

INDIAN DRUGS AND PHARMACEUTICALS LIMITED
(A GOVT. OF INDIA ENTERPRISE)
CIN No. U24231HR1961GOI003418
CORPORATE OFFICE: IDPL COMPLEX, OLD DELHI GURGAON ROAD,
DUNDAHERA, GURGAON-122016, HARYANA
Phone No: 0124-2456022-30, Fax No: 0124-4303744
Website - www.idplindia.in

Dated: 23.12.2016

Subject: Quotation for printing and supply of 54th Annual Report of IDPL in English and Hindi.

Last date of submission of quotation: 10.01.2017 Till 3.00 P.M.

Opening of Sealed Quotations : 10.01.2017 At 3.30 P.M.

You are requested to please submit your quotation for Printing and Supply of our 54th Annual Report in English and Hindi. The specifications for the same are below:-

PRINTING SPECIFICATIONS:

Estimated Cost – Rs. 90,000/- (Rupees Ninety Thousand Only)

- a) Composing : Laser type setting.
- b) Quantity : English :200 Hindi: 100
Total copies: 300
- c) Size : Close 11'*8.5", Open 11"* 17"
- d) No. of pages : English Text 115 pages-110
Hindi Text 120 pages-115

PAPER:

- a) Cover: Imported art card 300-GSM Paper
- b) Text: BPL MAP litho 90 GSM Paper

PRINTING

- a) Process : Digital Printing
- b) Cover : Four color with lamination
- c) Text : Single color
- d) Binding : Section Stitching
- e) Packaging : Bundle of 25 copies each duly packed in Kraft paper and marked Hindi/English separately to be delivered at our Corporate office, Gurgaon during the working hours within 15 days after approval of draft.
- f) Rate : Quote your all inclusive rates for English and Hindi
(Inclusive of Hindi Translation charges)

Note: Pages are estimated. Separate rate per page must be quoted for increase/decrease in pages.

ELIGIBILITY CRITERIA /TECHNICAL DETAILS:

1. The Firm should have five years of standing in the field of printing as on the date of submission of quotation. (Please enclose the requisite proof of it).
2. Firm must be registered with the Sales Tax and Service Tax Department. (Please enclose the self-attested photocopies).
3. Attach the sample of Annual Report Digitally printed by the agency both in English and Hindi version for atleast two other companies of repute.
4. Rates should be quoted for delivery to the destination including all taxes i.e. CST/VAT/Service Tax etc.
5. The Quantities are indicative which may be increased or decreased. The quote should include per page rate for any increase/decrease in number of pages.
- 6. The amount which will be quoted by the Tenderer shall be inclusive of Hindi Translation Charges.**
7. Proof / Draft to be submitted for approval within 15 days after receiving order and delivery to be made within 15 days from final approval of Printing Proof, if the printer fails to print and deliver the same within the stipulated period, there will be LD charged @ 0.5 % value of order per week or part thereof, maximum 10% .
8. The Chairman and Managing Director, IDPL reserves the right to extend the time lines for delivery of Annual Reports and decision taken by him shall be binding on the Tenderer.
9. Paper shall be arranged by Printer as per specifications.
10. Payment shall be made within 15 days after receipt & acceptance of material.
11. For any other information, you may contact Mr. N.V. Kataria (M.No.9717375776) during working hours on any working day up to one day before the date of submission of above quotation.

You are requested to submit your quotation in sealed cover. The cover boldly marked as "Quotation for Digital printing of Annual Report". The cover should be addressed to GM (F) – IDPL and should be received by 10.01.2017 till 3.00 P.M. at the following address:

"Indian Drugs and Pharmaceuticals Limited"

Corporate office, IDPL Complex, Old Delhi- Gurgaon Road,

Dundahera, Gurgaon-122016 (Haryana)

(IDPL shall not be responsible for any postal delay)