18 from the empanelled private printers maintained by Directorate of Printing, New Delhi.

The undersigned is directed to invite quotations from the empanelled private printers based in Delhi maintained by Directorate of Printing as well as from Directorate of Printing for printing of Annual Report 2017-18 (English & Hindi) for the Department of Consumer Affairs as per specifications given below and terms and conditions given in the Annexure:

Job:	Annual Report – Two Versions (English & Hindi)
Quantity	English: 1200 copies Hindi : 1000 copies
Size of AR and Quality of Paper	A-4 Size on art paper (Pure White Matte imported paper). Paper Weight for text will be 110 gsm and cover 300 gsm. (Sample can be seen in the Department on any working day between 11 am to 5 pm.
Input	Text will be provided in MS-Word both in English (Times) & Hindi (Kruti Dev). Composing of text and scanning pictures will be set by printer on quality software, offset machines and high quality scanners.
Number of pages	160 Pages each in English and Hindi Versions. (Pages can be more and charges will be calculated on Pro-rata basis on extra pages if above 160 pages)
Description	4 Colors throughout. Text will be in two columns format with side border having pictures and logo on every page. Front Cover and back cover will be designed by printer for both versions of the reports. Cover will be laminated in Mat surface. Perfect bound side stitching will be required for binding the Annual Report.
Time for Printing	Within two weeks from the date of manuscript given.

Contd...2/-

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The sealed cover containing the quotations may be given/sent to the **Under Secretary(P&C)** and super scribed Quotations of “**Printing of Annual Report 2017-2018**”. The schedule of receipt and opening of quotations is as under:

Last Date & Time of receipt of quotations: 24.01.2018 (3.00 pm)

Date and Time for opening the quotations: 24.01.2018 (4.00 pm)

The quotations will be opened by duly constituted Committee in the presence of tenderer or duly authorized representative thereof. The representatives must bring an authorization letter from their employer to be present in the opening of the quotations. The above tender is also available on the website of the Department *i.e.* www.fcamin.nic.in

Yours faithfully



(Premraj Kumar)
Deputy Secretary to the Govt. of India
Tel. No. 23382503

- (i) As per list of ‘A’ class printers panelled by Directorate of Printing based in Delhi only.
- (ii) Copy to Directorate of Printing ‘B’ Wing, Nirman Bhawan, New Delhi for participating in the bid/ sending quotations.
- (iii) Copy to PSA (NIC) with a request to put the tender on website of the Department (Copy of the approval of JS(CA) is also enclosed).
- (iv) Pay and Accounts Officer, Department of Consumer Affairs, 12-A Jam Nagar House, New Delhi.
- (v) GENL SECTION / US (IF) / GUARD FILE.