

**BY SPEED POST**  
**MOST IMMEDIATE**

**No.P- 12025/1/2011 -Envs**  
Government of India  
Ministry of Statistics & Programme Implementation  
Central Statistical Organisation  
(Social Environment Statistics Division)

West Block-8, Wing –6, R.K. Puram,  
New Delhi-110001, Dated: 09.05.2011

To

The Deputy Director General  
Computer Centre, MOS&PI  
East Block-10, Level-3, R.K.Puram  
New Delhi-110066.

**(with a request to please put the Tender Document on the Ministry Website  
([www.mospi.gov.in](http://www.mospi.gov.in))**

**Subject: Separate Quotations for Printing of the following publications**

1. **“Compendium of Environment Statistics India 2010”**
2. **“SAARC Development Goals- Indian Country Report 2010”**
3. **“Millennium Development Goals – States of India Report 2010”**
4. **“Disability in India- A Statistical Profile-2010”**

Sir,

Quotations are invited for printing work of the above Publications to be brought out by Central Statistics Office, Ministry of Statistics & Programme Implementation. These publication contain text, coloured graphs charts, as well as data tables. Copies of the manuscripts both in computer format in MS-Office and hard copies will be supplied to the successful bidder along with print order. The design of cover page of the publication will be also supplied. However, it is to be improved by using the services of an artist. The manuscript need to be returned after completion of the printing job along with soft copyies.

2. The printing of all the Publications including the cover pages and the graphs/charts will be through off-set process. **Printing should be of International standard.**

3. The details of the manuscripts and the specification of papers required for printing have been given below. The quotations shall include the cost of the paper accordingly:

- (i) **For Cover page : Art card of Superior quality (milk white) 300 GSM of a reputed mill or imported art card.**
- (ii) **For Texts, Tables and Graphs/Charts, Section Separators- Super sunshine paper (milk white) of 110 GSM Art paper of a reputed mill or imported art paper.**

4. Two sample sheets each of the papers (300 GSM and 110 GSM) of the above specification should be submitted, indicating the size, weight, mill brand etc. duly signed at the bottom corner of each sheet. The sample sheets may be submitted in a separate sealed cover.

5. Terms and conditions governing the contract are given in the **Annexure-II.**

6. A dummy indicating the general set up of the matter and two colours scheme will be required to be submitted within the period as may be specified by this Ministry.

7. The number of Printing copies needed for each publication is given against their names
1. **“Compendium of Environment Statistics India 2010”** - 400 printed copies
  2. **“SAARC Development Goals- Indian Country Report 2010”** - 300 printed copies
  3. **“Millennium Development Goals – States of India Report 2010”**- 300 printed copies
  4. **“Disability in India- A Statistical Profile-2010”** - 300 printed copies.

The printed copies are to be delivered to the intender within **20 (twenty)** days of the placing of the order properly packed in suitable bundles by the successful tenderer himself at his own cost.

8. The Government reserves the right to reject any/all quotations without assigning any reason.

9. Along with the tender form to be filled in by the printers, a sum of Rs.20,000/- (Rs. Twenty thousand only) must be invariably given as security (earnest money) through a DEMAND DRAFT/FIXED DEPOSIT RECEIPT/ IRREVOCABLE BANK GUARANTEE from a nationalised bank in favour of the Pay & Accounts Officer, Ministry of Statistics and Programme Implementation, New Delhi . Without this earnest money the tender form will not be considered.

10. The approved printer/printers will be required to furnish the Income Tax Clearance Certificate before the payment of the bills is made.

11. While submitting the quotations, please enclose at least three different specimen copies of the publications (especially those having a lot of data, charts and graphs) of any Government Department or Public Sector Undertaking, brought out by you.

