



National Projects Construction Corporation Limited

(A Government of India Enterprise)

Corporate Office: Plot No.67-68, Sector-25, Faridabad (Haryana)

Phone: 0129-2234750, 0129-4062856-58 (Extn. 256)

Ref. No.6008035/2011-12.

Date: 03.07.2012

Sub:- Regarding Design & Printing of 55th Annual Report of the Corporation for the Year 2011-12.

Dear Sirs,

Sealed offers on single bid system are invited for the under mentioned work of the Corporation's Annual Report. The offers shall be submitted on Annexure-C to be received up to 27.07.2012, 2.30 PM and shall be opened on same date at 3.00 PM at Mech. & Proc. Division, Plot No. 67-68, Sector-25, Faridabad, Haryana.

S. No.	Description of Item	Qty.
1.	Design & Printing of 55 th Annual Report of the Corporation for the Year 2011-12.	1500 Copies (1000 in English & 500 in Hindi)

The Broad Specifications are as below: -

PRINTING OF 1000 COPIES OF 55TH ANNUAL REPORT IN ENGLISH & 500 COPIES IN HINDI:

S.No.	Particulars	Description		
(i)	Size	A4 size		
(ii)	Cover Specification	Cover will be of 300 gsm. Imported mat finish paper with offset printing in 4 colors with 5-6 photographs on each of inside covers. The cover is to be laminated.		
(iii)	Printing & Quality paper	The entire Annual Report will be printed on offset printing. All pages to be printed in four colors and the quality of paper will be as under:		
		English Version	Hindi Version	Quality of paper
	Four Colour printing	50	50	170 gsm. Mat finish paper
	Butter paper (to be used as separator)	06	06	95 micron
	Cover page	English	Hindi	300 gsm. Imported mat finish paper
(iv)	Binding	Perfect binding and mat laminated		

IMPORTANT INSTRUCTIONS TO TENDERERS:

The offer should be accompanied with the following:

1. Sample of Annual Report/similar publication by your Company during the past three years.
2. Samples of Art papers as specified at Annexure 'A' to be used in duplicate duly marked, stamped and signed.
3. Facilities of printing available with the Company for Printing with details of machines.
4. Manpower available.
5. Addresses of the main clients for which similar works have been executed during the past three years with performance certificates obtained from the clients preferably from Govt. Department/Undertaking.
6. Binding and cutting facilities available.

Terms & Conditions:

1. Payment Terms: Payment shall be released within 30 days after satisfactory completion of the work and delivery of the entire quantity of 1500 Annual Reports at our Registered Office i.e., Raja House, 30-31, Nehru Place, New Delhi-110019.
2. The entire lot of 1500 copies of Annual Report (1000 copies in English and 500 copies in Hindi) shall be delivered within 15 days from the date of approval of the final artwork.
3. The tenderers who wish to see the samples of the Annual Report prior to submission of offers against our tender enquiry can visit this Office at Plot No. 67-68, Sector-25, Faridabad, Haryana or Office of Company Secretary, NPCC Limited, Raja House, 30-31, Nehru Place, New Delhi-110019, on all working days i.e. from Monday to Friday between 10.00 AM - 5.00 PM.
4. The offers should be accompanied with Earnest Money Deposit of Rs. 3500.00 (Rupees three thousand five hundred only) in the form of Demand Draft drawn in favour of National Projects Construction Corporation Ltd., Faridabad. The EMD's in form of cheque or in any other forms shall not be accepted and the offers shall summarily be rejected. EMD shall be submitted in a separate envelope superscribing "EMD for Design & Printing of Annual Report of the Corporation for the year 2011-12. Price bid shall be in separate

envelope superscribing "Price Bid for Design & Printing of Annual Report for the year 2011-12.

EMD of the successful tenderer shall be retained and same shall be released after successful completion of work.

5. Tender document can be downloaded from our website www.npcc.gov.in . Tenderer who wish to participate shall have to deposit Rs.200/- by Demand Draft towards cost of tender in addition to EMD along with the tender.
6. Consolidated rate inclusive of cost of papers etc. and including all taxes for the entire quantity of 1500 copies of Annual Report shall be quoted on FOR basis at Plot No. 67-68, Sector-25, Faridabad, Haryana.
7. Rate per page extra/less Text Page with 4 colour Printing may be quoted separately.
8. The Corporation reserves the right to accept or reject the offers in part or whole without assigning any reasons.
9. The sealed envelope containing offer should be marked as "Offer for Printing of Annual Report for year 2011-12.

Settlement of Disputes:

All disputes pertaining to this contract shall be subject to the jurisdiction of courts at Faridabad (Place of work).

Your offer should be received in this Office at Plot No.67-68, Sector-25, Faridabad in a sealed envelope subscribing Ref. No. 6008035/11-12 and Design & Printing of Annual Report of the Corporation.

The offers will be opened on 27.07.2012 at 3.00 PM at Mech. & Proc. Division, Plot No.67-68, Sector-25, Faridabad, Haryana.

D.B.R.Munshi
Dy. General Manager (M&P)

Schedule of Rates

Sl. No.	Description of Item	Quantity	Amount (Rs.) in Figures	Amount (Rs.) in Words
1.	Design & Printing of 55 th Annual Report of the Corporation for the Year 2011-2012.	1500 copies (1000 in English & 500 in Hindi).		
2.	Increase/decrease of 4 pages (4 Colour).	-do-		

Signature of Tenderer