

The National Small Industries Corporation Ltd.
(A Government of India Enterprise)
NSIC Bhawan, Okhla Industrial Estate,
New Delhi – 110 020

Quotation No. : SIC:SEC:47(76)/13-14 Ptg.

Notice Inviting Sealed Quotations

Sealed quotations are hereby invited in two parts (Technical & Commercial) on behalf of Company Secretary, NSIC for Printing of 59th Annual Report (in English & Hindi) for the year 2013 - 14 from the printers with experience in similar type of work with Central / State Government Undertaking or other reputed organizations in appropriate class as to reach Company Secretary, NSIC Ltd., New Delhi upto 5.00 P.M. on 27th May, 2014._

A	Name of Work	:	Printing of NSIC's 59 th Annual Report for the year 2013-14 (600 copies in English & 200 copies in Hindi) (112 pages each approx.)
B	Earnest Money	:	Rs. 10,000/- (Rs. Ten thousand only) by Demand Draft in favour of "National Small Industries Corporation Ltd." payable at New Delhi
C	Time of Completion	:	Within ten weeks from the date of firm order.
D	Date & time of opening of quotation	:	16.00 hrs. on 30 th May,2014

The Competent Authority reserves the right to reject all or any quotation(s), wholly or partly, without assigning any reason whatsoever.

Company Secretary
Issuing Authority

TERMS & CONDITIONS

1. The sealed quotation shall be submitted in accordance with these instructions and any quotation not conforming thereto is liable to be rejected. These instructions shall form part of the quotation.
2. The quotation shall be submitted in two sealed covers separately i.e. "**Technical Bid**" and "**Commercial Bid**" superscribed with the name of work, due date of submission, in the following manner : -
 - a) **Technical Specifications:**

One sealed cover superscribed as "**Technical Specifications for Printing of NSIC's 59th Annual Report (in English & Hindi) for the year 2013-14**" containing the acceptance of Technical specifications of printing, and documents as per check list enclosed herewith.
 - b) **Commercial Specifications:**

One sealed cover superscribed as "**Commercial Specifications for Printing of NSIC's 59th Annual Report (in English & Hindi) for the year 2013-14**" containing quoted rates (in words & figures both) inclusive of all taxes with details and documents as per check list enclosed herewith.
3. Prices should be inclusive of all prevailing taxes mentioning the percentage and amount of taxes.
4. A) For the purpose to qualify for consideration of award of work, the party should have successfully completed one work of printing of Annual Report costing not less than Rs. 1.00 lac each. The quotation should also contain the details about the organization, number of years in the business, infrastructure and other facilities available with them to ensure timely completion of the project and specimen of latest Annual Reports printed alongwith VAT Registration Certificate, **sample of cover & text paper to be used with specifications and duly signed technical specification of the printing work**, non-submission of any document may result in disqualification of quotation. The details of the staff in the organization should be mentioned in specific, the technical staff particularly the number of DTP operator(s) working in the organization on full time basis.
 - B) Only technically qualified quotations will be considered eligible under commercial specifications.
5. In the event of discrepancy in the rates written in words and the figures, the rates quoted in words will be considered.

- 6.** The technical quotation will be accompanied by Earnest Money of Rs. 10,000/- (Rs. Ten thousand only) by way of Demand Draft in favour of "The National Small Industries Corporation Ltd." payable at New Delhi with the technical quotation.

The Earnest Money of the successful quotation will be converted as part of Security Deposit for performance of the contract after award of tender. In case of non-acceptance of the quotation the earnest money will be refunded. The Earnest Money will not carry any interest.

