

To

All the Empanelled advertising and printing agencies of NHAI

Sub: Printing of Annual Report 2022-23 - Quotations reg.

Sir,

Annual Report of the DMEDL for the year 2022-23 is required to be printed for lenders and investors. Tentative requirement of printing of Annual Report consisting of approx 100 pages (subject to variation), is as under:

(i) English Version - 50 copies

2. Accordingly, quotations are invited from all the empanelled advertising agencies of NHAI having the capacity and competence to deliver printed copies within the specified period. Interested agencies may please submit their quotations, complete in all respects, in **Sealed Cover**, in the form specified in **Annexure A**.

3. The cover of quotation letter must be superscribed as "**QUOTATIONS FOR PRINTING OF ANNUAL REPORT OF DME DEVELOPMENT LIMITED FOR THE YEAR 2022-23**". The Quotations shall be signed by a person duly authorized on behalf of the Agency and shall be sent to:

Shri Ananta Manohar
Director & CFO
DME Development Limited
National Highways Authority of India
G-5 & 6, Sector 10, Dwarka
New Delhi - 110 075
Tel: 011-25074100, 25074200, Extn:1440

4. The sealed Quotations will be received by DMEDL upto **3.00 pm on 19.01.2024**. Quotations received after the due date and time will be rejected. The quotations will be opened at 4.00 pm on the same day.

5. The scope of work and specifications are given below:

(A) Scope of Work

(a) Total number of Annual Reports required to be printed consisting of approx. 100 pages (subject to variation), as per specifications, given hereunder:

(i) English Version - 50 copies

(b) The Scope of Work shall include works given here under as per specifications and terms and conditions mentioned in this letter:

- i. Designing the cover page in 4 colours highlighting “DME Development Limited - Annual Report for the year 2022-23” - At least three samples to be submitted by the selected agency for final selection by DME.
- ii. Designing content layout (2 colours) and Colour photographs (4 colours). Photographs will be supplied by DME.
- iii. Proof-reading of the manuscript by a good professional proof-reader.
- iv. To bring the proof of the Annual Report / Cover Design to the designated officer of DME at your own cost for approval.
- v. Artful Printing and Binding of the Annual Report.
- vi. Soft Copy (PDF and Word Format) of the Final Report.

(B) SPECIFICATIONS

(a)	Size	8.25"x11.75" (A-4 size)
(b)	No of pages	Approx 100 pages with around 10 (approx) coloured photographs. There could be a variation in the number of pages, for which there will be no revision in the price quoted by the bidders.
(c)	Colours	(i) Front and back pages in 4 colours (ii) Four inner pages in 4 colour for photographs (iii) All other inner pages in 2 colours.
(d)	Paper	100 gsm art paper for inside pages and 210 gsm art card for cover.
(e)	Fabrication	Centre stitched with outer covers having plastic lamination.
(f)	Quantity	50 copies
(g)	Type of printing (text)	Both Sides.

6. The terms and conditions for awarding the job shall be as under:

(i) Agencies should quote the rates in the format given in **Annexure A**. Incomplete bids/quotations will summarily be rejected. The rates shall be both in words and figures. The rates should be strictly as per the specifications. There should be no erasing or over-writing whatsoever.

(ii) In case the number of pages in the Report exceed or fall short of 100 pages (including cover pages), the quoted total price shall proportionately be increased / decreased, as the case may be.

(iii) The selected agency shall arrange to bring the proof / design of the Annual Report to the designated officer at his own cost for approval and all the copies of the Annual Report shall be supplied at DME in one lot free of cartage etc. No additional freight or any other charges etc. would be payable for supply and delivery of the reports at Corporate Office.

(iv) The rates quoted will remain valid for a period of six months from the date of receipt of the bid. The rates quoted by the selected firm, and approved by DME shall remain valid throughout the period of contract and request to increase the rates for any item(s), during the currency of the contract, shall not be considered.

