

**Clarifications on the Pre-Bid Meeting held on 23.01.2019 at 1600 hrs**

**RFP for**

***Selection of agency/ agencies for entering into Annual Rate Contract for providing services of Designing, Printing of document(s) such as Flyers, Leaflets, Invitation Cards (including envelopes), Letter Heads, etc, for NHIDCL, New Delhi.***

The queries/suggestions of the representatives and their clarifications are as under:

<b>Sl.</b>	<b>Query/Suggestions</b>	<b>Clarifications proposed to be posted</b>
1	Specification of printing of Flyers and leaflets in the financial bid to be clarified.	<b>Designing &amp; Printing of Flyers and Leaflets</b> i. The leaflets one fold leaf of close size of 6' X 11' printed on both sides in color and contains pictures, tables and text using 170 GSM imported Glossy paper  ii. The leaflets two fold leaf of close size of A3 size sheet printed on both sides in color and contains pictures, tables and text using 170 GSM imported Glossy paper  iii. The <b>Flyers</b> of close size of A4 size sheet printed on both sides in color and contains pictures, tables and text using 170 GSM imported Glossy paper  iv. The <b>Flyers</b> of close size of A4 size sheet printed on Single side in color and contains pictures, tables and text using 170 GSM imported Glossy paper
2	Specification of printing of Invitation cards to be clarified with respect to Scope of Work in the RFP	<b>Invitation Cards (including envelopes)</b> 300 GSM art card with both side printing Single fold size of 8" X 5.5" size with envelop as mentioned in Scope of work.

Accordingly revised financial bid form and scope of work are attached as Annexure

**Revised Financial Bid**

**RFP for**

**Selection of Agency for providing services of Designing, Printing of document(s) such as Flyers, Leaflets, Invitation Cards (including envelopes), Letter Head etc., for NHIDCL, New Delhi on Annual Rate Contract Basis.**

Name of tendering Company/ Firm/ Agency: .....

**It is mandatory for the bidders to quote for all the items, failing which the bid shall be liable to be treated as non-responsive.**

L-1 will be arrived at after adding rates of 33 items and dividing the total so arrived by 33 to arrive at average rate. Lowest average rate shall be considered L-1 rate and the work for all items will be awarded to an agency based on such L-1 rate, other terms and conditions being met.

Sl.	Description of Work	Rates invited for	Rates quoted
1	<b>Designing &amp; Printing of Flyers and Leaflets</b>  i. The leaflets one fold leaf of close size of 6' X 11' printed on both sides in color and contains pictures, tables and text using 170 GSM imported Glossy paper (Please enclose sample)	100 copies	
		200 copies	
		300 copies	
		500 copies	
		Additional 50 copies each above 500 copies	
	ii. The leaflets two fold leaf of close size of A3 size sheet printed on both sides in color and contains pictures, tables and text using 170 GSM imported Glossy paper (Please enclose sample)	100 copies	
		200 copies	
		300 copies	
		500 copies	
		Additional 50 copies each above 500 copies	
	iii. The Flyers of close size of A4 size sheet printed on both sides in color and contains pictures, tables and text using 170 GSM imported Glossy paper (Please enclose sample)	100 copies	
		200 copies	
		300 copies	
		500 copies	
Additional 50 copies each above 500 copies			
iv. The Flyers of close size of A4 size sheet printed on Single side in color and contains pictures, tables and text using 170 GSM imported Glossy paper (Please enclose sample)	100 copies		
	200 copies		
	300 copies		
	500 copies		
	Additional 50 copies each above 500 copies		
2	<b>Invitation Cards (including envelopes)</b> 300 GSM art card with both side printing Single fold 8" X 5.5" size with envelop (please enclose sample)	200 no.	
		300 no.	
		500 no.	
	<b>Invitation Cards (including envelopes)</b> 300 GSM art card with both side printing 8" X 5.5" size with envelop (please enclose sample)	200 no.	
		300 no.	
		500 no.	
	<b>Invitation Cards (including envelopes)</b> 300 GSM art card with one side printing fold 8" X 5.5" size with envelop (please enclose sample)	200 no.	
		300 no.	
		500 no.	
3	<b>Letter Head(s)</b> Designing & Color Printing of Letter Heads on Executive Bond Paper as per approved design(s) (pad of 100 sheets)	20 pads i.e. 2000 nos.	
		30 pads i.e. 3000 nos	
		40 pads i.e. 4000 nos	

each)	50 pads i.e. 5000 nos
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The rates for additional copies under each category as mentioned above will be payable on pro-rata basis.

**Please Note:**

1. Please note that the Financial Bid(s) is to be submitted with online process only at <https://eprocure.gov.in>. In case of any assistance in this regards please contact Shri Ravi Bhardawaj on 9953090169. However, the Technical bids are to be submitted by both ways i.e. physical as well as online.
2. The above requirement is tentative and is subject to actual requirement as may be decided by NHIDCL.
3. Please note that the rates quoted shall be for the purpose of ascertaining the L-1, however, the payment shall be made on pro-rata basis for actual number of copies.
4. The amount so quoted should include all liabilities of the agency towards delivering the item at NHIDCL. Please note no separate conveyance/ transportation charges etc. shall be admissible.

Signature of Authorized Person(s)

Date:  
Place:

Name:  
Seal:  
National Highways & Infrastructure  
Development Corporation Limited

**REQUIREMENT/ SCOPE OF WORK**

Description of the work(s)/ Item(s)	Description	Remarks	Time Line for each work
<p><b>Flyers and Leaflets</b></p> <p>i. The leaflets one fold leaf of close size of 6' X 11' printed on both sides in color and contains pictures, tables and text using 170 GSM imported Glossy paper</p> <p>ii. The leaflets two fold leaf of close size of A3 size sheet printed on both sides in color and contains pictures, tables and text using 170 GSM imported Glossy paper</p> <p>iii. The <b>Flyers</b> of close size of A4 size sheet printed on both sides in color and contains pictures, tables and text using 170 GSM imported Glossy paper</p> <p>iv. The <b>Flyers</b> of close size of A4 size sheet printed on Single side in color and contains pictures, tables and text using 170 GSM imported Glossy paper.</p>	<p>The text and Tables shall be provided in MS-Word/ MS-Excel. Agency is required to submit design(s) and proof(s) for correction(s) till its finalization. Compatibility of the Hindi Font is required to be ascertained by the agency, if required.</p>	<p>Such Flyers and Leaflets are often required during the year. However, number is subject to requirements.</p>	<p>First Proof within 2 days, final proof next day, printed copies to be delivered at NHIDCL within next 2 days or earlier of the final approval of the design.</p>
<p><b>Invitation Cards (including envelops)</b></p>	<p>Bilingual Invitation cards are printed of the size of 8" x 5.5" with envelop</p>	<p>Sample design may be seen before furnishing bid(s).</p>	<p>First Proof within 1 day, final proof next day, printed copies to be delivered at NHIDCL within next day of the final approval of the design.</p>
<p><b>Letter Head (A4 size)</b></p>	<p>Printing on Executive Bond Paper</p>	<p>Sample design may be seen before furnishing bid(s).</p>	<p>First Proof within 2 days, final proof next day, printed copies to be delivered at NHIDCL within next day of the final approval of the design.</p>

**The above requirement is tentative and is subject to actual requirement as may be decided by NHIDCL.**

Please note that the rates quoted shall be for the purpose of ascertaining the L-1, however, the payment shall be made on pro-rata basis for actual number of pages contained in the booklets/ books/ Reports, etc.