

SCOPE OF WORK AND GENERAL INSTRUCTION FOR TENDERERS

1.1 The proceedings 1st Conference of the State Food Processing Ministers held on 6th October, 2009 is to be printed through reputed and experienced private Printer/Binders empanelled with Ministry of Food Processing Industries. The Booklet of Proceedings 1st Conference of the State Food Processing Ministers held on 6th October, 2009 contains graphics, photographs and artwork. The cover and the inside pages are printed in 4 colours. The estimate work for printing of the Proceedings 1st Conference of the State Food Processing Ministers held on 6th October, 2009 is as under:-

1.2 Designing:-

- (i) Top cover.
- (ii) Back cover.
- (iii) Layout for graphics 30-40.
- (iv) Layout of inside pages about 140 (70 leaves).
- (v) Overall presentation style.

1.3 Processing and printing of cover page, inside pages and Specification of paper for cover and in side is as under:-

- (i) Cover: 300 GSM Imported art card.
- (ii) Inside pages: 135 GSM imported art paper.

1.4

- (i) Number of copies required: 500 (approx.)
- (ii) Size: A4
- (iii) Number pages: 140(70 leaves)

1.5 Proceedings 1st Conference of the State Food Processing Ministers held on 6th October, 2009 will be bilingual and printed in 4 colours.

16. The binding of proceedings 1st Conference of the State Food Processing Ministers held on 6th October, 2009 will be perfect to the satisfaction of the Ministry and it will be laminated.

1.7 Rates per (+/-) 10 pages may also be quoted and furnish the following along with the quotation: -

- 1) Samples of the paper.
- 2) Copies of Annual Report or any other related material printed for other Ministry/ Departments.

2. The Ministry reserves the right of accepting or rejecting any quotations in full of in part without assigning any reason.

3. The tenders have been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing "Technical Bid" and "Financial Bid". Both sealed envelopes should be kept in a third sealed envelope super scribing "Tender for printing of the Annual report Ministry of Food Processing Industries".

4. The Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand only), refundable (without interest) should be necessarily accompanied with the Technical Bid of the agency in the form of Demand Draft/Pay Order drawn in favour of Pay & Accounts Officer, Ministry of Food Processing Industries, New Delhi failing which the tender shall be rejected summarily. EMD of unsuccessful bidder will be returned after 30 days of finalization of contract & for successful bidder this will be retained till completion of work.

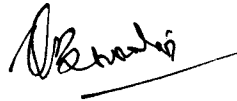
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5. The interested agencies are required to enclose photocopies of the following documents duly attested by Gazetted Officers along with the Technical Bid. Failing which their bids shall be summarily rejected and will not be considered further: -

- a. Copy of the empanelment order issued by the Ministry.
- b. Copy of PAN/GIR Card
- c. Copy of the IT return filed for the last three financial Years.
- d. Copy of the Service Tax registration certificate.

6. All entries in the tender form should be legible and filed clearly if the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the financial Bid Form. In such cases, the tender shall be summarily reflected. However, the person authorized to sign the tender bids must initial the cuttings, if any, in the Technical Bid, application.

7. Successful bidder should deposit security money @ 10% of total bid amount. Which will be retained till the work is over. Any non-compliance of work will attract penalty to be decided by the Computer Authority.

A handwritten signature in black ink, appearing to be 'B. K. Singh', is written over a horizontal line.

Annexure-I

Sl. No.	Name of Agency	Paper size	No. of pages	Printing colours	Binding & Lamination	Whether sample of 300 GSM imported art card & 135 GSM imported art paper sent	Whether copies of Annual Report or any related material printed for other Ministries sent	Total cost of 500 copies (in Rs.)	Cost of +/- 10 pages (in Rs.)	Remarks
1.		A-4 size	70 Pages 140 Lines		n	GSM imported art paper sent	Report or any related material printed for other Ministries sent			
2.										
3.										
4.										

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