

## **National Health Systems Resource Centre**

NIHFW Campus, Baba Gangnath Marg, New Delhi – 110067  
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Website: [www.nhsrccindia.org](http://www.nhsrccindia.org)

File No.: NHSRC/18-19/Tenders/03/Design & Layout

06 Jun 2018

**SUBJECT : Design and Layout of Publications and collaterals including health related books, brochures, posters etc**

**Tender Fee –Rs. 500/-**

On behalf of the Executive Director, NHSRC, the Indenter, Sealed Tenders are invited for hiring in a **Two Bid System** from reputed and experienced Publishing Houses/Companies/Individuals having experience in Design and Layout of Publications and collaterals including health related books, brochures, dockets, posters etc. for the last three years to any Central / State Govt. organization or a large Public Sector Undertaking or reputed private organization in Delhi strictly subject to the Terms and Conditions of the Contract as notified in the tender document available on the official NHSRC website [www.nhsrccindia.com](http://www.nhsrccindia.com) for use in the NHSRC, NIHFW Campus, Baba Gang Nath Marg, Munirka, New Delhi -110067. Eligible and interested agencies may send their Tenders by 21 Jun 2018 to **The PAO, NHSRC, NIHFW Campus, Baba Gangnath Marg, Munirka, New Delhi – 110067.**

**Any query prior to Pre-bid meeting may be raised to mail: [nhsrccindia@gmail.com](mailto:nhsrccindia@gmail.com) and Tele Phone :011-26108982**

### **Schedule to the Invitation of Tender.**

1.	Tender document download/Sale date/time	:	00:00 on 07 Jun 2018
2.	Pre bid meeting	:	15:00 Hrs. on 14 Jun 2018
3.	Tender document download/sale end date/time	:	14:00 hrs. on 21 Jun 2018
4.	Last date and time for receipt of bids	:	15:00 Hrs. on 21.06.2018
5.	Date and time for opening of Prequalification-cum-technical bid	:	15:30 Hrs. on 21.06.2018
6.	Service to be provided	:	Design and Layout of Publications and collaterals including health related books, brochures, posters etc.
7.	Period / Extension of contract	:	Up to 31 March 2019 from the date of Award of contract with an option of extension for a further period of two years at the same rate, terms and conditions subject to provision of satisfactory services and at the sole discretion of NHSRC.
8.	Validity of tender offers	:	180 days from date of opening of prequalification-cum-technical bid.
9.	Bid Security (EMD) total estimated value	:	INR – 50,000/-
10.	Performance Security total cost of Bid (for Finalized Bidder only)	:	7% of total amount of bid on each award of work to finalized bidder.

## **SERVICES TO BE PROVIDED: JOB SPECIFICATIONS**

2. The scope of work includes but is not limited to the following tasks:-

Design and Layout of Publications and collaterals including health related books, brochures, posters etc. and as required by NHSRC from time to time.

### **3. Qualification Criteria**

i. Interested Design & Layout Firms must have been in operation for a minimum period of Three (3) years in designing of books, reports, brochures, posters, folders, coffee table books, other collateral material, etc.

ii. Profile and Track Record of the agency including previous work handled, major clients, empanelment with other Ministries, if any and list of technical persons available. To be submitted on the letter head of the company duly signed and stamped.

iii. Copies of Publications and Collaterals printed in the last two years.

iv. The firm should have a valid GST registration number. If their business is less than Rs. Twenty (20) lakhs annually then they should give an undertaking that the moment they cross Rs.20 Lakhs in a financial year then they should submit the copy of GST registration certificate.

v. The firm must have an office in Delhi.

vi. The firm should have in-house, state of art facilities for designing & layout facilities.

vii. The firm should be able to provide a dedicated team for timely production and supply of the designed material and collaterals tendered for.

viii. Illustrator available in-house or easily sourced-in would be desirable.

### **4. Evaluation Process**

i. There shall be a short-listing done based on scores given to the qualification criteria. Those who are shortlisted may be invited for a discussion and presentation.

ii. Proposals submitted against Tender should provide straightforward, concise information that satisfies the requirements of this Tender. Emphasis should be placed on completeness, clarity of content and conformance with given instructions and requirements of this tender.

iii. The interested firms/ companies must show that they have the capacity to complete the work in time.

iv. The interested firm must share their past experience and proven track record of conducting and executing similar assignments.

v. The proposal should indicate that the firm has knowledge and understanding of the scope of work to be performed.

