

Clarifications on the Pre-Bid Meeting held on 13.09.2018 at 15.00 hrs

RFP for

Selection of agency/ agencies for entering into Annual Rate Contract for providing services of Designing, Printing of document(s) for NHIDCL, New Delhi to be uploaded in NHIDCL website and MoRTH website.

Sl.	Query/Suggestions	Clarifications proposed to be posted
1	To revise the timeline for the work of <u>Books/ Annual Reports</u> and <u>Booklets</u>	Timeline:- First Proof within 7 days, final proof next 3 day, printed copies to be delivered at NHIDCL within next 7 days of the final approval of the design.
2	To revise the timeline for the work of <u>Invitation Cards (including envelopes)</u> and Letterheads	Timeline:- First Proof within 2 day, final proof next day, printed copies to be delivered at NHIDCL within next day of the final approval of the design.
3	Specification of printing of Invitation Card and GSM of envelope for Invitation card be clarified.	The printing of Invitation Card and Envelope shall be on 4 colour printing and the GSM of the envelope shall be of 130 GSM.
4	The work of <u>one side</u> printing under Item no. 5 of the Financial Bid may be clarified.	The word <u>fold</u> has been deleted and hence the work of one side printing may be read as under: <u>300 GSM art card with one side printing A5 size with envelope</u>
5	The rates of additional 10 copies each should be clarified.	The rates for additional copies under each categories, as mentioned in the Financial Bid, will be payable on pro-rata basis.
6	It is mentioned in the financial bid that the work shall be awarded to the agency which stands L1 in overall quote. This criteria for deciding L1 agency may be clarified	It Is Clarified That The Agency Which Quotes Maximum Number Of L1 Out Of Each And Every Number Of Items Listed Will Be Considered For Award Of Work

Accordingly, performa of Financial Bid to the above extent is revised as under:

Financial Bid

Selection of Agency for providing services of Designing, Printing of document(s) such as Book/ Annual Report(s), Booklets, Flyers, Leaflets, File Covers, Visiting Cards, Invitation Cards (including envelopes), Conference ID Cards, etc., for NHIDCL, New Delhi on Annual Rate Contract Basis.

Name of tendering Company/ Firm/ Agency:

It is mandatory for the bidders to quote for all the items, failing which the bid shall be liable to be treated as non-responsive.

THE AGENCY WHICH QUOTES MAXIMUM NUMBER OF L1 OUT OF EACH AND EVERY NUMBER OF ITEMS LISTED WILL BE CONSIDERED FOR AWARD OF WORK.

Sl.	Discription of Work	Rates** invited for	Rates quoted
1	Designing & Printing of Book(s)/Booklet(s)/ Annual Report(s) etc. of A4 size - Having Cover & Outer Page of 220 GSM Glossy + Lamination and Inner Page(s) of 130 GSM Glossy (please enclose sample) with Stich Binding		
		50 copies	
	Book/Booklet/Report containing upto 52 pages (48+4)	100 copies	
		200 copies	
		300 copies	
		400 copies	
	Book/Booklet/Report containing upto 100 pages (96+4)	50 copies	
		100 copies	
		150 copies	
		200 copies	
	Rates for additional (4 pages) each above 100 pages of the Book/Booklet/Report	50 copies	
		100 copies	
		150 copies	
		200 copies	

2	Designing & Printing of Flyers and Leaflets Flyers and Leaflets one fold leaf of close size A4 size sheet printed on both sides in color and contains pictures, tables and text using 170 GSM imported Glossy paper (Please enclose sample)	100 copies	
		200 copies	
		300 copies	
		500 copies	
3	Designing & Printing of File Covers 300 GSM art card of approved color (Please enclose sample)	1000 nos.	
		2000 nos.	
		3000 nos.	
		5000 nos.	
4	Designing & Printing of Visiting Cards 300 GSM art card with both side printing (Please enclose sample)	100 nos.	
		200 nos.	
		300 nos.	
		500 nos.	
5	Invitation Cards (including envelopes) 300 GSM art card with both side printing Single fold A5 size with envelop (please enclose sample)	200 no.	
		300 no.	
		500 no.	
	Invitation Cards (including envelopes) 300 GSM art card with both side printing A5 size with envelop (please enclose sample)	200 no.	
		300 no.	
		500 no.	
	Invitation Cards (including envelopes) 300 GSM art card with one side printing A5 size with envelop (please enclose sample)	200 no.	
		300 no.	
		500 no.	
6	Designing & Printing of Conference ID Cards 220 GSM Glossy Paper with plastic pouch of size 6.5”	200 no.	

	X 4.5" with digital printed 21" long Neck Tag (Satan) of approved color and containing logo/matter as per approved design with good quality metal clip (Please enclose sample)	300 no.	
		500 no.	
7	Letter Head(s) Designing & Color Printing of Letter Heads on Executive Bond Paper as per approved design(s) (pad of 100 sheets each)	20 pads	
		30 pads	
		40 pads	
		50 pads	
8	Note Sheets (A4 size) Providing A4 size Green Noting sheets (pad of 100 sheets each) with green line on both sides and "National Highways & Infrastructure Development Corporation Limited" is printed at the top of it in monochrome	20 pads	
		30 pads	
		40 pads	
		50 pads	

****The rates for additional copies under each categories, as mentioned above will be payable on pro-rata basis.**

Please Note:

1. Please note that the Financial Bid(s) is to be submitted with online process only at <https://eprocure.gov.in>. In case of any assistance in this regards please contact Shri Ravi Bhardawaj on 9953090169. However, the Technical bids are to be submitted by both ways i.e. physical as well as online.
2. The above requirement is tentative and is subject to actual requirement as may be decided by NHIDCL.
3. Please note that the rates quoted shall be for the purpose of ascertaining the L-1, however, the payment shall be made on pro-rata basis for actual number of pages contained in the booklets/ books/ Reports, etc.
4. The amount so quoted should include all liabilities of the agency towards delivering the item at NHIDCL. Please note no separate conveyance/ transportation charges etc. shall be admissible.

Signature of Authorized Person(s)

Date:
Place:

Name:
Seal:
