

F. No. P.12-1/NSS/DTE/2017 / 920
Government of India
Ministry of Youth Affairs & Sports
DIRECTORATE OF NSS
12/11, Jamnagar House, New Delhi-110011

13.07.2017

Sub: **Inviting quotation for Printing of Citation Book, Award Certificates with Envelops, Lapel Cards, Invitation Cards, Car parking Stickers for IGSS Awards-2016-17 - reg.**

I am directed to say that it is proposed to get Citation Book for IGSS Awards- 2016-17 printed from the reputed printing press as well as certificates with envelops, lapel cards, invitation cards, car parking stickers. About 500 copies of citation books (in bilingual with photographs of awardees) are to be printed in multi-colour photographs. The manuscript consists of approximately 100 pages. The number of pages at the stage of first proof may increase/decrease marginally. The work is required to be completed within 15 days before the function. The function will be held on 24th September, 2017.

2. Interested Printers are requested to send their quotations for the above job indicating their rates for printing including materials. Please bear in mind while quoting their rates that they have to quote **an all inclusive rate** which should include all cover printing, layout, composing, setting, processing, binding, gloss lamination of over pages, packing and delivery in Directorate of NSS.

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

- 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 & Ph. No. of the firm should be written on the reverse side of the DD/Pay order.
- The firms should have two years of experience of having undertaken similar jobs in Ministries/Departments of the Government/autonomous body/PSUs supported by proper documents.
- The firm should send samples of the paper.
- The complete work should be perfect to the requirement and satisfaction of the Ministry.
- Soft copy of the material of Citation Book will be provided. You are advised to see/obtain a sample copy of previous Citation Book for your reference.
- Tender would be awarded to the firm whose total cost is the lowest

2. The quotation should be submitted in **two sealed cover/envelop :-**

- One** sealed cover/envelop should be superscribed "**Quotation for Printing**" (as per Annexure-I) and it should contains all technical details i.e. EMD, copy of return file I. Tax i.e. A.Y. 2016-17, experience, Sample of Paper.
- Second** sealed cover/envelop should be submitted for Rate (as per Annexure-II) and it should be superscribed "**Rate for Printing**".

3. The quotation can be submitted in the office by 10th August, 2017 and quotation will be opened on the same day at 3.30 pm in the presence of representatives of bidders, who will be present at that time. Those who not fulfill the conditions, quotation will be rejected at any time. Rates of only those firms will be opened, who are found eligible in Technical details.

S.K. GUPTA
Assistant Programme Advisor
सहायक प्रोग्रामि आडिसेर
Govt. of India / भारत सरकार
Ministry of Youth Affairs & Sports
युवा कल्याण और खेल मंत्रालय
Directorate of NSS / सी.जे.ओ. निदेशालय
Jamnagar House, New Delhi-110011

4. If the work of the contractor is found unsatisfactory, the contract can be terminated by this office at any time without assigning any reason. In this respect, the decision of the Ministry shall be final and binding on the Contractors. The Ministry reserves the right to reject any quotation in whole or in part without assigning any reason.

Yours faithfully

S. K. Basumatary

(S. K. Basumatary)

Encl: as above

Assistant Programme Adviser
S.K. BASUMATARY / एस. के. बसुमतारी
Assistant Programme Adviser
सहायक कार्यक्रम सलाहकार
Govt. of India / भारत सरकार
Ministry of Youth Affairs & Sports
युवा कल्याण और खेल मंत्रालय
Directorate of NSS / रा.के.के. निदेशालय
12/11, Jain Nagar House, New Delhi
12/11, जामनगर हाउस, नई दिल्ली-110011

INDIRA GANDHI NSS AWARD 2016-17
(PRINTING)

PROFORMA
(filled in BLOCK letters only)

S. No.	Particulars	Information
1	Name of the Firm	
2	Contact Person	
3	Address of the firm	
4	Contact No.	(O) : (M) :
5	PAN No.	
6	Service Tax No. (if any)	
7	TAN/TIN No. (if any)	
8	Enclosures	Experience : Yes/No I-Tax return filed (AY 2016-17) : Yes/No Sample : Yes/No EMD : Yes/No

(Signature of Authorized Person
with Name, Full Address & Telephone Number)

Rate for Printing

To

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

Sir/Madam,

In response to your letter No. F. No. P.12-1/NSS/DTE/2017 dated, calling quotation for printing during IGNSS Award 2016-17 ceremony, we quote our rates as under :-

S. No.	Particulars	Rate	Tax (if any)
1	Awards Certificates along with multicolour printing on award folders and certificate with name of awardees and logo embossing with golden leaf printing in handmade card (300gsm) (i) Folder – 12” x 18” size (folded size with pocket inside, Multicolour printing on 300 GSM handmade card pasted on thick board 44 (approx) (ii) Awards Certificates Size 10” x 14”(handmade card) 44 (approx)		
2	Citation Book printing with photo (Hindi and English – Bilingual) (7.25” x 9.5” (approx. 100 pages) (300 gsm-cover page and 130 gsm-inner page) (four color glossy with laminated and perfect binding) - approx. 500 copies		
3	Invitation card (size 5.5” x 8”) 400 gsm (ivory card with envelop) - approx. 500 cards		
4	Car/Bus parking sticker with Printing (double colour) (a) Coloured - approx 100 (different colour) (b) Coloured - approx 400 (different colour)		
5	Lapel Cards with holder and ribbon (Multi colour) (size 5” x 4”) (a) Awardees - approx 50 (b) Officials - approx 50		
	Total		

We agree to abide by the terms & conditions unconditionally as given in the above referred letter.

(Signature of Authorized Person
 with Name, Full Address & Telephone Number)

(Seal)

NSS LOGO

