

No.D-21014/6/2007-Gen-II  
Planning Commission  
Government of India  
General Administration (G-II)

Yojana Bhawan, Sansad Marg,  
New Delhi-110001

Dated: 29/02/2008

### TENDER NOTICE

Planning Commission invites sealed tenders under two bid systems from reputed firms/agencies for the following work:-

1. Name of Work : **Empanelment of Printing Agencies/Firms for superior/fine quality printing jobs of publications of the Planning Commission.**
2. EMD Amount : Rs. 20,000/- (Rupees Twenty Thousand only) in the form of DD or Pay order drawn in favour of *Pay and Accounts Officer, Planning Commission*
3. Last date of Acceptance of Bids : By 3.00 pm on 28/03/2008
4. Opening of Technical Bids : At 3.30 pm on 28/03/2008
5. The intending applicant should fulfil the following qualifications:
  - i. Annual Turnover of at least Rs.20 crore during the last two years i.e. 2005-06 and 2006-07.
  - ii. Should have done 2 superior quality printing jobs each costing above Rs. 5 lakhs in the last two years preferably of Govt. Agencies.
  - iii) Printing firm should have valid empanelment as 'A' Class printer with DAVP.
6. Technical bids will be opened first and evaluated along with the samples submitted by the agencies. Financial bids of only the shortlisted firms at the Technical Bid stage will be opened.
7. The tender format containing detailed specifications and terms and conditions may be obtained from Soochana Dwar, Room No. GF-6B, Planning Commission, Yojana Bhawan, Sansad Marg, New Delhi on any working day between 2.30 pm to 4.00 pm. The document can also be downloaded from [www.planningcommission.gov.in](http://www.planningcommission.gov.in).
8. The bids shall be sent in a sealed cover duly mentioning the **Name of work** and **Date of opening** of the tender. The tenders may be submitted at Soochna Dwar, GF 6B, Yojana Bhawan.

(N K Raghunathan)  
Under Secretary (G-II)

## Instructions to Applicants

### 1. Preparation of Proposal

#### (A) Technical Bid

- (i) The Technical Bid of the applicant, complete in all respects, shall be made in the form specified in Annexure II-A. While submitting the Technical Bid, the applicant shall, in particular, ensure that the samples indicated in Item 3 of Annexure II-A are enclosed.
- (ii) The Technical Bid must not include any financial information.

#### (B) Financial Bid

- (i) The Financial Bid of the applicant complete in all respect, shall be made in the form specified in Annexure II-B.
- (ii) While submitting the Financial Bid the applicant shall ensure the following:
  - (a) All items indicated in Annexure II-B are filled in.
  - (b) The total amount for printing of 1000 copies of book as per specification in Annexure III are correctly filled on the basis of the rates quoted in Annexure II-B.

### 2. Submission of Proposals

- i. The proposals will be sealed in a large envelope which will bear the address of Planning Commission, Tender notice for **EMPANELMENT OF PRINTING AGENCIES / FIRMS FOR SUPERIOR / FINE QUALITY PRINTING / JOBS OF THE PLANNING COMMISSION"**.
- ii. Planning Commission assumes no responsibility for the misplacement or premature opening of the contents of the Bid submitted in case the envelope is not sealed and marked as instructed above,
- iii. This outer envelope will contain three separate sealed envelopes, one clearly marked "Technical Bid", the other clearly marked "Financial Bid" and the third containing the EMD.
- iv. The Technical Bid and Financial Bid must be prepared in indelible ink and must be signed by the Authorised Representative of the Applicant. All pages of the original Technical Bid and Financial Bid must be numbered and initialled by the authorised signatory.
- v. The Proposal must contain no interlineations or overwriting except as necessary to correct errors made by the Applicants themselves, in which

cases such corrections must be initialled by the authorised signatory.

- vi. The complete Proposal must be delivered on or before the specified time on the Due Date.
- vii. The Proposal shall be made in the forms specified in this document. Any attachment to such Forms must be provided on separate sheets of paper and only information that is directly relevant should be provided. This may include photocopies of the relevant pages of printed documents.
- viii. Proposals submitted by fax or telegram or e-mail will not be accepted. Planning Commission reserves the right to reject any Proposal that is not submitted according to instructions stipulated in the tender format.
- ix. The rates quoted shall be firm throughout the period of empanelment.
- x. All details should be filled in the prescribed format only.

