

LIMITED TENDER ENQUIRY

Sub: Tender Enquiry for Printing and supply of 3000 Nos. of Executives Diaries and 4000 Nos. of Calendars.

Security Printing and Minting Corporation of India Limited (SPMCIL) a wholly owned by Government of India Miniratna Category – I CPSE, located at Jawahar Vyapar Bhawan, Janpath, 16th Floor New Delhi – 110001, invites quotations for printing and supply of 3000 Nos. of Executive Diaries and 4000 Nos. of Calendars for the year 2014 as per the specifications attached as **“Annexure – A” for Diaries and “Annexure – B” for Calendars.**

2. Layout/Artwork of Diaries/Calendars shall be developed by the successful bidder which will be submitted to SPMCIL for vetting before printing of the said items within 10 days of receipt of orders from SPMCIL. Dummies of both products shall be got approved from the Competent Authority in SPMCIL before going ahead for final printing. Final products shall be supplied by the concerned firm to SPMCIL within 20 days of receipt of the approval of Diary and Calendar as per the specification.

3. Quotation as per the specification attached “Annexure – A” for Diaries and “Annexure – B” for Calendars may be submitted in a sealed envelop subscribed **“Quotation for Executives Diaries and Calendars** “to Dy. Manager (OL) on 1st Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi – 110001. Quotations shall be received upto 3.00pm on 28.10.2013.

4. The cost quoted should be all inclusive including printing/customization charges, VAT/Taxes etc.

5. Penalty will be levied for delayed delivery as liquidated damages. Penalty shall be levied at the rate of **2%** of the value of Diaries and Calendars to the specific destination of supply per week’s delay subject to maximum of **10%** of the total value.

6. No advance payment shall be made by the SPMCIL. However, payment shall be released as early as possible after receiving the products in good condition. Standard deduction like Income tax (TDS)

etc. will be deducted at source from the final bill as per Income Tax Act.

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. The Earnest Money Deposit (EMD) of **₹ 10,000/- (Rupees Ten Thousand Only)** in the shape of demand draft or pay order in favour of **SPMCIL payable at New Delhi** is to be submitted alongwith the tender documents and shall be refunded after supply of the products.. The EMD will be refunded to unsuccessful bidder after issue of work order.

11. Quotation submitted without EMD will not be entertained.

12. The successful bidder shall furnish performance security to SPMCIL for an amount equal to ten percent of the total value of the work order immediately after receipt of award letter. The security should be valid for the period of sixty days and may be furnished in the form of demand draft or bank guarantee (as per SPMCIL Proforma) in favour of SPMCIL.

13. The delivery of the final product shall be made at SPMCIL, Corporate Office, Jawahar Vyapar Bhawan, Janpath, 1st Floor, STC Building, New Delhi – 110001 and in the nine Units of SPMCIL as per decision of SPMCIL. Courier /speed post charges and octroi charges wherever applicable, for delivering the goods in nine Units of SPMCIL shall be reimbursed as per actual.

14. SPMCIL reserves the right to place the order for Diaries and Calendars separately or combined on lowest cost basis.

15. SPMCIL reserves the right to cancel the tender without assigning any reason.

ANNEXURE – A

SPECIFICATION FOR DIARIES-2014
(As per sample kept in SPMCIL)

SPMCIL DIARY 2014

| | | |
|---|-------------|--|
| 1 | Finish Size | Hard Case Size 6.00" x 8.50" (Inside 5.80" x 8.25") |
| 2 | Qty. | 3000 Nos. |
| 3 | Paper | Outer Cover - Blue Fine Leather rite Jacket on 1.5 mm Mill Board Separator - 130 gsm Imported art paper End Paper - 120 gsm Natural Shade Paper 'A' grade paper mill Inside Page - 70 gsm Natural Shade Paper 'A' grade paper mill |
| 4 | No. of page | Date Pages - 313 pages + 24 Information pages including two pages of list of Official Telephone Numbers and one page of list of holidays. Separator - 12 pages, (one page before every month) |
| 5 | Color | Cover: <ul style="list-style-type: none">• Engraving of Logo and Name of the Company (Bi-lingual) on the bottom of front cover.• Executive Diary engraved in English and 2014 in Golden Leaf printing on the top of front cover.• Gold leaf printing of Name, address and Logo of the Company on back cover (Bi-lingual) Information & Date Pages: First page in 4 colours & Balance pages in 2 colours Separator: 4 colours front & 2 colours back (month planner) End Paper (Astar)- Planner 2014 in 2 colours. SPMCIL Logo on every date page. |

| | | |
|---|-------------|--|
| 6 | Fabrication | <p>Cover:</p> <ul style="list-style-type: none"> • Engraving of Logo and Name of the Company (Bi-lingual) on the bottom of front cover. • Executive Diary engraved in English and 2014 in Golden Leaf printing on the top of front cover. • Gold leaf printing of Name, address and Logo of the Company on back cover (Bi-lingual) <p>12 separators (fine pasting) Month wise Index Cutting Outer cover of Green fine leather rite jacket to be fine sewing on 3 sides (front & back) as per the sample available in SPMCIL's office</p> |
| 7 | Binding | Hard Case Bound with siraja & ribbon |
| 8 | Packing | <p>A. Each diary is to be inserted in a box of 250 gsm white back duplex duly printed in 2 colour</p> <p>B. 25 Diaries inserted in box to be packed in corrugated box</p> <p>C. The corrugated box should be properly sealed with plastic strip</p> |

SPECIFICATION FOR CALENDARS - 2014

WALL CALENDAR-2014

- (i)** 3 leaves – front & back printing.
- (ii)** 4 Colour printing.
- (iii)** 1 fly leaf 4+0 colour printed.
- (iv)** Calendar size 22" x 17" (55 x 42 cms).
- (v)** Paper – 250 gsm, imported art card (Gloss).
- (vi)** Five themes /concepts to be provided by the successful bidder for calendar to the satisfaction of the Competent Authority of SPMCIL. Photographs to be used in the calendar should not be in violation of copyright Act.
- (vii)** Designing/typesetting to be done by successful bidder two months on each side of the leaf.
- (viii)** Binding: Wiro Binding with Metal Loop, hanger of 16" length coated as per the color of wiro.
- (ix)** Individually packed in paper envelop of 110 gsm sunshine maplitho with SPMCIL logo and name in bilingual with same colour scheme.
- (x)** 25 Calendars are to be packed in each corrugated box.