12. You are requested to submit your sealed quotations duly typed or legibly written in ink. The sealed covers containing quotations should be addressed to Smt. Sunitha .Bhaskar, Director, Central Statistics Office, Ministry of Statistics & Programme Implementation and should reach him in Room No.8 West Block-8, Wing -6, New Delhi –110066 by 3.00 PM on 23<sup>th</sup> May, 2011. The manuscript can be inspected on any working day up to 22<sup>nd</sup> May, 2011. The quotation and the sample sheets should be submitted in separate sealed covers duly superscripted as :-

- (i) Quotation for printings **“Compendium of Environment Statistics India 2010”**
- (ii) Sample sheets for printing of the **“Compendium of Environment Statistics India 2010”**
- (iii) Quotation for printings **“SAARC Development Goals- Indian Country Report 2010”**
- (iv) Sample sheets for printing of the **“SAARC Development Goals- Indian Country Report 2010”**
- (v) Quotation for printings **“Millennium Development Goals – States of India Report 2010”**
- (vi) Sample sheets for printing of the **“Millennium Development Goals – States of India Report 2010”**
- (vii) Quotation for printings **“Disability in India- A Statistical Profile-2010”**
- (viii) Sample sheets for printing of the **“Disability in India- A Statistical Profile-2010”**

13. Quotations will be opened on 24<sup>th</sup> May, 2011 at 4.00 PM on above address. The Printers or their representatives, if they so wish, could attend the opening of the quotations.

Yours faithfully,

(Sunitha Bhaskar)  
Director

## TENDER FORM

## PRINTING OF PUBLICATION

PRINTING OF PUBLICATION				
<b>Printing of Publications</b>	<b>Compendium of Environment Statistics India -2010”</b>	<b>SAARC Development Goals- Indian Country”</b>	<b>Millennium Development Goals – States of India”</b>	<b>Disability in India- A Statistical Profil-2010”</b>
<b>Size</b>	<b>A4</b>	<b>A4</b>	<b>A4</b>	<b>A4</b>
<b>Quantity</b>	<b>400 printing copies</b>	<b>300 printing copies</b>	<b>300 printing copies</b>	<b>300 printing copies</b>
<b>No of pages</b>	<b>302</b>	<b>100 (approximate)</b>	<b>55 (approximate)</b>	<b>120 (approximate)</b>
<b>Additional pages</b>	<p>No additional charges will be paid upto 4 pages beyond 302 pages (i.e. upto 306 pages) nor any reduction in the charges effected if the no. of pages are less upto 4 pages below 298 pages i.e. up to 302 pages.</p> <p>Rebate for reduction in pages less than 4 Pages or charges for increase in pages beyond 302 pages will be calculated on prorated basis.</p>	<p>No additional charges will be paid upto 4 pages beyond 100 pages (i.e. upto 104 pages) nor any reduction in the charges effected if the no. of pages are less upto 4 pages below 96 pages i.e. up to 100 pages.</p> <p>Rebate for reduction in pages less than 4 Pages or charges for increase in pages beyond 100 pages will be calculated on prorated basis.</p>	<p>No additional charges will be paid upto 4 pages beyond 55 pages (i.e. upto 59 pages) nor any reduction in the charges effected if the no. of pages are less upto 4 pages below 51 pages i.e. up to 55 pages.</p> <p>Rebate for reduction in pages less than 4 Pages or charges for increase in pages beyond 55 pages will be calculated on prorated basis.</p>	<p>No additional charges will be paid upto 4 pages beyond 120 pages (i.e. upto 124 pages) nor any reduction in the charges effected if the no. of pages are less upto 4 pages below 116 pages i.e. up to 120 pages.</p> <p>Rebate for reduction in pages less than 4 Pages or charges for increase in pages beyond 100 pages will be calculated on prorated basis.</p>
<b>Style of Printing</b>	Entire printing will be done through multi color off-set process using P.S. plates in multi color machine for high quality output. Printing should be of very high quality and of international standards. The printer will digitally generate graphs and chart in specified colours.			
<b>Binding</b>	Bonding should be done properly and firmly			
<b>Delivery Period</b>	The printed copies are to be delivered within 20 days of the placing of order positively. In case of non-adherence to delivery period, Ministry of Statistics & Programme Implementation may take punitive action including the reduction in payment and imposition of penalty.			
<b>Paper</b>	Paper to be procured by the printer as per the following specifications			