### **3. Evaluation process**

- i. Evaluation of Proposal - Planning Commission would open the proposal same day at 3.30 pm. The packets marked "Technical Bid" will be opened first in front of the representatives of the participating firms who wish to be present. The packets marked "Financial Bid" will be opened later.
- ii. The technical evaluation will base on the parameters shown in point 5 of tender notice along with pre-press, post-press facilities details of which have been sought from the printing / firms and the quality of printing adjudged from the samples provided by the printing firms.
- ii. After Technical Evaluation, Planning Commission would prepare a list of pre-qualified applicants for opening of their financial proposals. A date, time and venue will be notified to all applicants for announcing the result of evaluation and opening of financial proposals.
- iii. The financial bids of only technically qualified applicants would be opened. The financial offers of the applicants will be ranked L-1, L-2,.... on the basis on the rates quoted by them for the sample in Annexure III. For empanelment of the applicants the other technically qualified applicants would be give an opportunity to match all the rates of the LI applicant which would thereafter form the basis for determining the approved rates.

**Terms and Conditions for Empanelment of Printers**

1. The empanelment of Printing agencies/firms is for Cover/Layout designing and printing Superior Quality Publications for the Planning Commission. Specifications of paper and printing will vary from job to job and will be covered within the enclosed rate structure. All jobs will be in the offset process with high quality printing.
2. The empanelment will be initially for a period of two years subject to periodic review of performance, and may be extended further by mutual agreement and for such further period as may be agreed upon.
3. Rates once finalised will not be enhanced during the period of the empanelment. Quotation will be considered for the item for which rate have been quoted strictly according to the specification. The rate should be quoted in Indian Rupees.
4. The Printing agency/firms will be responsible for design, printing, binding and delivery of the job/s assigned to it, to be carried out [in workmanlike manner] and as per the specifications given by the Planning Commission. The Planning Commission will be the sole judge of satisfactory execution of the job. If the execution of the job is not in accordance with the specifications, the bulk supply is liable to be rejected without any compensation to the firm/agency. The firms/agency might be called upon to rectify the errors or defects at his own cost and to the satisfaction and within the time frame fixed by the Planning Commission. The Planning Commission will have no liability whatsoever for rejected supply. The Printer shall give all assistance and information to the Planning Commission as may be required in connection with job/s assigned to him, failing which the work can be withdrawn.
5. The empanelled printer will deposit as performance Security an amount of Rs.50,000/ (Rupees Fifty thousand only) either as bank guarantee or through Fixed Deposit Receipt (FDR) hypothecated to the Planning Commission. It should be in favour of "Pay and Accounts Officer, Planning Commission" which will be refunded after satisfactory completion of the empanelment period.
6. Planning Commission reserves the right to cancel the order or forfeit the Security Deposit in case of one or more of the following circumstances:
  - a. An empanelled agency/firm fails to adhere to prescribed time schedule.
  - b. If serious discrepancy is noticed between given workorder and printed copies  
i.e. deficiency in respect of quality of paper, cover, printing or layout etc.,

- c. Breach by the tenderer of any of the terms and conditions of the tender.
- 7 The printer will carry out all corrections/mistakes pointed out by the Planning Commission at any stage without any extra cost.
  - 8 The Printer will deliver the printed copies at Planning Commission, Yojana Bhawan, Sansad Marg, New Delhi.
  - 9 The submission of the tender shall be taken as the implied acceptance of all terms and conditions stipulated herein. Empanelment does not guarantee any printing and Cover/Layout designing work. The Planning Commission reserves the right to give printing jobs to any of the empanelled printers on the basis of the approved rates solely at its discretion and the decision of the Planning Commission will be final and binding.
  - 10 Planning Commission may terminate/cancel the empanelment of any or all the printers at any point of time without assigning any reason. The decision of Planning Commission is binding on the firm and no court shall take cognisance of any dispute.
  - 11 The empanelment shall be effective from the date of formal acceptance of the terms and conditions and deposit of security money by the firm.
  - 12 Every sheet of the Tender document should be signed and stamped by authorised signatory of the firm. Name/Address/Telephone/Mobile no. of the Contact person should be mentioned in document. Rates not quoted as per the Format provided will be rejected.
  - 13 The competent authority in Planning Commission shall have the right to reject all or any of the offers without assigning any reason.
  - 14 Payment Terms: 100% Payment shall be released on each completed publication only. No part payment for a publication shall be allowed.
  - 15 The EMD of unsuccessful bidders shall be refunded within a period of one month from finalisation of the process.

