

No. C-11013/8/2013-FC

Dated the 1<sup>st</sup> January, 2014

To

**Subject:- Bid for Printing of Main Brochure and Brochure on Retrospective and special packages, Daily News Bulletins and Festival Information Booklet for MIFF-2014.**

Sir,

The Director (MIFF-2014) & Director General, Films Division, Ministry of Information and Broadcasting, Government of India, 24-Dr. Gopalrao Deshmukh Marg, Mumbai – 400 026 invites sealed Bids in two bid system from well established and reputed printers/firms for printing of Main Brochure and Brochure on Retrospective and special packages, Daily News Bulletins and Festival Information Booklet for MIFF-2014. The detailed specifications of the Main Brochure and Brochure on Retrospective and special packages, Daily News Bulletins and Festival Information Booklet are enclosed in the Annexure-I, II, III & IV.

The terms and conditions for submission of Bids are indicated below :-

1. The Bid should be on LETTER HEAD of the bidder.
2. The Bid should be in two bids i.e. Technical bid and Financial bid.
3. The Separate sealed covers for Technical bid and Financial bid should be submitted. Both these covers of Technical Bid and Financial Bid shall be put into an outer cover and sealed.
4. The Technical Bid should contain profile of the company, Copies of printing/work i.e. printing of books, magazines, etc. done during last 3 years, copies of Brochures, copies of PAN, TIN and VAT registration certificates, Earnest Money Deposit (Bid Security) and any other requisite relevant information/documents etc. The copies of books/brochures printed by the firm may be kept ready so that the same can be produced as and when asked for by the Festival Directorate. The specimen of the Main Brochure and Brochure on Retrospective and special packages, Daily News Bulletins and Festival Information Booklet brought out by the office is available in Festival Cell, IInd Phase Building, Films Division and can be seen during working days between 3.00 p.m. to 5.00 p.m. upto 03.01.2014. There will be no mention of price anywhere in the Technical bid. **The Technical bid will clearly be superscripted with “Technical bid for printing of Main Brochure and Brochure on Retrospective and special packages, Daily News Bulletins and Festival Information Booklet for MIFF-2014”. The Bid Inquiry letter No. and date may also be indicated.**

....2/-

5. The Financial Bid (Annexure-V) will contain the price schedule duly filled in and signed and contain all the commercial details of the bid along with Bid number, date of opening, etc. Both these covers of Technical Bid and Financial Bid shall be put into an outer cover and sealed. The outer cover should duly bear the Bid number and date of closing/opening prominently underlined and should be addressed to The Director (MIFF) & Director General, Films Division, Govt. of India, Mumbai.
6. The bidder except those who are registered with the Central Purchasing Organization, National Small Industries Corporation (NSIC) must enclose with their Technical Bid an Earnest Money( Bid Security) of Rs.25,000/- in the form either crossed Demand Draft, Fixed Deposit Receipt, Banker's Cheque ( Pay Order) or bank Guarantee from any of the Commercial Bank drawn in favour of "Accounts Officer, Films Division, Govt. of India, Mumbai" valid for a period of 45 days beyond the final bid validity period. The Bid which is not accompanied by Earnest Money (Bid Security) will not be considered.
7. The Earnest Money shall be forfeited by Films Division in the following events :-
  - i) If Bid is withdrawn during validity period or any extension thereon.
  - ii) If Bid is varied or modified in a manner not acceptable to this organization during the validity period or any extension thereof.
  - iii) If a bidder whose Bid has been accepted but fails to furnish the performance security deposit, performance bank guarantee within 14 days of acceptance of Bid.
8. The Earnest Money (Bid Security) / Bank Guarantee of unsuccessful bidder will be returned on finalisation of Bid. The Earnest Money (Bid Security) of successful bidder will be returned on receipt of performance security deposit/bank guarantee.
9. The Bid is not transferable. The minimum validity of the Bid should be 90 days from the date of opening of the Bid.
10. There should not be overwriting and all corrections should be attested by full signature by the bidder.
11. The bidder should not mention their name on the outer cover and the Bid addressed to The Director (MIFF) & Director General, Films Division, Govt. of India, Mumbai should be dropped in the drop box kept near the Ist phase building, Films Division, 24-Dr.G. Deshmukh Marg, Mumbai-400 026 up to **1.00 p.m.** on **10.01.2014.** Bidder is advised in his own interest to ensure that his/their offer reaches this office well before the closing date and time of the Bid as the offers received after the closing date and time of the Bid will not be considered. The Technical bid will be opened at **3.00 pm** on the closing date in the presence of the bidders or their representatives who may be present.

