

F.No.NMM/44/Outreach(KR)/2019-20  
**NATIONAL MISSION FOR MANUSCRIPTS**  
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS  
New Delhi-110001

**Tender**

**NOTICE INVITING TENDERS FOR PRINTING OF MAGAZINE “KRITI RAKSHANA”  
DURING THE YEAR 2019-20.**

National Mission for Manuscripts a project under the Ministry of Culture, Govt. of India invites tender for printing of its magazine “Kriti Rakshana” during the year 2019-20.

The sealed tenders should reach the following address reach **not later than 4.00p.m. on 04.11.2019** and will be opened on 15.11.2019.

The Director,  
National Mission for Manuscripts,  
Indira Gandhi National Centre for the Arts,  
11, Mansingh Road,  
New Delhi – 110001

Sealed Quotations are invited from the established Printers in two parts (i) Technical Bid and (ii) Financial Bid for following printing work of NMM.

Technical Bid should contain all technical details/documents as mentioned in the terms & conditions at Annexure-A.

The L-1 will be decided on the basis of lower rate.

The Technical Bid and Financial Bid should be kept in two separate sealed envelopes. Both envelopes should be put in a third envelope addressed to the Director, National Mission for Manuscripts Indira Gandhi National Centre the Arts, 11, Mansing Road, New Delhi-110001 duly sealed and super scribed “Tender for Printing of Kirti Rakshana” and send to NMM, IGNCA, 11, Mansingh Road, New Delhi-110001, during the office hrs. from 9.00 a.m. to 4.00 p.m. and until 04.11.2019. The rates quoted should be inclusive of all taxes.

**Technical Bid :** The documents/information required in Technical Bid is listed at Annexure A to this tender document. Technical Bid should be placed in a separate envelope and following should be boldly super scribed on the top of the envelope: 3 “Technical Bid for Designing & printing work of Kiriti Rakshana Magazine”

**Financial Bid :** The rate for the work will be quoted on Annexure B and placed in the second sealed envelope and the following line in bold should be written on the top of it : “Financial Bid for Designing & printing work of Kiriti Rakshana Magazine”.

Each page of Tender Form is to be duly completed, stamped and signed by the vendor.

NMM reserves the right to accept or reject any quotations without assigning any reason on valid grounds.

Tender received after due date/time will not be accepted.

**A Technical Bid:**

1. Bidders are required to submit the Technical Bid in the format with documents as required:

a) Name & address of the printing press.

(i) Whether firm is Limited/Pvt. Ltd./ Proprietary

b) Name, address, contact telephone number and email address of representative of the printing press.

c) Details of Bank Account:

(i) Name & address of the Bank

(ii) Account No.

(iii) IFSC Code

(iv) Branch Code

(v) (Photocopy of a cancelled cheque to be attached)

d) Copies of documents relating to PAN / GST / TIN.

e) Copies of Income Tax Returns for last two years.

f) Copies of Balance Sheets of last three years 2016-17, 2017-18 & 2018-19 may be placed.

g) Name of two government organizations/PSUs/other reputed establishments or cultural institutions for which the agency is doing printing jobs, along with copy of work orders.

h) The firm should have an annual turnover of Rs.5 lakh and above in the last three financial years. Please attach proof.

i) Samples (at least one copy each) of similar two printing jobs done by the firm for its clients. Similar nature of work shall mean printing of Magazine / House Journals / Periodicals / Annual Report / Books etc.

2. Earnest money deposit (EMD) of Rs.2,500/- (Rupees two thousand five hundred only) shall be submitted along with the offer, in the envelope containing the “Technical Bid”. The EMD shall be in the form of a crossed bank draft/pay order drawn in favour of A/C IGNCA-NMM, payable at Delhi. Any tender NOT accompanied by the EMD shall be summarily rejected. Before award of work, L-1 bidder would have to submit security deposit @ 5% of the value of the work.

3. Financial Bid of only those renderers will be opened who have technically qualified.

## **Annexure – B**

### **Specifications of the magazine to be printed**

| Sl. No. | Item                                                                                                              | Description                                                                                                                |
|---------|-------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| 1.      | Size                                                                                                              | 11.75X8.25 (Finish)                                                                                                        |
| 2.      | Paper                                                                                                             | 300 GSM art paper for Cover and 130 GSM art paper for text.                                                                |
| 3.      | Text Areas                                                                                                        | 9.1 inchx6.1 inch                                                                                                          |
| 4.      | Text                                                                                                              | Composing in English (with required diacritic marks wherever necessary) Hindi and Urdu with illustrations in multi colors. |
| 5.      | Printing of text border areas                                                                                     | 9.1 inch x 1.1 inch (common in all inner pages)                                                                            |
| 6.      | Color                                                                                                             | Cover and text in Multi colors                                                                                             |
| 7.      | Binding                                                                                                           | Centre stitched                                                                                                            |
| 8.      | Number of pages                                                                                                   | 36 (Inner pages) + 4 (Cover pages)= 40 pages in total                                                                      |
| 9.      | Copies                                                                                                            | 500 per issue (4 issues to be published during the year)                                                                   |
| 10.     | Other                                                                                                             | Laminated cover page                                                                                                       |
| 11.     | Rate is to be quoted (Cost per pages) along with typesetting, packing and delivery of printed Newsletters at NMM. |                                                                                                                            |

Please quote + 4 pages Text & photograph will be provided by the Institution layout & designing will be done by the Printer.

**Signature of Tenderer (with stamp & date)**