(Signature of Officer with seal  
on behalf of Planning Commission)  
Place  
Date

(Signature of the Printer with seal  
of acceptance of the terms and  
conditions)  
Date

**Planning Commission  
Government of India  
General Administration(G-II)**

**TECHNICAL BID**

Date of Opening Tender: .....

**1. FIRMS DETAILS :**

- a) Name of the firm
- b) Address
- c) Telephone No:  
Mobile No.:
- d) Type of firm: **Proprietary/Private/Private Ltd./  
MNC/Co-operative/Govt. Undertaking.**
- e) Empanelment with DAVP as "A" class printers Yes/No
- f) Name of the Proprietor/  
Partners
- g) Annual turnover 2005-2006 :  
(Annual turnover should not be less than Rs.20 crore) 2006-2007 :  
(Audited balance sheets should be attached)

2. The agency desirous of handling this job should be having advanced technology with complete set-up i.e. pre-press, printing machines, binding, lamination, shrink wrapped and other fabrication equipments etc. The printers should have the following equipment under one roof –

S.No.	Details	
1.	One Drum scanner having resolution of <b>8000 DPI</b> or above along with system for planning facilities.	YES / NO
2.	CTP Machines – 2 Nos	YES / NO
3.	Complete plate making equipment including automatic plate processor.	YES / NO
4.	CPC four colour machines in size <b>28"X40"</b> and 19"X25".	YES / NO
5.	Paper cutting machines (including one programmatic)	YES / NO
6.	Power driven wire stitching machines.	YES / NO
7.	Automatic folding machine – <b>atleast 2 nos.</b>	YES / NO
8.	<b>Auto</b> Section sewing machine - <b>atleast 4 nos.</b>	YES / NO

9.	Perfect binding machine	YES / NO
10.	Lamination machine	YES / NO
11.	Shrink wrapping machine	YES / NO
12.	DTP with atleast two terminal along with A-3 size, colour Ink-jet/ colour laser printer of 600 DPI or above	YES / NO
13.	Power back-up of 250 KVA or above.	YES / NO

3. No. of samples enclosed: .....

(please submit at least two samples of the jobs executed during each of the last two financial years. Each jobs should value Rs.5 lakh or above preferably from Govt. agencies. )

4. Has the firm ever been debarred/ Black Listed by any Organization? If `yes` the details thereof. YES/NO

5. Details of Award/Certificate of Merit etc. received from any Organization. YES/NO  
(Please attach copy of certificate(s).)

6. Earnest money details bank draft:

DD/Bank draft no. .... Date ..... for Rs.20,000.00

Name of drawee .....

Name of the bank .....

7. PAN NO. : .....

8. TIN No. : .....

(As per specification given in the tender)

The terms and conditions of the tender are acceptable to me/us.

Authorized Signatory  
(With full name and designation)  
Seal:

## Financial Bid

### (B) Schedule of Rates

SNo.	Particulars of Jobs	(Rs.) A4	(Rs.) B5	(Rs.) A5
1	Paper Size	A4 - 8.5" x 11"	B5- 7.25"x 10"	A5- 5.5" x 8.75"
2	Designing charges for Cover			
3	Formatting/Layout charges for Text per page #			
	Formatting charges for Charts/Graphs/Tables/ Images/Photographs per page per colour #			
4	Processing charges for Cover/Text including Plate Making per forme per colour **			
5	Printing charges (per forme per color) **			
	For Cover/Text (per 1000)			
	For Dust Jacket (per 1000)			
6	Paper per leafs, (one leaf = 2 pages) (including wastage)			
(a)	70 gsm Superprint			
	80 gsm Superprint			
	95 gsm Superprint			
	120 gsm Superprint			
	140 gsm Maplitho			
	185 gsm Superprint			
(b)	90 gsm (Art Paper) (Indian/Imported)			



