

केन्द्रीय सूचना आयोग  
**Central Information Commission**  
2 तल, विंग बी / 2<sup>nd</sup> Floor, 'B' Wing  
अगस्त क्रान्ति भवन / August Kranti Bhavan  
भीकाजी कामा प्लेस/ Bhikaji Cama Place  
नई दिल्ली . 110066 / New Delhi – 110066

**Tender Notice**

F.No.19/2/2008-CIC-Admn

27/08/2009

**Printing of Annual Report of Central Information Commission for the year 2007-08**

Central Information Commission invites sealed bids for printing of Annual Report 2007-08 Qty: 3000 copies (English-2000 & Hindi-1000) as per the following specification;

- |     |                  |   |  |
|-----|------------------|---|--|
| (1) | Size             | : | 28.3 cm x 22 cm  |
| (2) | Colour           | : | Multi Colour (One side printing for cover)   |
| (3) | Finishing        | : | Sewn paper back, with lamination on Outer covers   |
| (4) | Paper            | : | (i) Imported art paper 130 GSM, Glassy (for inside pages)<br>(ii) Imported art paper 300 GSM, Matt (for cover pages) |
| (5) | Photographs      | : | Ten approximately  |
| (6) | Number of copies | : | 3000 Nos. (English – 2000 & Hindi – 1000)  |
| (7) | Number of pages  | : | 170 (excluding index and cover pages) which is subject to slight change  |
| (8) | Delivery         | : | Ten days from the day of approval of final colour Proof / blue print   |

2. The bidders should be well established professional printers with adequate capacity and must have printed Govt. Annual Report in past two years. Bidders are advised to see the copy, as sample, of the Annual Report in this Commission before quoting the rates as in no case the quality of the proposed Annual Report of the Commission for the year 2007-08 should be inferior to the sample.

3. If you are interested and in position to print the copies of the Report, you are requested to give your quotations for the above job. While quoting your rates, please bear in mind that you have to quote **an all inclusive rate** which should include printing complete with designing and printing of the cover page, photo scanning, planning, layout, composing, setting, processing, binding, gloss/matt lamination of cover pages, packing and delivery in CIC, New Delhi.

4. Bidders may kindly clearly indicate in their letter whether the rate quoted is inclusive or exclusive of sales tax/VAT. In case sales tax/VAT is to be levied over and above the rate quoted by them, the rate at which sales tax/VAT is to be levied must be specified.

5. While you may send your quotations on the basis of cover pages plus 170 text pages, you may kindly quote rates for each additional 4 pages (in case the number of text pages eventually exceeds or decrease 170 pages).

6. You should also clearly bring out the time that you need for printing the Report after the hard and soft copies of the manuscript is made available to you.
7. **The tenderes are required to produce certificate to prove their competence for undertaking the job in question and also furnish proof of their standing and good will. They should have two years of previous experience of having undertaken similar jobs in Ministries/Departments of the Government of India duly supported by proper testimonials certificates. If any firm sends quotation and have no previous experience in this field their quotation will not be considered.**
8. **An earnest money of Rs. 2,000/- (Rupees two thousand only) in the form of DD/Pay Order drawn in favour of "Pay & Accounts Officer, CAT" payable at New Delhi to be sent along with the quotations failing which the quotation may not be considered.**
9. Your quotation in a sealed cover should reach the undersigned (in Central Information Commission, Room No. 309, August Kranti Bhavan, Bhikaji Cama Place, New Delhi) on or before 17<sup>th</sup> September, 2009 by 1430 Hrs. The quotations received after this date shall not be entertained. The quotations will be opened at 1500 Hrs on 17.09.2009. You or your representative may like to be present at the time of opening of the quotations.
10. Samples of the paper to be used may be sent along with your quotations.
11. Sample of the Annual Report can be seen in Central Information Commission, Room No. 309, Second Floor, August Kranti Bhavan, Bhikaji Cama Place, New Delhi on any working day between 3.00 PM to 5.00 PM.
12. No separate charges shall be paid for delivery of goods in the Central Information Commission, New Delhi.
13. Selection of a firm for award of Contract will not be made solely on the basis of lowest rates quoted by a tenderer. Previous experience/performance, latest machines/menpower, office location etc. will also be considered in this regard.
14. This office will have full authority to reject any/all offer(s) without assigning any reason thereof.
15. The tenders should be sealed and clearly super-scribed with the words "Tender for Printing of CIC's Annual Report- 2007-08".

**(P.K. Sharma)**  
**Joint Secretary**  
**For & on behalf of Central Information Commission**  
**Phone:26183997**