

**Sushma Swaraj Institute of Foreign Service
Ministry of External Affairs
Baba Gangnath Marg, Old JNU Campus
New Delhi – 110067**

NOTICE INVITING QUOTATIONS

Q/FSI-Admn./304/01/2019

Dated: 20.03.2020

Subject: Quotation for Designing and Printing and supply of SSIFS Newsletter (Quarterly - e-version and hard copies) on Rate Contract for a period of one year.

Sealed quotations are invited from experienced designers/publishers/printers for designing and printing of SSIFS Newsletter (Quarterly) both in the e-version and hard copy for one year.

Specifications

Size	e-version – screen and mobile compatible version, hard copy – A4 (8 1/2 X 11 inches)
Quantity of Hard Copy	50 (Fifty)
Number of Pages	12 pages (approximately), all in multi colour with photographs / diagram / chart / graphs.
Printing	Double-sided printing material, back to back centre pinning, laminated glossy finish
Paper	170 GSM glossy finish

Terms and Conditions

1. Schedule of work

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

- Submission of 1st draft proof : within 05 days of award of contract
Submission of final proof : within 02 days of receipt of corrected version of draft proof
Supply of printed and e-version : within 3 days of receipt of final proof copy of the Newsletter

Contd/-...

2. Quotation

- Quotation should be submitted for Technical bid and Financial bid in two separate envelopes which will be evaluated in two steps.
 - Bidders are advised to submit a sample of their previous work along with the portfolio of the company and sample of text paper and cover paper mentioning GSM, duly signed and stamped in 'Technical Bid' envelope which will be opened first.
 - Bidders whose technical bid is found to meet the requirement will be technically qualified and eligible for opening of financial bid.
 - The financial bid will be evaluated on the basis of prices quoted. The order will be awarded to the lowest evaluated bidder.
 - The rate quoted should be page wise, inclusive of designing, paper, creative options, plate layout design, proof reading, positives, printing, binding, supply of materials and any other supplementary requirements incurred for publishing of the Newsletter. **The cost of increased/decreased pages will be paid on pro-rata basis accordingly. The bidders are advised to quote their rates excluding GST**
 - Vendor should be able to execute all the required jobs together; part quotation will not be entertained.
3. Before quoting the rates, the bidder can also have a look at our earlier Newsletters during the office working hours of this Institute. Soft copy of our Newsletter is available on www.meafsi.gov.in
4. SSIFS reserves the right to increase/decrease the number of pages in the e-version and print version of the Newsletter .
5. The quotations must be submitted before 1100 hrs. on 30th March, 2020 by dropping it in the Tender Box at Sushma Swaraj Institute of Foreign Service , Baba Gang Nath Marg, Near Od JNU Campurs Ber Sarai, New Delhi - 110067 duly superscribed with "Quotations for Designing and Printing of Newsletter".



(Shashi Munjal)

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