



WESTERN PRINTING GROUP
SURVEY OF INDIA

PALAM VILLAGE ROAD
NEAR RAILWAY CROSSING
DELHI CANTT-10

LIMITED TENDER DOCUMENT

FOR

**INVITING TENDERS FOR
PUBLICATION IN ENGLISH, HINDI &
BILINGUAL OUT-PUT SERVICES INCLUDING
BINDING**

TO BE SUBMITTED BY - 12.01.2017 (1400 Hrs.)

TO BE OPENED ON - 12.01.2017 (1500 Hrs.)



WESTERN PRINTING GROUP

SURVEY OF INDIA

PALAM VILLAGE ROAD
NEAR RAILWAY CROSSING
DELHI CANTT. – 10

Tele Fax: 011-25674693, 25674886

E Mail: wpg.del.soi@gov.in

1. Item - **PUBLICATION IN ENGLISH, HINDI & BILINGUAL OUT PUT SERVICES INCLUDING BINDING.**
2. Designation and address of the officer to whom the tender is to be submitted - DIRECTOR, WESTERN PRINTING GROUP
Palam Village Road, Near Railway Crossing,
Delhi Cantt. – 10.
3. Consignee - As above
4. Last date & time of receiving the tenders - **12.01.2017** (1400 hrs.)
5. Date & time of opening of tenders - **12.01.2017** (1500 hrs.)
6. Detailed description of the item - Please see Annexure 'A' (Enclosed)

7. **GENERAL:**

- (i) The tenders should be submitted in sealed cover marked “**Tender for publication of output services in English, Hindi & bilingual including Binding.**” along with terms & conditions. The tender is to be submitted with complete information / document etc. to avoid unwanted correspondence after opening the quotations.
- (ii) Tenderers must have in house facility for cover design, Composing, Page Makeup, Auto Processing, Scanning, Lamination, Thermal Coating, Binding both wire stitching and section sewing including delivery at the site.
- (iii) **Tenderer should collect the materials / manuscript and submit/deliver the proofs to this office even up to the three proofs stage in the prescribed / given time.**
- (iv) **Tenderers must note that the tender once submitted will not be altered for whatsoever reasons and should not have any scope of ambiguity, cutting or overwriting.**

8. **RATES:**

Price quoted in the given format attached as Annexure-‘A’ (in price bid) should be per unit and including all. Like packing, forwarding and delivery charges etc. to the consignee’s site. It should also be **inclusive of all taxes and octrio charges, if any.**

9. **VALIDITY OF THE TENDER:**

The tender should remain valid for a period of at least One year from the date of acceptance.

10. **OPENING OF TENDER:**

The authorized representative with proper authority letter from the Firms will only be allowed to attend the Tender Opening on **12.01.2017** (1500 hrs.) in the office of Director, Western Printing Group, Delhi Cantt. 10.

11. **INSPECTION:**

The final inspection of the output services / books/works/goods is to be done at consignee's site by the Director, or his authorised representative of Director Western Printing Group, Delhi Cantt. – 10 against the approved specifications.

12. **DELIVERY:**

The supply of output services /books/works/goods will be made at consignee's site or to the site specified by the indenter within 03 days or the time as Directed by the competent authority from the date of issue of supply order, failing which the order may be cancelled without being prejudice to the expenditure incurred by the firm. All the waste/extra printed sheets will have to be returned back to the indenter along with the final supply.

13. **PACKING:**

- I. The output material / books/works/goods are required to be securely packed to avoid damage in transit and each packet / bundle should have no. of books with books serial numbers/works/goods. Damaged supply, if any, will not be accepted.
- II. The supply of the said materials to consignee's site will be made by the supplier on their risk and cost.

14. **PENELTY:**

Director has reserve the right to deduct 10% to 25% of cost if unable to supply within prescribed time.

15. **PAYMENT:**

Payment will be made within 45 days from the date of final inspection and acceptance of the final supply. TDS will be deducted as per rule. Please give the details of your Bank account as given below for receiving the Bill payment through NEFT/RTGS.

- a) Account Holder's Name:
- b) Name of the Bank:
- c) Bank Account Number:
- d) IFSC Code:
- e) Branch Name:
- f) Pan Number:

16. The tender document can also be downloaded from the Survey of India
website: www.surveyofindia.gov.in.

17. The Director, Western Printing Group, Survey of India, Delhi Cantt., reserves the right to reject / cancel and accept all or any part of the tender without assigning any reason thereof.

18. **IMPORTANT**

The output material / books /goods /works may contain classified information and therefore, during the work processing/ binding of books, the representative of this office will supervise the work round the clock for security purposes (for books having classified information). The vendor will also be equally responsible for the security of the printed materials. After completion of work, waste material must return back.

