



F13-3/2007-08/Publ

December 26, 2013

Subject: Enquiry Letter Inviting Quotations for Printing and Supply of NUEPA's English and Hindi Journals and Calendars of Training Programmes ---regarding

Dear Sir,

The National University of Educational Planning and Administration (NUEPA); established by the Ministry of Human Resource Development, Government of India; is a premier organization dealing with the Capacity Building and Research in planning and management of education not only in India but also in South Asia. The University brings out the following publications for which sealed quotations are invited from reputed firms having in-house arrangements/equipments for printing and supplying such type of jobs:-

1. Journal of Educational Planning and Administration (English Journal), four issues in one year (priced Journal)
2. Pariprekshya (Hindi Journal), three issues in one year (un-priced Journal)
3. Calendar of Training Programmes (Hindi and English) produced annually

The job specifications and the Proforma for quotations are enclosed with this letter (Annexure I to VII). The University may entrust the production of the above publications to the shortlisted firm(s) for at least three years (ie 12 issues of English, 9 issues of Hindi Journal, and Calendar of Training Programmes (3 in English and 3 in Hindi). The contract may be further extended to one more year keeping in view the quality and services provided by the firm. **The quality of printing should be of high standard and the image/screen should be fine and smooth.**

Terms and Conditions:

- (a) The University supplies the soft copy of final pages in PDF/word/excel/Pagemaker format for outputting of both the Journals and Calendar of Training Programmes.
- (b) The work of the Calendar of Training Programmes (Hindi and English) needed to be designed and produced for all the pages including covers.
- (c) The printed copies of the *publications* are to be delivered within 7 days time after the receipt of the final pages. The firm has to show the Ferro proofs for approval before printing. In case printed copies are not delivered within the stipulated period, NUEPA reserves the right to cancel the order.
- (d) NUEPA also reserves the right to allot the *work* to any printer depending upon the lowest rates, equipment/infrastructure available with them or any other criteria which NUEPA may deem fit, without assigning any reason, whatsoever. The work of printing and supplying both the Journals and Calendar of Training Programmes (Hindi and English versions) may be entrusted to one firm or different firms depending upon the lowest quoted rates etc.
- (e) A very good quality printing with precision in work is expected from the Firm(s).

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- (f) **The rates for prepress operations, printing, binding, paper and card will not be considered for any revision before three years** and would be same for 12 issues of English 9 issues of Hindi journals and 3 numbers each of English and Hindi Calendar of Training Programmes.
- (g) The University may terminate the contract at any point of time in case the services and quality of the work provided by the firm(s) are not satisfactory and as per University's requirement.
- (h) The printing paper for the text for both the journals would be either **Option 1** --- 80 GSM Maplitho Paper (white) of very good quality or **Option 2** --- 80 GSM Maplitho Paper (Natural Shade) of very good quality. The selection/finalization of text paper would be done (either for Option 1 or for Option 2) by NUEPA at the time of assigning the complete contract to the firm(s). The paper samples duly authenticated by the firm should be enclosed with the tender document.

After Printing and delivery of complete supplies of the *Publication(s)*, all the material including CDs, Diagrams, Processing (if any), 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) along with the Receipted copies of the Delivery Challans of *Publications*, return of all the materials as stated above.

The Specimen copy of the *Publications* (printed earlier) may be seen at the University in working Hours (Monday to Friday) or soft copy on our website <http://www.nuepa.org/publications.html>. If you are interested to undertake the above job(s), you may please send your sealed quotations to the following address strictly in the enclosed Proforma latest by **10.01.2014 (upto 3.00 PM)** –

Registrar
National University of Educational
Planning and Administration
17 B, Sri Aurobindo Marg,
New Delhi 110016

Sealed Envelope containing quotations should be marked ---- **Printing and Supply of University's Journals and Calendar of Training Programmes** and **Last Date – 10.01.2014**. Paper samples of text and cover, as per our specifications attached, and as will be used by you, may be enclosed duly authenticated with your quotation. Also please enclose the profile of your organization.

All the quotations received by due date and time as stated above will be opened by the tender opening committee on the same date i.e. **10.01.2014 at 3.30 PM**.

Thanking you,

Yours truly,

(Pramod Rawat)
Deputy Publication Officer
(Tel: 26544875)
E-mail: nuepapublications@gmail.com

Encl.: Specifications for the NUEPA's Publications (Annexure I to II).