SNo.	Particulars of Jobs	(Rs.) A4		(Rs.) B5		(Rs.) A5	
	100 gsm (Art Paper) (Indian/Imported)						
	130 gsm (Art Paper) (Indian/Imported)						
	170 gsm (Art Paper) (Indian/Imported)						
(c)	210 gsm (Art Card) (Indian/Imported)						
	250 gsm (Art Card) (Indian/Imported)						
	300 gsm (Art Card) (Indian/Imported)						
	350 gsm (Art Card) (Indian/Imported)						
7.	Binding Charges Per Copy [for 1st - 200 leaves & Next 200 leaves]						
(a)	Hard binding (2.5mm board with Cover paste)						
(b)	Hard binding (2.5mm board + rexine )						
(c)	Hard bound (2.5mm board)+ Cover paste + Dust jacket						
(d)	Hard binding (2.5mm board + Leather)						
(d)	Centre stitching						
(e)	Perfect Binding						
(f)	Section sewing						
(g)	Spiral binding						
(h)	Cloth binding						
8.	Packaging (Corrugated vermin proof boxes)						
	1st 20 copies and its multiple						

SNo.	Particulars of Jobs	(Rs.) A4		(Rs.) B5		(Rs.) A5	
	Shrink wrapped charges (per book)						
	Shrink wrapped charges (5 copies and its multiple)						
9.	Embossing (Emblem)						
10.	Foil Stamping (upto 50 sq. Inch)						
11	Spot UV charges (upto 50 sq. Inch)						
12	Scanning Charges per page per color ***						

# formatting of one page will be counted for once and maximum four colour will be counted; \*\* 1 forme contain 4 pages; \*\*\* if hard copy provided, then it will be charged.

Note:-

- i) All rates quoted should be inclusive of all taxes and other charges like delivery etc. No extra payment would be made beyond the quoted rates.
- ii) The firm will be expected to keep complete inputs/processing material for a minimum of six months for possible re-prints.
- iii) The firm will submit the soft copies of all designs and formatted text / layout (final printed version) in CD in specified format to the Planning Commission.
- iv) All fields are mandatory and Rates should be quoted as instructed.

Authorized Signatory,  
(with full name and designation)  
Seal:

**(A) PRINTING OF DOCUMENT AS PER SAMPLE SPECIFICATION**

**Hard Bound Book**

<b>Job</b>	Printing and packing of Planning Commission document.
<b>Size</b>	8.25" x 11"
<b>No of Pages</b>	Total 150 + End Leaves + Hard Case Cover + Jacket for each book
<b>Quantity</b>	1000 copies
<b>Colour</b>	Jacket 4+0 & Inside 1 Colour throughout, Blank end leaves
<b>Binding</b>	Sewn Hard case lamination cloth bound over 2.5mm board; square back, foil stamping on case head and tail bank; matt laminated on jacket and hard bound outer cover; spot UV on text matter and emblem of jacket and hard bound cover.
<b>Paper</b>	Text-100 GSM Imported Matt (Austrian) Jacket-170 GSM Imported Matt End leaves - 140 GSM Maplitho
<b>inputs</b>	Microsoft Word files would be provided. Formatting of text and covers design to be done by the printer.
<b>Delivery</b>	15 days from the date of delivery of the MS Word file
<b>Packaging</b>	All 1000 copies are to be shrunk covered in packs of 10 copies each. All books are to be Packed and delivered in corrugated vermin proof boxes of 20 books each.
<b>Forwarding</b>	To be delivered at Yojana Bhavan, Sansad Marg, New Delhi

**Estimation of Cost**

		Amount (Rupees)
1.	Cover Designing Charges	
2.	Formatting charges	
3.	Processing Charges	
4.	Printing	
5.	Paper	
	a. Text – (100 gsm Imp.matt)	
	b. Jacket – (170 gsm Imp.matt)	
	c. End leaves – (140 gsm Maplitho)	
6.	Lamination (Matte)	
7.	Hard Binding with dust jacket	
8.	Packaging charges	
	a. Shrink wrapped for 10 copies each	
	b. Packed in corrugated vermin proof boxes - 20 copies each box	
9.	Spot UV on text Matter and emblem (each copy)	
	<b>TOTAL</b>	
	<b>PER COPY COST</b>	

*Note: The estimation of cost should be based on the rates quoted in Schedule of Rates, Annexure II-B*