

F. No-K 15012-13/2017-SP.IV
Government of India
Ministry of Youth Affairs and Sports
(Department of Sports)

Shastri Bhawan, New Delhi,
Dated the 7th July, 2017

To,

As per list

Subject: Quotation for Printing of Citation Certificates in respect of Sports and Adventure Awardees, 2017.

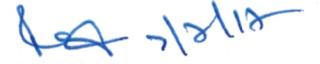
Sir,

I am directed to invite quotations for printing of Citation Certificates of Sports and Adventure Awardees, 2017 as per specification given below:

- i. Approximately 28 Certificates in Hindi and English on Khadi Handmade paper with golden border and National Emblem
- ii. Approximately 28 Folder of Khadi Handmade paper for keeping Citation Certificates
- iii. Size of the certificates will be 36 cm x 27cm. The rates quoted by you should inclusive of all costs but exclusive of taxes. In case of fluctuation in the number of certificates, payment will be made on Pro Rata basis.

2. It is requested that quotations in sealed cover should reach to the Under Secretary (SP-IV) Department of Sports, Room No.530-C, Wing Ministry of Youth Affairs and Sports, Shastri Bhavan, New Delhi by 20.07.2017 and the quotations will be opened on the same day at 4.00 p.m.

Yours faithfully,



(Raj K. Gupta)

Under secretary to the Government of India
TelNo: 23386416

Sl.No.	Particulars	To be filed by the tendered
1.	Name of the firm	
2.	Address of the firm	
3.	Name of the authorized signatory (IN BLOCK CAPITAL)	
4.	Specimen Signature of the authorized signatory	
5.	Telephone Number of the Office bearer	
6.	Fax Number of the Firm	
7.	PAN/TIN Number of the firm	
8.	Whether the firm has at least 4 years of experience in the field of printing	
9.	Whether all the documents are signed authorized signatory of the firm	(Yes/No)
10.	Whether the Firm has submitted EMD (Yes/No). If yes, then Draft Number and date	
11.	Rate quoted (including of all cost and exclusive of taxes)	

Declaration:

I/We hereby certify that the information furnished above is full and correct to the best of my/our knowledge. I/We understand that in case of any deviation in the above statement at any stage, the company will be blacklisted and will not have any dealing with the Ministry in future.

(Signature and Seal of authorized signatory)

Date.....

By Speed post/
Through Website

F. No-K 15012-13/2017-SP-IV
Government of India
Ministry of Youth Affairs and Sports
(Department of Sports)

New Delhi the 7th July, 2017

To

As per list

Subject : Inviting quotation for Designing and Printing of Citation Book for National Sports Awards-2017.

Sir

I am directed to say that it is proposed to get Citation Book for National Sports Awards-2017 printed from the reputed printing press. About 2000 copies of citation books (in bilingual with action photographs of awardees) are to be printed in multi-colour photographs and list of former sports awardees. The manuscript consists of approximately 214 pages. The number of pages at the stage of first proof may increase/decrease marginally. The work is required to be completed 15 days before the function. The function will be held on 29th August 2017.

2. Interested Printers are requested to send their quotations for the above job indicating **their rates for printing and binding of abovementioned document**. Please bear in mind that **an all-inclusive rate** should be quoted, which includes all cover printing, layout, composing, setting, processing, binding, gloss lamination of cover pages, packing and delivery in Shastri Bhawan New Delhi. The firms may please submit lowest quotation in the enclosed proforma in a sealed cover at the following address:-

The Under Secretary (SP-IV)
Ministry of Youth Affairs and Sports
Department of Sports
Room No. 530 'C' Wing
Shastri Bhawan New Delhi-110001

3. The quotation must reach to him latest by 3.00 p.m. on 20th July, 2017 and the quotation shall be opened at 3.30 p.m. on the same day in the presence of representatives of the bidders who may wish to be present at that time.

4. The cover of quotation letter should be super scribed as under:-

'QUOTATIONS FOR THE PRINTING OF CITATION BOOK & EMPANELMENT OF PRINTERS FOR OTHER PRINTING JOB'

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

- (i) Printing
- (ii) Composing Action photo setting (Sample may be seen)
- (iii) Size 23 cm X 21 cm in Land Scape.

(iv) No. of copies 2000
(v) No. of pages : Approximately 214 with colored photos of awardees. A Number of pages and for which per page rate beyond 214 pages would be paid Pro Rata.

(vi) Cover and back pages along with the inside over. 4 Nos.

(vii) Paper of cover page Imported Art paper of 300 GSM

(viii) Paper for Tex page Indian Art paper of 130 GSM

(ix) Earnest money of Rs.5000 (Rupees five thousand only) in the form of D.D/Pay order drawn in favour of Under Secretary (Cash) Ministry of Youth Affairs & Sports is required to be sent along with Quotations failing which the action photos.

6. The complete work should be to the requirement and satisfaction of the Ministry.

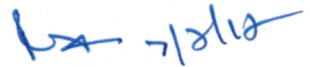
7. Floppy/Disk of English & Hindi of the whole material of Citation Book will be provided to the Ministry.

8. You are advised to see/obtain as sample a copy of **Citation Book** for the year 2016 for your reference.

9. The tenderers should have two years of previous experience of having undertaken similar jobs in Ministries/Departments of the Government of India and duly supported by proper testimonials certificates. If any firm sends quotation and does not have previous experience in this field, its quotation will be not be considered.

10 The Ministry reserves the right of accepting or rejecting any quotation in full or in part without assigning any reason.

Yours faithfully



(Raj K. Gupta)

Under Secretary to Government of India

Tel No: 23386416

Copy to:

1. Printers as per list enclosed.
2. Technical Director (NIC) with the request to upload it on website of the Department of Sports.
3. E. publishing on Central Public Procurement Portal

Sl.No.	Particulars	To be filed by the tendered
1.	Name of the firm	
2.	Address of the firm	
3.	Name of the authorized signatory (IN BLOCK CAPITAL)	
4.	Specimen Signature of the authorized signatory	
5.	Telephone Number of the Office bearer	
6.	Fax Number of the Firm	
7.	PAN/TIN Number of the firm	
8.	Whether the firm has at least 4 years of experience in the field of printing	
9.	Whether all the documents are signed authorized signatory of the firm	(Yes/No)
10.	Whether the Firm has submitted EMD (Yes/No). If yes, then Draft Number and date	
11.	Rate quoted (including of all cost and exclusive of taxes)	

Declaration:

I/We hereby certify that the information furnished above is full and correct to the best of my/our knowledge. I/We understand that in case of any deviation in the above statement at any stage, the company will be blacklisted and will not have any dealing with the Ministry in future.

(Signature and Seal of authorized signatory)

Date.....