



F. No:

27 August 2015

### **NOTICE INVITING QUOTATION (NIQ)**

**Sub:** Printing of combined bilingual booklet 'Guidelines on Food Safety and Hygiene for School Level Kitchens under MDM Scheme in English & Hindi (1000 Copies) with single bookbinding.

EdCIL (India) Limited invites sealed quotations for printing of combined bilingual booklet on '**Guidelines on Food Safety and Hygiene for School Level Kitchens under Mid-Day Meal Scheme**' in English & Hindi (1000 copies) with single book binding by EdCIL's Technical Support Group (TSG) for Mid-Day Meal (MDM) Scheme for the Ministry of Human Resource Development (MHRD) from 'A' and 'B' Category Offset Printers empanelled by the Department of Audio & Visual Publicity (DAVP), Government of India.

#### **1 SCOPE OF WORK**

1.1 The job includes design and printing of booklet including designing, layout, typesetting, editing, copywriting, page setting, proof reading, insertion of photographs, artwork, graphics, tables, etc of bilingual booklet 'Guidelines on Food Safety and Hygiene for School Level Kitchens under Mid-Day Meal Scheme' in English & Hindi (1000 Copies). The number of pages may increase or decrease after designing and page-setting and finalisation.

- (i) Carry out typesetting and language editing of combined bilingual booklet in Hindi & English.
- (ii) Design and layout of bilingual booklet (both the cover as well as the inside pages) in Hindi & English.
- (iii) Present at least three (03) drafts of the combined bilingual booklet (both cover as well as inner pages).
- (iv) Present at least two (02) sets of laser prints for text including colour pages of combined bilingual booklet in Hindi & English for finalisation.
- (v) Proofing and finalizing one final wet proof colour dummy for approval by MHRD.
- (vi) Supply final photo print ready copy of combined bilingual booklet in PDF on Compact Disk.
- (vii) Printing of 1000 copies of combined bilingual booklet in Hindi and English.

1.2 There will be provision of photographs, pictures, etc which integral to the design and layout. A photo print copy of cover page design along with text of the document to be printed in Hindi and English is also available with the Project Manager (TSG-MDM) him for assessing the exact job requirement by bidders.

#### **2 SPECIFICATION OF JOB FOR PRINTING**

Volume	:	24-36 pages (approximately)
Size	:	11.75" x 8.25" (Closed size) 11.75" x 16.5" (Open size)
Paper	:	Imported Art Paper for Inner Pages Imported Art Card for cover with Matt Finish
Thickness	:	130 GSM for Inner Pages 300 GSM for Cover Pages
Colour	:	Four Colours (Multi Colour)
Printing	:	On both side of pages.

Lamination	:	Thermal Lamination on Outer Cover Page
Language	:	Bilingual (English and Hindi)
Binding	:	Perfect Binding of Combined Bilingual Booklet
Quantity	:	1000 copies of bilingual booklet in English & Hindi

### 3 DELIVERABLES & DELIVERY

3.1 The delivery of the printed articles is to be made to the *Sh. Vijay Kumar Vaid, Project Manager (TSG-MDM), Technical Support Group for MDMS, 6<sup>th</sup> Floor, Vijaya Building, 17, Barakhamba Road, New Delhi - 110001 Tel: 23765620 Fax: 23765619* without any extra cost.

3.2 The proof copies are required to be delivered within 4 days of handing over of soft copies of the document by Project Manager (TSG-MDM), TSG-MDM, EdCIL for its final vetting before printing.

3.3 **The final printed copies are required to be delivered within 4 days of handing over of approved final proof by Project Manager, TSG-MDM, EdCIL.**

3.4 **The final deliverables to be supplied by the Agency on completion of assignment:**

- (i) Supply and Delivery of 1000 printed copies of the Booklet in Hindi and English
- (ii) Print ready version of the Booklet in Hindi and English on a CD (with same cover design on the CD case)
- (iii) Work files of the final print ready version on CD
- (iv) Softcopy of Booklet as Adobe PDF File.