## 5. Validity of Empanelment

The empanelment shall be valid for a period till 31.03.2019 from the date of empanelment with an option of extension for a further period of two years at the same rate, terms and conditions subject to provision of satisfactory services and at the sole discretion of NHSRC.

## 6. General Terms & Conditions

- i. Original/downloaded tender document shall be duly filled in, signed and stamped by the bidder or his authorized representative.
- ii. Telegraphic/ Telex/ Fax/ Email and letterhead quotations are not acceptable and will be rejected.
- iii. The bidder shall have no right to modify/ alter/ amend/ delete any terms/ conditions mentioned in tender document after the last date and time of submission of Tender Bid. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvas for the work will prejudice the contractor's quotation.
- iv. Offer will be accepted in Two Separate Sealed envelopes super scribed FINANCIAL BID containing Price Schedule (Annexure VII) and Technical Bid containing EMD and other documents respectively (Annexure I-VI). Both the envelope should be enclosed in a separate sealed envelope super-scribed suitably TENDER ENQUIRY FOR DESIGN & PUBLISHING AGENCIES FOR NHSRC, ADDRESSED to PAO, NHSRC with the address of the company on the bottom left hand side of the cover.
- v. In case the date of opening of tenders is declared a holiday for unexpected reasons, the tenders shall be opened at the same time on the next working day.
- vi. All documents submitted should be self-attested with seal of the bidder.
- vii. Bidders are requested to see the tender site [www.nhsrcindia.org](http://www.nhsrcindia.org) regularly before due date of submission for any probable corrigendum which could be uploaded subsequently against this tender.
- viii. The Tender Bids containing terms and conditions can be obtained from the Finance Manager, NHSRC, NIHFV Campus, Munirka, New Delhi on a payment of non-refundable Rs. 500/ (Rupees Five Hundred only) in demand draft/banker's cheque during working hours/working days. The Tender document can also be downloaded from the website [www.nhsrcindia.org](http://www.nhsrcindia.org) and when submitted should be accompanied by a DD in favour of "National Health Systems Resource Centre" payable at Delhi of an amount of Rs. 500/-. Tenders may be sent by registered post/or may be dropped in Tender Box in this office, held at the Reception so as to reach before 1500 hrs. On 21 June 2018. NHSRC shall not be responsible for any postal delays.
- ix. Tenders shall be opened in the presence of tenderers or their authorised representatives if they wish to attend (only 1 rep) PER TENDER.
- x. Agency must have a minimum annual turnover of Rs. 10 lakhs in each year or 30 Lakhs in

any one year of the three **financial years** (2015-16, 2016-17 and 2017-18). A certificate from the Chartered Accountant must be submitted in this regard.

- xi. Profile and Track Record of the agency including previous work handled, major clients, empanelment with other Ministries, if any and list of technical persons available. To be submitted on the letter head of the company duly signed and stamped.
- xii. The firm should have a valid GST registration number. If their business is less than 20 lakhs then they should give an undertaking that if they crosses Rs.20 Lakhs in a financial year then they should submit the copy of GST registration certificate. A copy of PAN number to be submitted.
- xiii. The Agency must have an office in Delhi. The details of staff with their bio-data, equipment and soft-wares used along with samples of work are to be furnished.
- xiv. The Agency should have in-house, state of art facilities for copy editing, proof reading, printing, scanning and all auxiliary facilities.
- xv. The Agency should be able to provide a dedicated team for timely designing of books, reports, brochures, posters, folders, coffee table books, other collateral material, etc. (Letter to be provided).

## **7. Pre-Bid Meeting**

A pre-bid meeting will be held in the Conference Room of National Health Systems Resource Centre, Baba Gangnath Marg, Munirka, and New Delhi 110067 at 15:00 Hrs. On 14 Jun 2018 for clarifications required on any aspect pertaining to the Tender Document. Based on discussions held during the pre-bid meeting, amendments / clarifications (if any) in the Tender Document will be hosted on the websites of the NHSRC - [www.nhsrcindia.org](http://www.nhsrcindia.org) by 17:30 hrs on 15 Jun 2018.

