

No. 12/1/2019-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 3rd December 2019

Notice for Inviting Quotations for printing and supply of Calendar 2020 and for printing & supply of Annual Report 2018-19 (Hindi & English) separately in the Foundation

The National Foundation for Communal Harmony invites quotations for printing and supply of 2000 copies of Calendars for the year 2020 and printing & supply of 400 copies of Annual Report 2018-19 (Hindi & English) separately.

2. The specifications of proposed printing job are mentioned hereunder. Interested parties are requested to submit quotations for aforesaid jobs of printing in double bid system i.e. (i) Technical Bid, and (ii) Price bid, accordingly:

A. Printing and supply of NFCH Calendar 2020

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|----|---------------|---|
| 1. | No. of Copies | : 2000 |
| 2. | Size | : 15'' x 20'' |
| 3. | No. of pages | : 14 (7 Sheets) |
| 4. | Printing | : Four colour both side offset printing |
| 5. | Paper | : 170 GSM Matt Finish Art Paper. |
| 6. | Binding | : Wired binding |
| 7. | Packaging | : Paper Box |

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

B. Printing & supply of Annual Report 2018-19 (Hindi & English)

1.	Number of copies	250 English 150 Hindi
2.	Size	8.5'' X 11''
3.	Total number of pages	46 + 4 Cover pages About 20-25 pages may be in multi-colour and remaining pages would be in black & white Front and back pages of the cover will be in multi-colour
4.	Paper for text Paper for cover pages	130 gsm Art paper gloss 300 gsm Art paper gloss
5.	Binding	Perfect – 2 Pins

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 separately for each item of 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 Organ./ PSEs/PSUs /Subordinate office etc. The calendar should be delivered properly packed in a paper box covered with polythene packing and the quotation should include all items of packing. 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 quality of paper to be used, printing quality and experience of designing Calendars and Annual Report. The bid may be sealed in separate envelope superscripted as "Technical Bid for Printing of Calendar of NFCH for 2020" and "Technical Bid for Printing of Annual Report 2018-19" as the case may be. Parties interested in submitting bids for one item only may do so without quoting for the other item. The 'Price Bid' should be submitted for printing and supply of 2000 copies of calendar in a sealed envelope superscripted as "Price Bid for Printing of Calendar of NFCH for 2020". The 'Price Bid' for printing & supply of 400 copies of Annual Report should be submitted in a sealed envelope superscripted "Price Bid for printing & supply of Annual Report". 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 11th December 2019 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 Price Bid will be opened in respect of those Bidders, who qualify in the Technical Bid. 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 finding.

This issues with the approval of Competent Authority, NFCH


(R S Tripathi)
DDO, NFCH
03/12.2019