



# भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड

Security Printing and Minting Corporation of India Limited

मिनीरत्न श्रेणी-1, सीपीएसई  
(भारत सरकार के पूर्ण स्वामित्वाधीन)

Miniratna Category-I, CPSE  
(Wholly owned by Government 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. Unsolicited offers shall be ignored.**

SPMCIL/Sec./12/2016-17/11-29

April 2, 2018

## LIMITED TENDER ENQUIRY

**Sub.: Limited Tender Enquiry for Printing and supply of 300 copies of 13<sup>th</sup> Annual Report of SPMCIL for the year 2017-18.**

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 2017-18 as per scope of work and 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 shall be made within 5 days of receipt of the final approval of Annual Report as per the specifications.

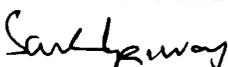
3. The Tender should be submitted in the format enclosed at **'Annexure-B'** and must be valid for six months from the date of opening of the bids.

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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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 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 ( $\pm$ ) 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 of utmost importance. The selected firm shall be required to spare suitable Computer designer for designing the 13<sup>th</sup> Annual Report of SPMCIL and shall also be required to complete the work on urgent basis.
11. **The representative of selected firm will have to come to SPMCIL Corporate Office to collect the material as and when required immediately. A professional designer of the selected firm shall also be required to visit SPMCIL as and when required immediately till the completion of work. No charges shall be paid towards their travel, conveyance and other expenses etc.**
12. The delivery of the final Annual Report 2017-18 of SPMCIL shall be made at SPMCIL, Corporate Office at 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi-110001.
13. SPMCIL reserves the right to cancel the tender without assigning any reason at any stage.
14. Quotation in the prescribed format attached as "Annexure-B" for Annual Report may be submitted in a sealed envelope subscribed "**Quotation for 13<sup>th</sup> Annual Report of SPMCIL for the year 2017-18**" to **The Company Secretary, SPMCIL, 16<sup>th</sup> Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi-110001 latest by 24<sup>th</sup> April, 2018 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 their firm to be present in the bid opening.

Yours faithfully,

  
**(SACHIN AGARWAL)**  
Company Secretary

Encl.: As above.

**SCOPE OF WORK AND SPECIFICATION FOR ANNUAL REPORT OF SPMCIL  
FOR THE YEAR 2017-18**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Specifications</b>
1.	<b>Job</b>	Designing, Typesetting, Printing and Binding of the Annual Report (Bilingual) of SPMCIL, New Delhi for the year 2017-18.
2.	<b>Quantity</b>	<b>300 copies</b> (Bilingual) including one Softcopy in PDF Format and open file of the same.
3.	<b>Size</b>	8.25" x 10.75" (Finished Size)
4.	<b>Number of pages</b>	(i) Cover : 4 pages (ii) Inside Pages : 376 pages
5.	<b>Paper</b>	
6.	<b>(i) Cover</b>	240 GSM Gruppo Natural Evolution White
	<b>(ii) Inner Pages</b>	
	(a) Section of 4 colour pages	90 GSM Art Paper (Matt) : 76 pages
	(b) Section of 2 colour pages	70 GSM High Bright White Maplitho: 300 pages
7.	<b>Printing</b>	
	(i) Cover	4 pages 4 colour with Neutral Aqueous Coating on outer and inner covers.
	<b>(ii) Inside Pages</b>	
	(a) Section of 4 colour pages	76 pages
	(b) Section of 2 colour pages	300 pages
8.	<b>Designing</b>	<ul style="list-style-type: none"> <li>• Innovation Concept (other than conventional &amp; traditional) should be suited for designing work comparable with <u>international standards</u>.</li> <li>• Design and theme to flow inside pages.</li> <li>• Placement of text, pictures, charts etc. at the appropriate places</li> <li>• Image finishing</li> <li>• Designing of Separators before each section, if any.</li> </ul>
9.	<b>Lamination</b>	Neutral Aqueous Coating on Outer and Inner Covers.

Sl. No.	Particulars	Specifications
10.	<b>Binding</b>	Perfect Binding with Stitching. <b>Note:</b> Excellent quality of glue & proper online gluing during binding to be ensured to set pages in position and all appropriate measures to be taken in binding such that the pages do not come out even after using the Annual Report copies several times on a regular basis.
11.	<b>Material for Annual Report</b>	The successful bidder would be provided text material in English & Hindi and photographs (Word/Power Point/PDF, JPG format) and on Pen Drive or CDs or via email.
12.	<b>Work Schedule</b>	(i) Designing, typesetting and submission of proof material: within 7 days of providing the material. (ii) Subsequent proofs of corrected draft, if any, should be submitted within 5 days from the date of providing corrected document in color. (iii) The final Draft/Dummy in colour with binding should be submitted within 5 days from the date of providing corrected draft. (iii) Printing, binding and delivery of Annual Report: within 5 days of communicating the approval. <b>(v) The representative of selected firm will have to come to SPMCIL Corporate Office to collect the material as and when required immediately. A professional designer of the selected firm shall also be required to visit SPMCIL as and when required immediately till the completion of work. No charges shall be paid towards their travel, conveyance and other expenses etc.</b>
13.	<b>Proofing</b>	<ul style="list-style-type: none"> <li>• First proof in normal print.</li> <li>• Second proof in Colour</li> <li>• Final Draft / Dummy in colour.</li> </ul>
14.	<b>Soft Copy of Annual Report</b>	Soft copy of the final report (in PDF and its open file) is to be provided without any extra cost along with the printed reports.

**PROFORMA FOR SUBMISSION OF BID**

1.	Firm Name	
	Communication Address	
	Contact Person	
	Contact No. & FAX No.	
	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	<p><b>Year                      Turnover (₹)</b></p> <p>(Attach copy of ITR / Balance Sheet &amp; P&amp;L Statement only)</p>
	(ii) Printing of at least one Annual Report of a PSU / Govt. Organisation during last 3 years	<p><b>Year                      Name of PSU / Govt. Organisation</b></p> <p>(Attach copy of work order(s) only).</p>
3.	<b>Financial Offer</b>	
(i)	Composing, Designing and Printing of 300 Copies (Bilingual) as per specifications given 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) Two Colour	Rate per page (300 copies) (₹) :
	(b) Four Colour	Rate per page (300 copies) (₹) :

Date:

Place:

**Name & Signature of the Authorised Signatory**

Name : \_\_\_\_\_

Signature : \_\_\_\_\_

Seal of the Firm :