

M/s. -----  
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Sub: Printing of Brochure of Schemes/programmes of MANAS in Hindi & English.

Dear Sir,

Maulana Azad National Academy for Skills (MANAS) a vertical of National Minorities Development & Finance Corporation, working under the administrative control of Ministry of Minority Affairs, Govt. of India, intends to invite quotations for the Printing of MANAS "Brochures of Schemes/programmes" on the following terms & conditions and specifications, from :-

- 1 Printers experienced in conceptualizing, designing, printing of documents etc. who have sound back-up for excellent designing, scanning, planning etc. of publication of various descriptions /literature / documents for black & white and multi-colour jobs.
- 2 The printer must be in profession of printing for the last 3 financial year's only needs to apply.
- 3 The printer should have at least one single color & one 4- Color offset machine, in-house stitching & Binding unit & Screen-printing unit.
- 4 The firm should have full-fledged unit of their own for visual design facility, preparation of art work, proof reading, composing & printing etc.
- 5 The rights to postpone / cancel / suspend / terminate the tenders / NIQ or its process at any stage are reserved by the MANAS without giving any reason.
- 6 Proposals of the interested firm can also be rejected at the sole discretion of the MANAS, if any application found incomplete or information provided by the printer is not in the prescribed format and is inconsistent and inaccurate.
- 7 The firm for contracts / work may not be entertained if having any dispute with MANAS till settlement of the dispute.
- 8 The printer should have registration with state & local authorities for Undertaking the profession (**Copies of all such registrations may be enclosed**).



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- 9 In case, the successful bidder refuses to undertake offered printing jobs / shows his inability to discharge the obligation in the contract, the MANAS reserves the right to forfeit Security Deposit in full & de-list the printer from panel of MANAS. The MANAS may also get the such work done from other party at the cost & risk of the party.
- 10 The printer should accept the job only if it is in a position to complete the job according to the schedule.
- 11 The printer interested in the subject cited work should submit the proposal exactly as per enclosed **Format - A**.
- 12 All the items supplied by the Printer would be checked by the officer-in-charge to ensure that the ordered jobs confirms to the approved specifications/ quality as per samples approved by the MANAS.
- 13 Payment will be released on presentation of correct bill supported with the copy of the work order of the authorized officers of the MANAS and upon such certification to the effect that the jobs got printed from the Printers are as per approved specifications.
- 14 Additional / modified / revised terms & conditions can also be made applicable to the finally selected printer at any stage as per requirements of the MANAS, if felt necessary.
- 15 No proposal will be entertained / received after the prescribed due date and time.
- 16 In case of dispute, the decision of the Director/Secretary, MANAS would be final and binding.
- 17 The rates to be quoted would be all inclusive of cost of typing, composing, layout setting, proof reading, printing of cover page and any other works necessary for printing of **Brochures**. The final printing will be done only after obtaining final approval of proof of printing & sample of material to be used for printing duly approved by the designated officer of the MANAS.
- 18 The printer will be liable to re-print the materials as a whole or in part in case of mistakes or printing not found as per prescribed specifications as per decision of MANAS within the initial agreed rates.
- 19 Corporation reserves the right to verify / inspect the basic setup of selected printer for satisfactory execution of the job at any point of time, before or after awarding the work.

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- 20 The selected printer will have to make **security deposit @ 5%** of the job value in favour of MANAS.
- 21 Job will be carried out in time bound manner set out by the corporation failing which at the discretion of the corporation Rs. 500 per day against the delay period up to maximum 15 days may be charged as late penalty from the printer and beyond that contract can be cancelled at the risk and cost of the printer and the security deposit will be forfeited.
- 22 Delivery of printed material is to be ensured within a week from the date of award of work at the registered office of the corporation at your cost. However, final printing period will be incorporated in the work order of the party which could be either on lower or higher side and same will be binding on the party.
- 23 The corporation will have right to place repeat work order up to one year from the date of placing the 1<sup>st</sup> work order on the same rate, terms & conditions for any quantity.
- 24 Sample of the Stationary material can be seen at any working day at corporate office of MANAS available with the undersigned.
- 25 Sealed Quotes received for **Printing of Brochures of MANAS Schemes/programmes** will be unsealed in the chamber of AGM (CA/HRM & Admin.) on **05.06.2015 at 4.30 pm** in presence of parties who wish to be represented except in case of unavoidable circumstances.

The printing specifications of the Brochures are given as under:-

**Size 10.5"x22.5" four (4) folds (10 pages) as per design of MANAS with illustration & pictures in 4 colours all pages for offset printing on 170 GSM imported art Card Paper**

If the above terms & conditions are agreeable you may forward your sealed quotation with competitive rates (All inclusive) in Format "A" enclosed herewith in sealed envelope Superscripting proposal for MANAS **Brochures**. Quotations should be addressed and submitted to AGM (CA/HRM & Admin.), N M D F C, SCOPE MINAR, Core-1, First Floor, Laxmi Nagar, Delhi – 110 092 super-subscribing as "**Quotation for Printing of Brochures** on or before **05.06.2015 at 4.00 pm**."

For and on behalf of MANAS

(A.V. Krishnan)

AGM (CA/HRM & Admin.)

Encl.: As above

**FORMAT - A**

Dated:

The AGM (CA/HRM & Admin.)  
NMDFC (MANAS)  
SCOPE Minar, Core -1,  
First Floor, Laxmi Nagar  
Delhi - 110 092

Subject: **Quotation for Printing of Brochures.**

Dear Sir,

With reference to your letter No. \_\_\_\_\_ dated \_\_\_\_\_, I am submitting my quotation in the prescribed Format as under:

1.	Whether firm is a printer or designer or both			
2.	Name & Postal address of the firm			
	(i) Telephones Nos.			
	(ii) E-mail / Website			
	(iii) Fax Nos.			
	(iv) Mobile Nos.			
3.	Nature of ownership of firm (Sole/Partnership/otherwise)			
4.	Registration No. name of authority (Please enclose copy)			
5.	Validity of registration.			
6.	Sales Tax Regn. No.			
7.	Service Tax No.			
8.	PAN No.			
9.	Since when party is in profession of designing (Please indicate date)			
10.	Profile of the company may be enclosed along with list of clients with telephone Nos. in respect of which works has been executed successfully as on date.			
11.	Quantity of printing of Brochures for which rates are to be quoted.	3000 copies	5000 copies	10000 copies
	Rates for printing of Brouchers			
12.	Taxes / any other charges			

Thanking you,

Yours faithfully,

( \_\_\_\_\_ )

