

FNo.13-03/2013-14/Pub.

September 12, 2013

To,

**Subject: Invitation to Bid for Designing, Printing and Supply of University's DISE Publications -- Regarding**

Dear Sir,

The National University of Educational Planning and Administration, NUEPA, is an autonomous organization under Ministry of Human Resource Development, Department of Education, Government of India located at New Delhi. The University has created a Comprehensive Database on Elementary Education in India under one of its most prestigious projects, known as, District Information System for Education (DISE).

The project covers both Primary and Upper Primary Schools/Sections of all the districts of the country. What is more remarkable about DISE is that it has completely eliminated the time-lag in availability of educational statistics which has come down drastically from 7-8 years to less than a year at the national and only a few months at the district and state level. DISE is supported by the Ministry of Human Resource Development, Government of India and UNICEF.

The University desires to bring out the **District Report Cards 2011-12 (Vol. I and Vol. II)** Publications in English whose detailed specifications are given in the enclosed Tender Document.

You are requested to quote your lowest competitive rates for Designing, Printing, Production, Paper Cost, Packing, Dispatch and Delivery in **two bid format** ie **Technical Bid** and **Financial Bid**.

Sealed Tender to reach to the **Registrar, NUEPA, 17-B, Sri Aurobindo Marg, New Delhi-110016** latest by **19.09.2013 (1500 hrs)**, *strictly in the enclosed Proforma for rates*.

We look forward to Your Participation.

Thanking you,

Yours faithfully

**(Pramod Rawat)**  
*Deputy Publication Officer*  
(Tel: 26544875)

Encl.: Tender document for Designing, Printing and Supply of DISE Publications.

Price - ₹ 200/-

## ***TENDER DOCUMENT***

**Designing, Printing and Supply of  
DISE Publications for the year 2013-2014**

**AT**

**NATIONAL UNIVERSITY OF  
EDUCAITONAL PLANNING AND ADMINISTRATION  
NEW DELHI - 110016**

List of Documents:

1. Document - I : Tender Document , Specifications of the Publications and Terms & Conditions
2. Document - II : Technical Bid with Annexure A
3. Document - III : Financial Bid



## Tender Document for Designing, Printing and Supply of DISE Publications for the year 2013-2014

### *Invitation to bid*

1. Quotations are invited for Designing, Printing and supply of **District Report Cards 2011-12 (Vol. I and Vol. II)**

The copies of the publications have to be printed and supplied to NUEPA, New Delhi. **The Technical bid accompanied with ₹ 200/- towards the cost of the tender document and Earnest Money Deposit (EMD) of ₹ 10,000/- (Rupees Ten thousand only) in the form of pay order/DD, favoring Registrar, NUEPA. New Delhi shall be deposited at the time of submission of tender, as a part of the Technical Bid. Tenders received without the Tender Document Fee and EMD shall be summarily rejected.**

The Designing and printing contractor (hereafter referred to as "Firm" in this document) is required to submit the Technical and Financial Bid in two separate sealed covers clearly superscribed "**Technical Bid for DISE Publications**" and "**Financial Bid for DISE Publications**". The quotations in a sealed cover superscribed "**Quotations for Designing, Printing and Supply of DISE Publications for the year 2013-2014**" should reach the Registrar, NUEPA, 17-B Sri Aurobindo Marg, **before 19.09.2013 (upto 1500 hrs).**

2. Technical Bids will be opened on the same day at **1530 hrs** in the presence of such bidders or their duly authorized representatives as may be present. Those firms which qualify in the Technical Bid, their Financial Bid will be opened at a later date which will be notified to all technically qualified bidders. As a token of acceptance of all the terms and condition mentioned in this document, **the bidder is required to sign all pages of this document and return the same along with their bid.** Tenders of unsigned documents will be rejected. The Price Bid of those bidders will be opened only who fulfill all the requirements of the Technical Bid.

### *Description of the Work*

#### **1. Specifications and Time Schedule**

<i>Sn</i>	<i>Name of jobs</i>	<i>Estimated Time Schedule for supply of manuscript</i>	<i>Estimated Time Schedule for supply of printed copies</i>	<i>Detailed Specifications and job requirements</i>
1	<b>District Report Cards 2011-12 (Vol. I and Vol. II)</b>	<b>October 2013</b>	<b>December 2013</b>	Attached in <b>Annexure A</b>



