

No. 13/2/2024-NFCH

National Foundation for Communal Harmony

(An autonomous organization with the Ministry of Home Affairs, Government of India)

9th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003

Dated 19th December, 2024

Notice for Inviting Quotations for printing and supply of Annual Report 2023-24 (Hindi & English) of the Foundation

The National Foundation for Communal Harmony invites quotations for printing and supply of 300 copies of Annual Report 2023-24 (150 copies each in Hindi & English).

2. The specifications of proposed printing job are mentioned hereunder. Interested printers/firms are requested to submit their quotations for aforesaid jobs of printing in double Bid system i.e. (i) Technical Bid, and (ii) Financial Bid.

Printing & supply of Annual Report 2023-24(Hindi & English)

1.	Number of copies	150 English 150 Hindi
2.	Size	8.5" X 11"
3.	Total number of pages	48 + 4 Cover pages About 25-30 pages may be in multi-colour (Four colour) and remaining pages would be in Black & White Front and back pages of the cover will be in multi-colour (Four colour)
4.	Paper for text (Inside) Paper for cover pages	130 GSM(Gloss Indian Art Paper) – Inner Pages 300 GSM (Gloss Indian Art Paper) – Cover Pages
5.	Binding	Perfect – 2 Pins (Center Stitch)


The above work includes composing, proof reading, processing, plate making, printing, cost of paper, cover design & binding and delivering to the NFCH Office at Lok Nayak Bhawan.

3. Interested firms are requested to submit their quotations for work as mentioned above along with requisite documents i.e., registration certificate of firm, PAN Card, GST Registration Certificate, Sample of Papers mentioned in the specifications, Audited Accounts of the firm for last three years, experience to work with Govt. Department/Autonomous Organization/ PSEs/PSUs /Subordinate office etc. GST Rate should be clearly and separately mentioned in the quotation. No transport charges will be admissible for delivery of above material in the Foundation.

4. The 'Technical Bid' should contain specimen of papers to be used, printing quality and experience of designing of Annual Report. The bid may be sealed in separate envelope superscripted as "Technical Bid for Printing and supply of Annual Report 2023-24. The 'Financial Bid' for Printing & Supply of 300 copies of Annual Report should be submitted on the letter head of firm/agency in a sealed envelope superscripted "Financial Bid for printing & supply of Annual Report 2023-24". The sealed envelopes, one for each quotation should be addressed and delivered to **Secretary, National Foundation for Communal Harmony, 9th Floor, C Wing, Lok Nayak Bhawan, Khan Market, New Delhi-110003.**

5. The quotations should reach the office of Secretary, NFCH on the address as given above on or before 10.01.2025 by 2:00 PM and the quotations will be opened at 3:00 PM on the same day for further necessary processing. The envelopes containing Financial Bid will be opened in respect of those Bidders, who qualify in the Technical Bid. The Secretary, NFCH shall have the power to accept or reject any bid or rescind the contract without assigning any reason thereof and his decision shall be final and binding.

This issues with the approval of Competent Authority, NFCH.


(P.C. Tewari)
Assistant Secretary (Admin)

Display to: Entry Gate No. 1, 2 & 3 of Lok Nayak Bhawan, New Delhi for display and circulation.