

**PRASAR BHARATI**  
**(BROADCASTING CORPORATION OF INDIA)**  
**CENTRAL ARCHIVES DOORDARSHAN**  
**AKASHWANI BHAWAN : SANSAD MARG**  
**NEW DELHI-110001.**

**File No. 1/209(C)/2010/Archives**

**Date: 17/06/10**

Hiring of a printing agency for the DD-Archives.

Prasar Bharati (BCI) through Doordarshan invites bids on two parts basis for the hiring of a Printing agency for DD-Archives for a period of one year.

**2. The selected agency will be required to:**

- i. Print DVD/VCD/ACD Inlay Cards, Booklets, Flyers, Posters, Invitation Cards, Brochures etc. Designs will be provided by DD-Archives.
- ii. Print Flex (Back Lit and Front Lit)
- iii. Mount in the field (Location).
- iv. Show proof to the Archive officers before going for printing.
- v. The material used should be magnostar gloss as per the specification given against each item.
- vi. Make printed Digipacks for DVD and CD.

**3. Firms/Agency is required to provide in their technical bid.**

- i. Complete company profile.
- ii. Details of previous work of similar nature in the same field.
- iii. Details of facilities available with them to verify their competence for the work.
- iv. The agency should have an established office with basic infrastructure to undertake printing.

**4. Experience in the Field**

- i. Experience of the bidder in producing high-quality printing.
- ii. The quality of printing should meet the stipulated standards.
- iii. The agency should have the expertise and experience of having undertaken jobs of similar nature. Details of past and present clientage will have to be provided.

**5. The Output should meet the stipulated standards, and is liable to be rejected in case of poor quality work.**

**General Conditions:**

- i. Payment will be made to the agency within one month of the receipt of invoice only after the competent authority in Doordarshan is satisfied that the required services have been satisfactorily provided by the agency.
- ii. The bidder will have to submit an Earnest Money Deposit (EMD) of Rs. 10,000/- by Demand Draft in the name of "PBBCI (Prasar Bharati Broadcasting Corporation of India), DG Doordarshan" in the envelope along with the pre-qualification bid. The Earnest money of unsuccessful tenderers will be refunded. The Earnest Money of the successful bidder will be refunded on submission of performance bank guarantee as mentioned in (iii) below.
- iii. A performance Bank Guarantee (BG) of ten percent of the bid amount will have to be given to Doordarshan at the time of signing the agreement. The bank guarantee should be valid for

a period of 15 months from the date of signing the agreement. In case party terminates the contract without any valid reason, the bank guarantee shall be encashed by Doordarshan. In case of unsatisfactory performance despite advice to improve the same, Doordarshan reserves the right to encash the Bank Guarantee. The encashment will be over and above the imposition of penalty for poor quality work in accordance with the provisions in clause 5 above of the tender conditions.

iv. The supply is required to be made within a period of 12 days from the date of placement of order on the tenderer. In case a longer delivery period is required by the tenderer the same should be clearly specified.

v. **The bids are to be submitted in two parts in two separate sealed envelopes:**

(a) The envelope containing Part-I of the bid will contain:

- i. Bidders profile along with a Xeroxed duly signed copy of their latest income tax return and tax clear once certificate thereof.
- ii. Balance sheets for the last three years.
- iii. Details of infrastructure available in terms of equipments, manpower and also full address of location for undertaking the work
- iv. Experience of printing with a list of clients both past and present with atleast 2 samples of each category (Inlay Cards, Booklets, Flyers, Posters, Invitation Cards, Brochures etc.).
- v. A demand draft of Rs. 10,000/- in favour of "PBBCI, DG Doordarshan" as Earnest Money.
- vi. Checklist duly filled up and signed.

(b) The above envelope containing Part I of the bid will be boldly super-scribed as **"Pre-qualification bid for Printing etc" for DD-Archives.**

(c) The second envelope containing Part-II of the bid will be boldly super-scribed as **"Financial bid for Printing etc" for DD-Archives.**

(d) The financial bid will contain item wise rate of each step in Printing.

(e) The tenderers are to quote their firm prices. No change or modification to the offer after opening of the tender shall be permitted.