### 4 SUBMISSION OF QUOTATION

4.1 The tender document should be submitted in two separate sealed envelopes super scribing 'TECHNICAL BID FOR PRINTING 'GUIDELINES ON FOOD SAFETY AND HYGIENE FOR SCHOOL LEVEL KITCHENS UNDER MDMS' as per Annexure-I and 'FINANCIAL/PRICE BID FOR PRINTING 'FOR PRINTING 'GUIDELINES ON FOOD SAFETY AND HYGIENE FOR SCHOOL LEVEL KITCHENS UNDER MDMS' as per Annexure-II. These envelopes should then be kept in another sealed (outer) envelope addressed to *The Project Manager (TSG-MDM), Technical Support Group - Mid-Day Meal Scheme, EdCIL (India) Limited, 6<sup>th</sup> Floor, Vijaya Building, 17, Barakhamba Road, New Delhi - 110001* with the Name, Address & Phone No. of the Bidder on it and sent to the addressee so as to reach on or before the prescribed date and time.

4.2 **The 'OUTER ENVELOPE' should be super scribed as 'QUOTATION FOR PRINTING 'GUIDELINES ON FOOD SAFETY AND HYGIENE FOR SCHOOL LEVEL KITCHENS UNDER MDMS'.**

4.3 The sealed quotations complete in all respects should be sent to our address as mentioned above latest by 14:00 Hrs on 10 September, 2015. The quotations received afterwards will be rejected.

### 5 EARNEST MONEY DEPOSIT (EMD)

5.1 The bidder(s) should furnish Earnest Money Deposit (EMD) of ₹5,000/- by way of Demand Draft (DD)/Banker's Cheque drawn on any Scheduled Bank favouring 'EdCIL (India) Limited' payable at 'New Delhi'. The tender bids received without EMD or submission of EMD in any other form mentioned above is liable to be rejected.

5.2 The firms registered/empanelled with DGS&D/MSME/National Small Industries Corporation (NSIC) are exempted from depositing EMD. However, they have to enclose valid registration certificate(s) otherwise the bids are liable to be rejected.

5.3 In case of successful bidder(s), the EMD may be adjusted towards the performance security deposit to be payable on request. In the case of unsuccessful bidder(s), the EMD will be refunded immediately.

5.4 The amount remitted towards EMD is liable to be forfeited if the bidder withdraws the offer or not interested to undertake/execute the work after submission of the tender or after the acceptance of offer by EdCIL or fails to sign the contract or to remit the security deposit. No interest will be payable by EdCIL on the EMD/Performance Security deposited.

## 6 PURCHASE PRICE PREFERENCE

EdCIL reserves the right to adhere to purchase preference as admissible under the existing policies of the Government of India to registered MSME Units provided the bidder enclose a valid certificate of registration w. r. t. DGS&D/MSME/National Small Industries Corporation (NSIC) as per norms.

## 7 PAYMENT TERMS

The payment shall be made within 10 days of completion of work. The bill for the work in duplicate prepared on the basis of the accepted rates / Job Order together with receipted delivery voucher for the supply should be submitted to *The Project Manager (TSG-MDM), Technical Support Group – Mid-Day Meal Scheme, EdCIL (India) Limited, 6<sup>th</sup> Floor, Vijaya Building, 17, Barakhamba Road, New Delhi – 110001* for release of payment.

## 8 GENERAL TERMS AND CONDITIONS

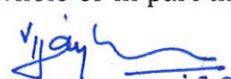
8.1 The job demand very high quality of printing and work done in slipshod and unprofessional manner will not be accepted.

8.2 The rates should be mentioned in figures as well as in words inclusive of all charges. All applicable taxes (if any) should be indicated separately. In case, nothing is mentioned, it will be presumed that no tax is charged / applicable for vendor.