ANNEXURE‘A’

FINANCIAL BID

PUBLICATION IN ENGLISH & HINDI INCLUDING BILANGUAL OUT PUT SERVICES INCLUDING BINDING.

1. **COMPOSING, PAGE MAKEUP, AUTO-PROCESSING etc.**

SI. No.	LANGUAGE	A5 / A4 Size – 04 COLOUR BOOK (CYMK)- COMPOSITE REPRODUCTION MATERIALS	COLORS (TEXT PAGES)	A/5 Size	A/4 Size
1.	ENGLISH	Per page composite charges of different types of Materials/Services required for processing of A5 / A4 Size Book in English language. Operations involved are Cover Design, Composing, Layout, Scanning, Auto Processing, Imposition in Single Colour, 2 Colour & Multi-Colour Film Generation.	SINGLE		
			TWO		
			FOUR (CYMK)		
2.	HINDI	हिन्दी भाषा में A5 / A4 साइज के प्रति पेज की पुस्तिका के लिए कम्पोजिट मैटीरियल व श्रम रेट जिसका विवरण निम्न प्रकार से है के लिए रेट आमंत्रित है । कवर डिजाइन, कम्पोजिंग (हिन्दी) ले-आउट स्कैनिंग, ऑटो प्रोसेसिंग, और इम्पोजिशन एक कलर 2 कलर, और 4 कलर के फिल्म जनरेशन हेतु ।	SINGLE		
			TWO		
			FOUR (CYMK)		
3.	BI-LANGUAL ENGLISH & HINDI	Per page composite charges of different types of Materials/Services required for processing of A5 / A4, Size Book in English/Hindi language. Operations involved are Cover Design, Composing, Layout, Scanning, Auto Processing, Imposition in Single Colour, 2 Colour & Multi Colour. Film Generation	SINGLE		
			TWO		
			FOUR (CYMK)		

NOTE: - .pdf FILE OF THE FINAL OUTPUT IS TO BE PROVIDED WITH LINKS FOR EACH LANGUAGE.

ANNEXURE 'B'**II. LAMINATION & BINDING etc**

WIRE STICHING BINDING		A/5 Size	A/4 Size	REMARKS
1	Up to 100 Pages			
2	Up to 224 Pages			
SECTION SEWING BINDING				
1	Up to 192 Pages			
2	Up to 296 Pages			
3	Up to 352 Pages			
LAMINATION GLOSS COAT				
1	Per Sheet / per cover			
LAMINATION THERMAL COATING				
1	Per Sheet / per cover			

भारतीय सर्वेक्षण विभाग
SURVEY OF INDIA

निदेशक का कार्यालय
निदेशालय पश्चिमी मुद्रण वर्ग
निकट - पालम रेलवे फाटक
दिल्ली कैंट, नई दिल्ली- १०
फोन: २५६७४५९८, २५६७२१४०
फैक्स: ९१-११-२५६७२१६७, 25674886



OFFICE OF THE DIRECTOR
DTE. WESTERN PRINTING GROUP
NEAR:PALAM RAILWAY CROSSING
DELHI CANTT, NEW DELHI - 110010.
Ph.No. 25674598, 25672140
FAX : 91 - 11 - 25672167, 25674886
E Mail: - wpg.del.soi@gov.in

No. WPG/ 27 /15-AS(Rep) Tender

Dated:- 05 .01.2017

NOTICE FOR INVITING TENDER

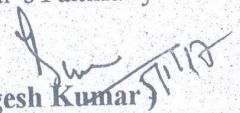
**TENDER FOR SELECTION OF AGENCY FOR PROVIDING TECHNICAL SUPPORT
TO PROVIDE FILM POSITIVES FOR PUBLICATION OF VARIOUS REPORTS HINDI, ENGLISH &
BI - LINGUAL INCLUDING BINDING etc.**

On behalf of the President, Director, Western Printing Group, Survey of India. is inviting sealed tenders for hiring the services to provide film Positives for publication of Annual Report/Books/ Patrika / Binding etc. Details of work are available in tender document. Sealed quotations are invited for the Publication in English, Hindi & Bilingual including Binding outsourced services.

The details of tender are also available on the website www.surveyofindia.gov.in. Director, Western Printing Group reserve the right to reject any or all offers received or accept in whole or in part, without assigning any reason.

The rates offered should be valid for next Twelve months from the date of opening the Tender.

Your's Faithfully


(Yogesh Kumar)
Works Manager
For DIRECTOR

Encl:- As above (Tender form)

Note:- The purchaser shall not be responsible for non- receipt/ non delivery of the bid documents due to any reasons what so ever.