Quotation Forms for submission of rates (Annexure III to V)

SPECIFICATIONS

Annexure I

Sn	Description	Name of the Journal	
		JOURNAL OF EDUCATIONAL PLANNING AND ADMINISTRATION	PARIPREKSHYA
		Published every January, April, July and October	Published every April, August and December
1.	Finished Size of the Journals	7" x 9.5" (finished size) 9.5"x14" (open size) + Spine	6.25" x 9.5" (finished size) 9.5"x12.5" (open size) + Spine
2.	Number of Pages	104 Text Pages⁺⁺ and 4 Cover Pages	144 Text Pages⁺⁺ and 4 Cover Pages
3.	Number of Colours	Text: 1+1 Colour Cover: 2+1 colour	Text: 1+1 Colour Cover: 3+1 colour
4.	Number of Figures, Photographs etc.	Yes, Tables, Figures and tints may be used in the <i>Journal</i>	Yes, Tables, Figures and tints may be used in the <i>Journal</i>
5.	Number of Copies	1000 copies # + 20 Off Prints* (Number of copies may vary from 800 to 1500 depending upon the subscriptions of the journal enrolled for that year)	500 copies + 20 Off Prints* (Number of copies may vary from 400 to 800 depending upon the Department's requirement)
6.	Paper/Card	Text:- 80 GSM Maplitho Paper of very good quality (option 1) OR 80 GSM Natural Shade Maplitho Paper of very good quality (option 2) Cover:- 250 GSM Imported Art Card (Matt) or equivalent quality	Text:- 80 GSM Maplitho Paper of very good quality (option 1) OR 80 GSM Natural Shade Maplitho Paper of very good quality (option 2) Cover:- 250 GSM Imported Art Card (Matt) or equivalent quality
7.	Printing Process	CTP Plates and Offset Printing	CTP Plates and Offset Printing
8.	Binding	Very Good Quality of Section Sewn Binding and Cover Pasting by machine with Cover creasing	Very Good Quality of Section Sewn Binding and Cover Pasting by machine with Cover creasing
9.	Lamination	Matt/Gloss Lamination on outer side of the Cover	Matt/Gloss Lamination on outer side of the Cover
10.	Input	The soft copy (PDF / M S Word file) ready for direct output will be supplied by the University. Also a hard copy of laser typeset pages for reference would be given.	The soft copy (PDF / M S Word file) ready for direct output will be supplied by the University. Also a hard copy of laser typeset pages for reference would be given.
11.	Packing	Shrink Wrap/Environment friendly bio-degradable transparent Polythene packing of <i>each copy</i> and bundled with ten copies of <i>Journal</i> in each packet	Shrink Wrap/Environment friendly bio-degradable transparent Polythene packing of <i>each copy</i> and bundled with ten copies of <i>Journal</i> in each packet
12.	Copies to be Delivered at	NUEPA, New Delhi 110016	NUEPA, New Delhi 110016

⁺⁺ Number of pages may vary from issue to issue for both the Journals.

* Off-prints are simply 20 extra printed copies of the Journals in which articles/book reviews are separated from each other by simple means of side stapling (to be done at Firm's end)

please note that JEPA is a priced Journal and hence no additional copies are to be printed without the prior approval of the University.

SPECIFICATIONS

Name of the Publication	NUEPA's Calendar of Training Programmes 2014-2015, 2015-2016 and 2016-2017 (English + Hindi)
Finished Size of the Calendar	8" x 10.5" (oblong)
Number of Pages	16 Text Pages + 4 Cover pages -- each of English and Hindi
Number of Colours (Text)	4+4 Colours
Number of Colours (Cover)	4+4 Colours each Version
Number of Figures, Photographs etc.	Yes, Tables, Figures and Colour Photographs will be used in the <i>Calendar of Training Programmes</i>
Number of Copies	1000 copies of English Version and 200 copies of Hindi Version
Printing Process	CTP Plates and Offset Printing
Binding	Centre Stitching
Lamination	Matt Lamination on outer side of the Cover
Paper (a) Text (b) Cover	135 GSM Magno Imported Art Paper (Matt/Satin Finish) 250 GSM Magno Imported Art Card (Matt/Satin Finish)
Input	The soft copy of text for English and Hindi versions will be supplied to the firm for designing etc. All the photographs will be supplied to the firm for inclusion.
Packing	Bio degradable Shrink Wrapped Packing of twenty five Training Calendars in one packet for each language.
Printing Schedule	The final manuscript for the English and Hindi Calendars are generally provided in March-April every year to the firm for Designing and Production and copies are expected in one week time.
Copies to be Delivered at	NUEPA, New Delhi 110016

Rates for Printing and Supply of
JOURNAL OF EDUCATIONAL PLANNING
AND ADMINISTRATION (JEPA)

(Please see the Specifications, Terms and Conditions carefully before quoting the rates)

