

DELHI COMMISSION FOR PROTECTION OF CHILD RIGHTS

GOVT. OF NCT OF DELHI

5TH FLOOR, ISBT BUILDING, KASHMERE GATE, Delhi-110006

Sir/ Madam,

The DCPCR invite Quotations for designing/lay-outing/printing of “Annual Report 2014-15” and translation of the same copy from English to Hindi. The specification/description and quantity along with term & conditions are as under:-

1.	Specification	Description
	Size	21 X 27 CMs, closed size
	No. of pages	(English 100+ Hindi 100) total Nos. 200 (inclusive of Cover)
	Quality of paper (Cover pages)	225 gsm imported art card- matt finish with matt lamination
	Quality of paper (inside pages)	170 gsm imported art paper- matt finish
	Pages for designing	a) Cover pages (Front & Back) b) Table of contents c) Foreword d) 1 st page of all Chapter
	Binding	Perfect binding
	Printing	Multi colour/ four colour
	Quantity of booklets	250
2.	Translation of Annual Report 2014-15 from English to Hindi aprox.100 pages. However financial statement will be in English only.	

1. The bidders should have to submit their proposal in two separate sealed envelopes marked as A & B for technical and financial bids respectively to O/o the Dy. Secretary, DCPCR, 5th floor ISBT Building, Kashmere Gate, Delhi and superscribed “Quotation for designing/lay-outing/printing of 250 copies on “**Annual Report 14-15**” and separate sealed quotation for translation also to be put in the box kept in the room of Dy. Secretary, DCPCR, upto 02:00 P.M. on 15.09.2015.
2. Since this is a prestigious assignment, pre-eminence will be accorded to the design component and the ability of the agency to execute the work satisfactorily.
3. The financial bids of only those bidders will be considered who will be found qualified on technical grounds.
4. The bids will be opened in the presence of the bidders or their representatives at 03.00 PM on 15.09.2015.
5. The rate should be inclusive of all taxes.
6. Rates of any increase in the number of pages will be given by the bidders in multiple of 4 separately.
7. The bidders are required to furnish the 1st & last page of the book designed by them at the time of submission of bids.

(KARAN SINGH)

DY. SECRETARY, DCPCR