- 7.** All documents submitted with the quotation shall be in English and / or Hindi language.
- 8.** The quotation shall remain valid for 120 days from the date of opening of quotation(s) unless otherwise stipulated.
- 9.** Telegraphic or Telefax quotation(s) will not be accepted.
- 10.** Before submitting the quotation, the party, if required may visit the NSIC Office to acquaint with the nature of the work and may obtain all necessary information which may influence or affect his quotation.
- 11.** Successful bidder will have to deposit additional amount of Rs. 10,000/- (Rs. Ten thousand only) totaling Rs. 20,000/- (refer clause 6) towards security deposit which will not carry any interest.
- 12.** The proof reading of English as well as Hindi Annual Report will be the sole responsibility of the successful tenderer. As such quotation should include the cost of proof reading of both for English as well as Hindi Annual Report. NSIC will do only final reading. If the bidder fails to comply with these instructions additional proof reading will be got done by NSIC at the cost, risk and responsibility of the bidder. In such case the expenses incurred will be deducted from successful bidder.
- 13.**
 - i) Successful bidder has to submit 5 (Five) cover designs of Annual Report for approval in case of award of quotation.
 - ii) Successful bidder has to submit five designs of graphs for Annual Report for approval in case of award of quotation.
- 14.** Successful bidder shall have to submit proof of printing before finalizing the job. The printing will start only after written approval of NSIC.

15. The total time allowed for completion of the work is ten weeks { for 800 copies (600 copies in English and 200 copies in Hindi) } from the date of written order and if the party fails to deliver any or all the printing material(s) or to perform the services within the period(s) specified in the contract, NSIC shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages of @ Rs.250/- per day for the period of delay from the due delivery date. In addition to this the Corporation shall also have the right to get the work completed from other sources at the cost, risk and responsibility of the bidder if the Annual Reports are not printed and delivered to this office within the specified delivery schedule.
16. Successful bidder shall have to deliver all copies of 59th Annual Report at NSIC, Company Secretary Division at his own cost.
17. Full & final payment shall be made within 30 days on satisfactory completion and delivery of work / Annual Reports after deducting TDS / WCT wherever applicable.
18. Security Deposit of Rs. 20,000/- (Rs. Twenty thousand only) will be refunded to the successful bidder after satisfactory completion of job.
19. The party should have printing facility in Delhi / New Delhi where the work should be carried out.
20. The document should be submitted as per the checklist of both Technical and Commercial specification.
21. The rates are to be quoted for 112 pages. For increased number of pages over and above of 112 pages, rates per page are to be quoted separately for 2 colours and 4 colours respectively.

22. **ARBITRATION**

All disputes, differences, and questions arising out of or in any way touching or concerning this agreement of the subject matter hereof or the respective rights, duties, or liabilities of the parties under or in respect of this agreement (except those the decision whereof is otherwise herein before provided for) shall be referred to the sole arbitration of the Company Secretary of the Corporation and if the said officer is unable or unwilling to act, as sole arbitrator some other person will be appointed by the Chairman-cum-Managing Director of the Corporation. In the event of such arbitrator to whom the matter is originally referred being transferred or vacating his office or unable to act for any reason, the Chairman-cum-Managing Director, NSIC shall appoint another person to act as arbitrator in accordance with the terms of this agreement. Such persons shall be entitled to proceed with the reference from the stage where it was left by his predecessor. The award of the arbitrator so appointed shall be final and binding on the parties. The provisions of the Arbitration & Conciliation Act, 1996 or any statutory

modification or re-enactment thereof and of the rules made there under for the time being in force shall apply to such arbitration.

Jurisdiction of New Delhi upon every or any reference the assessment of the costs and incidental to the reference and award respectively shall be on the discretion of the arbitrator.

Work under the contract shall, if reasonably possible, continue during the arbitration proceedings and no payment due to or payable by the Corporation shall be withheld on account of such proceedings.

The venue of arbitration shall be the place from which the acceptance note is issued or such other place as the 'Sole Arbitrator' at his/her entire discretion may determine.

For and on behalf of NSIC Ltd.

Company Secretary

TECHNICAL SPECIFICATIONS

Name of Work	:	59 th Annual Report 2013 - 14
Number of Copies	:	i. 600 copies in English ii. 200 copies in Hindi
Number of pages	:	112 Pages
Size of Publication	:	8-1/2" x 10-1/4"
Paper	:	i. For Cover (Card 56cms x 71 cms / 250 gsm Magno Mat Art Card) ii. For Text (Magno Mat Art Paper – 130 gsm)
Photo Composing		
Tabular matter in 8 pt.	:	56 Pages (Approx.)
Running matter in 10 pt.	:	56 pages (Approx.)
Printing of Cover (Process Offset)	:	4 Colours (Designing of the Cover shall be the sole responsibility of the Printer)
Printing of Text (Process Offset)	:	88 pages (2 colours) approx. 24 pages (4 colours) approx.
Processing		
i. Cover (4 colours)		
ii. Text		
Graph processing (4 colours)	:	4 ± 1 (Designing of the Graphs shall be the sole responsibility of the Printer)
Lamination		
For Hindi Version of the Report		
Photo composing		
Tabular matter in 10 pt.	:	56 Pages (Approx.)
Running matter in 12 pt.	:	56 pages (Approx.)

