



## **Request for Rate Quotation for Printing of RNTCP Quarterly newsletter: NIKSHAY PATRIKA**

1. Copy of Letter issued to empanelled printers
2. Annexure I : TENDER FORM
3. Annexure II : GENERAL CONDITIONS OF THE CONTRACT
4. Annexure III: PENALTY CLAUSE

### **Summary:**

- 1) Total copies to be Printed and Published :- 1,600 copies in 8 quarters (200 copies each quarter)
- 2) Earnest Money Deposit : Rs. 10,000/-.
- 3) Bid submission Date: On or before 10<sup>th</sup> July' 2018 (Tuesday), up to 11:30 AM
- 4) Bid opening Date: 10<sup>th</sup> July' 2018 (Tuesday) 12:00 PM

**Note: Bidder or his/her representative (if they so wish) may be present at the time of opening of the quotations.**

- In case of any information, please contact @:

**Mr. Ashish Chaudhary, Sr. Consultant : 011- 20361130 / 9717565707**

No. T-18018/08/2018-TB  
Ministry of Health & Family Welfare  
(Central TB Division)

Nirman Bhavan, New Delhi-110108

Dated: 22.06.2018

**Sub: Rate Quotation for Printing of RNTCP Quarterly newsletter "NIKSHAY PATRIKA".**

Sir,

Quotations are invited for Printing of Central TB Division quarterly newsletter "NIKSHAY PATRIKA" wherein latest development under RNTCP at national and state level will be encapsulated quarterly in the form of a newsletter.

Following are the details of the Quarterly newsletter "NIKSHAY PATRIKA" for RNTCP:

1. Nikshay Patrika will be published at the end of each quarter by RNTCP. Each quarter about 200 copies of Nikshay Patrika will be printed by the selected printer. Accordingly, quotations are being requested for printing of 1,600 copies of newsletter, to be printed in 2 years (8 quarters).
2. Quotation for printing of 1,600 copies of newsletter (200 copies each quarter) should be provided as per the tender form (Annexure-I) only. Tender form is available at [www.tbcindia.gov.in](http://www.tbcindia.gov.in)
3. The soft copy of newsletter for publication will be given by CTD on CD/Pen drive/mail (having data compiled with the help of the software MS-Excel/MS-Word etc.) besides a hard copy thereof to the successful bidder along with the print order. Based on document shared by CTD, visualization, designing and system planning for printing the newsletter will have to be done by selected bidder in co-ordination with the designated officials from CTD.
4. The selected printer will be given 5 (Five) calendar days for completion of all jobs pertaining to printing of 200 copies of newsletter each quarter. These jobs which include receiving print order from CTD (to begin with), preparing/checking proofs, Camera Ready Copy etc. and delivery of all the printed bound copies along with a PDF copy (through mail) to **Deputy Director General (TB), Central Tuberculosis Division (CTD), Room No. 522, C Wing Nirman Bhawan, MoHFW, New Delhi**. The time period given for printing (5 days) will exclude the days to be given to CTD for approval of the final proof made by the printer. The manuscript and other materials as given by CTD will have to be returned to CTD immediately after completion of work.
5. Printing of the newsletter is to be done as per Technical specifications only. For technical specifications, bidder may refer to the Tender Form (Annexure-I) available at [www.tbcindia.gov.in](http://www.tbcindia.gov.in)
6. A colour dummy indicating, inter-alia, the general set up of the matter and colour scheme will have to be submitted to CTD by printer for approval. Only after approval printer should start final printing of newsletter.
7. The printer at his/her own cost will deliver copies of newsletter each quarter to Deputy Director General (TB), Room No. 522-C Wing, CTD, MOHFW, Nirman Bhawan, New Delhi, 110011.
8. Payment will be made on quarterly basis after successful completion of job of each quarter. The printer after successful completion of job each quarter will submit the bill in triplicate with delivery vouchers for the supplies made. No advance payment will be made.

