



दिल्ली मेट्रो रेल कॉर्पोरेशन लिमिटेड
DELHI METRO RAIL CORPORATION LTD.

**e – Tender for Designing, Printing Supplying and
distribution of Metro News & Safety Bulletin**

Quotation No: 2016/Metro News & Safety Bulletin /2/e

Date of Issue: 12th September, 2016

**Delhi Metro Rail Corporation Ltd
1st Floor, C Wing, Metro Bhawan, Fire Brigade Lane,
Barakhamba Road,
New Delhi-110001**

Limited e-Tenders are invited from shortlisted parties for designing, printing supplying and distribution of Metro News & Safety Bulletin. The specifications and terms and conditions are given below:

Scope of Work :

- The agency will be responsible for the designing, printing and distribution of the monthly newsletter.
 - The agency will have to proof read the draft newsletter before printing to ensure that there are no spelling errors in the final publication.
 - The quality of the photographs supplied to the agency must be enhanced or at the very least retained in the final publication.
 - The newsletters must be printed as per the technical specifications set by DMRC. Any diversion from the approved specifications may lead to the cancellation of the contract.
 - The newsletters will be bilingual in nature with both Hindi and English content. However, content of any other language may also be printed in case of any specific requirement.
 - The newsletters must be distributed to all the specified locations within three working days of its publication. A compliance report with receipt signatures from all the DMRC specified locations and original PODs in case of courier must be provided along with the bill
 - The soft copy of the final approved draft of the newsletter also must be e-mailed to DMRC.
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- Metro News & safety Bulletin is printed once in a month.
 - The agency should deploy one dedicated person for the coordination for printing and delivery of Metro News & Safety Bulletin at Metro Bhawan and other listed locations.
 - Transportation and delivery cost will be borne by the agency. No additional payment for this will be done to the agency by DMRC.
 - Agency should adhere to the deadline every month and carry out the corrections/ modifications in the bare minimum time.

Technical Specifications :-

Option I

Size	: 8.25" x 11" (Folded Size) (Single Fold) : 16.50" x 11" (Open Size)
Paper	: 170 GSM Imported Art Card (Glossy)
Colour	: 4 + 4
Inputs	: 8 -10 Photographs
Language	: Bilingual with both English and Hindi (Translation from English to Hindi and Vice versa may also be needed)
Quantity	: 2000 3000 4000 5000 6000 7000 8000 9000 10000

Kindly quote rate for per issue.

Option II

Size	: 8.25" x 11" (Folded Size) (2 Fold) : 24.75" x 11" (Open Size)
Paper	: 170 GSM Imported Art Card (Glossy)
Colour	: 4 + 4
Inputs	: 8 -10 Photographs
Language	: Bilingual with both English and Hindi (Translation from English to Hindi and Vice versa may also be needed)
Quantity	: 2000 3000 4000 5000 6000 7000 8000 9000 10000

Kindly quote rate for per issue.

This contract will be effective for **three years from the date of award of work**. However, if the performance of the agency is not found upto the mark, the contract may be terminated. The agency will also be required to show the dummy (in hard copy) in the given time.

Cost of tender: Nil

Concerned HOD and Department: Executive Director, Corporate Communications

Schedule:

Last Date and time for submitting Quotations: : 3rd October, 2016 till 1730 Hrs

Date and time for opening Quotations: : 4th October, 2016 at 1100 Hrs

Terms and Conditions:

AWARD OF WORK

- The work will be awarded to the agency who will quote lowest rates including all taxes. The amount and percentage of Applicable taxes/VAT should be specified while quoting the rates.
- Artwork will be the property of DMRC.

DELIVERY SCHEDULE

- The Metro News & Safety Bulletin should be delivered at all the listed locations within 10 days from the day of printing of the newsletter.
- (Tentative list of locations is attached). It may undergo revision as per DMRC's requirements).
- List of POD's of courier and receiving to be attached alongwith bill for processing the payment.

PAYMENT SCHEDULE

- Payment will be processed after the delivery of Metro News & Safety Bulletin at all the listed locations including Metro Bhawan and submission of the receiving's and original POD's.

CONFIDENTIAL ITY

- 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