## **8. Assessment of Proposals**

Proposals received will be assessed by a committee constituted for the purpose. The Committee will technically evaluate proposals of eligible agencies as per tender requirement.

NHSRC reserves the right to award one or more than one agency for its designing & layout requirements as per the finalized bidder rates, terms and conditions and also, to place order for a part item/combination of the quantity offered. NHSRC will award the contract to the Tenderer whose bid has been determined to be substantially responsive to the tender document and who has offered the lowest Evaluated Tender Price, provided further that the tenderer has the capability and the resources to carry out the tender effectively. The contract shall not be awarded merely because the rate quoted is low but the competence of the firm in relation to managerial capabilities, sustainability, track record, technical soundness etc. shall be given due consideration and the final decision will be based on all these parameters.

## **9. Delivery Period**

The designing jobs assigned are time bound and the agency would be required to complete the jobs within the time frames set by NHSRC, failing which penalty clauses would be applicable.

**10. Other important information**

(a) The applications should be complete in all respects. Conditional/incomplete applications would be summarily rejected.

(b) NHSRC reserves its right not to accept bids from agencies resorting to unethical practices or on whom investigation /enquiry proceedings has been initiated by Government Investigating Agencies /Vigilance Cell.

(c) Consortium of Agencies /Sub-Contract of work are not allowed without prior permission of NHSRC.

(d) NHSRC will periodically review the performance of the empaneled Agencies and reserves its right to withdraw their empanelment at any time.

(e) NHSRC will take action as deemed fit in cases of underperformance, submission of erroneous bids, irregularity in participation in NHSRC's tender processes / bids, etc. Action taken could include removal of the agency from the empaneled list.

(f) The bidder should make available the offered products, if desired, during evaluation of bids for benchmarking of the application submitted.

**11. Tax Deduction at Source:** Tax deduction at source shall be governed as per prevailing Income Tax rules.

**12. Penalty Clause:** Penalty in case of undue delay in execution of work allotted, submission of erroneous tenders, under performance, could be in the form of deduction from the total amount payable to the agency for the work awarded, de-empanelment of the agency or any other action deemed appropriate.

**13. Termination by Default:** NHSRC reserves its right to terminate the contract of any agency / agencies in case of change in the Government procedures or unsatisfactory services.

**14. Force Majeure:** Neither party will be liable in respect of failure to fulfil its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. The party affected by an event of Force Majeure will immediately notify the other party of such an event and will also notify the unaffected party on cessation of disability resulting from such Force Majeure act.

Interested agencies may submit proposals to the Principal Administrative Officer (PAO), National Health Systems Resource Centre, NIHFWS Campus, Baba Gang Nath Marg, Munirka, New Delhi - 110067 latest by 1500 Hrs. on 21 Jun 2018.

**15. Financial Bid:**

The Financial Bids must be submitted in the prescribed format at (Annexure-VII) in a separate sealed cover kept inside the main cover. The Commercial Bids of those tenderers who are found technically suitable will be opened on a specified date and time to be intimated to the eligible tenderer only. A duly constituted Tender Evaluation Committee will evaluate the Commercial Bids.

**16. Bid Security (EMD)**

- i. Each tender must be accompanied by Bid Security / EMD “in original” for an amount of Rs. 50,000.00 in the form of a Demand Draft/ Pay Order/FDR in favour of “National Health Systems Resource Centre” Payable at Delhi. EMD should be valid upto 3 months starting from the last date of submission of Tender.
- ii. The Bid Security shall be valid and remain deposited with the Indenter for the period of forty-five days beyond the final bid validity period.
- iii. In case of non-submission of Bid Security, the tender would be rejected without assigning any reason.
- iv. No interest shall be payable by the Indenter on the Bid Security.
- v. The Bid Security is liable to be forfeited if the Bidder withdraws or impairs or derogates the bid in any respect within the period of validity of this offer.
- vi. If the successful Bidder fails to furnish the Performance Security (as required under Rule 171, General Financial Rules, 2017) then the Bid Security (EMD) shall be liable to be forfeited.

