

F. No. P.7-1/NSS/DTE/2016  
Government of India  
Ministry of Youth Affairs & Sports  
Directorate of NSS  
12/11, Jamnagar House, New Delhi-110011

13.10.2016

To

Interested firms

Sub: **Quotation for printing of NSS Annual Report, 2015-16 (Hindi and English) – reg.**

Sir/Madam,

Annual Report on NSS activities for the year 2015-16 (Hindi and English) is to be published. In this context, quotation is invited from the reputed printing press. The manuscript consists of approximately 80 pages in Annual Report, 2015-16. The number of pages at the stage of first proof may increase/decrease marginally.

2. Interested Printers are requested to send their quotations for the above job indicating **their rates for printing**. Please quote **all inclusive rates** which should include all cover printing, layout, composing, setting, processing, binding, gloss lamination of cover pages, packing and delivery in Directorate of NSS, New Delhi.

3. **The terms and conditions for awarding the job shall be as under: -**

- (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)”** may be attached. Name and address of the firm should be written on the reverse side of the DD/Pay order.
- (b) The firms should have two years of experience of having undertaken similar jobs in Ministries/Departments of the Government/autonomous body supported by proper documents.
- (c) Copy of Income tax return filed i.e. A. Y. 2015-16
- (d) The firm should send samples of the paper

4. **The bid should be submitted in two separate sealed cover/envelop in two parts as under :-**

- (a) **Technical bid** – Envelop should superscribed **“Technical bid for Printing of Annual Report, 2015-16”** and it should contain all technical details in **Annexure – I** i.e. EMD, copy of I. Tax return filed i.e. A.Y.2015-16, experience, sample papers.
- (b) **Financial bid** – The second cover should contain the rates etc. as per **Annexure – II** and it should be superscribed **“Financial bid for “printing of Annual Report, 2015-16”**.

5. Soft copy of the material of Annual Report, 2015-16 (Hindi and English) will be provided.

6. Financial Bids of only those firms will be opened, who are found eligible in Technical Bid. The Ministry reserves the right to reject any quotation in whole or in part without assigning any reason.

7. Quotation in sealed cover should reach to this office by 12.00 PM on 25.10.2016. The technical bid will be opened on the same day at 12.30 PM in the presence of bidders or their authorized representative, or any subsequent day/time.

Yours faithfully

(J. B. Singh)  
Deputy Programme Adviser

**Annexure - I**

**TECHNICAL BID FOR PRINTING OF ANNUAL REPORT, 2015-16**  
**(HINDI AND ENGLISH)**

(Filled in BLOCK LETTERS)

<b>Sl. No.</b>	<b>Particulars</b>		
1	Name of Firm		
2	Address with Pin No.		
3	Contact No.	(O) : (M) :	
4	E-mail Address		
5	PAN No.		
6	Service Tax No.		
7	TAN/TIN No. (if any)		
8	Technical Information	EMD	Yes/No
		Latest copy of ITR filed	Yes/No
		Experience	Yes/No
		Sample of paper	Yes/No

**(Signature of the Authorized Person)**

**(Seal)**

**BID PROFORMA FOR PRINTING OF ANNUAL REPORT 2015-16**  
**(HINDI AND ENGLISH)**

To

Director  
Directorate of NSS  
12/11, Jamnagar House, New Delhi

Sir/Madam

In response to your letter No. F. No. P.7-1/NSS/DTE/2016 dated ....., calling sealed tenders for Printing of Annual Report 2015-16 (Hindi and English), we quote our rates are as under :-

S. No.	Particulars	Rate (in `)	
	<b>Annual Report</b>		
1	Size A4, Paper for Text : 300 GSM Art Card for <b>cover page</b> – Multi colour printing duly laminated, <b>inner page</b> 130 GSM (Multi colour), perfect binding (approx 80 pages)	<b>Rate Per page (for text)</b>	<b>Rate Per page (for cover)</b>
	<b>Hindi (500 copy)</b>		
	<b>English (500 copy)</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)