

**No.6 stores/NCDC-GDDIC/22/annual printing/2013-14**  
**GOVERNMENT OF INDIA**  
**NATIONAL CENTRE FOR DISEASE CONTROL**  
**(DIRECTORATE GENERAL OF HEALTH SERVICES)**  
**22-SHAM NATH MARG, DELHI-110054**

DATED: 10<sup>th</sup> February, 2013

**Limited Tender for Annual Printing Services**

NCDC invites sealed quotations for the annual contract for printing of quarterly NCDC Newsletter, Notebook and other advocacy materials for India EIS Programme under NCDC only from empanelled private printers with Directorate of Printing; Nirman Bhawan and Directorate of Advertising and Visual Publicity (DAVP) as per the specifications provided.

**Scope of work:**

National Centre for Disease Control, in collaboration with the Centre for Disease control and Prevention (CDC), Atlanta, and the Global Disease Detection India Centre (GDDIC) has launched India Epidemic Intelligence Service (EIS) programme in India during October, 2012. This is a two year programme in India and will train medical doctors from state and central public health agencies from all over country. To implement the program and create awareness about the programme NCDC is inviting Sealed Tenders from reputed printers, with proven track record to print and supply the following items. These items are related to advocacy and communication.

The items wise specification is given below:

**I. Printing of NCDC Newsletter**

**Printing requirement: Quarterly issue** -750 quantities to be printed quarterly (Total 3000 in a year)

**Size** – 8.5” x 11” (A4 size)

**No. of pages**- 12-15 to be printed back to back

**Paper**- 170 GSM imported Art Paper, Gloss finish

**Color**- Multi color printing

**Photographs**- in color

**Fabrication/ Binding**- centre stapled

**Print material**- will be provided by the organization (hard and soft copy)

**II. Printing of Brochure**

**Quantity** - 500 copies

**Folds**- Trifold

**Size**-8.5’ \* 11’ (open size)

**Paper type**- 170 GSM, Matt Paper

**colour-** multi color  
**Photographs-** in colour  
**Print material-** To be provided (hard & soft copy)

### **III. Printing of GDD Dockets**

**Quantity** - 500 copies  
**Paper quality-**350 GSM, Imported Art paper, Matt finish, Cover matt laminated  
**Size-**9' \* 12'  
**Color-** Multi colour  
**Pockets-**Two pockets on inner side at both pages of Docket  
**Binding option-** Double crèche folder, pocket Folded & pasted  
**Print material** -To be provided (hard & soft copy)

### **IV. Printing of EIS Dockets**

**Quantity** - 1000 copies  
**Paper quality-**350 GSM, Imported Art paper, Matt finish, Cover matt laminated  
**Size-**9' \* 12'  
**Color-** Multi colour  
**Pockets-**Two pockets on inner side at both pages of Docket  
**Binding option-** Double crèche folder, pocket Folded & pasted  
**Print material** -To be provided (hard & soft copy)

### **V. Printing of GDDIC Notebook**

**Quantity** - 1000 copies  
**Number of pages:-**50 pages (25 leaf), excluding covers  
**Paper type (Cover/Text):-**Cover- 300 GSM, handmade paper/  
Text- 80 GSM, super print paper  
**Leaf-** ruled pages on both side  
**Size:** -5.5' \* 8'  
**Colour:-**Cover Multi colour printing/ Text black and white ruled paper  
**Photographs:-**in colour  
**Finish:-**Imported Matt  
**Binding:-**Spiral binding  
**Print material:** -will be provided by the organization (hard & soft copy)

### **VI. Printing of EIS Based document (1)**

**Pages-** 4 pages, to be printed back to back  
**Quantity** - 800 copies  
**Size-**8.5' \* 11' (A4 Size)  
**Paper type-** 170 GSM, Matt Paper  
**Binding:** One fold  
**colour-** multi color  
**Print material-** To be provided (hard & soft copy)

### **VII. Printing of EIS Based document (2)**

**Pages-** 2 pages (1 leaflet), to be printed back to back

**Quantity** - 800 copies

**Size-**8.5' \* 11' (A4 Size)

**Paper type-** 170 GSM, Matt Paper

**colour-** multi color

**Photographs:-** Multi color

**Print material-** To be provided (hard & soft copy)

### **VIII. Printing of EIS Compendium**

**Quantity** - 300 copies

**Number of pages:-**18-20 excluding covers, to be printed back to back

**Size:** -8.5' \* 11' (A4 size)

**Paper type (Cover/Text):-**Cover- 350 GSM/ Text- 130 GSM

**Paper quality:** -White imported with Matt finish

**Colour:-**Cover and text both Multi colour printing

**Photographs:-**in colour

**Finish:-**Imported Matt

**Binding:-**centered stapled

**Print material:** -will be provided by the organization (hard & soft copy)

### **IX. Printing of Souvenir**

**Quantity** - 200 copies

**Number of pages:-**100, excluding covers, to be printed back to back

**Size:** - 9.5' \* 07'

**Paper type (Cover/Text):-**Cover- 350 GSM/ Text- 90 GSM

**Paper quality:-**Cover-White imported with Matt finish/ **Text-** Super sunshine paper

**Colour:-**Cover and text both Multi colour printing

**Photographs:** -in colour

**Finish:-** Imported Matt

**Binding:-** perfect binding with matt lamination of cover

**Print material:-** will be provided by the organization (hard & soft copy)

The Printing shall be as per lay out and design to be approved by NCDC.

Any offer/quotations received after due date/time shall be rejected and no request will be entertained by the office. All quotations are subject to terms and conditions given overleaf. Quotation for any particular item from above printing services will also be accepted but preferably printer should quote for printing of all the above mentioned materials.

The purchaser will evaluate & compare the quotations determined to be substantially responsive e.i. which

(a) are properly signed

(b) Registration Certificate issued by Directorate of Printing and DAVP is enclosed; and

(c) Conform to the terms & conditions, and specifications.

The printed materials will be required to be delivered, in time, at our office premises noted above and no cartage shall be payable by this office. In case of failure to deliver the above supply in time a penalty @ 0.5% of the total value per week or part thereof delay will be imposed, subject to maximum of 5% of the assignment or the entire work order shall be cancelled and no request whatsoever shall be entertained. Other general terms and conditions for ready reference are enclosed at Annexure-I. The sample of printing materials as mentioned above could be seen in EIS Cell, Epidemiology Division at the above address on all working days (between 10.00 am to 5.00 pm) except Saturday/Sunday or on holidays.

Sealed Quotation(s) superscripted "**Quotation for Annual Printing Services**" with sample paper & offering your lowest rates, in the prescribed 'Proforma' should reach the undersigned latest on or **before 18<sup>th</sup> February, 2014 by 11.30 am.**

Yours faithfully,

Store Officer, NCDC  
(for Director)

Encl: as above (Annexure-1)