12. The successful bidder will furnish a performance Security Deposit at the rate of 5% of the value of the total publication in the form of Demand Draft/ Pay Order or Fixed Deposit Receipt or Bank guarantee from any commercial Bank drawn in favour of “Accounts Officer, Films Division, Govt. of India, Mumbai” within 14 days of the receipt of assignment order. The Performance Security Deposit will remain with the Films Division, till the 31.3.2014.

13. The successful bidder should carry out the work of printing of Main Brochure and Brochure on Retrospective and special packages, Daily News Bulletins and Festival Information Booklet immediately as per specifications mentioned in the bid notice.

14. The full and final payment will be made/released only after the supply of the Main Brochure and Brochure on Retrospective and special packages, Daily News Bulletins and Festival Information Booklet for MIFF-2014. No advance payment will be made under any circumstances.

15. Right to accept, reject, split the entire Bid or any part thereof without assigning any reason rests with The Director (MIFF) & Director General, Films Division, Govt. of India, Mumbai and his decision in this regard is final and binding.

16. Income Tax or any other taxes will be deducted from the bill at source as per Government orders.

17. Any disputes arising out of the Bid notice, process and finalization of this Bid shall be subject to jurisdiction of the High Court of Mumbai.

Yours faithfully,

( P.S.Bodas )  
Asstt. Administrative Officer  
For Director (MIFF) & DG

**Format for Technical Bid**  
**Specification of Main Brochure**

<b>Sr.No.</b>	<b>Particulars</b>	<b>Specification</b>	<b>Specification offered by bidder</b>
1.	JOB	MAIN BROCHURE (As per sample of book of MIFF-2012)	
2.	SIZE	5.1/2" X 8.1/2"	
3.	PAGES	4 Pages Cover + 200 pages inside Approx. (The number of pages may be increased or decreased)	
4.	PRINT	Four colour	
5.	PAPER	Cover 300 Gsm Foreign Art Paper Inside 70 Gsm Recycle Paper (As per sample)	
6.	BINDING / FINISH	Cover Gloss Laminated / Section sewing with cover bound	
7.	WORK	Design + Process + Print (Colour photograph etc. as per sample)	
8.	EXTRA CHARGES PER FORM OF 16 PAGES	If additional pages required of required to be reduced.	
9.	QUANTITY	<u>3000 Books</u> <u>3500 Books</u> <u>4000 Books</u>	
10.	COMPUTER SET-UP AT FILMS DIVISION PREMISES (The charges for this, if any should be quoted separately)	To carry out designing, layout, checking, etc. of Main Brochure, printer has to install computer set-up at Films Division premises at his cost.	

(\* ) (Quantity of all the items specified in the bid is subject to change at the discretion of the Director General, Films Division without any notice to the effect).

Signature of authorized signatory

**Format for Technical Bid**  
**Specification of Brochure for Retrospective & special packages**

<b>Sr.No.</b>	<b>Particulars</b>	<b>Specification</b>	<b>Specification offered by bidder</b>
1.	JOB	Brochure for Retrospective & special packages (As per sample of book of MIFF-2012)	
2.	SIZE	5.1/2" X 8.1/2"	
3.	PAGES	4 Pages Cover + 200 pages inside Approx. (The number of pages may be increased or decreased)	
4.	PRINT	Four colour	
5.	PAPER	Cover 300 Gsm Foreign Art Paper Inside 70 Gsm Recycle Paper (As per sample)	
6.	BINDING / FINISH	Cover Gloss Laminated / Section sewing with cover bound	
7.	WORK	Design + Process + Print (Colour photograph etc. as per sample)	
8.	EXTRA CHARGES PER FORM OF 16 PAGES	If additional pages required of required to be reduced.	
9.	QUANTITY	<u>3000 Books</u> <u>3500 Books</u> <u>4000 Books</u>	
10.	COMPUTER SET-UP AT FILMS DIVISION PREMISES (The charges for this, if any should be quoted separately)	To carry out designing, layout, checking, etc. of Main Brochure, printer has to install computer set-up at Films Division premises at his cost.	

