

F.No. 1-9/2015 Ptg.
Government of India
Central Hindi Directorate

West Block-7, R.K. Puram
New Delhi-110066
Dated: 12 /04/2017

Subject :- Printing of Punjabi Hindi Dictionary

Sealed tenders are invited in two bid system on behalf of President of India from Empanelled "A" class offset printers of Directorate of Printing "and also having their own infrastructure in all respects such as printing, binding, Packing etc.

S.no.	Name of Publication	No. of Pages	Size	Paper quality	Qty	Style of Binding
1:	Punjabi Hindi Dictionary	1513	A5	SS 40GSM Bibble Paper	500	Section sewing, Hard Board Binding with Printing on cover and spin+ Jacket printed in Multi colour on Indian Art Paper Laminated.

2. Scope of work are as under:

2.1 Designing the cover page, – at least three samples to be submitted by the vendor within 7 days from the date of receipt of work order from the Directorate.

2.2 Bringing final proof of cover, content and text, layout designs to the Directorate for approval.

2.3 Soft copy (in MS-Word and PDF format in CD/DVD) of the final version in Punjabi-Hindi Dictionary to be provided which should be capable of being uploaded on website.

2.4 The interested firms empanelled with Directorate of Printing in Class 'A' category may submit sealed tender in two separate sealed envelopes on or before 05-06-2017 by 3:00 PM in the following formats.

2.5 One sealed envelope for Technical Bid as per format prescribed in Annexure 'A' with a forwarding letter on official stationery of the firm super scribing "Technical Bid for designing and printing of "Dictionary Punjabi-Hindi " at top of the envelope and Financial Bid as per format prescribed in Annexure 'B' in another envelope.

3. Technical Bid

3.1 Technical Bid in sealed cover should be then placed in a sealed cover superscribed with "Proposal for printing of "Dictionary Punjabi-Hindi " on the top of the envelope and should be dropped in the tender box placed in the Directorate.

- 3.2 The authorized signatory of the tenderer (who have signed the bid) should sign and affix stamp on each page of the tender document as a token of having read, understood and accepted the terms & conditions of the content therein and submit the same along with the technical bid.
- 3.3 The EMD should be valid for 90 days beyond the date of final tender validity period.
- 3.4 The firm/tenderer should submit the complete information/documents indicated in the format prescribed for technical bid (Annexure-A) only. No modification in the bids will be allowed after submission of bids to Directorate, under any circumstances. It may please be noted that tenders which are not as per the prescribed format or are without complete information/ documents or conditional tenders/bids will be summarily rejected. Tenders received after due date and time will not be considered. There should be no erasing/overwriting/cutting/ fluiding in the bids, failing which the bids will be summarily rejected.
- 3.5 EMD of the unsuccessful tenderers will be returned to them without interest whatsoever, at the earliest after expiry of the final tender validity period/ conclusion of the contract, as the case may be.
- 3.6 EMD of the successful tenderer will be adjusted as performance security.
- 3.7 If the successful tenderer fails to furnish the required performance security 5% of the total Value within the specified period, its EMD will be forfeited.
- 3.8 TDS and other taxes as applicable will be deducted from each bill.
- 3.9 The Directorate reserves the right to accept or reject any or all the tenders/quotation(s) without assigning any reasons therefore.
- 3.10 The material/document supplied by Directorate should be returned to Department after the job is completed along with the bill.

4. **Earnest money deposit:**

An earnest money deposit (EMD) Rs. 20,000/- (Rupees Twenty thousand only) in the form of crossed Demand Draft/FDR/ Bankers Guarantee drawn in favour of "Director, C.H.D., New Delhi" shall accompany the tender.



(H.C. Meena)
Asstt. Director (Ptg.)

TECHINICAL BID FOR DESIGNING AND PRINTING OF LEAFLETS/BOOKLETS

Sl.No.	Particulars	To be filed by the tenderer/firm
A	Name of the tenderer/firm	
B	Office Address with Pin Code	
C	Name, designation and address of the contact person for this job	
D	Telephone No. of contact person	
E	Mobile No. of contact person	
F	E-mail address of contact person	
G	(Duly stamped and signed copies to be enclosed).	
H	Sample paper as per Specification both for Cover page and inside text enclosed. (The sample papers should be duly stamped and signed).	Yes / No
I	Details of Earnest Money Deposit (EMD)/ NSIC certificate.	
	(i) Amount	Rs. 20,000/-
	(ii) Pay Order/ Draft No.	
	(iii) Date of issue	
	(iv) Issuing Bank	
	(v) Address of issuing Bank	
	(vi) EMD exemption for NSIC registered firms (Must enclose copy of the certificate)	
J	Whether the terms and conditions of tender are acceptable or not.	
K	Whether the firm is blacklisted by any Ministry/Department of the Central Government/ State Government/ UT/ PSU/ Autonomous Body, etc. or any criminal case is registered against the tenderer/ firm or its owners/ partners anywhere in India.	
L	Whether the signatory to this tender/ bid is authorized to sign such tenders/ bids on behalf of firm/ tenderer.	

(Signature of the firm/ tenderer
alongwith stamp of firm/ tenderer)