



**दिल्ली मेट्रो रेल कॉरपोरेशन लिमिटेड**  
**DELHI METRO RAIL CORPORATION LTD.**

**e - Tender for Scanning, Designing and  
Printing of DMRC News Clipping Book**

**Quotation No. : 2016 / 1 / e**

**Date of Issue : 28<sup>th</sup> March 2016**

**Delhi Metro Rail Corporation ltd  
1<sup>st</sup> Floor, C Wing, Metro Bhawan, Fire Brigade Lane,  
Barakhamba Road,  
New Delhi-110001**

Limited e-Tenders are invited from shortlisted parties for scanning, designing & printing of DMRC's News Clippings Book. The specifications and terms and conditions are given below:

**Scope of Work :**

- HD Scanning of each news clipping (both black & white and coloured). Which news clipping has to be scanned in coloured and which in black & white will be specified by DMRC.
- Cleaning and editing in scanning
- Page designing
- Developing concept based design of cover and inside pages
- Proof reading of newspaper names, editions and dates. Services of professional and competent proof reader for editing and proof reading of entire book are to be taken.
- Each volume will contain approx. 750 news clippings spanning a period of 06 (six) months. The news clippings will be provided by DMRC.
- Submission of 01 dummy with both coloured and black & white pages.
- Hard binding with lamination
- Digital printing in A4 and A3 size on 130 Gsm paper (both black & white and coloured)
- Printing of 02 copies of each volume.
- One CD of each volume in pdf format.
- Preparation of ready to print file, processing, printing and supplying of copies within the time line which will be 12 months from the award of LOA.

**The clipping sets are available in the Corporate Communications Department, 1<sup>st</sup> Floor, C – Wing, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi – 110001 and can be inspected by the interested parties from 28<sup>th</sup> March 2015 to 1<sup>st</sup> April 2016 between 2 PM to 4 PM on working days. Ms Sandhya Sharma, Manager, Corporate Communications will be the contact person in this regard.**

**Technical Specifications :**

Size per volume: 8.5” x 12” (Folded Size)  
17” x 12” (Open Size)

No. of Pages per Volume: 750 (+ - 20 pages) + End paper

Paper: Inside pages: 130 GSM Imported Paper (Matt)  
End Paper : 240 GSM Imported Paper (Matt)  
PLC :130 GSM Imported blank Paper

Colour: Inside pages: 4 + 4  
End paper : Blank  
PLC : 4 + 0

Lamination : Matt Lamination on PLC  
Fabrication : Hard bound with 2.5 mm board duly pasted with PLC  
Quantity : 20 Volumes (+ 01 copy of each Volume)

**Other specifications:**

**Tender type:** Limited Tender

**Estimated cost:** Rs 11,20,000 approx. (including all applicable taxes/VAT)

**Cost of the Quotation:** NIL

**Earnest Money to be Deposited:** Rs. 22, 400/- (Rupees Twenty Two Thousand Four Hundred Only). EMD should be submitted only in the form of Demand Draft / Bankers' Cheque.

**Concerned HOD and Department:** Executive Director, Corporate Communications

**Address for submission of EMD:**

Senior Deputy General Manager  
Corporate Communications Department  
Delhi Metro Rail Corporation Ltd.  
1<sup>st</sup> Floor, C Wing, Metro Bhawan, Fire Brigade Lane,  
Barakhamba Road, New Delhi-110001

**Schedule:**

Date and time for submitting Quotations: 18<sup>th</sup> April 2016 till 3 PM  
Date and time for opening Quotations: 18<sup>th</sup> April 2016 at 4 PM

**Terms and Conditions:**

**AWARD OF WORK**

The work will be awarded to the agency who will quote lowest rates including all taxes. The rates quoted for +/- 20 pages will NOT be considered while evaluating the quotations. The amount and percentage of Applicable taxes/VAT should be specified while quoting the rates. The cost of ± 20 pages to be quoted separately.

## **DELIVERY SCHEDULE**

The **first Volume** alongwith a **copy of the Volume** and **01 CD in pdf format** are to be delivered at Metro Bhawan within **15 days** from the final approval provided for the draft for printing the volume. The delivery of each Volume alongwith the respective copy and 01 CD in pdf format should adhere to the above deadline.

## **DEPLOYMENT OF PROFESSIONALS**

The shortlisted agency shall deploy and provide qualified and experienced professionals with good knowledge of HD Scanning and Editing, designing and visualization. These professionals will work closely with the Corporate Communications team of DMRC.

## **PAYMENT SCHEDULE**

The shortlisted agency will not be given any advance payment for the work. The payment will be made on Volume basis, with the first payment being initiated after submission of the first volume alongwith a copy of that volume and 01 CD in pdf format. Cost of printing 01 volume alongwith a copy of that volume and 01 CD in pdf format will be approximately Rs 70, 000/- (Rupees Seventy Thousand Only)

## **CONFIDENTIALITY**

The shortlisted agency will not divulge any information and data provided by DMRC to any other party without the written consent of the DMRC.

The shortlisted agency shall not use any documents, data and other information received from the DMRC for any purpose other than the publication of the News Clipping Book. The PDF file of each Volume will be given to DMRC.

## **FRAUD & CORRUPTION**

DMRC requires the shortlisted agency to observe the highest standards of ethics during the performance and execution of the job. Corrupt, Fraudulent, Unfair trade and coercive practices will result in cancellation of the work and de empanelment of the agency from the DMRC panel.

**DMRC reserves the right to terminate/cancel the job at any point of time without assigning any reason to the agency.**

**Sushma Gaur**  
**Sr. Deputy General Manager**  
**Corporate Communications**