



Indian Council for Cultural Relations  
Azad Bhavan, I.P. Estate,  
New Delhi-110002

**Notice Inviting Tender**

Indian Council for Cultural Relations invites sealed quotations from its empanelled agencies for Designing, Compiling and Printing of bilingual (Hindi and English) Annual Report 2021-22. The bidders should have technical capacity, resources/ technical staff and minimum of five years' experience in undertaking works of similar nature (at least of three annual reports printed in Govt./Autonomous Bodies/State Govt. offices etc.).

**Job description and Specification for Annual Report – 2021-22**

1	Availability of Annual Report	Hindi and English Soft copy material
2	Print order	350 copies of English and 150 copies of Hindi to be printed on offset
3	Finished size	8.5"x10.5"
4	Paper	Cover – 220 GSM classic art card. Index and inside pages – 100 GSM paper lucky art paper (matt finished)
5	No. of pages	130 approx. + 04 cover pages (bilingual)
6	Colour	4+4 for inside where TP/ Photographs/ charts are to be printed.
7	Lamination	Front and back cover page are to be laminated
8	Binding	Perfect binding
9	Production	Agency will be responsible for the complete production of the work (if required), setting and layout of the text to be approved by the ICCR and proof reading of the booklet. Paper and all materials required for are to be arranged by the Agency. While the report is to be delivered as a finished product as a package work, the clearance of all pages to be printed is to be obtained by the agency from ICCR's authorized officer before final printing. The designing and layout will be first done on English Annual Report which may be sought for approval from concerned division. Subsequently, ICCR will provide the Hindi Translation of the Annual Report which may be designed as per the approved design and layout.
10	Delivery	The final printed Annual Report is to be made available within ten days after providing approved final proof by the accounts division. All the reports are to be delivered to ICCR, New Delhi.
11	Rates	Total cost of designing & production delivery As a package job (including designing, binding printing and cover lamination, proof reading etc) to be quoted in lump sum inclusive of all taxes, duties & delivery charges.
12	Sample of paper	The paper samples of the first cover and inside pages to be submitted along with the quotations.
13	Guidelines to be followed at the time of	1. No advance will be paid by the ICCR for Production, paper or any other items. 2. Transparencies to be printed

	<b>submitting quotation</b>	may be of Any size and no additional payment will be made for variation in sizes. 3. Copies of the printed Booklet of Annual Report 2021-22 of ICCR are to be delivered within the stipulated time mentioned in the delivery schedule 4. The Competent Authority reserves the right to reject any or all the bids without assigning any reason and the decision of the competent authority of the Indian Council for Cultural Relations shall be final and binding.
14	<b>Supply of CD/DVD</b>	In addition to the finished printed Product of Annual Report, the agency shall also have to supply CDs, of English/Hindi version of the Annual Report 2021-22 of ICCR in PDF and Flip Book format to be upload on ICCR Website.
15	<b>Design samples</b>	The tenders should be accompanied with two cover designs, which will be considered as the property of the ICCR at no additional cost. The quotations will be judged on the basis of Designs provided and the cost of the entire project.


**Important Dates:**

1	<b>Tender No.</b>	AR/2021-22
2	<b>Name of the work</b>	Designing and Printing Services
3	<b>Date &amp; Time of tender publication &amp; download</b>	April 25, 2022 at 1600 hrs
4	<b>Last Date and Time of submission of tender</b>	May 4, 2022 Up to Time 17:00 hrs.
5	<b>Date and Time of opening of Financial Bid</b>	May 5, 2022 at 1200 hrs.

**Financial Bid format:**

S. No.	Particulars	Amount (₹)
1.	Designing cost for cover and back page (at least 2 options would be required for selection)	
2.	Design cost per page for 150 pages approx.	
3.	Printing cost per book.	
4.	GST/ taxes, if any	
5.	Total cost	

The organizations fulfilling the above conditions may submit their best quote in sealed envelope to **Sri Y L Rao, Director, Indian Council for Cultural Relations, Azad Bhavan, IP Estate, New Delhi – 110 002** latest by 04 May, 2022 at 1700 hours, super scribing the envelope "Designing, Compiling and Printing of Annual Report 2021-22".

  
(Y L Rao)  
25.04.2022