



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**
F No.13- 2 /2018-19/Pub.

November 27, 2018

To

Subject: Invitation to Bid for Printing and Supply of the Publication entitled "School Education in India: U-DISE Flash Statistics: 2016-17" – regarding

Dear Sirs,

The National Institute of Educational Planning and Administration (NIEPA) (Deemed to be University) is an autonomous organization under Ministry of Human Resource Development, Department of Higher Education, Government of India located at New Delhi.

The Institute invites the sealed quotations for the production of 1000 copies of the above mentioned publication on top priority basis. If you are in a position to undertake the production of the above publication with Specifications (at Document no I) and Terms and Conditions (at Document no. II) attached, please submit your quotations in the enclosed proforma (at Document no III) only, so as to reach this office latest by **11/12/2018 (3:00 PM)**. The tender should be addressed to **the Registrar, NIEPA, 17-B, Sri Aurobindo Marg, New Delhi-110016** and may be dropped into the "Tender Box" kept on the Ground Floor (at Room No. 10), NIEPA, New Delhi. Tenders will be opened on the same day at 3.30 PM in NIEPA, New Delhi.

The following words should be super-scribed on the envelope: **"Quotation for Printing of Publication entitled – "School Education in India: U-DISE Flash Statistics: 2016-17, Last Date: 11/12/2018 (3.00 PM)"**

Please note that quotations received after due date and time will not be considered.

We look forward to your participation.

Thanking you,

Yours faithfully

(Pramod Rawat)

Deputy Publication Officer

(Tel: 26544875/872)

Enclosed: Document - I: Specifications for the Publication
Document - II: Terms & Conditions
Document – III: Proforma for Price Bid



National Institute of Educational Planning and Administration
(Deemed to be University)
17-B Sri Aurobindo Marg, New Delhi - 110016

TENDER DOCUMENT

Printing and Supply of the Publication entitled --
School Education in India: U-DISE Flash Statistics: 2016-17
{E book of the Publication may be seen at link –
http://udise.in/Downloads/Publications/Documents/Flash_Statistics_on_School_Education-2016-17.pdf }

AT

**NATIONAL INSTITUTE OF
EDUCATIONAL PLANNING AND ADMINISTRATION
NEW DELHI - 110016**

List of Documents:

1. Document - I : Specifications for the Publication
2. Document - II : Terms & Conditions
3. Document – III : Proforma for Price Bid

(Signature of Authorized Signatory
with Company Seal)



Document - I

Specifications

Name of the Publication		School Education in India: U-DISE Flash Statistics: 2016-17 {For reference, E book of the Publication may be seen at link – http://udise.in/Downloads/Publications/Documents/Flash_Statistics_on_School_Education-2016-17.pdf }
Finished size of the Publication		8.5" (W) x 11"(H)
No. of pages		368 text pages + Cover
No. of Colours	Text	4+4 colours (Multi-colour)
	Cover	4 colours (Multi-colour)
Quantity		1000 copies + Two Digital copies of the publication
Lamination		Matt lamination on outer cover
Process of Printing		Offset Printing
Type of Binding		Section Sewing and Cover drawn on and cover creasing & pasting by machine
Paper / Card	Text	Good quality Imported art paper* ie 90 GSM Magno Matt or equivalent { Please ensure there is no See-through on the back side of the printed sheet}
	Cover	Good quality Imported art Card** ie 300 GSM Magno Matt or equivalent
Packing		Each copy would be Shrink wrapped (bio-degradable material) and packed in bundles of five copies duly labeled on each bundle.
Delivery		NIEPA, 17-B, Sri Aurobindo Marg, New Delhi

* & ** You are required to submit the Text and Cover Paper Samples with their labels duly authenticated by you alongwith Price Bid.

(Signature of Authorized Signatory
with Company Seal)



Document - II

TERMS AND CONDITIONS:

