

THROUGH SPEED POST

No.10/19/2013-OIDB

November 25, 2016

To

Sub: Annual Rate contract for printing of Wall Calendars, Annual Report and other stationery items for Oil Industry Development Board.

Sir,

Oil Industry Development Board (OIDB), Noida invites sealed quotations for the rate contract for printing and supply of Wall Calendars and other stationery items as per specifications attached (Annexure-I) from the reputed offset printers having 3 years' experience in the field of printing of various stationery items. The approximate annual value is Rs.4.50 lakhs. The initial contract would be for a period of one year which would be extendable further for two more years on the same terms and conditions at the sole discretion of the OIDB, subject to satisfactory performance of the Agency.

Terms and Conditions:

- Bid should be submitted with earnest money of Rs.9000/-(refundable) through DD in favour of OIDB payable at Delhi, without which the quotation will not be accepted.
- The successful bidder needs to deposit an amount of Rs.22500/- towards Security Deposit, which will remain with OIDB till the contract period is over. The Security Deposit will not attract any interest whatsoever and will be released within three months from the expiry of contract period.

Contd. On page 2

प्रधान कार्यालय :-
ओ.आई.डी.बी. भवन, 'सी' ब्लॉक, तीसरी मंजिल,
प्लॉट नं. 2, सेक्टर - 73, नौएडा-201301, उ.प्र.
फोन : 91-120-2594602, 603, 604 फैक्स : 91-120-2594630
वेबसाईट : www.oidb.gov.in

पंजीकृत कार्यालय :-
301, वर्ल्ड ट्रेड सेन्टर, तीसरी मंजिल, बाबर रोड, नई दिल्ली - 110 001
फोन : 91-11-23413540

Main Office :-
OIDB Bhawan, 'C' Block, 3rd Floor
Plot No. 2, Sector - 73, Noida-201301, Uttar Pradesh
Phone : 91-120-2594602, 603, 604 Fax : 91-120-2594630
Website : www.oidb.gov.in

Registered Office:-
301, World Trade Centre, 3rd Floor, Babar Road, New Delhi - 110 001
Phone : 91-11-23413540

कृपया हिन्दी में पत्राचार करें।

: 2 :

- The defective printing material, if found, shall be replaced by the supplier at his own cost.
- The Agency will not be paid anything extra for creative, & Logo charges.
- Payment will be made within one month from the date of submission of invoice subject to deduction of taxes (TDS) /levies etc.
- OIDB reserves the right to cancel the contract at any time giving one month notice without assigning any reason.
- The decision of the OIDB shall be final and no enquiries, or application for review, shall be entertained.
- Cutting/over-writing, if any, should be countersigned by the bidder.

Interested eligible parties may submit their quotation as per format (Annexure-II) in a sealed cover to be super scribed "Quotation for Annual Rate Contract for printing of various items" alongwith self attested copies of TIN, PAN, and EMD of Rs.9000/- in the form of Demand Draft favouring Oil Industry Development Board, payable at New Delhi/Delhi, latest by 12.12.2016 (2.00 PM) and the same will be opened on the same day at 3.00 PM in the presence of the bidders or their representatives who may like to be present.

Yours faithfully,


(Rajesh Saini)
DCF&AO

Encl: As above.

ANNEXURE-I

SPECIFICATIONS FOR CALENDAR

1. Name of the Job : Designing & Printing of Wall Calendar
2. Quantity : 1000 Calendars
3. Size : 17.5 inch x 24 inch
4. No. of Sheets : 7 Leaves (Sheet) Both Side Print
5. Paper : 210 gsm Imported Art paper
6. Printing : 4 Color
7. Binding : Wiro binding good quality
8. Back Support : 4 cms duplex board of 350 gsm to be provided for all Calendars on 17.5 inch
9. Time of Delivery : Within 10 days from the date of work order.
10. Images : 13 Stock Images for Calendar

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SPECIFICATIONS FOR PRINTING OF ANUBHUTI

