

**No. 15/2/2015-Adm
Government of India
Ministry of Mines**

Room No. 303, D Wing, Shastri Bhavan,
New Delhi dated the 4th December, 2015

Subject: Invitation of bids for printing and supply of Annual Report 2015-16 of Ministry of Mines.

The undermentioned publication is to be printed and supplied to the Ministry of Mines, Shastri Bhavan, New Delhi. The A-Class empaneled printers of Directorate of Printing are requested to submit quotation/rates per book (in figure and words) including delivery cost in a sealed cover addressed to the Under Secretary (Adm.), Ministry of Mines, Room No. 303D, Shastri Bhavan, New Delhi. The specified paper samples must be furnished alongwith quotation, failing which the rates of the concerned firm will not be entertained.

An EMD of Rs. 25,000/- (Rupees twenty five thousand) should be submitted in the form of a Demand Draft from any commercial bank drawn in favor of Pay & Accounts Officer, Ministry of Mines, New Delhi. The successful printer will also be required to submit a performance security deposit for an amount equivalent to 5% of the tender value before placing the supply order. In the event of non-supply of printed material in time or withdrawing from the tender process, the entire amount of the security deposit will be forfeited.

The specifications of the publication:

1.	Name of the publication	Annual Report 2015-16
2.	No. of copies	1800 (English) and 1000 (Hindi) (Approximately)
3.	No. of pages	225 (Approx.)
4.	Size of publication	A-4 international size
5.	Cover	300 GSM imported art card with gloss lamination
6.	Paper for text	110 GSM imported art paper
7.	Process of production	High class multi-color offset printing
8.	Binding style	Section-sewing and cover to be pasted through perfect binding
9.	Quantity of CDs required alongwith Annual Report	250 CDs (English) and 150 CDs (Hindi). CD should be of smaller size with printed cover and carrying the picture of cover page of the Annual Report. The material in CD should be user friendly and in flash mode and presented chapter wise. Each book will have a CD properly attached.

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मानसिंह कसोटिया / MAN SINGH KASOTIA
अधिवक्ता / Under Secretary
Ministry of Mines

10.	Material for reproduction	The matter will be provided in MS Word both in English (Times New Roman font) and Hindi (Mangal font). The soft copy provided in Hindi font may be incompatible for processing and may require fresh composing of the text. Activities like setting of text matter, proof reading and scanning of graphs/photographs will be carried out by the printer on quality software and best quality scanners.
11.	Pre-press activities	1) Setting up and designing of text and cover will be done by the printer. 2) Three (3) sets of black and white proofs and three (3) sets of color proofs may be shown at different stages. 3) Additional copies printed will be charged on pro-rata basis
12.	Delivery of Annual Report	Delivery of Annual Report in one lot (in bundles of 20 reports each) at any place within Delhi or at Shastri Bhavan, New Delhi by the firm
13.	Target date for supply of proofs and printed copies alongwith CDs	Printer should produce the 1 st proof within one week of the job order and subsequent i.e. 2 nd and 3 rd proof within 3 days (Hindi and English proofs simultaneously) and supply the complete printed well-bound Annual Report (Both Hindi and English) within 10 days after final proof approval.

The samples of the previous year printed Annual Report can be seen on any working day between 9.00 AM to 5.30 PM in Room No. 338A, Shastri Bhavan, New Delhi.

The quotations (in sealed cover) will be accepted upto 3.00 PM on 24th December, 2015 and will be opened at 11 AM on 25th December, 2015. The sealed quotation may be dropped in the Tender Box placed in Garage No. 23, Information & Facilitation Centre, Ministry of Mines, New Delhi.

Ministry of Mines reserves the right to cancel the tender process without assigning any reason.

The tender document is also available on the websites <http://eprocure.gov.in> and <http://mines.gov.in>.


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अवर सचिव / Under Secretary
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भारत सरकार / Govt. of India
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