

No.151(04)/ARC/2008
Government of India
Administrative Reforms Commission
2nd Floor, Vigyan Bhavan Annexe,
Maulana Azad Road, New Delhi-110011
Dated the 29th September, 2008

To

All Printers approved by
Directorate of Printing, Government of India
New Delhi.

Subject: Printing of Administrative Reforms Commission Reports.

Sir,

Administrative Reforms Commission is required to print its approximately 16 reports (both English and Hindi) during the period of next Six month(approximately). You are therefore requested to submit your sealed quotations for printing and supplying of these reports as under:

Sl. No.	No. of copies	No of pages
1	1500	200, 250 & 300
2.	1000	200,250, & 300
3.	500	200,250,300

Your quotation should reach the undersigned by 3.00 P.M. on 20th October, 2008. The quotations will be opened on the same day at 3.30 p.m. in the presence of such tenderers who may like to be present. Your quotations are subject to the following terms and conditions.

- 1. All quotations should be accompanied by Earnest money @ 5% of the value of the contract quoted in the tender in the form of Demand Draft favoring DDO, Administrative Reforms Commission. The earnest money of successful bidder will be converted into initial security deposit and will be returned after completion of contract. The earnest money of unsuccessful tenders will be returned to them after finalization of tender.**
- 2. To ensure due performance of the contract, successful tenderer will be required to deposit performance security money @ 10% of the value of the contract in the form of Fixed deposit receipt / Bank guarantee from a Commercial Bank with validity of more than one year within a period of 15 days from date of issue of letter of awarding the contract.**
- 3. Incomplete/conditional and without earnest money or late submission of tender documents will be summarily rejected.**
- 4. Timings will be strictly adhered to.**
- 5. Any correction or overwriting in the figures, additions/deletions in the quotations must be attested with full signatures.**
- 6. ARC reserves the right to issue and to accept or reject any or all tender without assigning any reason thereof.**

The reports will be produced as per the following specifications:

- 1. Description :**

The report will consist of approximately 220,250&300 inside pages and 4 pages cover in size 7.75" x 10.25" approx. The report and covers will print in 4

process colours throughout using 130 gsm Mat finish Imported art paper (Magno) for inside pages and 300 gsm Mat finish Imported art card (Magno) for covers from Printer's stock. Complete CD ready for output will be supplied in respect of English version Reports and for Hindi version Reports only manuscript and complete English version CD will be supplied.

After printing, the report will be section sewn and will have drawn on covers. The outer covers of the report will have Mat plastic lamination.

2. Timing :

Total time allowed for completion of the job would be 7 days after the materials are handed over for printing. Printers have to submit complete Ferro proofs of inside pages and machine proofs of cover for approval before undertaking final printing.

3. Supplies :

All the copies have to be supplied at ARC office at Vigyan Bhavan Annexe, New Delhi.

4. Tax

4% VAT will be paid extra over and above the quoted rates.

Please quote your rates (both in words & figures) as follows:-

1. For the lot of 1500 copies including cost of 130 gsm Mat finish Imported art paper (Magno) and 300 gsm (Mat finish Imported art card (Magno) to be used from printer's stock.

No of page	No of page	No of page
200	250	300
Rs.	Rs.	Rs.

2. For the lot of 1000 copies including cost of 130 gsm Mat finish Imported art paper (Magno) and 300 gsm (Mat finish Imported art card (Magno) to be used from printer's stock.

No of page	No of page	No of page
200	250	300
Rs.	Rs.	Rs.

3. For the lot of 500 copies including cost of 130 gsm Mat finish Imported art paper (Magno) and 300 gsm (Mat finish Imported art card (Magno) to be used from printer's stock.

No of page	No of page	No of page
200	250	300
Rs.	Rs.	Rs.

4. For every addl./reduced 4 pages forme of text printed in 4 colours including cost of 130 gsm Mat finish Imported art paper (Magno) to be used from printer's stock

Additional 04 page forme	Reduced 04 page forme
Rs.	Rs.

Sd/-
(Sanjeev Kumar)
Derector