## 2. Terms and Conditions:

- (a) **The quality of printing and production of the said publication should be of high standard.**
- (b) The firm is also required to show us the Design of Text Pages and Cover with Colour Scheme and Final Colour dummy of Cover and total inside text pages to be shown and obtain approval from NUEPA before printing.
- (c) **The tender sent in other than the prescribed format will not be considered.**
- (d) Each page of the bid submitted should be signed by the bidder.
- (e) The tender should be valid till the completion of the job.
- (f) In case printed copies are not delivered within the stipulated period, NUEPA reserves the right to cancel the order.
- (g) NUEPA also reserves the right to allot the *whole work or in parts* of the above publications to any party depending upon the lowest rates, equipment/infrastructure available with them or any other criteria which NUEPA may deem fit, without assigning any reason, whatsoever.
- (h) A very high quality with precision in work is expected from the Firm as the Reports are required to be sent throughout the country.
- (i) The work of Typesetting, Designing of Text and Covers, Layout/formatting of pages, printing, production, binding, finishing and delivery should be taken up immediately, being Government of India work of urgent nature, as per instructions/requirements of NUEPA.
- (j) A Hard/Soft copy executed on MS Word/Excel (with Fonts) of the Text, Table, graph matter, whose Design is to be prepared and matter is to be placed/set in Page Maker, Corel Draw, as the case may be, for Outputting/Printing purpose, along with Cover Design will be supplied to the firm.
- (k) You are requested to understand the work properly before quoting the rates. Submission of the tender by the bidder implies that he has read all the documents, Specifications, terms and conditions etc. and has made himself fully aware about the work.
- (l) The Cover and Text pages should be designed by a professional artist as a very good quality of Design is expected from the firm.
- (m) The Specimen Copy of the *DISE Publications* (Printed earlier) can be seen at the University, (Room No. 009 from the ground floor) on **working days (Monday to Friday between 9.00 a.m. to 5.00 p.m.)**

### **General Conditions**

1. The University reserves the right to accept or reject summarily any or all tenders in whole or in part without assigning any reason whatsoever, or increase or decrease of quantities of work and the successful tenderer shall perform the same at pro-rata on the rate quoted.
2. **The Technical bid accompanied with ₹ 200/- towards the cost of the tender documents and Earnest Money Deposit (EMD) of ₹ 10,000/- (Rupees Ten thousand only) in the form of pay order/DD, favoring Registrar, NUEPA. New Delhi shall be deposited at the time of submission of tender, as a part of the Technical Bid. *Tenders received without the Tender Document Fee and EMD shall be summarily rejected.***
3. The Firm should preferably be Limited/Private Limited/ISO certified company. Copies of the Balance Sheet/Turnover Certificate by the Chartered Account for at least previous 3



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17-B Sri Aurobindo Marg, New Delhi - 110016

years must also be submitted. Latest Income Tax Clearance for the last three years shall also be submitted.

4. The bidder should furnish signed statement of his turnover during the last three financial years.
5. The agency must be registered with the Registrar of Companies and with the Sales Tax Department for Works Contract Tax. Copies of necessary supporting documents must be attached.
6. The University takes no responsibility for delay, loss or non-receipt of a tender after dispatch.

***Security Deposit***

The EMD of the successful bidder will be refunded only after satisfactory completion of the printed job(s) with the University.

***Payment Terms and Condition***

After Printing and delivery of complete supplies of the publications, all the material including CDs (containing open files, fonts, Links, Charts, Photos, PDF files etc), Diagrams, Print Order Proofs, etc. are to be immediately returned to NUEPA. The payment would be made within 30 days from the date of submission of Bill (in triplicate duly pre-receipted, revenue stamped and with PAN) along with the Receipted copies of the Delivery Challans of the publications and a printed sample of the same. TDS, as applicable, will be deducted before making the payment. The rates quoted by the Firm shall be inclusive of all the material and all taxes and levies applicable. No escalation of prices shall be permitted on any ground.

***Penalty***

The printed copies needed to be delivered within 15 days after receipt of complete matter/approval on final proofs for printing and incase the University feels that the Firm in not able to handle the job and provide the services and quality (as specified) and not taking up job seriously in terms of time schedule and quality of services the jobs may be withdrawn at any time after warnings to the Firm and there would be no compensation to be made to Firm for their involvement till that time. However in such case the EMD would be forfeited.

***Jurisdiction***

The courts at Delhi alone shall have the jurisdiction in any matter arising out of relating to this tender.



**TECHNICAL BID**

The technical bid shall contain following documents in sequence in a sealed cover superscribed “**Technical Bid for DISE Publications**”:

1. Forwarding letter duly signed by the authorized person.
2. EMD of ₹ 10,000/- (Rupees Ten thousand only) in form of DD/Pay Order in favour of Registrar, NUEPA, New Delhi.

