

F. No. P.29-1/NSS/PAC/2014  
Government of India  
Ministry of Youth Affairs & Sports  
NSS, PORGRAMME ADVISER'S CELL  
12/11, Jamnagar House, New Delhi-110011

20<sup>th</sup> November, 2014

To

Interested firms

**Sub: Quotation for printing (Plastic coated I. Card (multi colour) Backdrop & Banners, Pen with logo print, NSS Diary, NSS Directory, Memento's, Certificates) during Republic Day Parade Camp, 2015 – reg.**

Sir/Madam,

NSS Programme Adviser's Cell, Ministry of Youth Affairs & Sports, Government of India is organizing NSS Republic Day Parade Camp, 2015 from 1 – 31 January, 2015. In this camp, 230 NSS Volunteers, Programme Officers and Officials will be participating.

In this context, quotation are inviting for printing during NSS Republic Day Parade Camp, 2015 on following terms & conditions :-

1. The bid will be given in **one sealed envelope**, superscripted **“Tender for printing.”**
2. **The tender should be submitted in two separate sealed cover/envelop in two parts as under :-**
  - a) **Technical bid** – Envelop should superscribed **“Technical bid for printing”** and it should contain all technical details i.e. EMD, latest I. Tax/S. Tax certificate, experience certificate.
  - b) **Financial bid** – The second cover should contain the rates etc. as per Annexure – I and it should be superscribed **“Financial bid for printing”**.
3. The bidder will furnish the following documents alongwith the technical bid :-
  - a) A demand draft/pay order of Rs. 5,000/- (Rupees five thousand only) as earnest money drawn on any nationalized bank in New Delhi in favour of “Accounts Officer, PAO (Sports)”. Name and address of the bidder should be written on the reverse side of the DD/Pay order.
  - b) Copy of latest Income Tax return filed/Service Tax Certificate.
  - c) The tenderers should have two years of experience of having undertaken similar jobs in Ministries/Departments of the Government supported by proper documents.
  - d) The firm should send samples of the paper, mementoes, I. card.
  - e) The complete work should be perfect to the requirement and satisfaction of the Ministry.
4. Soft copy of the material of NSS Diary/NSS Directory will be provided. You are advised to see/obtain as sample a copy of previous NSS Diary/NSS Directory for your reference.

5. TDS on payment wherever applicable will be deducted as per Income Tax Rule of Government of India. **The quotations should be inclusive of all taxes & same may be reflected in the quotation.**

6. Financial Bids of only those companies will be opened who are found eligible in Technical Bid. The contract can be terminated by this Ministry at any time without assigning any reason, if the work of the contractor is found unsatisfactory. In this respect, the decision of the Ministry shall be final and binding on the Contractors.

7. No denial will be accepted from the firm after the contract is awarded to the firm. In case of such denial earnest money will be forfeited and firm will be blacklisted forever. The Ministry reserves the right to reject any quotation in whole or in part without assigning any reason.

8. Quotation in sealed cover should reach to the NSS, Programme Adviser's Cell, Room No. 152-154, 12/11, Jamnagar House, New Delhi by 2.00 PM on 04.12.2014 and the quotation will be opened on the same day at 3.00 PM in the presence of bidders or their authorized representative.

Yours faithfully

(Dr. G. K. Tuteja)  
Programme Adviser (NSS)

**BID PROFORMA FOR PRINTING**

To

The Programme Adviser (NSS)  
NSS, Programme Adviser's Cell  
12/11, Jamnagar House, New Delhi

Sir,

In response to your letter No. F. No. P.29-1/NSS/PAC/2014 dated ....., calling sealed tenders for Printing during NSS Republic Day Parade Camp, 2015, we quote our rates as under :-

S. No.	Particulars	Rate (in ₹)
1	Backdrop (size 15' x 7' approx.) (Flex) 2 Nos.	
2	Banner (size 10' x 4' approx.) (Flex) 5 Nos.	
3	Banner (size 3' x 2.5' approx.) (Flex) 5 Nos.	
4	Certificates (size 10" x 14") printing with Logo <b>approx. 250 copies</b>	
5	NSS Diary (size 8" x 6") (140gsm – cover page) (inner page – normal) (approx. 60 page) <b>approx. 500 copies</b>	
6	NSS Directory (approx. 72 pages) – 300 gsm –cover page and 140 gsm inner page) (four colour glossy) <b>approx. 300 copies</b>	
7	Identity Card size 4' x 7' (Plastic coated) with Ribbon – Multicolour <b>approx. 250 Nos.</b>	

1	Pen <b>approx. 250 No.</b>	
2	Memento with NSS logo (size 6" x 9") <b>approx. 25 Nos.</b>	

We agree to abide by the terms & conditions unconditionally as given in the above referred letter.

(Signature of the Authorized Person)  
With name, full address & Telephone Number

(Seal)