

NMM/44/Outreach (KR)/2019-20
National Mission for Manuscripts

Inviting sealed quotation printing of “Annual Report” During the year 2019-20

National Mission for Manuscripts a project under the Ministry of Culture, Govt. of India invites sealed quotation for printing of its Bilingual in Hindi and English “Annual Report” during the year 2019-20.

The sealed quotation should reach the following address not **later than 5.00p.m. on 22.01.2020**

The Director,
National Mission for Manuscripts,
Indira Gandhi National Centre for the Arts,
11, Mansingh Road,
New Delhi – 110011

Eligibility criteria

- The bidder should have own fully fledged designing and artwork systems with all the required state of the art infrastructure facilities like hardware and software systems.
- Capability to arrange content creation, content editing, proof reading, quality translation and typesetting in ten languages viz; English, Hindi, telgu, Tamil, Bengali, Kannada, Marathi, Malayalam, Odia and Gujarati and any other Indian Language, as and when required
- The bidder shall do the laying out of the pages, with the capability to do even last minute changes and corrections.
- The bidder should be able to ensure that the manpower in hand is capable of executing the work of the journals at a fast pace and execute the raw data given authentically.
- The bidder should have at least 5 years of experience in production of magazines, brochures, journals and annual report and multi language work.

- The bidder should have an annual turnover of at least Rs.10 Lakhs, average for last three years.
- The bidder should have a dedicated team with sufficient employee strength including designers, content writers/editors with journalism background for undertaking this project.

This specification of the each issue is as mentioned below:-

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	80 (Inner pages) + 4 (Cover pages)= 84 pages in total
9.	Copies	25
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.	

Annexure A**TECHNICAL BID**

Sl.No	Description	Details
1.	Name of the bidder/printer	
2.	Address — Office With Name of the contact person and telephone & fax numbers and email address	
3.	Local sales tax Registration No., PAN No., TAN No, and VAT No.	
4.	Whether all ARTWORK related activities are done at one place or at different place.	
5.	Banker and their address, a/c no. with RTGS/N EFT details.	
6.	Capability of handle Multilanguage work	
7.	Whether you have minimum 10 years of experience in handling typesetting, designing and ARTWORK works or brochures, magazine etc. Say " Yes" or " No"	
8.	Constitution of the company	
9.	Whether you have done any work for MPEDA or any other government organizations in the past If yes, give details:	

Checklist for documents enclosed

1. Copy of the Annual Report/Audited Balance Sheet, IT Return for the last 3 years
2. Copies of satisfactory work completion certificates from the client (at least two.)
3. Statement of Experience (including name of clients/s, nature of project and no. of years) in executing the project similar to the scope of work mentioned above.
4. PAN No., TAN No., ST NO. & Service Tax No., GST / VAT No. (Whichever is applicable)
5. Profile of Management Team, Organization Structure, Employee Strength
6. Photographs of office / facility.
7. The Signatory of the tender should be duly authorized by the concerned firm to sign these kinds of tender documents on behalf of the firm. Authority given by the firm to the signatory of the tender document to be attached.
8. Proof of 5 years of experience in typesetting and designing of magazine/ brochures/News -letters and such print artworks.
9. Acceptance of all the terms and conditions stipulated in the tender document by signing on each page of the document.

I / We confirm that the information provided above is correct to the best of my knowledge and any concealment of facts will read to my disqualification at any stage by the Board.

Authorized

Signatory

Name:

Date :

Place :