<i>Details of the EMD</i>		
DD No. _____	Dated _____	Name of Bank Drawn from _____

3. DD/Pay Order of ₹ 200.00 towards the fee of the tender document Price

<i>Details of the Payment of Tender Document</i>		
DD No. _____	Dated _____	Name of Bank Drawn from _____

4. Name, address, setup and status of the organization. Contact person with telephone number (Landline and /or Mobile). The bidder shall be a company registered with the Registrar of Companies and registered with Sales tax for Works contract Tax. *Document in support of registration with the Registrar of companies and with the Sales Tax Department for Works Contract Tax.*
5. Preferably, the agency should be ISO Certified Company.
6. Details of infrastructure and machinery available with the Firm.
7. Latest Income Tax Clearance Certificate (ITCC).
8. Copies of the Balance Sheet/Turnover Certificate by the Chartered Account for at least previous 3 years must be submitted. Income Tax Clearance for the last three years shall also be submitted.
9. List of *Govt. Departments/ Public Sector Undertakings* with name, complete address and contact person with telephone number where the Firm is currently empanelled and working for such kind of printing jobs:-

S N	Name of the Organization (Govt. Dept/PSU)	Contact Person at the Organization with Tel. No.)	List of different Reports undertaken in last two years for the organization	Contract Value ( ₹ in Lakhs)

10. Acceptance of all clauses of Tender Document (**Document - I**) duly signed on each page.



**Documents to be attached with the Technical Bid**

- 1 Company Profile with Infrastructure
- 2 EMD ( ₹ 10,000)
- 3 Tender Document Fee ( ₹ 200)
- 4 Press Registration Certificate
- 5 Work Contact Tax Registration No
- 6 PAN Copy
- 7 Service Tax or VAT Registration
- 8 Latest Income Tax Clearance Certificate
- 9 Copies of the Balance Sheet/Turnover Certificate by the Chartered Account for at least previous 3 years



**Specifications**

Name of the Publication		<b>District Report Cards 2011-12 (Volume I and Volume II)</b>
Finished size of the Report		8.5" (W) x 11" (H)
No. of pages		<b>360 + cover in each volume</b> (Which includes about 26 preliminary pages) (Total 720 text pages* in both volumes + COVERS) * The total number of text pages would be around 720 and additional/reduced 4 pages would be considered on total for both the volumes.
No. of Colours	Text	1+1 colours
	Cover	4+4 colours
Quantity		1200 copies of each Volume
Lamination		Matt lamination on outer cover
Type of Binding		Section Sewing and cover drawn on and cover creasing & pasting by machine
Paper / Card	Text	80 GSM Sunshine Super Printing Paper
	Cover	300 GSM Imported Art Card Matt (Magno Satin) or equivalent
Packing	Packing instructions for 200 copies	One copy each of Volume I and Volume II to be packed back to back in bio-degradable Shrink wrapped packing in such a manner that the front side of each volume is visible from outside
	Packing instructions for balance 1000 copies	<ol style="list-style-type: none"> <li>1. Balance 1000 copies of Volume I to be Shrink wrapped in bio-degradable packing in the bundle of 5 copies each,</li> <li>2. Balance 1000 copies of Volume II to be Shrink wrapped in bio-degradable packing in the bundle of 5 copies each</li> </ol>
Delivery		NUEPA, Sri Aurobindo Marg, New Delhi and Ministry of Human Resource Development, Shastri Bhawan, New Delhi



**FINANCIAL BID**  
 Proforma for Quoting Rates for DISE REPORTS  
 District Report Cards 2011-12 (Vol. I and Vol. II)

*Document III*

**(TO BE FILLED BY THE BIDDER)**

**(Amount in ₹)**

<b>S N</b>	<i>Description of Work</i>	Cost	VAT or any additional tax etc	<b>Total Cost</b>	Cost of Additional/Reduced (+/-) 4 Pages
Designing, Printing and Supply of <b>District Report Cards 2011-12 (Vol. I and Vol. II)</b> (Specifications and other details in Annexure A), Print Order – 1200 copies each					
1	Total Cost of Designing of cover and text pages + Total Cost of Outputting, Printing, Production and supply of the copies of District Report Cards 2011-12 (Volume I & II)	₹ _____	_____ %	₹ _____ (in words----- ----- ----- ----- -----)	₹ _____ (in words----- ----- ----- ----- -----)

**All the Terms and Conditions mentioned in this Tender Document are acceptable to us.**

Date: \_\_\_\_\_ Place: \_\_\_\_\_ Name of the Signatory: \_\_\_\_\_

*Note: The above rates should be inclusive of cost of all materials and all taxes (i.e. CST, VAT etc.)*

\_\_\_\_\_  
**(Signature of Authorized Signatory  
 with Company Seal)**