



सत्यमेव जयते

विदेश सेवा संस्थान
विदेश मंत्रालय, नई दिल्ली
FOREIGN SERVICE INSTITUTE
MINISTRY OF EXTERNAL AFFAIRS
NEW DELHI

NOTICE INVITING QUOTATIONS

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

Dated: 25.01.2021

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

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|-----------------------|---|
| 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 placement of order.
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 <https://ssifs.mea.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 4th February, 2021 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". The technical bid will be opened on 4th February 2021 at 1200 hrs.



(Shashi Munjal)

Section Officer (SSIFS-Admn / Estt.)

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