(f) The Envelopes containing Quotations are to be addressed to:

**Director Doordarshan Archives**

**Room No. 1, Ground Floor,**

**Akashvani Bhavan,**

**Sansad Marg,**

**New Delhi-110001**

**Ph: 011-23421271**

**E-mail: [ddarchives@dd.nic.in](mailto:ddarchives@dd.nic.in)**

**Website: [ddindia.gov.in](http://ddindia.gov.in)**

**Part-II : Financial bid :****Category - I****(a) VCD /ACD Printing requirement**

	<b>Thickness/ Weight</b>	<b>Size in cms</b>	<b>Unit rate per 1000</b>	<b>Unit rate per 1000 in 4 colours</b>	<b>Unit rate per 1000 in 5 colours</b>
Digipack with Booklet Pouch	2. mm Imported Board (Please specify the brand name of the board)	13 X 14. (Finish Size)	1000	4 colours	5 colours
Digi Tray for VCD	Minimum 22 grams	12.5 X 13.5	1000	4 colours	5 colours
Booklet 8 Pages	135 GSM	11 X 12	1000	4 colours	5 colours
Booklet 12 Pages	135 GSM	11 X 12	1000	4 colours	5 colours
Booklet 16 Pages	135 GSM	11 X 12	1000	4 colours	5 colours
Booklet 24 Pages	120 GSM +175GSM 4 page	11 X 12	1000	4 colours	5 colours
Booklet 32 Pages	120 GSM +175GSM 4 page	11 cms X 12	1000	4 colours	5 colours
Booklet 48 Pages	120 GSM +175GSM 4 page	11 X 12	1000	4 colours	5 colours
Booklet 132+4 Pages	120 GSM+200GSM 4 page cover	11 X 12	1000	4 colours	5 colours

**(b). DVD**

	<b>Thickness/ Weight</b>	<b>Size in cms</b>	<b>Unit rate per 1000</b>	<b>Unit rate per 1000 in 4 colours</b>	<b>Unit rate per 1000 in 5 colours</b>
Digipack with Booklet Pouch	2. mm Imported Board (Please specify the brand name of the board)	14. X 19 (Finish Size)	1000	4 colours	5 colours
Digi Tray for DVD	Minimum 30 grams	13.5 X 18.5	1000	4 colours	5 colours
Booklet 8 Pages	135 GSM	11 X 16	1000	4 colours	5 colours
Booklet 12 Pages	135 GSM	11 X 16	1000	4 colours	5 colours
Booklet 16 Pages	135 GSM	11 X 16	1000	4 colours	5 colours
Booklet 48 Pages	120 GSM+175GSM 4 page cover	11 X 16	1000	4 colours	5 colours
Booklet 132+4 Pages	120 GSM+200GSM 4 page cover	11 X 16	1000	4 colours	5 colours
Brochure 24+4 Pages	120gsm + 175gsm 4 page cover	23 X 15.5	1000	4 colours	5 colours

**(c). Poster and Flyers**

	<b>Thickness</b>	<b>Size in cms</b>	<b>Unit rate per 1000</b>	<b>Unit rate per 1000 in 4 colours</b>	<b>Unit rate per 1000 in 5 colours</b>
Poster	170 GSM	43 X 24	1000	4 colours	5 colours
Flyers	170 GSM	A4	1000	4 colours	5 colours
Leaf	170 GSM	A4 two fold	1000	4 colours	5 colours

**Category II.****Invitation Cards**

	<b>Thickness</b>	<b>Size in cms</b>	<b>Unit rate per 1000</b>	<b>Unit rate per 1000 in 4 colours</b>	<b>Unit rate per 1000 in 5 colours</b>
Invitation Cards with envelop	250 GSM	23 cms X 10 cms	1000	4 colours	5 colours
Invitation Cards with envelop	250 GSM	13 cms X 17.5 cms	1000	4 colours	5 colours
Invitation Cards with envelop	350 GSM	23 cms X 10 cms	1000	4 colours	5 colours
Invitation Cards with envelop	350 GSM	13 cms X 17.5 cms	1000	4 colours	5 colours

**Category III.****Display Material**

Front Lit Flex	Digital Printing	Per Square ft with Material
Back Lit Flex	Digital Printing	Per Square ft with Material
Front and Back Lit Flex		Per Square ft with Material
Installation Charges		
Cloth	Screen Printing	Per Square ft with Material

Installation Charges		Per Square ft with Material
Aluminium / Tin	Solvent Printing	Per Square ft with Material
Installation Charges		Per Square ft with Material
Vinyl	Digital Printing	Per Square ft with Material
Installation Charges		Per Square ft with Material

Category IV.