9. Terms and conditions governing the contract are given in Annexure II and Annexure-III. For details, bidder may visit [www.tbcindia.gov.in](http://www.tbcindia.gov.in)
10. The Earnest money (EMD) of **Rs.10,000/- (Ten Thousand Only)** through a demand draft on any scheduled bank in Delhi/New Delhi drawn in favour of "PAO, Dte.GHS" payable at Delhi must be accompany the quotation letter. Quotation received without earnest money will not be entertained.
11. The bidder is required to submit sealed quotations duly typed. The sealed covers containing quotation should be addressed to **Deputy Director General (TB), Central TB Division, Directorate General of Health Services, Room No. 522-C Wing, Nirman Bhawan, New Delhi, 110108 and delivered in the office on or before 10<sup>th</sup> July' 2018 (Tuesday), upto 11:30 AM.**
12. Copy of the earlier publication of newsletter "Nikshay Patrika" can be inspected on any working day up to 9<sup>th</sup> July'2018 at the above address. **Copy of Newsletter is also available at [www.tbcindia.gov.in](http://www.tbcindia.gov.in)**
13. The quotation must accompany with the requisite sample sheets & specimen copies as per the tender form. The quotation and sample sheets is to be submitted in separate sealed covers and duly superscribed as: -
- Quotations for Printing "1,600 copies of Nikshay Patrika" on top of the envelope
  - Sample sheets for Printing of Nikshay Patrika on top of the envelope.
14. The bidder must sign with name, date, address, telephone nos. and other necessary details each page of quotation/tender form and Annexure-II and Annexure-III, while submitting them to CTD. Each such page must be affixed also with the bidder firm's stamp.
15. Quotations will be opened **on the same day i.e. 10<sup>th</sup> July, 2018 (Tuesday) at 12.00 PM** on the above address mentioned at Sr. No. 11. **Bidder or his/her representative (if they so wish) may be present at the time of opening of the quotations.**
16. Tenders incomplete in any respect and /or received late will be summarily rejected. The Government reserves the right to reject any/all quotations without assigning any reason.
17. For Tender Form (Annexure-I), General Conditions of the Contract (Annex-II) and Penalty Clause (Annex-III), bidder may visit [www.tbcindia.gov.in](http://www.tbcindia.gov.in)
18. Any updation or information with regard to said tender will be published in [www.tbcindia.gov.in](http://www.tbcindia.gov.in) only. In case of any clarification, please feel free to contact at 011-23063246.

Yours faithfully,

  
(Dr. Devesh Gupta)  
Additional DDG(TB)  
Tel: 011- 23063246  
MoHFW, Delhi

**TENDER FORM****Printing of Quarterly newsletter “NIKSHAY PATRIKA” for RNTCP**

1.	<b>Description:</b>	Printing of publication, namely :  <b>NIKSHAY PATRIKA</b>
2.	<b>Size of newsletter</b>	<b>A4 close</b>
3.	<b>Paper and Colour Scheme</b>	i) Cover page: 240gsm Magno star art paper  ii) Text pages: 210gsm Magno star art paper
4.	<b>Quantity</b>	Total 1,600 copies in 8 quarters (200 copies to be printed each quarter)
5.	<b>No. of pages</b>	16 Pages
6.	<b>Cost for additional pages, if any</b>	Beyond 16 pages, charges for additional pages will be calculated on pro-rata basis for which the cost per page must be provided.
7.	<b>Style of Printing</b>	Entire printing is to be done through multi colour offset process using P.S. plates in multi colour machine for high quality output. Printing should be of <u>very high quality and of international standards</u> .
8.	<b>Binding</b>	Center Pinning
9.	<b>Finish</b>	Glossy
10.	<b>Printing (Cover/ text page)</b>	4:4 - Full color on both sides
11.	<b>Delivery period</b>	<p>The printed copies of newsletter is to be delivered to <b>Deputy Director General (TB), Central Tuberculosis Division, Room No. 522, C Wing, Nirman Bhawan, MoHFW, New Delhi, 110011 within 5 (Five) calendar days</b> (excluding the time taken by CTD for approval of final proof) from the date of placing print order to printer by Central TB Division.</p> <p>The printer will have to invariably and thoroughly examine each proof (prepared by the press) to identify all errors/gaps /deficiencies etc. and rectify them fully and properly at its own level so as to ensure <u>100% error free work</u> before seeking approval of CTD. Along with printed copies, the printer must invariably give a CD having the printed copy both in PDF format and PageMaker file so that it can be put on the programme website. No additional payment will be made to the printer for such CD having the printed copy in PDF and</p>

