

SAGARMALA DEVELOPMENT COMPANY LIMITED

(A Govt. of India Enterprise)

1st Floor, 124, Thapar House, New Delhi-110001

No: SDCL/PAR/2023/258/ **335**

NOTICE INVITING QUOTATION

Date: 15th November 2023

Sagarmala Development Company Limited (SDCL) seeks to hire a suitable agency for “**Printing of Annual Reports for 5 years**”. Request your agency to submit the most competitive quotation in the format provided in Annexure – I. The quotation should be sent through mail or sealed envelope addressed to “Senior Manager Finance, SDCL, Thapar House, Gate No.2, 1st Floor, 124, Janpath, New Delhi – 110001” and should reach SDCL office on or before 15:00 hours on 20th November 2023. The quotations will be opened at 16:00 hours on 20th November 2023.

Name of work: **Printing of Annual Reports for 5 years.**

(Annual reports for FY 2022-23, 2023-24, 2024-25, 2025-26, 2026-27)

Description of item	Qty.	Format
Printing on good quality papers and binding of Annual Report in booklet form which would consist of : i) 2 colored cover pages and 100-150 pages (approx.) in B/W in English version. ii) For each additional 10 pages in English version.	50	Bound booklets
Printing on good quality papers and binding of Annual Report in booklet which consist of : i) 2 colored cover pages and 100-150 pages (approx.) in B/W in Hindi version. ii) For each additional 10 pages in Hindi Version.	50	Bound booklets

Terms & Conditions

1. Printing should be on good quality paper having at least 100 GSM and should consist of 2 colored cover pages and 100-150 (approx.) pages in B/W.
2. Standard operating procedure size (Annual Report): 8.5” x 11.5”. Color, font, and font size should be uniform. Formatting including page spacing and layout will be the responsibility of the printing agency.
3. Coloured Cover page (Specification) paper should be of 300 GSM, Indian ART paper with matt finish, and UV spot lamination on cover page.
4. Quotation should be submitted through mail or sealed envelope with cover describing “**Quotation for Printing of Annual Reports for 5 years (FY 2022-23, 2023-24, 2024-25, 2025-26, 2026-27) both in Hindi and English**”.

5. The agency should complete the work in 10 days from the date of submission of final Annual Report (both Hindi & English) for the respective financial year .
6. The quotation should be sent through mail or sealed envelope addressed to “The Senior Manager (Finance), Sagarmala Development Company Limited, 1st Floor, 124, Thapar House, Gate No.2, New Delhi-110001” and should reach on or before 15:00 hours on 20th November 2023. The same will be opened on the same day i.e. on 20th November 2023 at 16:00 hours in the presence of the bidders, who choose to be present at the time of quotations opening.
7. SDCL reserves the right to accept or reject any offer in whole or in part without assigning any reason thereof.
8. The NIQ has been issued with the approval of the Competent Authority.
9. Quotations which are as per prescribed format in Annexure-I will only be accepted.
10. Any failure on the part of Quotation sender to observe the prescribed procedure and format and any attempt to canvass for the work will lead to disqualification.
11. The improvements required, if any, must be carried out by the agency and they shall be given a maximum of 3 days to carry out changes after proof reading.
12. In case of any delay, there will be penalty @ 10% for each day of delay.
13. The entire work will be rejected if work has not been carried out in accordance with the specifications and terms & conditions. Proof reading, spelling mistakes and alignment issues shall be the responsibility of the printing agency.
14. No force majeure condition will be accepted for this work.
15. 50 booklets each will be printed for both languages (i.e., Hindi & English) for each financial year.
16. Annual escalation in rate quoted would be max. 5%, depending upon quality of services provided.
17. The Contract can be terminated by SDCL at any point of time without assigning any reason.
18. The printed copies to be supplied should be duly tied up in suitable sizes and bundles of equal numbers and to be delivered to SDCL office as per direction in this regard.
19. The printing should be done in accordance with Government rules applicable to printing, (if any).
20. In case of queries, contact Senior Manager (Finance), SDCL
 - E-Mail: sm.fin@sdclindia.com
 - Ph: 011-21400754

ANNEXURE – I
(Bid submission format)

1.	Agency Name	
2.	Agency Address	
3.	Contact Person (Authorized Representative)	
4.	Mobile and E-mail id of Contact person	

Quotation Sought:

Description of item	Qty.	Unit	Rate (In Rs.)	Amount(In Rs.)
1. Printing on Good quality papers and binding of Annual Report in booklet form which would consist of :				
i) 2 coloured cover pages and 100-150 pages (approx.) in B/W in English version .	50	Bound booklets		
ii) For every additional 10 pages in English version.		Per 10 pages		
2. Printing on Good quality papers and binding of Annual Report in booklet form which would consist of :				
i) 2 coloured cover pages and 100-150 pages (approx.) in B/W in Hindi version	50	Bound booklets		
ii) For every additional 10 pages in Hindi version		Per 10 pages		
		Total (Rs.)		

Terms and Conditions:

- i) The amount quoted above is excluding GST.
- ii) Commencement of work: The date of commencement of the work shall be from the date of submission of final Annual Report (both Hindi & English) for the respective financial year.
- iii) Time for completion: The entire lot of 50 English + 50 Hindi copies of Annual Report should be delivered at SDCL office within a period of 10 working days from the date of commencement of work.
- iv) Payment: No advance payment shall be made. Every year, payment will be made after satisfactory completion and submission of the printing work (i.e., delivery of the Annual Reports at SDCL office)

For M/s -----

Agency Stamp

Authorized Representative Signature: _____

Authorized Representative Name: _____