



सत्यमेव जयते

कार्यालय मुख्य आयुक्त विकलांगजन
OFFICE OF THE CHIEF COMMISSIONER FOR PERSONS WITH DISABILITIES
विकलांगजन सशक्तिकरण विभाग / Department of Empowerment of Persons with Disabilities
सामाजिक न्याय और अधिकारिता मंत्रालय / Ministry of Social Justice and Empowerment
भारत सरकार / Government of India

F.No.8-1/CCD/2016/

Dated: 14, December, 2016

To

As per the list enclosed.

Subject: Quotations for printing and designing of Annual Report for the year 2015-16 of the Office of the Chief Commissioner for Persons with Disabilities (Hindi and English separately).

Sirs,

I am directed to say that the Annual Report of the Office of Chief Commissioner for Persons with Disabilities is required to be printed.

2. Sealed quotations are invited for printing of Annual Report of this office as per following specifications:-

1.	Number of pages	200 approx. in each
2.	Size of Paper	8.5 x 11 inches
3.	Quality of paper	220 GSM imported art card for cover page 130 GSM imported art paper for inner pages
4.	Quantity	800 in English and 500 in Hindi
5.	Printing	Cover page in four colours Approx. 5-6 inside pages in four colours
6.	Binding	Soft Sectional Sewing with pasted Cover
7.	Lamination	Glassy cover page with UV of Logo and Title
8.	No. of Copies	Hindi - 500 English - 700
9.	Translation	English to Hindi
10.	Designing	Cover Page and Lay out
11.	Photographs	U.V. of selected title

3. Brochure :-

1.	Brochure (4 Fold)	2000 copies
2.	Size	8-1/2" x 11-1/2"
3.	Paper	Art paper 270 GSM
4.	Lamination	Both side laminated
5.	Printing	4 colour Printing both sides
6.	Paper Quality	Sample available on request
7.	Designing	Sample available

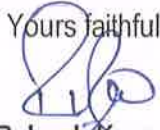
4. Visiting Card : Designing & Printing on Quality Ivory or Special Paper with Logo/Ashoka emblem in golden colour.
5. Letter Head : Samples of A4 and A5/A8.
Quality Printing with Logo/Ashoka (Sample available).

6. The Printing Press / Company / Firm which fulfills the below mentioned criteria may submit their quotation in sealed cover super scribing "Quotation for the Printing of Annual Report (2015-16)" to this office by **03rd January, 2017** positively:-

- A. The Printing Press / Company / Firm should be empanelled/registered with Directorate of Printing, Govt. of India.
- B. The Printing Press / Company / Firm should have at least 10 years experience in printing for Ministries/Departments/Offices of Government of India. The proof of which shall be part of the quotation.
- C. The Printing Press / Company / Firm should be in a position to compete the printing work within 15 days' time from the date of placement of order and undertaking to this effect shall also be made part of the quotation.
- D. The firm should be registered with Delhi Sales Tax Department/VAT & TIN No. compulsory.
- E. Annual turnover of the firm should be of minimum Rs.7.00 crores per annum (Copy of Income Tax Return).
- F. Printer should have facilities of Designing, Plate making, Binding, UV, Lamination with CTP System under one roof.

- G. Printer should have online coating facility with 5 colour printing machine.
- H. Printer should have flow line binding system and six clamp binding /perfect binding machine/facility.
- I. Printer should be registered with SSI and NSIC.
- J. The Printer should have sufficient experience of Government printing works/Annual Report and other Government publications.
- K. Facilities for editing help on desk from CCPD office personnel during working hours.
7. Copies of the following documents should be attached with the quotation:-
- A. Document(s) in support of empanelment with Directorate of Printing, Govt. of India.
- B. Document(s) in support of requisite experience.
- C. Undertaking that the work can be completed within 15 days of placement of order.
- D. Copies of Income Tax Return for the last two years.
- E. Copies of VAT No. and Permanent Account No. (PAN).
- F. Specimen papers of required GSM.
8. The quotation should also include other relevant information such as details about the Company/ Firm, number of years in printing business, the available infrastructure & other terms/conditions on which the company would accept the printing order, etc.
9. As per Government of India orders, purchase preference is to be given to Directorate of Printing.

Encls: As above.

Yours faithfully,

(Rao Rakesh Kumar)
Dy. Chief Commissioner