		Page Maker formats.
12.	<b>Sample Sheets</b>	Two sample sheets : As per specifications mentioned at Sr. No.3 One sample sheet for cover Page and one sample sheet for inner pages to be submitted, clearly indicating thickness, size, weight, mill brand etc. on each sheet. The sample sheets must be duly signed by bidder with date & name at the bottom corner of each sheet. The sample sheets put together may be submitted in a separate sealed covers.
13.	<b>Specimen copies</b>	While submitting quotations, the bidder may submit at least two different specimen copies of similar publication/s, printed/published for Government Departments or Public Sector Undertaking.
14.	<b>Preparation of Colour Dummy/Camera Ready Copy(CRC) and arranging of Manuscript</b>	The manuscript is to be arranged and the text/figures pages and also the cover page, as directed by CTD.
15.	<b>Cost of Newsletter</b>	To be submitted as per the tender form only.
16.	<b>Earnest money</b>	The Earnest money of Rs. 10,000/- (Ten Thousand only) through a demand draft on any scheduled bank in Delhi/New Delhi drawn in favour of "PAO, Dte.GHS" payable at Delhi must be accompany the quotation letter. <b>Quotation received without earnest money will not be entertained.</b> Earnest money received from the unsuccessful tenders will be refunded without interest within fifteen days after awarding the tender.  EMD amount of Rs. 10,000/- of the firm, which is awarded the tender, will be refunded without interest within one month of receiving the printed copies of the publication.
17.	<b>Penalty for delay &amp; poor quality of work/ materials</b>	Penalty charges for delay & poor quality work / material is to be charged as per annexure II and annexure III of EOI.

18.	<b>Cost of Printing Nikshay Patrika</b>	
<b>Sr. No.</b>	<b>Particulars</b>	<b>Cost (INR)</b>
18.a	<b>Total cost for Printing 1,600 copies of Nikshay Patrika, to be printed in 8 quarters (200 copies per quarter i.e. 200 copies each quarter x 8 quarters = 1,600 copies)</b>	
18.b	<b>GST or other applicable charges, if any</b>	
18.c	<b>Total cost of Printing (18.a + 18.b)</b>	
18.d	<b>Cost of one additional text/data page, including printing cost &amp; all applicable charges (please refer to Sr. No. 5 of tender form)</b>	
<b><u>Out of total cost mentioned at Sr. No. 18.c, please specify</u></b>		
17.e	<b>Total cost of printing 200 copies of newsletter each quarter including GST and all applicable taxes, if any</b>	
19.	I agree to abide by all the terms and conditions of this contract and penalty clause etc. (as given in Annexure-II and Annexure-III) if the contract is given to me/my firm.	<b>Name, Signature of the Printer with seal</b>
20.	<b>Complete Address of the Printer with Contact details</b>	