**17. Performance Security**

- i. The successful bidder shall furnish Performance Security for an amount of 7% of the total value of the bid to ensure due performance of the contract within fifteen (15) days or earlier from the date of receipt of communication from NHSRC informing “Acceptance of Bid”.
- ii. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the Work Order/Agreement.
- iii. Failure of the bidder to submit the above-mentioned Performance Security shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.
- iv. The Performance Security as mentioned in the sub-para (i) above shall be released on satisfactory completion of all contractual obligations.
- v. The Performance Security shall be furnished in the form of a Demand Draft/Pay Order / BG favouring “National Health Systems Resource Centre” Payable at Delhi.

**16. Communication of Acceptance**

Acceptance of tender by the Indenter will be communicated by registered letter/ speed post/ fax/e-mail or a formal letter of ‘Acceptance of Bid’ or ‘Work Order’ informing amount of Performance Security to be deposited. The award of work order, when issued to successful bidder, constitutes the contract with collateral supports from terms and conditions of the tender limitation notices as well as formal agreement on non-judicial stamp paper if any, all of which finally form the contractual obligations to be adhered to / performed by the bidder Non-performance of any such obligations make the bidder liable for consequential effects.

**17. Disclaimer**

The near relatives of employees of NHSRC are prohibited from participation in this tender. The near relatives for this purpose are defined as:

- I. Members of a Hindu Undivided Family.

II.The one is related to the other in the manner as father, mother, sons(s), son's wife (daughter-in-law), Daughter(s) and daughter's husband (son-in-law), brother (s) and brother's wife, sister(s) and sister's husband (brother-in-law)

III.Their husband and wife.

**18. Indemnification**

The Bidder/Supplier shall, at its own expense, defend and indemnify the owner against all third party claims. The Bidder/Supplier shall expeditiously extinguish any such claims and shall have full rights to defend itself there from. The Indenter shall not pay any compensation to a third party resulting from such infringement and the Bidder/Supplier shall be fully responsible for the same, including all expenses and court and legal fees.

The Indenter will give notice to the Bidder/Supplier of any such claim without delay, shall provide reasonable assistance to the Bidder/Supplier in disposing of the claim, and shall at no time admit any liability for or express any intent to settle the claim.

Final payment to the Bidder/Supplier by the Indenter will not be made while any such suit or claim remains unsettled.

**18. Payment Terms & Conditions:**

The term 'payment' mentioned in this part includes all types of payment due to the contractor arising of this contract excluding Earnest Money and Security Deposit governed by separate clauses of the contract.

I.All payments shall be made by cheque only at each stage preferably in the second week of following month in respect of previous month (in case of month by payments)

II.Payment of Bills would take 2 to 3 week's time on an average. However, no interest or penalty would be paid by NHSRC in case of delay in payment due to official reasons.

III.No payment shall be made in advance or that shall any loan from any bank or financial institutions be recommended on the basis of the order of Award of work.

IV.Monthly bills shall be submitted by 10<sup>th</sup> of following month to the authority specified in contract.

**19. Arbitration**

All disputes and differences arising out of, or in any way, concerning this agreement (except those, the decision whereof is otherwise, hereinbefore provided for) shall be referred for sole arbitration by any person to be nominated by the Executive Director, NHSRC. The award of the arbitrator so appointed shall be final and binding on both the parties.

**20. Notices**

Any notice, request, or consent sought pursuant to the tender shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by speed post, email, or facsimile to such Party i.e. the Indenter or Bidder.

**21.** The bidder who will quote lowest rates in all the items will be treated as lowest one. In the event, it

is found that none of the bidder has quoted lowest rates in the all items, then lowest rates of all the items from all of bids will be treated as the lowest rates and these lowest rates received or rates as ascertained by NHSRC which shall not be higher than received lowest rates would be offered to all the bidders unless decision to cancel the process is taken. The bidder who will accept the lowest rates of NHSRC would be kept on the panel of NHSRC and the bidders who will be on the panel will be treated at par and work to these bidders would be awarded on distribution basis.

Signature of the Bidder (Authorised Signatory)

Witnesses: -1.

Witnesses: -2.