All other specifications for Hindi Version will remain same as in the case of English Version.

Conditions:

1. Printer shall have to quote the rates inclusive of typing (if required), composing, platemaking, double colour text printing, four colours cover design, graphs, scanning cost per photographs for colour, cropping the photo & graph / editing in photo (if required) / finishing / creating the photo (if required), colour dummy both (English & Hindi) before Ferro dummy, CD (PDF file and open file of the Annual Report both English & Hindi), binding / stitching, lamination etc. and any other related aspect of Printing of 59th Annual Report for the year 2013 - 14.
2. Printer can visit the office for any clarification before quoting the rates.
3. Quotations not accompanied with samples of Text Paper and Cover Card to be used with specifications thereof on it will be rejected.
4. All the valid certificates should be submitted alongwith the Technical specification otherwise the quotation will be outrightly rejected.
5. Quality and Style should be maintained throughout all the copies of the Annual Report.
6. Corporation will give text material for the printing in the form of hard copy, CD (wherever available), photographs etc. and the same will have to be returned to NSIC as per instructions.
7. The Corporation reserves the right to curtail or increase the number of pages and / or copies of the Annual Report. The rates, however, for all the items of the work shall remain unaltered.
8. The Competent Authority reserves the right to reject all or any quotation(s), wholly or partly, without assigning any reason whatsoever.

Signature

Name (in Block Letters)
Designation & Name of the Company

Commercial Specifications

Date : _____

Quotation No. SIC:SEC:47(76)/13-14 Ptg.

To:

The Company Secretary
The National Small Industries Corporation Ltd.
NSIC Bhawan,
Okhla Industrial Estate,
New Delhi – 110 020

Sub: Printing of 59th Annual Report (in English & Hindi) for the year 2013-14

Having examined the terms & conditions, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver 800 nos. (600 copies in English & 200 copies in Hindi) of NSIC's 59th Annual Report for the year 2013 -14 in conformity with the said quotation for a sum of Rs. _____ (_____) inclusive of all applicable taxes.

We undertake, if our quotation is accepted, to deliver the Annual Reports in accordance with the delivery schedule specified in the terms & conditions.

If our quotation is accepted, we will deposit additional sum of Rs. 10,000/- (Rs. Ten thousand only) for the due performance of the Contract, as specified in the terms & conditions.

We agree to abide by this quotation for a period of 120 days from the date of opening of quotation and it shall remain binding upon us and may be accepted at anytime before the expiry of that period.

This quotation together with written acceptance thereof and notification of award shall constitute a binding Contract between us, with acceptance of all terms and conditions.

We understand that you are not bound to accept the lowest or any quotation you may receive.

Dated this day of 2014

.....
(Signature)

.....
(In the capacity of)

Duly authorized to sign quotation for and on behalf of

Checklist for Technical Specification / Technical Bid

The following documents must accompany with the Technical Bid:

1. Demand Draft / Pay order of Rs. 10,000/- in favour of The National Small Industries Corporation Ltd. payable at New Delhi.
2. Proof of VAT Number.
3. Proof of Permanent Account Number (PAN) self-attested & constitution of the organization i.e. proprietorship, partnership etc.
4. Sample of Cover page (Card 56cms x 71cms - 250gsm Magno Mat Art Card)
5. Sample of Text page (Magno Mat Paper -130 gsm)
6. Copy of Annual Report printed alongwith its proof.
7. A brief note about the Organization & Certificate of Registration.
8. Proof of TAN No. of Works Contract Tax / TAN Number.
9. Copy of invoice / order or any other proof as regards Printing of Annual Report not less than Rs. 1,00,000/-.

CHECKLIST FOR COMMERCIAL SPECIFICATION

1. Commercial specification should be duly signed mentioning the quoted amount. It should be inclusive of all applicable taxes and the amount of taxes may also be specified.