- (a) A Very high quality of printing, binding and fabrication in all copies is essential.
- (b) Printer will have to check each copy thoroughly before packing/dispatch and will ensure that all copies are free from any printing/binding or any other defect. Printer should also certify that all bulk copies printed and supplied conform in respect of quality/papers and matches to sample copies submitted to NIEPA for approval.
- (c) **The quality of printing and production of the said publication should be of high standard. The use of CTP plates and printing with CPC printing machine is expected from the firm.**
- (d) **The firm should be well equipped (under one roof) with all the necessary machines and technical/professional qualified staff for handling of CTP Plates, CPC printing, Automatic Cutting Machine, Binding and Lamination Units and other necessary operations involved for the production of this publication.**
- (e) **The tender sent in other than the prescribed format will not be considered.**
- (f) Each page of the bid submitted should be signed by the bidder.
- (g) The tender should be valid till the completion of the job.
- (h) In case printed copies are not delivered within the stipulated period, NIEPA reserves the right to cancel the order.
- (i) The final Soft copy in a CD/DVD would be provided to the firm for direct outputting of text and cover pages. The work related to its printing, production, binding, finishing and delivery should be taken up immediately, as per instructions/requirements of NIEPA.
- (j) The Institute reserves the right to accept or reject summarily any or all tenders in whole or in part without assigning any reason whatsoever, or increase or decrease of quantities of work and the successful tenderer shall perform the same at pro-rata on the rates quoted.
- (k) The Institute takes no responsibility for delay, loss or non-receipt of a tender after dispatch.

TIME SCHEDULE:

- (l) The printer will have to supply Two digital printed books within 2 days after the receipt of input material/approval of proofs, to meet out the urgent requirement.
- (m) In case of any Colour correction/improvement in photographs of cover and text pages (supplied in CD/DVD) will have to be done by the printer at their end. Colour digital proofs/Machine proofs of the Correction pages are to be submitted by the Firm along with Ferro Proofs of the complete book for approval within 3 days thereafter before printing.
- (n) 10 printed advance copies are to be supplied to NIEPA within another 5 days.
- (o) After the approval of the Advance Copies the bulk copies will have to be supplied to NIEPA within another 5 days.



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OTHER REMARKS:

- (p) Time Schedule must be adhered to.
- (q) A neat and high class production with uniformity throughout is essential.
- (r) This enquiry is subject to our usual terms and conditions of tender.
- (s) Rates should be quoted both in words and figures, preferably typed.
- (t) All input material will have to be returned including final CD/DVD having open and PDF files of the book.
- (u) The applicable tax (GST) will be payable extra on total bill amount which may be mentioned in tender proforma.
- (v) All disputes will be settled under Delhi Jurisdiction.
- (w) Tenderers can send their representative at the time of opening of tender.

PAYMENT TERMS AND CONDITION:

After Printing and delivery of complete supplies of the publication, all the material including CDs/DVDs (containing open files, fonts, Links, Charts, Photos, PDF files etc), Diagrams, 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, revenue stamped and with PAN) along with the Receipted copies of the Delivery Challans of the publication and a printed sample of the same. TDS, as applicable, will be deducted before making the payment.

The rates quoted by the Firm shall be inclusive of all the material and all taxes and levies applicable. **No escalation of prices shall be permitted on any ground.**

PENALTY:

The printed copies needed to be delivered as per time schedule given above and incase the Institute feels that the Firm is not able to handle the job and provide the services and quality (as specified) and not taking up job seriously in terms of time schedule and quality of services the job may be withdrawn at any time after warning to the Firm and there would be no compensation to be made to Firm for their involvement till that time.

(Signature of Authorized Signatory
with Company Seal)



Price Bid

Proforma for Quoting Rates for Printing and Supply of the Publication
School Education in India: U-DISE Flash Statistics: 2016-17

Sn	Details	PRINT ORDER – 1000 copies (Paper and Card to be used by the Printer/ Firm)
1(a)	Total Cost of Outputting, Printing, Production and supply of the copies (CD/DVD outputting and CTP Plate-making, CPC Printing, Cost of Paper and Card, Binding, and Shrink Wrapped Packing in bio-degradable material and Delivery at NIEPA, New Delhi) (refer Document no 1 – Specifications)	₹ _____ (in words----- -----)
1(b)	Rate for additional/ reduced four Pages (+/- 4 pages) for all 1000 copies	₹ _____ (in words----- -----)
2(a)	Rate per copy of the Digital printed Book duly bound on Printer's Paper (as per Specifications)	₹ _____ (in words----- -----)
2(b)	Rate per copy for additional/reduced four text Pages (+/- 4 pages) printed through Digital Printing.	₹ _____ (in words----- -----)
3	Current Rate of applicable GST	_____ %

All the terms and conditions mentioned in the tender document are acceptable to us. I/We undertake that the printing of the Job will be done in strict accordance with the **Specifications (Document No I)** and **Terms & Conditions (Document No II)** of the Tender Document.

Signature: _____

Name of the Authorized Signatory: _____

Mobile Number/Phone Numbers: _____

Email: _____

Date: _____

SEAL of the Firm