**Checklist for Pre-Qualification cum Technical Bid**

(Please also see eligibility criteria on page 2)

Following documents are required to be submitted in the Pre- Qualification cum Technical Bid in a Sealed Envelope Super-scripted **“TECHNICAL BID”**

<b>Sl. No.</b>	<b>Items to be submitted</b>	<b>Remarks</b>
1.	Covering letter indicating the list of all enclosures.	
2.	Original/downloaded tender document duly filled in, signed and stamped by the bidder or his authorized representative of the bidder.  Additional Information of the Bidder duly signed by the bidder or authorized representative of the bidder in the Performa and format as given in <b>Annexure-II</b> .	
3.	<b>(a) Bid Security (EMD) Annexure-III (A)</b> <b>(b) Refund of Bid Security (EMD) Annexure-III (B)</b>	
4.	Attested Copies of following <b>Annexure -IV</b> (a) Income Tax Return for the last three years/Annual turnover (b) PAN No. (c) GST Registration Certificate	
5.	Proof of successfully providing of the similar services i.e. certified copies of the work order for providing similar services for any other Govt. Institutions or reputed private institutions in Delhi or NCR in the recent past (during last three years) along-with endorsement from the concerned Institution. <b>Annexure - V</b>	
6.	Undertaking to accept Terms and Conditions of the Tender document and to comply with them as per <b>Annexure - VI</b> (on Non-Judicial stamp paper of denomination of Rs. 50/-)	
7.	Letter stating - (a) Proof of operation for 3 years (b) Availability of in-house facilities	As per Clause 2 (a) Clause 2(g)

**Signature of Bidder**  
(Prop. / Partner/ Authorized Signatory)  
Name & Address with Seal of the firm

**(FOR OFFICIAL USE ONLY)**

**TECHNICAL BID**

**Additional Information**

**(To be submitted in a sealed envelope to PAO, NHSRC, NIHFWS Campus, Baba Gangnath Marg, New Delhi, so as to reach before the last date and time of the closing of the bid)**

1. Name & Address of Bidder/ Indian Agent:
2. Permanent Income Tax A/c No. of the bidder:
3. Name & Address of Banker of the Bidder:
4. Business Name and constitution of the Bidder firm.

Also state if the firm is registered under

- (i) The Indian Companies Act, 1956
- (ii) The Indian Partnership Act, 1932
- (iii) Any act, if not, who are the owners (Please give full Names and Address)

5. For partnership firms state whether they are registered or not registered under Indian Partnership Act. 1932. Should the answer to this question by a partnership firm be in the affirmative, please state further:-

(i) Whether by the partnership agreement authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the Partner who has signed the tender.

(ii) If the answer to (i) is in the negative, whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration.

6. State whether business dealing with you has been banned by any Central/ State Government Organization? If so, give details.

**Signature of witness**

Full Name and Address of Witness

**Signature of Bidder**

1. Full name & address of Person signing  
(In BLOCK LETTER)

2. Whether signing as Proprietor/ Partner/  
Constituted Attorney / duly authorized by  
company.

**Bid Security (EMD)**

Bid Security (EMD) as required by this Tender Enquiry is being submitted in the form of Demand Draft/ pay order/ favouring the “**National Health Systems Resource Centre**” payable at Delhi and duly discharged in its favour in advance.

Details of Demand Draft/Pay order attached:

No. \_\_\_\_\_ Dated \_\_\_\_\_

Drawn on (Bank): \_\_\_\_\_

Amount: \_\_\_\_\_

**Signature of Bidder  
(Prop. / Partner/ Authorized Signatory)  
Name & Address with Seal of the firm**

**Refund of Bid Security (EMD)**

Received with thanks from “**National Health Systems Resource Centre**” as refund of Bid Security (EMD).

