

F.No. 8(1)/2021-Ptg.  
Ministry of Law & Justice  
Legislative Department  
(O. L. Wing)

Room No. 730, 7<sup>th</sup> Floor,  
Shastri Bhawan, New Delhi  
Dated 17<sup>th</sup> September, 2021

**e-Short Tender Notice**

This office proposes to get published the Constitution of India (Pocket size) in diglot form (Hindi and English languages) and requires the services of experienced printing press for printing and binding of the same as per the specifications given hereunder. The number of copies would be three thousand (3000). The Sealed quotations are invited for the abovementioned job on the terms and conditions mentioned in the following paragraphs. The interested parties well qualified and having sufficient experience in the field may send their quotations to the undersigned in sealed cover so as to reach latest by 23<sup>rd</sup> September, 2021 at 3.00 pm. The cover should be marked as **QUOTATION FOR PRINTING OF CONSITUION OF INDIA (POCKET SIZE)**. The technical bid received will be opened on 23<sup>th</sup> September, 2021 at 4 PM before the competent authority.

2. The main specifications of the above printing work shall be as under: -
  - a) The Constitution of India (Pocket Size) shall be printed on Airmail Paper having size 51 x 76 cms with weight 40 GSM;
  - b) There shall be a printed plastic jacket covering the said printing job;
  - c) The specimen of aforesaid book can be seen in the office at above address during office hours;
  - d) The text of the Constitution of India to be printed will be provided in soft copy by this office. The printing work is consisting of approximately 810 pages. The font of the texts will be as per the specimen available.
  - e) The Competent authority has the discretion and right to modify above specifications, if necessary, at any stage of the process.
3. The afore mentioned job will be entrusted to a successful tenderer on the terms and conditions mentioned below: -
  - a) The successful tenderer will be required to do the work/job within a period of three days after the award of tender;
  - b) The successful tenderer will be responsible for maintaining the secrecy for this printing job and shall not use or cause to use this material supplied by this office in any manner failing which necessary penal action shall be initiated;

- c) It shall be the responsibility of the successful tenderer to provide satisfactory service and work as per the requirement of this office;
- d) The successful tenderer shall have to deliver the final product in the office at the above address;
- e) This office reserves the right to accept or reject any quotation in full or in part without assigning any reasons there for;
- f) If the work of the successful tenderer is found unsatisfactory or if the contractor dishonors the contractual liabilities, the job will be got done by any other party at the risk and expenses of the defaulting tenderer;
- g) The bidding firm should have an experience of at least 5 years of working in the field of printing of books, etc. and should enclose copy of experience;
- h) The intended bidder will have to submit technical bid as per the specimen attached along with the financial bid and after having qualified on technical bid the financial bid of such bidders shall only be considered for awarding the printing job;
- i) The firm may also furnish registration copy of Tin number, GST number and Pan number, etc.
- j) The successful tenderer has to furnish Earnest Money Deposit (EMD) of Rs. 20,000/- (Rs. Twenty thousand only) in the form of a DD in the name of DDO, Official Languages Wing, New Delhi. EMD will be forfeited if the successful tenderer withdraws his offer in due course. The EMD will be refunded after the task is completed. The EMD will be forfeited wholly or partly if the work is not found to the satisfaction of this office.
- k) This office reserves the right to cancel the above printing job at any time and stage without assigning any reason there for;
- l) The standard terms and conditions would apply in addition to above mentioned terms which are prevailing in the field of printing of books, etc.;
- m) Any query and/or further information may be sought from this office.

(Ashvani)  
Deputy Legislative Counsel  
Tele: 2338 0341

**PERFORMA FOR TECHNICAL BID**

**ANNEXURE-I**

1.	Name of the firm	
2.	Address of firm	
3.	Telephone number	
4.	Mobile number	
5.	Annual turnover of the firm with proof of last two years ( 2019-20 & 2020-21) attached certificate alongwith balance sheet of 2017-18 & 2018-19	
6.	Pan number (copy be attached)	
7.	GST registration (copy be attached)	
8.	Tin number registration (copy be attached)	
9.	Experience Certificate of the details of the past experience of five years in similar field	
10.	The earnest money of Rs. 20,000/- from centralized bank through a Demand Draft/Pay order	
11.	Banker of agency with full address (attach bankers certificate of account maintenance for last two years.	
12.	Certificate of satisfactory performance from the organization to whom the services was provided	
13.	Registration certificate of firm	
14.	Income tax return of firm for the financial year 2019-20 & 2020-21	

**ANNEXURE-II****RATE PERFORMA**

S.No.	Item	Rates (in rupees)
1.	The Constitution of India (Pocket Size) shall be printed on Airmail Paper having size 51 x 76 cms with weight 40 GSM	
2	printed plastic jacket	

(Signature & seal of the firm)