

New Delhi, November 29, 2019

NOTICE INVITING QUOTATIONS

Subject: Quotation for Designing and Printing booklet

Foreign Service Institute, New Delhi invites sealed quotations for designing and printing of 250 Booklets of around 350 pages each. The printing material (text & photos) will be given in word, PDF and jpeg format. Photos would require editing before printing in booklets. Interested vendors may see the sample of booklet by contacting the office of the undersigned during office hours in any working day.

2. Specifications

Size	23 cms. (length) and 16 cms.(width)
Quantity	250 in Number
Number of Pages	200 pages (approximately), all in multicolor with photographs/diagram/chart/graphs.
Colour of papers	Off white
Printing	Double-sided printing material, back to back centre pining, laminated glossy finish
Paper	IRIS or similar quality and printed in 300 GSM (outer cover) and 150 GSM (inner pages) or similar quality. (While submitting quotation please enclose the sample of the paper)

3. Terms and Conditions

(a) Schedule of work:

The work should be completed in all respects and booklets should be delivered strictly within stipulated time from the date of placement of printing order as mentioned below:

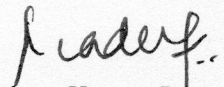
Submission of 1 st draft proof	5 days from the date of issue of Work Order
Submission of final proof	2 days from the date of receipt of corrected version draft proof
Supply of printed and e-version	3 days from the date of receipt of approval of final proof

(b) Quotation:

- i. The vendor should clearly write the charges for designing and printing the booklet separately in the quotation. The vendor should also mention their charges for extra page or block of pages in case number of pages exceeds the required quantity.

Sl. No.	Description	Amount (w/o GST)	Amount (with GST)
1	Cost of Designing (200 pages)		
2	Cost of Printing (200 pages) including Binding, Paper, Lamination etc		
	Total		
3	Cost of Designing & Printing per page or block of pages		

- ii. The quotations should be submitted in two separate sealed envelopes superscribed as 'Technical Bid' and 'Financial Bid'. Both the sealed covers should be put in a single envelope superscribed as 'Quotation for Printing of Booklet'. The technical bid should contain company profile, copies of GST Registration Certificate, PAN Card and sample of the paper proposed to be used for printing. The Financial bid should be the financial proposal in the form given at para 3(b)(i) above.
- iii. Last date of submission of quotation is by December 13, 2019 by 1100 hrs. Interested vendors may drop their quotations in Tender Box at Foreign Service Institute, Baba Gang Nath Marg (Near Ber Sarai Market), (Opp Kendriya Vidyalaya), New Delhi-110067.
- iv. Quotations will be opened at 1115 hrs on 13.12.2019. Representatives of the vendors may attend the proceedings of the opening of the quotations at Foreign Service Institute. The Financial Bid of only those vendors will be opened who qualify in the Technical bid.
- v. The Work Order will be issued after obtaining necessary approvals by e-mail. The vendor may also collect the original of Work Order from the FSI.
- vi. FSI reserves the right to increase/decrease the number of pages in the booklet.
- vii. FSI also reserves the right to order higher number of hard copies of the booklet as per rate finalized.
- viii. Printer is required to maintain confidentiality of the documents to be printed. The vendor has to give undertaking that in case of leakage of any information contained in the booklet, the vendor will be held personally responsible and necessary police action may be initiated against them for leakage of information.
- ix. The printed booklets should be handed over within 10 days (including holidays) after issuing the Work Order.
- x. If vendor fails to complete the job within the time limit, FSI will not make any payment. FSI may also take necessary action to black list the vendor in such case. The vendor may be debarred for any work at FSI in future.
- xi. No advance payment will be made. Payment will be made by ECS only. The vendor shall give her/his bank details for ECS transfer.



(Pradeep Kumar L.)

Section Officer(FSI-OT&RG)

Tel. No.011-26181280

Email: soitfsi@mea.gov.in