

DELHI DEVELOPMENT AUTHORITY
EXTERNAL AUDIT CELL
C-2/114, 1st Floor, Vikas Sadan
INA, New Delhi-110023

EA 14 (991)/Annual Accounts/DDA/2021-22/372

Dated: 16/12/22

To

All empanelled agencies
List – Attached.

Sub.: Printing of Booklet of Annual Audited Accounts of DDA for Financial Year 2021-22.

Technical and financial bids are invited for printing of booklet of Annual Audited Accounts of DDA as mentioned above with the following specifications: -

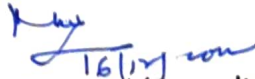
1. Size 28.58 cms x 21.5 cms (Finished)
2. Printing Digital
3. Pages (i) 130 Text pages + 2 Pages Cover (English Copy Booklet)
(ii) 140 Text pages + 2 Pages Cover (Hindi Copy Booklet)
4. Quantity 50 English Booklets + 50 Hindi booklets
5. Binding Perfect Binding
6. Paper 90 GSM (Art Paper of reputed brand for Text & 240 GSM
(Thickness) Indian Art Card of reputed brand for Cover

Terms & Conditions: -

1. Rates may be quoted **inclusive of all taxes** as applicable for the specifications and quantity mentioned above inclusive of Composing, Processing, Printing, Binding, Packing for delivery, Delivering at Vikas Sadan. No other charges except for the charges quoted will be paid. Delivery of Booklets of Annual Accounts of DDA will be made by the selected agency in three days from the date of final approval of Master copy of Annual Accounts.
2. Financial Bid in a sealed envelope should be submitted in the office of Dy. CAO (Audit)/Consultant, Room No. 114, Block- C2, 1st Floor, DDA, INA, New Delhi-110023 on or before 20.12.2022 by 03.00 PM. The Financial Bids will be opened on the same day by a committee constituted for the above mentioned purpose.
3. **Hindi copy Booklet must be printed in Mangal Fonts only.**
4. The payment for lesser or extra text pages will be made as per pro-rata basis for actual quantity of printed pages of the Booklet. The cover pages of Front and Back will be coloured and remaining black and white.
5. CAO (DDA) reserves the right to reject any or all the offers without assigning any reason.
6. This is a time bound work and the work is to be completed within 2 days from handing over final version.
7. Technical and financial bids have to be submitted separately i.e. in two separate sealed envelopes- one containing Technical bid i.e. Cover Design and quality of printing.

8. The technical bid will be evaluated as follows: - Cover page -50 Marks Quality of Printing -50 Marks.

Note:- Each bidder should submit only one sample for evaluation. Submission of more than one sample will lead to rejection of the bid. The qualifying marks for technical bids will be 60%. The second envelope should contain quoted rates only. Financial bids, of only those agencies, which will be shortlisted by the Committee on the basis of Technical Bids, will be opened.


16/11/2017
Dy. CAO (Audit)/Consultant