**(\*) (Quantity of all the items specified in the bid is subject to change at the discretion of the Director General, Films Division without any notice to the effect).**

**Signature of authorized signatory**

**Annexure –III**

**Format for Technical Bid**  
**Specification of Daily News Bulletins**

<b>Sr.No.</b>	<b>Particulars</b>	<b>Specification</b>	<b>Specification offered by bidder</b>
1.	JOB	DAILY BULLETIN IN ENGLISH, HINDI & MARATHI (As per sample )	
2.	SIZE	18 Inch X 12 Inch (Folded)	
3.	PAGES	English : first two pages Hindi : third page Marathi : forth page Total 4 pages (Folded)	
4.	PRINT	Cover page in two colour and inside one colour with colour photographs	
5.	PAPER	120 Gsm Super Sunshine Paper	
6.	WORK	Designing + Processing + Printing (DTP, Positive cutting, etc.)	
7.	QUANTITY	3000 copies x 6 days = 18,000 copies (from 4 <sup>th</sup> to 9 <sup>th</sup> Feb., 2014) 1000 copies x 1 day = 1,000 copies (On 10 <sup>th</sup> Feb., 2014) Total = 19,000 copies	

(\* ) (Quantity of all the items specified in the bid is subject to change at the discretion of the Director General, Films Division without any notice to the effect).

**Signature of authorized signatory**

**Format for Technical Bid**  
**Specification of Festival Information Booklet**

**OPTION-I**

<b>Sr.No.</b>	<b>Particulars</b>	<b>Specification</b>	<b>Specification offered by bidder</b>
1.	JOB	FESTIVAL INFORMATION BOOKLET	
2.	SIZE	4.1/2” X 8”	
3.	PAGES	4 + 64	
4.	PRINT	Cover 4 colour and Inside 1 colour	
5.	PAPER	Cover 210 Gsm Art Card and Inside 100 Gsm Maplitho	
6.	BINDING / FINISH	Cover Gloss Laminated / Section sewing with cover pasting	
7.	WORK	Designing + Processing + Printing	
8.	QUANTITY	4000 Booklets	
9.	EXTRA CHARGES PER FORM OF 4 PAGES	If additional pages required or required to be reduced.	

**OPTION-II**

<b>Sr.No.</b>	<b>Particulars</b>	<b>Specification</b>	<b>Specification offered by bidder</b>
1.	SIZE	4.1/2” X 4”	

**OPTION-III**

<b>Sr.No.</b>	<b>Particulars</b>	<b>Specification</b>	<b>Specification offered by bidder</b>
1.	SIZE	4.1/2” X 2.1/2”	

**Note :** The particulars/specification of Option-II & III will remain same as shown in Option-I except size.

(\* ) (Quantity of all the items specified in the bid is subject to change at the discretion of the Director General, Films Division without any notice to the effect).

Signature of authorized signatory

**Format for Financial Bid**

Name of the company/firm/Individual \_\_\_\_\_

VAT /Service Tax Registration No. \_\_\_\_\_

PAN Number \_\_\_\_\_

<b>Sr.No.</b>	<b>Item</b>	<b>Specification</b>	<b>Per Unit cost</b>	<b>Taxes, if any</b>	<b>Total Cost</b>
1.	Main Brochure				
2.	Brochure on Retrospective and special packages				
3.	Daily News Bulletins				
4.	Festival Information Booklet				

Films Division is exempted from payment of Octroi Duty and necessary certificate will be issued, if required.

Company Rubber Stamp/Seal  
Of the firm/Company with date

**Signature of authorized signatory**