

BY SPEED POST

**F. No. M-12012/34(A)/2009-SSD-II
Government of India
Ministry of Statistics & Programme Implementation
Central Statistics Office
(Social Statistics Division-VI)**

**West Block-8, Wing No. 6,
Ground Floor, R.K. Puram
New Delhi-110066.
Date: 06-09-2010.**

To

38.The Deputy Director General,
Copmuter Centre,
Ministry of Statistics & PI,
East Block-10, R.K. Puram,
New Delhi-110066.

(With the request to please put the Tender Document on the Ministry's Website).

Subject: Printing of the publications: Manual on Vital Statistics.

Quotations are invited for printing work of the Publication **indicated in the subject above** to be brought out by Central Statistics Office, Ministry of Statistics & Programme Implementation. This publication contains text and data tables. A copy each of the manuscripts both in computer format in MS-Office and a hard copy 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, if needed, by using the services of an artist. The manuscripts need to be returned after completion of the printing job and soft copy on CD also.

2. The printing of the Publications including the cover page will be through offset 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 and Tables: Super mat finish paper (milk white) of 130 GSM Art paper of a reputed mill or imported art paper.**

4. Two sample sheets of the paper (300 GSM and 130 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 **Annexure-II.**

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

7. The number of copies to be printed and approximate size of the manuscript/print matter are as under

S.No.	Name of Publication	No. of copies to be printed	Size of Manuscript/ Print matter
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1	Manual on Population Census (English)	500	95 Pages
2.	Manual on Population Census (Hindi)	150	95 Pages

The printed copies are to be delivered to the tenderer within **10 (Ten)** days of the placing of the order properly packed in suitable bundles by the press at its 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.10, 000/- (Rs. Ten thousand only) must invariably be 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 for both publications. Without this earnest money the quotation will not be considered.

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

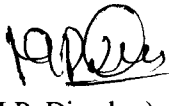
11. While submitting the quotations, please enclose at least three different specimen copies of the publications (especially those having a lot of data, charts and graphs) of any Government Department or Public Sector Undertaking, printed by you.

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 Shri M.P. Diwakar, Assistant Director, Social Statistics Division-IV, Central Statistics Office, Ministry of Statistics & Programme Implementation and sent so as to reach him in Room No. 2, West Block - 8, Wing -6, R.K. Puram, New Delhi -110066 latest by 4.00 PM on 30th September, 2010. The quotation and the sample sheets should be submitted in separate sealed covers duly superscribed as:-

(i) Quotation for printing of publications of CSO.

(ii) Sample sheets of paper for the prescribed quality to be used for printing of publications of CSO

13. Quotations will be opened on 6th October, 2010 at 4.00 PM at above stated address. The Printers or their representatives, if they so wish, could remain present during the opening of the quotations.


 (M.P. Diwakar)
 Assistant Director
 Phone: 26171146

ANNEXURE-I

TENDER FORM

PRINTING OF PUBLICATION: **Manual on Vital Statistics.**

1. **Description** Printing of copies of each publication as mentioned in Para 7 of the letter No. **M-12012/34(A)/2009-SSD-IV dated 06-09-2010.**
2. **Size** **A4**
3. **Quantity** As indicated in Para 7 of the letter No. **M-12012/34(A)/2009-SSD- IV dated 06-09-2010.**
4. **No. of pages** As indicated in Para 7 of the letter No. **M-12012/34(A)/2009-SSD- IV dated 06-09-2010.**
Manuscripts may have to be rearranged by the printer for better presentation by using appropriate PAGE-Maker computer package to properly locate the table and graphs. In this process the number of total pages may get reduce also.
5. **Additional pages**
 1. No additional charges will be paid upto 8 pages beyond pages indicated nor will any reduction in the charges be effected if the no. of pages is less upto 8 pages.
 2. Rebate for reduction in pages less than 8 Pages or charges for increase in pages beyond the number of pages indicated will be calculated on prorata basis.
6. **Style of Printing** Entire printing will be through off-set process. Printing should be of high quality.
7. **Binding** Binding should be done properly and firmly.
8. **Delivery Period** The printed copies are to be delivered within 10 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 as per rules.

9. **Paper** Paper to be procured by the printer as per the following specifications

- For Text, Tables and Graphs/Charts, text boxes and section separators – Super mat finish paper (milk white) of 130 GSM art paper of a reputed mill or imported art paper.

- For Cover Page – Art card of superior quality (milk white) 300 GSM of a reputed mill or imported art card

10. **Prices** The quoted 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, West Block - 8, Wing -6, R.K. Puram, New Delhi – 110066.

11. **Tax** **TO BE QUOTED EXTRA. IF TAX IS NOT QUOTED SEPERATELY THE RATE SHALL BE DEEMED TO BE INCLUSIVE OF TAX.**

12. (i) Total Printing cost, excluding Sales Tax/VAT or other charges Rs. _____

(ii) Sales Tax/VAT, if any Rs. _____Rs.(in words)

(ii) Other charges, if any Rs. _____Rs.(in words)

(iii) Total (Including Sales Tax/VAT or other charges) Rs. _____(In words) Rupees _____

13. Printing cost for an additional page on prorata basis Rs. _____

(in words Rs. _____)

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

ANNEXURE-II

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 (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 show the dummy copy with colour combination given in the hard 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.10,000/-(Rs. Ten 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 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 own discretion either ;
 - (i) permit the printer to re-do the same within such time as he 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 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 Secy., 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 along with
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 publication "Manual on Vital Statistics"

PERIOD OF DELAY	PENALTY
(i) For 2 days	Penalty will be charged @2% of the admitted amount of the bill.
(ii) For 3-4 Days	2.5% of the admitted amount of the bill for each day beyond 2 nd days in addition to the penalty given in (i) above
(iii) For 5-7 Days	3.0% of the admitted amount of the bill for each day beyond 4 th day in addition to the penalty given in (i) & (ii) above
(iv) For 7 Days and above	3.5% of the admitted amount of the bill for each day beyond the 7 th day in addition to the penalty given in (i), (ii) & (iii) above.