Details of Demand Draft/Pay order are:

No. \_\_\_\_\_ Dated \_\_\_\_\_

Drawn on (Bank): \_\_\_\_\_

Amount: \_\_\_\_\_

**Signature of Bidder  
(Prop. / Partner/ Authorized Signatory)  
Name & Address with Seal of the firm**

**Income Tax Return & PAN Number**

Self Attested Copies of IT Return & PAN Number, as required by this Tender Enquiry is being submitted along with this tender as per details given below: -

Details	Remarks
Copies of Income Tax Returns for the Financial Years (for last three years)	
Copy of Permanent Account Number	
Copy of Service Tax Registration Number	
Copy of VAT/Sales Tax Registration Number, if any	

**Signature of Bidder  
(Prop. / Partner/ Authorized Signatory)  
Name & Address with Seal of the firm**

Proof of successfully providing of the similar services i.e. certified copies of the work order for providing similar services for any other Govt. Institutions or reputed private institutions in Delhi or NCR in the recent past (during last five years) along-with endorsement from the concerned Institution

(a) Whether any work of Govt. or Semi Govt. Dept or Reputed Private Organization has been done in previous year Y/N\_\_\_\_\_

(b) It yes, furnish full details \_\_\_\_\_  
\_\_\_\_\_

**Signature of Bidder  
(Prop. / Partner/ Authorized Signatory)  
Name & Address with Seal of the firm**

**UNDERTAKING**

(To be submitted on Rs. 50/- stamp paper)

**Declaration by the Bidder**

I/We \_\_\_\_\_ hereby declare that:

1. I/We am/are the provider of printing and publication related services duly recognized by the Govt. of India/State Govt./Any other reputed Public Institution/Body have examined the above-mentioned tender document including amendment/corrigendum (if any) the receipt of which is hereby confirmed.
2. I/We do hereby offer to provide the publication related services at the prices and rates mentioned in the price bid.
3. I/We agree to abide by my/our offer for a period of 180 days from the date of opening of the tender.
4. I/We have carefully read and understood all the Terms and Conditions of the tender and shall abide by them.
5. I/We agree for the all clauses and payment terms & conditions of this tender enquiry. In case any condition put forth by us is against the terms & conditions of tender, the same shall be treated as to be having no affect whatsoever and that the tender terms and conditions shall only prevail upon such conditions, if any.
6. I/We agree that in the event of any dispute or differences, the decision of the Executive Director, NHSRC New Delhi shall be final and binding on me/us.
7. The tender document has been downloaded from the official website i.e. [www.nhsrcindia.org](http://www.nhsrcindia.org) and/or tender website in for bidding purpose and is a true copy of the original.
8. I/we hereby undertake that none of my relative (s) as defined in Disclaimer Clause of Annexure I is/are employed in NHSRC.

**Signature of Bidder  
(Prop. / Partner/ Authorized Signatory)  
Name & Address with Seal of the firm**

**FINANCIAL BID****Cost for Design &Layout for Printing****CONCEPT, DESIGN AND PREPRESS REFERENCE LIST.**

1. **BROCHURES REPORT AND BOOKLETS UP TO A4 SIZE: From 8 pages and up (up to 40 pages only). Prices per document: Designing Cover, Contents including Title and Credits pages.**

Pages	Creation Cost	Remarks
Up to 8		For a Maximum of 2 drafts and final copy
Up to 16		-do-
Up to 24		-do-
Up to 40		-do-

- 1.1 **TEXT COMPOSITION AND BASIC PAGE LAYOUT PER PAGE costs including tables (any number of pages)**

**To be used for project that do not involve creative Design work**

Size	Text Composition and basic page layout artworks	Remarks
Up to A4		For a maximum of 2 draft and final copy

- 1.2 **TEXT COMPOSITION AND CREATIVE PAGE LAYOUT PER PAGE costs including Charts, Graphs, Tables and visuals (any number of pages)**

**To be used for project that involve creative Design work**

Size	Text Composition and creative page layout artworks	Remarks
Up to A4		For a maximum of 2 draft and final copy

- 1.3 **TEXT COMPOSITION AND PAGE LAYOUT PER PAGE costs for Forms (any number of pages)**

Size	Text Composition and creative page layout artworks	Remarks



Up to A4		For a maximum of 2 draft and final copy
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**2. BOOKS AND REPORTS UPTO A4 SIZE: (Over 40 pages). Prices per document: Designing Cover, Contents Title and Credits pages**

Pages	Creation Cost	Remarks
Up to 80		For a maximum of 2 draft and final copy
Up to 120		-do-
Up to 200		-do-
Up to 360		-do-
Up to 440		-do-

