

No.6 stores/NCDC-GDDIC/22/annual printing/2013-14
GOVERNMENT OF INDIA
NATIONAL CENTRE FOR DISEASE CONTROL
(DIRECTORATE GENERAL OF HEALTH SERVICES)
22-SHAM NATH MARG, DELHI-110054

DATED: 17th January, 2013

Limited Tender for Annual Printing Services

NCDC invites sealed quotations for the annual contract for printing of quarterly NCDC Newsletter, Notebook and other advocacy materials for India EIS Programme under NCDC only from empanelled private printers with Directorate of Printing; Nirman Bhawan and Directorate of Advertising and Visual Publicity (DAVP) as per the specifications provided.

Scope of work:

National Centre for Disease Control, in collaboration with the Centre for Disease control and Prevention (CDC), Atlanta, and the Global Disease Detection India Centre (GDDIC) has launched India Epidemic Intelligence Service (EIS) programme in India during October, 2012. This is a two year programme in India and will train medical doctors from state and central public health agencies from all over country. To implement the program and create awareness about the programme NCDC is inviting Sealed Tenders from reputed printers, with proven track record to print and supply the following items. These items are related to advocacy and communication.

The items wise specification is given below:

I. Printing of NCDC Newsletter

Printing requirement: Quarterly issue -750 quantities to be printed quarterly (Total 3000 in a year)

Size – 8.5” x 11” (A4 size)

No. of pages- 12-15 to be printed back to back

Paper- 170 GSM imported Art Paper, Gloss finish

Color- Multi color printing

Photographs- in color

Fabrication/ Binding- centre stapled

Print material- will be provided by the organization (hard and soft copy)

II. Printing of Brochure

Quantity - 500 copies

Folds- Trifold

Size-8.5’ * 11’ (open size)

Paper type- 170 GSM, Matt Paper

colour- multi color
Photographs- in colour
Print material- To be provided (hard & soft copy)

III. Printing of GDD Dockets

Quantity - 500 copies
Paper quality-350 GSM, Imported Art paper, Matt finish, Cover matt laminated
Size-9' * 12'
Color- Multi colour
Pockets-Two pockets on inner side at both pages of Docket
Binding option- Double crèche folder, pocket Folded & pasted
Print material -To be provided (hard & soft copy)

IV. Printing of EIS Dockets

Quantity - 1000 copies
Paper quality-350 GSM, Imported Art paper, Matt finish, Cover matt laminated
Size-9' * 12'
Color- Multi colour
Pockets-Two pockets on inner side at both pages of Docket
Binding option- Double crèche folder, pocket Folded & pasted
Print material -To be provided (hard & soft copy)

V. Printing of GDDIC Notebook

Quantity - 1000 copies
Number of pages:-50 pages (25 leaf), excluding covers
Paper type (Cover/Text):-Cover- 300 GSM, handmade paper/
Text- 80 GSM, super print paper
Leaf- ruled pages on both side
Size: -5.5' * 8'
Colour:-Cover Multi colour printing/ Text black and white ruled paper
Photographs:-in colour
Finish:-Imported Matt
Binding:-Spiral binding
Print material: -will be provided by the organization (hard & soft copy)

VI. Printing of EIS Based document (1)

Pages- 4 pages, to be printed back to back
Quantity - 800 copies
Size-8.5' * 11' (A4 Size)
Paper type- 170 GSM, Matt Paper
Binding: One fold
colour- multi color
Print material- To be provided (hard & soft copy)

VII. Printing of EIS Based document (2)

Pages- 2 pages (1 leaflet), to be printed back to back
Quantity - 800 copies

Size-8.5' * 11' (A4 Size)
Paper type- 170 GSM, Matt Paper
colour- multi color
Photographs:- Multi color
Print material- To be provided (hard & soft copy)

VIII. Printing of EIS Compendium

Quantity - 300 copies
Number of pages:-18-20 excluding covers, to be printed back to back
Size: -8.5' * 11' (A4 size)
Paper type (Cover/Text):-Cover- 350 GSM/ Text- 130 GSM
Paper quality: -White imported with Matt finish
Colour:-Cover and text both Multi colour printing
Photographs:-in colour
Finish:-Imported Matt
Binding:-centered stapled
Print material: -will be provided by the organization (hard & soft copy)

IX. Printing of Souvenir

Quantity - 200 copies
Number of pages:-100, excluding covers, to be printed back to back
Size: - 9.5' * 07'
Paper type (Cover/Text):-Cover- 350 GSM/ Text- 90 GSM
Paper quality:-Cover-White imported with Matt finish/ Text- Super sunshine paper
Colour:-Cover and text both Multi colour printing
Photographs: -in colour
Finish:- Imported Matt
Binding:- perfect binding with matt lamination of cover
Print material:- will be provided by the organization (hard & soft copy)

The Printing shall be as per lay out and design to be approved by NCDC.

Any offer/quotations received after due date/time shall be rejected and no request will be entertained by the office. All quotations are subject to terms and conditions given overleaf. Quotation for any particular item from above printing services will also be accepted but preferably printer should quote for printing of all the above mentioned materials.

The purchaser will evaluate & compare the quotations determined to be substantially responsive e.i. which

- (a) are properly signed
- (b) Registration Certificate issued by Directorate of Printing and DAVP is enclosed; and
- (c) Conform to the terms & conditions, and specifications.

The printed materials will be required to be delivered, in time, at our office premises noted above and no cartage shall be payable by this office. In case of failure to deliver the above supply in time a penalty @ 0.5% of the total value per week or part thereof delay

will be imposed, subject to maximum of 5% of the assignment or the entire work order shall be cancelled and no request whatsoever shall be entertained. Other general terms and conditions for ready reference are enclosed at Annexure-I. The sample of printing materials as mentioned above could be seen in EIS Cell, Epidemiology Division at the above address on all working days (between 10.00 am to 5.00 pm) except Saturday/Sunday or on holidays.

Sealed Quotation(s) superscripted "**Quotation for Annual Printing Services**" with sample paper & offering your lowest rates, in the prescribed 'Proforma' should reach the undersigned latest on or **before 5th February, 2014 by 11.30 am.**

Yours faithfully,

Store Officer, NCDC
(for Director)

Encl: as above (Annexure-1)