



भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड  
Security Printing and Minting Corporation of India Limited

मिनिरत्न श्रेणी-I, सीपीएसई  
(भारत सरकार के पूर्ण स्वामित्वाधीन)  
Miniratna Category-I, CPSE  
(Wholly owned by Govt. of India)

**Note: This notice is being published only as an abundant precaution and is not an open invitation to quote in the Tender. Participation in this tender is by invitation only and is limited to the selected SPMCIL's Registered Bidders for the item, who have been sent this Tender by Post/Courier/Email. Unsolicited offers shall be ignored.**

SPMCIL/Sec./12/2016-17/3098-06  
September 4, 2017

**EXPRESS LIMITED TENDER ENQUIRY**

**Sub.: Express Limited Tender Enquiry for Printing and supply of 300 copies of 12<sup>th</sup> Annual Report of SPMCIL for the year 2016-17.**

Security Printing and Minting Corporation of India Limited (SPMCIL) is a Miniratna Category-I CPSE, wholly owned by Government of India having its Registered Office at 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi-110001. The company invites sealed quotations from publisher / printer having turnover not less than 20 lacs per annum during the last 3 years and who have capacity of printing four colour glossy reports and have printed atleast one Annual Report of a PSU / Govt. organisation during last 3 years for composing, designing, printing and supply of 300 copies of Bilingual Annual Report of SPMCIL for the Financial Year 2016-17 as per specifications attached as **Annexure-'A'**. The documentary proof of above eligibility criteria should be enclosed with quotation.

2. Composing and Designing of Annual Report shall be done by the successful bidder and first draft shall be submitted to SPMCIL for vetting within 10 days of receipt of text matter from SPMCIL. The successful bidder/printer shall also submit design of the cover page for approval by competent Authority of SPMCIL within 7 days from date of issue of work order. Subsequent proofs of corrected draft if any should be submitted within 5 days from the date of providing corrected document. The final proof will be submitted in Colour with binding complete in all respect for approval by SPMCIL before final printing. Supply of all copies of Annual Report alongwith softcopy in PDF format shall be made within 7 days of receipt of the final approval of Annual Report as per the specifications.

3. The Tender should be submitted in the format enclosed at **'Annexure-B'** and must be valid for 90 days from the date of opening of the bids.

4. Documentary evidence(s) in support of Eligibility Criteria mentioned at Sl. No. 2(i-ii) of Annexure-'B' is required to be submitted. Proposals without the required documentary evidence(s) shall be ignored for evaluation and hence, shall be rejected.

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011-23701225-26 16वी. मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली - 110001  
011-23701141-42 16<sup>th</sup> Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi-110001

फैक्स: 011-23701223

E-mail: info@rspmcil.com

CIN : U22213DL2006GOI144763

5. Penalty will be levied for delayed delivery as liquidated damages. Penalty shall be levied at the rate of 0.5% of the value of Tender per week's delay subject to maximum of 10% of the total value of tender.
6. No advance payment shall be made by SPMCIL to the successful printer. However, payment shall be released as early as possible after receiving the Annual Reports in good condition. Statutory deductions like Income tax (TDS) etc. will be deducted at source from the final bill as per Income Tax Act, 1961.
7. No other charges shall be payable except for the rates quoted by the firm.
8. Conditional offers are liable to be rejected.
9. The quantities mentioned are approximate and may vary at the time of placing the order. The rate for additional pages plus or minus shall be on pro-rata basis.
10. As the Annual Report of the Company is submitted in the Houses of Parliament, the confidentiality and timely completion of the work is important. The selected firm shall be required to spare suitable Computer designer for designing the 12<sup>th</sup> Annual Report of SPMCIL and shall also be required to complete the work on urgent basis.
11. The delivery of the final product shall be made at SPMCIL, Corporate Office at 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi-110001.
12. SPMCIL reserves the right to cancel the tender without assigning any reason at any stage.
13. Quotation in the prescribed format attached as "Annexure-B" for Annual Report may be submitted in a sealed envelope subscribed "**Quotation for 12<sup>th</sup> Annual Report of SPMCIL for the year 2016-17" to The Company Secretary, SPMCIL, 16<sup>th</sup> Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi-110001 latest by 15<sup>th</sup> September, 2017 till 1:00 pm.** The quotations will be opened on the same day at 3.00 PM in presence of bidders who wish to attend the bid opening. The representatives of bidders desiring to attend the bid opening have to bring authority letter from his/her firm to be present in the bid opening.

Yours faithfully,

**Sd/-**  
**(SACHIN AGARWAL)**  
Company Secretary

Encl.: As above.

**SPECIFICATION FOR ANNUAL REPORT OF SPMCIL FOR THE YEAR 2016-17**

- (i) Quantity : **300 copies** (Bilingual) including one Softcopy in PDF Format
- (ii) Size : 8.25"x 11.75"
- (iii) Paper : *Cover: Natural Evolution white 220 gsm*  
*Inside: 80 GSM Gloss Art Paper*
- (iv) Total No. of Pages: **Approx. 350 pages** (English-175 page + Hindi-175 page) as per following details:  
(i) Four colours - 60 pages (including covers)  
(ii) Black & white - 290 pages
- (v) Text : Bilingual (Hindi & English) shall be provided by SPMCIL.
- (vi) Binding : Perfect Binding with Stitching.
- (vii) Lamination : Varnish on Cover both side.

**PROFORMA FOR SUBMISSION OF BID**

1.	Firm Name		
	Communication Address		
	Contact Person		
	Contact No. & FAX		
	E-mail		
2.	<b>Eligibility Criteria</b>		
	(i) Turnover of the Company not less than ₹20 lacs per annum during last 3 years on the basis of ITR / Balance Sheet	<b>Year</b>	<b>Turnover (₹)</b>  (Attach copy of ITR / Balance Sheet & P&L Statement only)
3.	(ii) Printing of at least one Annual Report of a PSU / Govt. Organisation during last 3 years	<b>Year</b>	<b>Name of PSU/Govt. Organisation</b>  (Attach copy of work order(s) only).
	<b>Financial Offer</b>		
(i)	Composing, Designing and Printing of 300 Copies (Bilingual) containing total 300 pages as per specification mentioned at Annexure-A.	₹	
(ii)	Tax (if any)		
	<b>Total (₹)</b>		
(iii)	<b>In case of increase / decrease in pages of the annual report, amount shall be paid / deducted at rate per page as given below:-</b>		
	(a) B&W	Rate per page (300 copies) (₹) :	
	(b) Two Colour	Rate per page (300 copies) (₹) :	
	(c) Four Colour	Rate per page (300 copies) (₹) :	

Date:  
Place:

**Name & Signature of the Authorised Signatory**  
**Name** : \_\_\_\_\_  
**Signature** : \_\_\_\_\_  
**Seal of the Firm** \_\_\_\_\_