

No.10/19/2013-OIDB

February 06, 2018

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

Sir,

Oil Industry Development Board (OIDB), Noida invites E-procurement tender (on line tender through website <https://e-procure.gov.in> only) for the rate contract for printing and supply of Annual Report, Wall Calendars, and other stationery items as per specifications attached from the reputed offset printers having 2 years' experience in the field of printing of various stationery items. The approximate annual value of contract 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 NEFT/RTGS without which the quotation will not be accepted.
- The successful bidder needs to deposit an amount of Rs.22500/- towards Security Deposit through NEFT/RTGS, 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.
- Bank details are as under:
Name of beneficiary : Oil Industry Development Board.
SB Account : 11084240909
Bank Name & Address: State Bank of India, Parliament Street,
New Delhi.
Bank IFSC Code : SBIN0000691
- OIDB shall provide bench mark/quality/brand of the material to be used, wherever necessary. In case the work is not executed on a specified time frame, OIDB would be free to get the work done through alternative sources and the cost incurred on the same shall be recovered from the firm.
- The bidder should have office in Delhi/NCR.
- The firm should have two years' experience of printing and supply of such items to Central/State Govt. Ministries/Depts./PSUs/Autonomous Bodies/Institutes/Organisations,

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प्रधान कार्यालय :-

ओ.आई.डी.बी. भवन, 'सी' ब्लॉक, तीसरी मंजिल,
प्लॉट नं. 2, सेक्टर - 73, नोएडा-201301, उ.प्र.
फोन : 91-120-2594602, 603, 604 फैक्स : 91-120-2594630
वेबसाइट : 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

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- The defective printing material, if found, shall be replaced by the supplier at his own cost. Reasonable penalty may be imposed by OIDB for errors if found in printed material.
- 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 in tender document is not permissible.
- Any dispute would be settled in Delhi/NCR.

Interested eligible parties may submit their quotations through CP Portal (e procure) only as per the financial bid format attached along with self-attested copies of GSTIN, PAN etc, EMD of Rs.9000/- in account of Oil Industry Development Board may be deposited online. The last date for submission of bids is 27.02.2018 (2,00 PM) and the same will be opened on 28.02.2018 at 3.00 PM in the presence of the bidders or their authorised representatives who may like to be present.

Yours faithfully,


(Rajeev Rana)
Manager(P&A)

Encl: As above.

- To be uploaded on OIDB website.
- To be uploaded on eprocure.gov.in

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

Handwritten signature

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) <i>(No. of copies may increase/decrease)</i>
No. of Pages	:	140+Cover for Hindi Report & 140+Cover for English Report <i>(No. of pages may increase/decrease)</i>
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 <u>matt</u> 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


SPECIFICATIONS

OIL INDUSTRY (DEVELOPMENT) ACT, 1974

QTY : 200
NO. OF PAGES : 28 (INSIDE) + 4 (COVER), A4 SIZE
PAPER : COVER 300 GSM IMPORTED ART CARD &
INSIDE PAGES 80 GSM SUPERSUNSHINE PAPER
BINDING : CENTER PIN
COLOR : COVER IN 2 COLOR & INSIDE PAGES IN SINGLE
COLOR
MATERIAL : PROVIDED BY OIDB
RATE : +4PAGES

OIL INDUSTRY (DEVELOPMENT) ACT, 1975

QTY : 200
NO. OF PAGES : 24 (INSIDE) + 4 (COVER), A4 SIZE
PAPER : COVER 300 GSM IMPORTED ART CARD &
INSIDE PAGES 80 GSM SUPERSUNSHINE PAPER
BINDING : CENTER PIN
COLOR : COVER IN 2 COLOR & INSIDE PAGES IN SINGLE
COLOR
MATERIAL : PROVIDED BY OIDB
RATE : +4PAGES



Specification for Newsletter

Qty : 100 pcs (English), 20^{Pcs}/Hindi

No. of Pages : 12 pages, A4 paper size

Paper : 170 GSM Imported Art Paper Sappi

Binding : Center Pin

Size : 8.5in x 11in

Language : Bilingual

Printing : Multi color

