



राष्ट्रीय शैक्षिक योजना एवं प्रशासन संस्थान

(मानित विश्वविद्यालय)

17-बी, श्री अरविंद मार्ग, नई दिल्ली 110 016

NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION

(Deemed to be University)

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By **SPEED POST** or By **REGISTERED POST**

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August 29, 2019

To

Subject: Enquiry Letter Inviting Quotations for Printing and Supply of NIEPA's English Journal; Hindi Journal and ANTRIEP Newsletter---regarding

Dear Sir,

The National Institute of Educational Planning and Administration (NIEPA); established by the Ministry of Human Resource Development, Government of India; is a premier organization dealing with the Capacity Building and Research in planning and management of education not only in India but also in South Asia. The Institute brings out the following publications for which sealed quotations are invited from reputed firms having in-house arrangements/equipments for printing and production of Journals and Newsletters:-

1. Journal of Educational Planning and Administration (English Journal), four issues in one year (priced Journal)
2. Pariprekshya (Hindi Journal), three issues in one year (un-priced Journal)
3. ANTRIEP Newsletter, two issues in one year (un-priced Newsletter)

NIEPA wish to entrust the production of the above publications to the shortlisted firm(s) for at least three years (ie **12 issues of English Journal; 9 issues of Hindi Journal and 6 issues of ANTRIEP Newsletter**). The job specifications and the Proforma for quotations are enclosed with this letter (*Annexure II & III respectively*). The Specimen copy of the *Publications* (printed earlier) may be seen at the Institute in working Hours (Monday to Friday) or soft copy on NIEPA website <http://www.niepa.ac.in/New/publications.aspx>.

After Printing and delivery of complete supplies of the *Publication(s)*, all the material including CDs, Diagrams, Processing (if any), Print Order Proofs, etc. are to be immediately returned to NIEPA. The payment would be made within 30 days from the date of submission of Bill (in triplicate duly pre-receipted) along with the Receipted copies of the Delivery Challans of *Publications*, return of all the materials as stated above. NIEPA make all the payments to the firm(s) through ELECTRONIC MODE as per guidelines of the Government of India, therefore, the firms have to provide complete details regarding their *Bank account number, Bank and branch details and IFSC code* etc to facilitate the Institute for releasing of the payments.

PTO

o/c

The Sealed Envelopes of quoted rates should be super-scribed with the words ---- **Rates for Printing and Production of Journals and Newsletter and Last Date – 17.09.2019**. Paper samples of text and cover, as per our specifications attached, and as will be used by you, duly authenticated with seal of the firm & signature should be enclosed alongwith your quotations. Also please enclose the profile of your organization.

If you are interested to undertake the above job(s), you may please send your sealed quotations to the following address strictly in the enclosed Proforma latest by **17.09.2019 (upto 3.00 PM)** –

The Registrar
**National Institute of Educational
Planning and Administration (NIEPA)**
17 B, Sri Aurobindo Marg, New Delhi 110016

All the quotations received by due date and time as stated above will be opened by the Institute's Standing Tender Opening Committee on the same day at 3.30 PM.

Thanking you,

Yours truly,



(Pramod Rawat)

Deputy Publication Officer

(Tel:011-26544875)

e-mail: niepapublications@niepa.ac.in

Encl.:

- (a) *Terms and Conditions (Annexure I).*
- (b) *Specifications for the NIEPA's Journals and Newsletter (Annexure II).*
- (c) *Quotation Forms for submission of rates (Annexure III).*

Terms and Conditions

- (a) The Institute supplies the soft copy of the **final pages in PDF format** for direct outputting.
- (b) The printed copies of the *publications* are to be **delivered within 7 days time** after the receipt of the final pages. The firm has to show the Ferro proofs for approval before printing. The firm has to provide 20 printed advance copies of the Publication(s) for approval before bulk supply to NIEPA. In case printed copies are not delivered within the stipulated period, NIEPA reserves the right to cancel the order.
- (c) NIEPA also reserves the right to allot the *work* to any printer depending upon the lowest rates, equipment/infrastructure available with them or any other criteria which NIEPA may deem fit, without assigning any reason, whatsoever. The work of printing and supplying the Journals & Newsletter may be entrusted to one firm or different firms depending upon the lowest quoted rates etc.
- (d) A very good quality printing with precision in work is expected from the Firm(s). **The quality of printing should be of high standard and the image/screen should be fine and smooth.** The Journals and Newsletter are meant for National and International Circulations and hence a very good quality printing with precision in work is expected from the Firm.
- (e) **The rates for pre-press operations, printing, binding, paper and card will not be considered for any revision before three years** and would be the same for 12 issues of English Journal; 9 issues of Hindi journal and 6 issues of Newsletter.
- (f) The Institute may further extend the rate contract beyond three years with the consent of the firm for one or more years. However, quoted rates and terms & conditions would remain the same.
- (g) The Institute may terminate the contract at any point of time in case the services and quality of the work provided by the firm(s) are not satisfactory and as per requirement.
- (h) The firms Should submit their quotations/rates (strictly in the enclosed proforma only ie Annexure III) for production and supply of Institute's Journals & Newsletter.
- (i) The paper samples duly labeled with specifications and also authenticated by the firm should be enclosed with the tender document.