	<p>- For Text, Tables and Graphs/Charts, text boxes and section separators – Super sunshine paper (milk white) of 110 GSM art paper of a reputed mill or imported art paper.</p> <p>- For Cover Page – Art card of superior quality (milk white) 300 GSM of a reputed mill or imported art card</p>			
<b>Prices</b>	The lump sum price shall be inclusive of the entire operations and materials involved and delivery of the printed books to the Ministry of Statistics and Programme Implementation, New Delhi at its office at Ministry of Statistics & Programme Implementation, Sardar Patel Bhavan, New Delhi-110 001			
<b>Sales Tax</b>	<b>TO BE QUOTED EXTRA. IF SALES TAX IS NOT QUOTED SEPERATELY THE RATE SHALL BE DEEMED TO BE INCLUSIVE OF SALES TAX.</b>			
(i) Total Printing cost, excluding Sales Tax	Rs.	Rs.	Rs.	Rs.
<b>(ii) Sales Tax, if any</b>	Rs.	Rs.	Rs.	Rs.
<b>(iii) Total (including sales tax)</b>	Rs.	Rs.	Rs.	Rs.
<b>Printing cost for an additional page on pro-rate basis</b>	Rs.	Rs.	Rs.	Rs.

(Signature, Name of the Printer)  
(With seal and date)

**GENERAL CONDITIONS OF THE CONTRACT**

1. Responsibility of the Printer for executing the Contract.

- (i) Timely delivery is the essence of the contract.
- (ii) The printer shall print, bind and deliver the work in clear and legible type, form and style and with other fit and proper materials in good and workman-like manner, and by the process specified, and where a sample is supplied, in accordance therewith. The Addl. Director General, CSO, Social Statistics Division (SSD), Ministry of Statistics & Programme Implementation will judge the satisfactory execution of the job. If execution of the job including the artwork is not in accordance with the specifications, the books supplied are liable to be rejected without any compensation. The decision of the Secretary, Ministry of Statistics & Programme Implementation in this regard shall be final and binding on the printer.

2. Subletting and assignment :

The printer shall not sub-let, transfer or assign the contract or any part thereof or any interest therein or any benefit or advantage thereof in any manner.

- 3. The printer shall, whenever called upon to do so, give full particulars and information with regard to any work in hand and shall also permit the Addl. Director General CSO (SSD), Ministry of Statistics & Programme Implementation or any other officer deputed by him to inspect the printer's premises at all reasonable times to verify the statements.
- 4. The printer will be required to arrange for the blocks and plates etc., if any manufactured by some reputed block/offset plate maker to ensure HIGH Quality.
- 5. Different colours of quality inks are to be used as per the layout supplied or proposed.
- 6. Before taking final printing of the report the printer should shown the dummy copy with colour combination given in the hard copy as well as soft copy to the Ministry.
- 7. The floppies/CDs photographs/transparencies/charts etc. supplied by this office will be returned by the printer to this Ministry within a week on completion of the printing work.
- 8. The printer shall be responsible for all loss, destruction, damage or deterioration of the printed materials for any cause whatsoever at any stage of printing or are in the course of transit from the printer to the consignee.
- 9. The printer shall do the printing and deliver printed materials in accordance with the condition of the contract at the time and place and in the manner as specified in the letter of acceptance of the tender. The printer shall comply with the instructions that the Addl. Director General CSO (SSD), Ministry of Statistics & Programme Implementation may issue from time to time.

10. The time specified for delivery of final proofs or completion of the order shall be strictly adhered to and time in this respect shall be deemed to be the essence of the contract. If the time schedule is not adhered to and the job is delayed during proofing, printing or dispatching, inter-alia the penalty will be imposed as per annexure-III, for reasons other than those beyond printer's control and the Addl. Director General CSO (SSD), Ministry of Statistics & Programme Implementation shall be entitled to exercise following options:-

- a) to cancel the order without any financial repercussion on the part of the purchaser towards any expenses incurred by the tenderer in connection with the printing of the materials/report and/or
- b) to forfeit the Security amount (earnest money) which will be amounting to Rs.20,000/-(Rs. Twenty thousand only) and /or
- c) to recover from the printers, liquidated damages by way of penalty as decided by the competent authority.