S. No	Details (7"x9.5" / 1000 copies # + 20 offprints)	(Amount in Rupees)	
		Option 1 Paper for Text -- 80 GSM Maplitho Paper of very good quality	Option 2 Paper for Text -- 80 GSM Natural Shade Maplitho Paper of very good quality
1	Cost of Paper, Processing, CTP Plates, Offset Printing of text pages in single col. Rate per 4 pages for 100 copies	_____	_____
2	Cost of Card, Processing, CTP Plate making, Printing of Cover pages per cover	_____	
3	Cost of Lamination (outer cover only), creasing and machine pasting of cover Rate per copy	_____	
4	Cost of folding, gathering, section sewn binding and Packing and forwarding Rate per 4 pages for 100 copies	_____	
5	Cost of Shrink Wrap/Environment friendly bio-degradable transparent Polythene packing of each copy and bundled with ten copies of Journal in each packet. Rates per copy	_____	
6	VAT or any other tax (if any, applicable in percentage on the above costs)	_____ %	

Number of copies may vary from 800 to 1500 depending upon the subscriptions of the journal enrolled for that year.

All the terms and conditions mentioned in the tender document are acceptable to us. Paper samples for text and cover, as per NUEPA specifications attached, and as will be used, are enclosed duly authenticated.

Signature

Name of the Signatory

Seal of the Firm

Date

Mobile/Phone

Note: The above rates should be inclusive of cost of materials and all taxes etc. Other charges like cartage, loading/unloading, collection charges (i.e. material etc.) are inclusive in the above rates and no any extra payment would be made.

Rates for Printing and Supply of
PARIPREKSHYA

(Please see the Specifications, Terms and Conditions carefully before quoting the rates)

S. No	Details (6.25"x9.5"/ 500 copies ## +20 offprints)	(Amount in Rupees)	
		Option 1 Paper for Text -- 80 GSM Maplitho Paper of very good quality	Option 2 Paper for Text -- 80 GSM Natural Shade Maplitho Paper of very good quality
1	Cost of Paper, Processing, CTP Plates, Offset Printing of text pages in single col. Rate per 4 pages for 100 copies	_____	_____
2	Cost of Card, Processing, CTP Plate making, Printing of Cover pages. Rate per cover	_____	
3	Cost of Lamination (outer cover only), creasing and machine pasting of cover. Rate per copy	_____	
4	Cost of folding, gathering, section sewn binding and Packing and forwarding. Rate per 4 pages for 100 copies	_____	
5	Cost of Shrink Wrap/Environment friendly bio-degradable transparent Polythene packing of each copy and bundled with ten copies of Journal in each packet. Rate per copy	_____	
6	VAT or any other tax (if any, applicable in percentage on the above costs)	_____ %	

Number of copies may vary from 400 to 800 depending upon the demand of the Journal by the Editor.

All the terms and conditions mentioned in the tender document are acceptable to us. Paper samples for text and cover, as per NUEPA specifications attached, and as will be used, are enclosed duly authenticated.

Signature

Name of the Signatory

Seal of the Firm

Date

Mobile/Phone

Note: The above rates should be inclusive of cost of materials and all taxes etc. Other charges like cartage, loading/unloading, collection charges (i.e. material etc.) are inclusive in the above rates and no any extra payment would be made.

Rates for Designing, Printing and Supply of
NUEPA's Calendar of Training Programmes
2014-2015, 2015-2016 and 2016-2017 (English + Hindi)

(Please see the Specifications, Terms and Conditions carefully before quoting the rates)

S. No	<i>Details</i> (size – 10.5"x8" oblong)	PRINT ORDER – 1000 copies of English and 200 copies of Hindi (<i>Amount in Rupees</i>)
1.	Total Cost of Designing of cover and text pages (both for English and Hindi Versions) with colour proofs and matter transferred on CD	\ _____
2.	Total Cost of Production of both versions of the Calendar of Training Programme (CD outputting, CTP Plate-making, CPC Printing, cost of Paper and Card, Centre stitching, Shrink Wrapped bio-degradable Packing and Delivery at NUEPA, New Delhi)	\ _____
3.	VAT or any other tax (if any)	\ _____
4.	Total Cost	\ _____ (in words----- ----- ----- -----)
	Cost of Additional/Reduced 4 Pages (inclusive of VAT)	\ _____ (in words----- ----- ----- -----)

All the terms and conditions mentioned in the tender document are acceptable to us. Paper samples for text and cover, as per NUEPA specifications attached, and as will be used, are enclosed duly authenticated.

Signature

Name of the Signatory

Seal of the Firm

Date

Mobile/Phone

Note: The above rates should be inclusive of cost of materials and all taxes etc. Other charges like cartage, loading/unloading, collection charges (i.e. material etc.) are inclusive in the above rates and no any extra payment would be made.