SPECIFICATIONS

Sn	Description	Journals		Newsletter
		Journal of Educational Planning and Administration	Pariprekshya	ANTRIEP Newsletter
		Published every January, April, July and October	Published every April, August and December	Published every January and July
1.	Finished Size	7" x 9.5"	6.25" x 9.5"	8.5"x11"
2.	Open Size	9.5"x14"+ Spine	9.5"x12.5"+ Spine	11"x17"
3.	Number of Pages	80 Text Pages⁺⁺ and 4 Cover Pages	104 Text Pages⁺⁺ and 4 Cover Pages	16 pages⁺⁺ (self cover)
4.	Number of Colours	Text: 1+1 Colour Cover: 2+1 colour (one special colour + Black)	Text: 1+1 Colour Cover: 3+1 colour (Two special colours + Black)	2+2 Colour (one Special colour + Black)
5.	Number of Copies	1000 copies + 20 Off- Prints*	500 copies + 20 Off -Prints*	1000 copies
6.	Paper for Text	80 GSM White Maplitho Paper of very good quality	80 GSM White Maplitho Paper of very good quality	130 GSM Imported Art Paper of very good quality
7.	Card for Cover	250 GSM Imported Art Card (Gloss) or equivalent quality	250 GSM Imported Art Card (Gloss) or equivalent quality	NA
8.	Printing Process	CTP Plates & Offset Printing		
9.	Binding	Very Good Quality of Section Sewn Binding and Cover Pasting by machine with Cover creasing	Very Good Quality of Section Sewn Binding and Cover Pasting by machine with Cover creasing	Centre Stitch Binding
10.	Lamination	Gloss Lamination on outer side of the Cover	Gloss Lamination on outer side of the Cover	NA
11.	Packing	Shrink Wrap/ Environment -friendly bio-degradable transparent Polythene packing of <i>each copy</i> and bundled with ten copies of <i>Journal</i> in each packet	Shrink Wrap/ Environment-friendly bio-degradable transparent Polythene packing of <i>each copy</i> and bundled with ten copies of <i>Journal</i> in each packet	Newsletter to be packed and bundled with fifty copies in each packet
12.	Input	The soft copy (PDF files) ready for direct output will be supplied by NIEPA. A dummy hard copy of laser typeset pages would also be given for reference.		
13.	Number of Photos Figures, etc.	Yes, Tables, Figures and tints may be there		
14.	Copies to be Delivered at	NIEPA, New Delhi 110016		

⁺⁺ Number of pages may vary from issue to issue for both the Journals and Newsletter.

* Off-prints are simply 20 extra printed copies of the Journals in which articles and book reviews are separated from each other and side stapled individually (to be done at Firm's end) so as to send them to the respective authors.

Rates for Printing and Supply of Journals & Newsletter

(Please refer the Specifications, Terms & Conditions carefully before quoting the rates)

S. No	Details	(Amount in Rupees)
JOURNAL OF EDUCATIONAL PLANNING AND ADMINISTRATION (English Journal)		
1	Total Cost of Production of 1000 copies with 80 text pages and Covers (Cost inclusive of 20 off-prints) #	₹ _____
2	Cost of Additional/Reduced 4 Pages	₹ _____
3	Cost of Additional/Reduced 100 copies	₹ _____
4	GST or any other tax (if any, on the above costs)	_____ %
PARIPREKSHYA (Hindi Journal)		
1	Total Cost of Production of 500 copies with 104 text pages and Covers (Cost inclusive of 20 off-prints) #	₹ _____
2	Cost of Additional/Reduced 4 Pages	₹ _____
3	Cost of Additional/Reduced 100 copies	₹ _____
4	GST or any other tax (if any, on the above costs)	_____ %
ANTRIEP Newsletter		
1	Total Cost of Production of 1000 copies with 16 text pages (Self Cover) #	₹ _____
2	Cost of Additional/Reduced 4 Pages	₹ _____
3	Cost of Additional/Reduced 100 copies	₹ _____
4	Cost of Printing and Production of 4 pages forme printed in 5 colours (CMYK and Special Colour) (Incase We need to print coloured photographs in the Newsletter, if any)	₹ _____
5	GST or any other tax (if any, on the above costs)	_____ %

Cost inclusive of all the items/operations like CD outputting, CTP Plate-making, Offset Printing, Cost of Paper and Card, Binding, Shrink Wrapped bio-degradable Packing, and Delivery at NIEPA, New Delhi as per detailed Specifications given in Annexure II.

All the terms and conditions mentioned in the tender document are acceptable to us. Paper samples for text and cover, as per NIEPA specifications attached, and as will be used, are enclosed duly authenticated.



Signature

Name of the Authorized Signatory

Date

Mobile/Phone

TIN Number

PAN Number

Note:

- The above rates should be inclusive of cost of materials and all taxes etc. Other charges like cartage, loading/unloading, collection charges (i.e. material etc.) are inclusive in the above rates and no any extra payment would be made.
- NIEPA would not consider for any revision in the rates for the Pre-Press operations, Printing, Binding, Paper and Card before three years ie till the rate-contract exists.