11. The Addl. Director General CSO (SSD), Ministry of Statistics & Programme Implementation shall have the power to determine the scale of deduction in such case and his/her decision shall be final and binding on the printer.

12. In the event of any action being taken under 10(a) above, the cancellation of the order will be without prejudice to the right of the Government to recover from the printer any loss incurred thereby and the printer will not be entitled to any compensation for such cancellation.

13. In the event of work being wholly rejected, the Addl. Director General CSO (SSD), Ministry of Statistics & Programme Implementation, may at his/her own discretion either ;

- (i) permit the printer to re-do the same within such time as he/she may specify at printer's own cost which shall include the cost of paper and other materials, inter-alia and/or
- (ii) arrange to get the additional work done elsewhere and by any other person or from any other source than the printer, in which case, the amount of extra cost, if any, shall be paid by the printer.

14. Recovery Clause and the Set –off Clause:

In the event of any loss of Government papers and materials or damage thereto (for whatever cause) happening in misuse thereof while in the possession or control of the printer, his/her servants, workmen or agents and/or failure to return the papers or other material rendered surplus either on termination of contract or on reduction in the quantity of the order within the aforesaid time the printer shall pay the costs, thereof (to be determined by the Addl. Director General(SSD), Ministry of Statistics & Programme Implementation. whose decision shall be final and binding ) on demand by the Addl. Director General(SSD), Ministry of Statistics & Programme Implementation within the specified time or whenever any claim for payments of any sum of money arises out of or under this contract. It shall be lawful for Ministry of Statistics & Programme Implementation to recover on behalf of Secretary., MOS & PI such sum or sums then

due or which, at any time thereafter, may become due from the printer from the security deposit, if any, deposited by the printer or otherwise from the contracts.

15. After the work has been completed, the bill for the work in triplicate prepared on the basis of the accepted rates should be submitted to the Secretary, Ministry of Statistics & Programme Implementation for payment together with receipted delivery vouchers for the supplies made.

Signature of the Printer alongwith  
Name, address, telephone No. Fax No.  
e-mail address date and stamp of the firm.  
Registration No.

Signature of the Accepting Officer  
With date and stamp  
(on behalf of Secretary, Ministry of Statistics & Programme  
Implementation.)

**ANNEXURE-III**

Penalty for delay in delivery of the printed copies of the publications :-

1. **“Compendium of Environment Statistics India 2010”**
2. **“ SAARC Development Goals- Indian Country Report 2010”**
3. **“ Millennium Development Goals – States of India Report 2010”**
4. **“Disability in India- A Statistical Profile-2010”**

<b>Period of Delay after 20 days of placing the order</b>	<b>Penalty</b>
(i) For 2 days	Penalty will be charged @ 1/2% of the admitted amount of the bill.
(ii) For 3-7 Days	1% of the admitted amount of the bill
(iii) More than 1 week but not more than 2 weeks	2% of the admitted amount of the bill .
(iv) More than 2 weeks but not more than 3 weeks	3% of the admitted amount of the bill
(v) More than 3 weeks but not more than 4 weeks	4% of the admitted amount of the bill
(vi) More than 4 weeks but not more than 5 weeks	5% of the admitted amount of the bill
(vii) More than 5 weeks but not more than 6 weeks	6% of the admitted amount of the bill
(viii) More than 6 weeks but not more than 7 weeks	7% of the admitted amount of the bill
(ix) More than 7 weeks but not more than 8 weeks	8% of the admitted amount of the bill
(x) More than 8 weeks but not more than 9 weeks	9% of the admitted amount of the bill
(xi) More than 9 weeks	10% of the admitted amount of the bill