

By Speed post/Through Website

No.4-10/2015-Sp-IV
Government of India
Ministry of Youth Affairs and Sports
(Department of Sports)

New Delhi the 15th June, 2015

To

As per list

Subject : Inviting quotation for Designing and Printing of Citation Book for National Sports Awards-2015.

Sir

I am directed to say that it is proposed to get Citation Book for National Sports Awards-2015 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 2015.

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 (IV)
Ministry of Youth Affairs and Sports
Department of Sports
Room No. 15 'C' Wing Ground Floor
Shastri Bhawan
New Delhi-110001

3. The quotation must reach to him latest by 3.00 p.m. on 10th July, 2015 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 | Offset |
| (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 coloured photos of awardees and 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 cover. | 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 | An 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 alongwith Quotations failing which the action photos. There |

6. **The complete work should be perfect 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 2012 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



(S.P.S.Tomar)

Under Secretary to Government of India

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.**

Annexure

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 2 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 costs 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.....