**GENERAL CONDITIONS OF THE CONTRACT**

**For  
PRINTING OF RNTCP Quarterly newsletter “NIKSHAY PATRIKA”.**

**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. If execution of the job is not in accordance with the specifications and/or terms and conditions, inter alia, penalty/ black listing of the printer and /or any other penalty as deemed fit by CTD will be imposed on the printer. The books supplied may also be rejected without any compensation. The decision of the DGHS, Ministry of Health and Family Welfare 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 at his/her own cost will arrange all the equipments, materials and other things/services etc. necessary for printing, inter alia. The CTD, Dte.GHS, MOHFW will provide only manuscript (both hard and soft copies) to be printed. Camera ready copy will be prepared by the press itself.
- 4. Different colours of quality inks are to be used as per layout/design approved by CTD.
- 5. The printer will invariably convert soft copy (in Ms-Excel or so) given by CTD into a Page-Maker file for best possible presentation and 100% error free job.
- 6. The proof reading/ thorough checking will be done by the printer himself with a view to ensure 100% error free work before giving such error free proof to CTD for approval. After getting such a proof for approval, if CTD finds that the press has not done proof checking properly so as to ensure error/deficiency free work, the press may be penalized to an extent and in a manner as deemed fit by CTD.
- 7. The printer shall require getting a colour dummy/CRC approved by CTD before starting printing copies of the publication.
- 8. All the material including manuscript, floppies/CDs etc. supplied by CTD will be returned by the printer to CTD within two days on completion of the printing work of this issue. A CD having the printed copy in PDF and Page Maker formats will be supplied by the printer along with delivery of printed copies to CTD so that the publication can be immediately put up on

CTD's website. No additional payment will be made to printer for such CD having the printed copy in PDF and Page Maker formats. In case, such a CD, having printed copy in PDF and Page Maker formats free from all errors, is supplied beyond the date on which 100% error free printed copies are supplied, the date of delivery for working out amount of penalty for delay in work will be the date on which such a CD is supplied.

9. 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 in the course of transit from the printer to the CTD.
10. The printer shall do the printing and deliver printed materials in accordance with the conditions of the contract at the time and place and in the manner as specified in terms and conditions etc. agreed to by the printer and as specified in the letter of acceptance of the tender. The printer shall comply with the instructions that the DGHS (or his/her representative), Ministry of Health and Family Welfare may issue from time to time.
11. The time specified for delivery of final proofs/printed copies 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, delivering CD in PDF and Page Maker formats, inter alia, the penalty will be imposed as per Annexure- II and III, for reasons other than those beyond printer's control and/or if there is violation of terms and conditions by the press and if the quality of papers/cards etc. used and quality of printing etc. is not as per specifications agreed to, the DGHS, Ministry of Health and Family Welfare may also exercise following options (besides above penalty):-
  - 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 publication and poster and/or
  - b) To black list the printer and/or
  - c) To recover from the printer, liquidated damages by way of penalty (other than the one as per annexure III) as decided by the DGHS.
  - d) To impose any other penalty as deemed fit by the DGHS.
12. The DGHS, Ministry of Health and Family Welfare, GOI shall have the power to determine the types and scale of penalties in such case and his decision shall be final and binding on the printer.
13. In the event of any action being taken under 11 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.
14. In the event of work being wholly rejected, the DGHS, Ministry of Health and Family Welfare, GOI may at his 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

**15. Recovery Clauses 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 DGHS, Ministry of Health and Family Welfare, GOI whose decision shall be final and binding) on demand by the DGHS, Ministry of Health and Family Welfare, GOI 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 Health and Family Welfare GOI to recover on behalf of DGHS, Ministry of Health and Family Welfare, GOI such sum or sums then due or which, at any time thereafter, may become due from the printer.

17. 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 CTD for payment together with receipted delivery vouchers for the supplies made.

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

**Signature of the Accepting Officer  
With date and stamp  
(Ministry of Health and Family Welfare)**

**DETAILS W.R.T. PENALTY TOBE IMPOSED FOR DELAY IN WORK****PENALTY CLAUSE****Printing of RNTCP Quarterly newsletter “NIKSHAY PATRIKA**

<b>PERIOD OF DELAY</b>	<b>PENALTY</b>
For 1 day	2% of the contract amount of the bill.
For 2 day	4% of the contract amount of the bill.
For 3 day	6% of the contract amount of the bill.
For 4 day	8% of the contract amount of the bill.
For 5 day	10% of the contract amount of the bill.
More than 6 days	Contract will be cancelled unilaterally and necessary action will be initiated.

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  
(Ministry of Health and Family Welfare)