**Carry bags**

Type	Thickness	size			quantity	quantity
Small Bag	200 gsm	Hight	Width	Depth	1000 (with silk string handle and brass hook)	5000 (with silk string handle and brass hook)
		11 cm	8.5 cm	3 cm		
Big Bag	200 gsm	28 cm,	30 cm	12 cm	1000 (with silk string handle and brass hook)	5000 (with silk string handle and brass hook)

**Note: It is proposed to release 25 titles of VCDs and 6 DVDs and 13 ACDs this year 2009.**

**IMPORTANT NOTE: In case stepwise quote for all items is not given , bid will be summarily rejected.**

6. The lowest tenderer will be decided on the basis of the lump-sum quote on unit of 1000 pieces of each title in case of Category I (a), (b) & (c). The same procedure will be followed for II, III & IV category-wise. Tenderer will be selected on the basis of lowest quote separately of each category.
7. All the tenders received will be considered on the basis of the following criteria:
  - Quality of work done earlier.
  - Experience of the bidder in the field of Printing etc.
  - Quality of equipment and software used to produce the final product.
  - Bidder should not be defaulter with Doordarshan.
8. The pre-qualification envelopes will be opened in the presence of the bidders or persons authorized in writing on 16-08-2010 at 3 p.m. at (venue) Room No.1, Akashvani Bhavan.
9. The successful bidder will have to sign an agreement with Doordarshan within 7 days of receipt of acceptance of tender failing which the work order will stand withdrawn.
10. Doordarshan reserves the right to cancel any or all bids without assigning any reason or to accept any bid in part or full.
11. The tender should be valid for a period of One year.
12. In case of any dispute, the same will be resolved through mutual consultations failing which the same will be referred to an Arbitrator nominated by the CEO Prasar Bharati. Arbitration proceedings will be conducted under the Indian Arbitration and Conciliation Act, 1996, and Law of India and the Courts of Delhi shall have the exclusive jurisdiction. The venue for arbitration shall be in New Delhi.
13. Doordarshan reserves the right to terminate the contract by giving 45 days notice.
14. The tender should be submitted by 3.00 pm on 09-08-2010.
15. The envelopes containing the bid should be deposited at the Facilitation Counter at the Doordarshan Directorate, Doordarshan Bhavan, Copernicus Marg, New Delhi.

16. The financial bids will be opened immediately after short-listing the qualifying agencies in the presence of the bidders or their authorized representative.

## Checklist

### Part-I

**Have you provided the following: -**

- |  |         |
|--|---------|
| 1. Bidder's profile  | YES/ NO |
| 2. Attested copy of Income Tax Return                                    | YES/ NO |
| 3. Balance Sheets of last 3 years  | YES/ NO |
| 4. Details of Infrastructure   | YES/ NO |
| 5. List of clients past and present for whom printing have been produced | YES/ NO |
| 6. Sample of each genre  | YES/ NO |
| 7. Demand Draft for Earnest Money Deposit (EMD) of Rs. 10,000/-          | YES/ NO |
| 8. Are you a defaulter with Doordarshan                                  | YES/ NO |

**Note: - Please enclose the relevant documents**

### Part-II

**Have you provided the following: -**

#### Category-I

##### (a) Rate of VCD/ACD Printing Requirement

- |                          |         |
|--------------------------|---------|
| a. Rate of Digipack      | YES/ NO |
| b. Rate of Digi Tray     | YES/ NO |
| c. Rate Booklet 8 Pages  | YES/ NO |
| d. Rate Booklet 12 Pages | YES/ NO |
| e. Rate Booklet 16 Pages | YES/ NO |

##### (b) DVD

- |                          |         |
|--------------------------|---------|
| a. Rate of Digipack      | YES/ NO |
| b. Rate of Digi Tray     | YES/ NO |
| c. Rate Booklet 8 Pages  | YES/ NO |
| d. Rate Booklet 12 Pages | YES/ NO |
| e. Rate Booklet 16 Pages | YES/ NO |

##### (c) Poster

- |                   |         |
|-------------------|---------|
| a. Rate of Poster | YES/ NO |
|-------------------|---------|

#### Category-II

##### Invitation Cards

- |                                     |         |
|-------------------------------------|---------|
| Rates of Invitation Cards--All Size | YES/ NO |
|-------------------------------------|---------|

#### Category-III

##### Display Material

- |                       |        |
|-----------------------|--------|
| a. Printing all types | YES/NO |
|-----------------------|--------|

#### Category-IV

##### Carry Bag

- |                       |        |
|-----------------------|--------|
| a. Printing all types | YES/NO |
|-----------------------|--------|

**IMPORTANT NOTE : In case stepwise quote for all items is not given , bid will be summarily rejected .**