**3. COFFEE TABLE BOOK - TEXT COMPOSITION AND CREATIVE PAGE LAYOUT PER PAGE costs including Concept, Creatives and visuals (any number of pages)**

Size	Text Composition and creative page layout artworks	Remarks
A4		For a maximum of 2 draft and final copy
10"X11"		-do-
11.5"X12.5"		-do-
10"X13"		-do-

**4. FLYERS: 1 single sheet up to A4**

Size	Creation & Artworks	Adaptation cost for multiple 'series /set' of flyers after first/initial design: Price per subsequent flyer
Up to A4		

**5. Brochures/Folders:** from 4 to 12 panels (4 to 5 folds)

Size	Creation & Artworks	Adaptation cost for multiple 'series /set' of Brochures/Folders after first/initial design: Price per leaflet
Up to A3		

**6. DOCKET**

Including 2 + Pockets (eg; 8.5" x 4" & 0.25" spin on both sides)

Size	Creation & Artworks	Adaptation cost for multiple 'series /set' of Docket after first/initial design: Price per docket
Up to 9" x 12.5" Closed size		

**7. INFORMATION KIT: FOLDER + FACT SHEET + PHOTO CARD...**

For Folders, refer to : #6. DOCKET quotation.

For fact Sheets and Photo Cards, refer to # 4. FLYERS quotation

**8. POSTERS**

Minimum 17x 22 'and Maximum 29x39"

Size	Creation & Artworks	Adaptation cost for multiple 'series /set' of Posters after first/initial design: Price per Poster
Up to 9" x 12.5" Closed size		

**9. Desk type Calendar**

Design including stand; Cover can have design on 1 or 2 sides

Size	Creation & Artworks
6 + 2 <b>(6 pages contents = 1 or 2 pages cover)</b> Up to 8.25" x 11.70"	
12 + 2 <b>(12 pages contents = 1 or 2 pages cover)</b> Up to 8.25" x 11.70"	

#### 10. STICKERS/BADGES/CD STICKERS

Size	Creation & Artworks	Adaptation cost for multiple 'series /set' of stickers/Badges after first/initial design: Price per sticker/badge/cd sticker
Open		

#### 11. BUNTINGS / BANNERS

Size	Creation & Artworks	Adaptation cost for multiple 'series /set' of buntings/Banners after first/initial design: Price per bunting/banner
Open		

#### 12. HOARDINGS / BILLBOARDS

Size	Creation & Artworks	Adaptation cost for multiple 'series /set' of hoardings after first/initial design: Price per hoarding
Open		

#### 13. LOGOS

Type	Creation & Artworks
Level 1 : typographical only	
Level 2 : Typo + light symbol	

#### 14. COMPUTER –GENERATED ILLUSTRATIONS

Illustration	1 x Colour or Full Colour		1-5	6-10	More than 10
	Single colour	Full Colour			
A4 Bitmap (upto 300 dpi)					
Vector based using illustrator, etc.					

#### 15. INFOGRAPHICS NUMERICAL / CONCEPTUAL

Infographics	Numerical	Conceptual
Single Colour		
Full Colour		

#### 16. GRAPHS

Graphs	Size	Creation & Artworks

#### 17. COPY WRITING, EDITING, PROOF READING & TRANSLATION COSTS PER PAGE for Senior Copywriter/ Editor/Proof reader/ translator:

Services	English	Hindi	Any Regional Indian languages	Any International languages
Copy writing				
Editing				
Proof reading - cost per word also				

<b>Translation - cost per word also</b>				
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**Note:-**As per the instructions of Central Vigilance Commission, no negotiation will be made except with the lowest tenderer. The bidder who will quote lowest rates in all the items will be treated as lowest one. In the event, it is found that none of the bidder has quoted lowest rates in the all items, then lowest rates of all the items from all of bids will be treated as the lowest rates and these lowest rates received or rates as ascertained by NHSRC which shall not be higher than received lowest rates would be offered to all the bidders unless decision to cancel the process is taken. The bidder who will accept the lowest rates of NHSRC would be kept on the panel of NHSRC and the bidders who will be on the panel will be treated at par and work to these bidders would be awarded on distribution basis.