

# DELHI COMMISSION FOR PROTECTION OF CHILD RIGHTS

Govt. OF N.C.T. OF DELHI  
5<sup>TH</sup> FLOOR, ISBT BUILDING, KASHMERE GATE, DELHI-110006

No. F.7(10)/DCPCR/12-13/Misc. /5355-61

Date :08.11.16

To

**Sub: Quotations for Translation (English to Hindi) and designing lay outing and printing of Annual Report 15-16 in Hindi.**

The DCPCR invites quotations for designing, lay outing and printing etc of the following items. Estimate for designing, lay outing, graphics etc and printing may be submitted separately. Kindly furnished TIN /PIN & Registration Number etc.

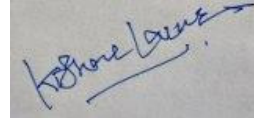
## **1. Translation/Proofreading/Typesetting and Printing of Annual Report 15-16**

### **The report shall be following specifications:-**

- (i) Size : 21 X 28 CMs (h) inches (w) International A4
- (ii) Colour : Cover- 4 colours, inside pages may be different combinations of 2 and 4 colours to be decided at the time of printing.
- (iii) Pages : Cover+ 150 pages (approx.) subject to variation of (+/-) 10%
- iv) Paper : Cover 250 gsm Imported Matt Finish Art Card. Inside pages 130 gsm Imported Matt Finish Art Paper. ( Paper sample to be attached)
- (v)Finish : Cover page Gloss Matt and inside pages matt finish.
- (vi)Lamination : Outer cover lamination + UV on cover pictures.
- (vii)Binding : Perfect Binding with 5mm spine
- (viii)Quantity : 250
- (ix) The successful bidder is required to provide proof in English and upon approval of the same by DCCPR, final printing shall be carried.
- (x) A very high quality printing is required. The work done in slipshod manner will not be accepted.
- (xi) Soft copy of final report (in PDF format) is to be provided without any extra cost along with printed report.

2. The bidders should submit their proposal in two separate sealed envelopes marked as A & B for technical and financial bids(Enclosed ) respectively to the Secretary, DCPCR, 5<sup>th</sup> floor ISBT Building, Kashmere Gate, Delhi and superscribed "Quotation for printing of on "...name of the reports/booklets....." to be put in the box kept in the room of Dy. Secretary, DCPCR, upto 02:00 P.M. on 18.11.2016.
3. 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.
4. The financial bids of only those bidders will be considered who will be found qualified on technical grounds.

5. The bids will be opened in the presence of the bidders or their representatives at 03.00 PM on 18.11.2016
6. The rate should be inclusive of all taxes.
7. The bidders are required to furnish the 1<sup>st</sup> & last page of the book designed by them at the time of submission of bids.
8. Financial Bid form is also enclosed with this letter.
9. Soft copy of the booklets must be provided to DCPCR in PDF format.

A rectangular box containing a handwritten signature in blue ink. The signature appears to read 'Kishore Kumar' with a horizontal line underneath and a small flourish at the end.

(Kishore Kumar)  
Head Clerk, DCPCR

**Financial Bid**

**Annexure-I**

To,

Secretary  
Delhi Commission for Protection of Child Rights  
5<sup>th</sup> Floor, ISBT, Building  
Kashmere Gate Delhi-110006

Sir,

1. I/We..... submitted the quotation for Enquiry No.”**TENDER FOR TRANSLATION AND DESIGNING/LAYOUTING/PRINTING & SUPPLY OF ANNUAL Report AGAINST THE INQUIRY NO. Admn/Tender/DCPCR/A.R.-15-16/ Due on 18<sup>th</sup> November ,2016 , 02:00 PM** Translation and Designing/layouting/Printing and Supply of Annual Report 15-16 at DCPCR at Delhi”
2. I/We thoroughly examined, understood and accept terms & conditions given in the quotation inviting, failing which my quotation will be rejected out rightly.
3. I/We hereby offer to supply at the following rates.

Sr. No.	Name	Qty	Total Price (Inclusive of all Taxes)
1.	Annual Report in Hindi (Total150 pages approx,A-4 size) inclusive of Translation, proof reading, typesetting Designing, Page layouting, four colour, Printing, Binding and Transportation) as per specification in quotation.	<b>250 Books</b>	
2.	Re-printing of booklets per 100 copies (if required )	<b>100 Books</b>	

4. No other charges would be payable by the Institute.
5. **Quantity mentioned above is tentative, it may increase or decrease as per requirement.**
6. A very high quality of printing is required. The work done in slipshod manner will not be accepted.
7. **Soft copy of the Annual Report 15-16 (Hindi) must be provided to the DCPCR.**

**Note:- Interested Bidder must collect the sample for above said required materials from the Admn. Wing,DCPCR, Delhi-6**

**Date** \_\_\_\_\_

**Place** \_\_\_\_\_

**(Sign.of Authorise Person)**\_\_\_\_\_

**(Name)**\_\_\_\_\_

**Name of Firm/Company/Agency**\_\_\_\_\_

**Phone No.**\_\_\_\_\_

**Email:**\_\_\_\_\_