(v) Following time schedule has been stipulated for implementation of job by the selected Agency:

Sl.No.	Item	Time Schedule
(i)	Submission of Cover Design	Within 5 days of award of contract.
(ii)	Proof reading(twice) of Annual Report	Within 3 days of supply of English Version of Annual Report (manuscript)
(iii)	Submission of 1 st Draft	Within 4 days of supply of manuscript.
(iv)	Submission of 2 nd Draft	Within 4 days of receipt of corrected version of draft proof.
(v)	Submission of Final Proof (as per specifications)	Within 3 days of receipt of corrected version of draft proof.
(vi)	Delivery of printed Annual Reports to Corporate Office.	Within 5 days from the handing over the final proof complete in all respect by NHAI.

(vi) The time period taken by DME for vetting the proofs/drafts/design shall be excluded for counting the number of days. The number of days is inclusive of date of handing over and receipt of material/work order.

(vii) The successful Agency must adhere to the time limit and ensure delivery. DME reserves the right to recover a sum equal to 1% of the total cost, as penalty for each day's delay subject to a maximum of 10% of total cost.

(viii) If average mistakes are more than 2 per page in first dummy, a sum equal to 5% of the total cost will be recovered as penalty. The mistakes pointed out in 1st dummy has to be carried out by the printer with full accuracy.

(ix) In case of delay in compliance with the order beyond stipulated time schedule, DME will have the right to cancel the order besides levying the above liquidated damages. The work will then be done by alternate arrangement.

(x) No advance payment will be made by DME. Payment will be released only after it is ensured that the items are in order and the quality of items supplied is to the entire satisfaction of DME.

(xi) It will be obligatory for the Agency to execute the work strictly as per scope of work and specifications given in para 5 above and if it fails to render satisfactory service, DME reserves its right to cancel the award without assigning any reason whatsoever and the work will be done by alternate arrangement.

(xii) DME may inspect the quality of papers, printing and binding before taking delivery and shall have the exclusive right to reject wholly or partly, any or all of the articles without assigning any reason thereof and its decision shall be binding on the agency.

(xiii) The material /document supplied by DME should be returned to NHAI after the job is completed.

(xiv) The terms and conditions will be interpreted under Indian Laws within the jurisdiction of NCT of Delhi.

(xv) The prospective bidders are free to seek any clarifications in connection with the tender. Ms. Prachi Mittal (CS), DME, G-5 & 6, Sector 10, Dwarka, New Delhi-110075 (Tel: No.25074100, Extn: 3493) may be contacted with prior appointment on any working day before tender opening.

Yours faithfully,

(Anant Manohar)
Director & CFO-DME DL
DGM(F)-NHAI

Encl.: As above

Quotation for Printing of Annual Report of DME for the year 2022-23**PROFORMA**

1. Name of the Agency :
(With Tel./Mob. Nos.)
2. Office Address with :
Tel./Fax/Mob. Nos.
3. Contact Person(s) Name :
Tel./Fax/Mob. Nos.
4. PAN No. :
5. TIN No./GST No. :
6. I/We hereby offer following rates for printing of Annual Report of DME for the year 2022-23, as per scope of work, specifications and terms and conditions contained in the letter No. NHAI/DMEDL/AR/FY23/PRTG dated:

(Please specify rates both in words & figures)

Sl. No.	Description	Total Price *(inclusive of taxes & duties) (in Rupees)
(1)	(2)	(3)
1	Designing, proof reading, artful printing, binding and delivery of 50 copies in English of Annual Report of DME for the year 2022-23 consisting of approx 100 pages (including cover pages) alongwith soft copy (PDF and Word Format) to the designated officer in DME, NHAI Corporate Office, New Delhi.	

(*) *No reimbursement on account of any additional service tax or any other tax which might not have been included herein will be given by DME on any account.*

7. The terms and conditions as per letterare acceptable to us.

(Authorized Signatory)
(with full name and designation)
Seal:

(Please sign on each page)