NAME OF THE PRINTING ITEM	:	ANUBHUTI (Hindi Magazine)
QUANTITY	:	100 copies
NO. OF PAGES	:	48 + COVER
FINISHED SIZE	:	8.25 (A- 4 SIZE)
NO. OF COLOURS	:	COVER - 4 COLOUR
PHOTOGRAPHS	:	30 NOS. (COLOURED) + 4 PHOTO
INPUTS	:	DATA WILL BE PROVIDED IN C.D.
PAPER	:	COVER - IMPORTED ART PAPER OF 200 GSM INPUT - IMPORTED ART PAPER OF 100 GSM
LAMINATION	:	OUTER COVER MATT LAMINATION
BINDING	:	DOUBLE STITCHED (CENTER)
PROOFING	:	PROOFING IS REQUIRED FOR THE ENTIRE BOOKLET BEFORE FINAL PRINTING
SCANNING	:	ALL PHOTOGRAPHS ARE REQUIRED TO BE SCANNED ON HIGH RESOLUTION
PLEASE ALSO INDICATE EXTRA/REDUCTION IN COST FOR	:	± 4 PAGES

Quotation for printing & supply of 300 copies of OADB's Annual Report

Name of the print item	:	Annual Report of OADB
Quantity	:	300 Copies (200 English +100 Hindi)
No. of Pages	:	140+Cover for Hindi Report & 140+Cover for English Report
Finished size	:	8.5" X 11.70" (A-4 Size)
No of colours	:	4(Four)
Photographs (Original to be provided by OADB)	:	30 Approx.
Inputs	:	Data will be provided in MS Word & MS Excel
Paper	:	Cover-imported art card (Magnostar) of 250 GSM & Inside imported Art paper (Magnostar) of 110 GSM.
Lamination	:	Outer cover matt lamination
Binding	:	Perfect Binding
Proofing	:	Coloured proofing will be approved by OADB for entire Booklet before final printing.
Scanning	:	All photographs are required to be scanned on high resolution
Please also indicate Extra/reduction in cost for	:	± 4 pages
Tax	:	Extra

FINANCIAL BID

PRESCRIBED PROFORMA FOR QUOTING THE RATES

Sl. No.	Details of jobs	Quantity	Rate
1.	LETTER HEAD OF OIDB ON EXECUTIVE BOND PAPER A/4 size (as per sample) 100/120 gam	1000	
2	D.O. LETTER HEADS ON EXECUTIVE BOND WITH GOLDEN EMBLEM- A/4 size (as per sample)	200	
3	D.O. LETTER HEADS ON EXECUTIVE BOND WITHOUT GOLDEN EMBLEM- A/4 size (as per sample)	200	
4.	PRINTING OF COLOUR SLIP (BILLINGUAL)- 5'x3'size (e.g. Immediate/most immediate/urgent/ parliament Question /Confidential/Secrets etc.	500	
5.	PRINTING OF VISITING CARDS		
6.	Visiting Card on ivory paper and screen printing with golden emblem embossed (Single side)	500	
	Visiting Card on ivory paper and screen printing with golden emblem embossed (Both side)	500	
	Visiting Card on ivory paper and screen printing without golden emblem embossed (Both side)	500	
8.	Printing of Hindi Magazine Anubhuti (as per specifications/ sample enclosed)	100	
9.	Printing of Quarterly Review (as per sample/ specifications enclosed - A/4 size and with colour Printing)	100	
10.	Printing of OIDB Calender (as per sample/ specifications enclosed)	1000	
11.	Printing of Annau Report (as per specifications/sample enclosed)	300 (200 English + 100 Hindi)	

1. We undertake that all the terms and conditions as indicated in the tender would be complied with.
2. We undertake that the firm has not been barred or blacklisted by any of the Central/State Govt. Deptt./Ministry / Organisations/PSUs and no criminal case is pending/filed against the firm/proprietor.

Sign with seal of the authorized person of the Company/firm