8.3 Erasing/overwriting should be avoided/duly attested by the bidder.

8.4 **The sealed quotation/rates quoted in other than the prescribed proforma shall be rejected.**

8.5 EdCIL reserves the right for accepting and awarding the job in whole or in part thereto. The decision of EdCIL in the matter shall be final and binding.

  
(Vijay Kumar Vaid) 27/8/15  
Project Manager (TSG-MDM)

  
[ ] 27/8/15

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**'TECHNICAL BID FOR PRINTING 'GUIDELINES ON FOOD SAFETY AND HYGIENE FOR  
SCHOOL LEVEL KITCHENS UNDER MID-DAY MEAL SCHEME' IN ENGLISH & HINDI  
(1000 COPIES )**

**Name of the Firm/Agency** : .....

**Central/State Sales Tax Reg. No** : .....

**PAN No** : .....

**PART - A: TECHNICAL REQUIREMENTS**

<b>S. No.</b>	<b>Particulars</b>	<b>Remarks Yes/No</b>
1	Copy of Registration with Directorate of Advertising and Visual Publicity under 'A' or 'B' Category/Grade Printers. A copy of Empanelment Certificate issued by DAVP, Ministry of Information and Broadcasting as 'A' or 'B' Class Offset Printer.	Yes/No (Enclose Copy)
2	EMD of ₹5,000/- by way of Demand Draft (DD)/Banker's Cheque drawn on any Scheduled Bank favouring 'EdCIL (India) Limited' payable at 'New Delhi' <b>OR</b> Registration certificate (s) of the firms registered with DGS&D/National Small Industries Corporation (NSIC) for exemption from depositing EMD to be enclosed with Technical Bid.	DD. No: ..... Date: ..... Bank: ..... Place: .....
3	Copy of Permanent Account No with Income Tax Authorities	Yes/No (Enclose Copy)
4	Copy of Service Tax/Sales Tax Registration Certificate (as applicable)	Yes/No (Enclose Copy)

**Note:-** *EdCIL shall summarily reject bids, in case EMD and copies of above documents are not enclosed along with the technical bid in sealed envelope and no further clarification communication would be sought in this regard.*

**CERTIFICATE**

I/We have been carefully read and fully understood Notice Inviting Quotation and conform to undertake the job of printing as per terms and conditions enumerated therein.

**Signature of the Bidder  
with Stamp & Seal**

**Date:**

**Place:** New Delhi

FINANCIAL/PRICE BID FOR PRINTING 'GUIDELINES ON FOOD SAFETY AND HYGIENE FOR SCHOOL LEVEL KITCHENS UNDER MID-DAY MEAL SCHEME' IN ENGLISH & HINDI (1000 COPIES )

Name of the Firm/Agency : .....

Central/State Sales Tax Reg. No : ..... PAN No: .....

**PART - B: FINANCIAL QUOTES [INCLUDING ALL CHARGES AND APPLICABLE TAXES]**

S. No.	Description of Job		Qty	Rate per Copy	Total Amount	Total Amount (₹) in Words.
A	B	C	D	E = [C X D]		
A	Total Cost for Designing, Printing & Supply of combined bilingual booklet 'Guidelines on Food Safety and Hygiene for School Level Kitchens under Mid-Day Meal Scheme' in Hindi & English (1000 Copies) with Single Binding as per NIQ.	1000 Copies	₹...../-	₹ ...../-	Rupees .....	Only
D	Applicable Taxes @ .....% extra.					

Note:

- The price bid should be submitted in separate sealed envelope as per clause '4' of NIQ otherwise the bid will summarily be rejected.
- The price quoted should be mentioned in figures as well as in words inclusive of taxes, freight and all charges.
- All applicable taxes (if any) should be indicated separately. In case, nothing is mentioned, it will be presumed that no tax is charged / applicable for vendor.

Signature of the Bidder  
with Stamp & Seal

Date: .... / .... / 2015  
Place: New Delhi

  
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