

**Subject:- Bid for Printing of Main Brochure for MIFF-2016.**

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 for MIFF-2016. The detailed specifications of the Main Brochure is enclosed in the Annexure-I.

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.
2. The Technical Bid should contain
  1. profile of the company,
  2. Copies of printing/work i.e. printing of books, magazines, etc. done during last 3 years, copies of Brochures,
  3. copies of PAN, TIN and VAT registration certificates,
  4. Earnest Money Deposit (Bid Security) and any other requisite relevant information/documents etc.
3. 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.

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4. The specimen of the Main Brochure brought out by the office is available in Festival Cell, 3<sup>rd</sup> Floor, Phase-II Building, Films Division and can be seen during working days between 3.00 p.m. to 5.00 p.m. 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 for MIFF-2016”. The Bid Inquiry letter No. and date may also be indicated.**

5. The Financial Bid (Annexure-II) 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 finalization 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 delivered in General II Section, 3<sup>rd</sup> Floor, Films Division, 1<sup>st</sup> Phase Building, 24-Dr.G. Deshmukh Marg, Mumbai-400026 up to **1.00 p.m.** on **05.01.2016.** 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.

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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 31.3.2016.
13. The successful bidder should carry out the work of printing of Main Brochure 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 for MIFF-2016 in due date and work of printing should be satisfactorily. 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,

(Anilkumar N.)  
Coordinator (MIFF)  
For Director General & Director (MIFF)

Encl: As above.

Copy to :

1. Nodal Officer (IT) / Publicity Section, Films Division, Mumbai for information and necessary action. It is requested that the bid may be uploaded on official website of the Films Division/ MIFF and copy of the same may be sent to this section for records.
2. Committee Head/Unit Head, Publication Committee (MIFF-2016).

(Anilkumar N.)  
Coordinator (MIFF)  
For Director General & Director (MIFF)

## Annexure – I

### 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	
2.	SIZE	Size : 5 ½” X 8 ½”	
3.	PAGES	4 Pages Cover + 300 pages inside Approx. (The number of pages may be increased or decreased)	
4.	PRINTING	Four color printing of Cover Page & Inside Pages (incl. photographs)	
5.	PAPER	Cover 300 gsm Art Card Paper Inside 100 gsm Art Paper	
6.	BINDING / FINISH	Cover Matt lamination/ section sewing with cover bound/perfect binding	
7.	WORK	Design + Process + Print (Color photograph etc. as per sample)	
8.	EXTRA CHARGES PER FORM OF 16 PAGES	If additional pages increased or reduced.	
9.	QUANTITY	2500 Books 2000 Books	
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.	

**Signature of authorized signatory**

Note:-

1. 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).
2. Rate may quoted separately for quantity (i.e. 2500 & 2000).
3. Films Division is exempted from payment of Octroi Duty and necessary certificate will be issued, if required.

**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>Qty.</b>	<b>Per unit cost</b>	<b>Tax, if any</b>	<b>Total Amount</b>
1.	Printing of Main Catalogue (8½"X5 ½")		2500 2000			

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

**Signature of authorized signatory**

Note:-

1. 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).
2. Rate may quoted separately for quantity (i.e. 2500 & 2000).
3. Films Division is exempted from payment of Octroi Duty and necessary certificate will be issued, if required

