

**F. No. 8/11/2011-Pub.**  
Government of India  
Archaeological Survey of India

Janpath, New Delhi-110011  
Dated : 3<sup>rd</sup> December, 2011

**Subject: Inviting Technical and Financial bid (Two-bid system) for editing, arranging photographs & drawings, pre-press work including composing, proof-reading, printing, binding, supply of Reports on Turn-Key basis – reg.**

Dear Sir/madam,

I am to invite you to quote Technical and Financial bid (Two-bid system) for editing, arranging photographs & drawings, pre-press work including composing, proofreading, printing, binding, supply of Reports on Turn-Key basis, as per specifications given Annexure 'A'.

2. **The Technical bid envelope** should contain following details/items.

- (i) Dummy of the proposed publications in the real size using material/paper/card/board as specified in the Annexure-A (minimum 10/12 pages out of all blank pages duly designed and digitally printed to have a look and feel of the concept proposed).
- (ii) Specimen of paper/card/boards to be used for printing of Reports (without printing), duly stamped and signed, stating the size, weight, mill/brand, country of origin, quality of in A-4 size.
- (iii) Printed specimens of text and four colour halftone printed on the specified papers done by the Agency/Press in the past for its clients.
- (iv) Designs proposed for Cover Jacket with Titles for the book proposed for assessing creative eligibility. Proposed designs shall be submitted in actual size to use on the dummy book submitted for visual appearance.
- (v) Concept note with the details of theme and treatment agency is proposing.
- (vi) List of publications on monument/heritage/similar job undertaken by the agency or the team members.
- (vii) Terms and Conditions of Tender along with Annexure A of the tender duly signed and stamped.
- (viii) Copy of PAN/TAN allotted to the firm/proprietor by Income Tax Department.
- (ix) Agency Profile with the Detail of Development Team with Bio-data of editor/scholar, Photographers, Creative Head/Art Director.
- (x) Profile of Printing Press proposed to be used by the Agency, if in house printing press is not available.
- (xi) Copy of ISO Certificate if available.

- (xii) Earnest money of Rs. 1,00,000/- (Rupees one lac only) payable only in the form of demand draft, in favour of the Director General, Archaeological Survey of India, Janpath, New Delhi-110 011. Any quotation not accompanying the Earnest Money Draft of Rs One lac will be outrightly rejected.

3. **The Financial bid envelope** should contain the duly filled in 'Form of Quotations' with signature, designation, date & stamp.

4. The Technical bid and Financial bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed 'Quotations for Reports on turn-key basis'.

5. The sealed quotation should be sent by Speed Post/Registered post/by hand to be delivered in Tender Box. The outer cover should be addressed to the undersigned. The quotations should reach this office not later than twenty one days from the date of issue of Advertisement in the Newspapers. At the first instant, technical bids will be opened by the undersigned or his nominee in the presence of your accredited representative if you choose to send one.

6. Terms and conditions are enclosed please.

Yours faithfully,



(P. K. Trivedi)  
Director (Publication)  
for Director General.

Encl:

- 1) Terms and Conditions
- 2) Form of Technical Specifications in Annexure 'A'
- 3) Form of Quotations in Annexure 'B/1 to B/5'

## TERMS AND CONDITIONS FOR PROPOSED BOOKS

1. The Technical bid and Financial bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed 'Quotations for the books on turn-key basis'. Bids not submitted as described will be outrightly rejected.
2. The sealed quotation should be sent by Speedpost/Registered post/by hand to be delivered in Tender Box in the Publication Section of Archaeological Survey of India. The quotations should reach this office not later than twenty one days from the date of issue of Advertisement in the Newspapers. Bids received late in the Publication Section of Archaeological Survey of India, shall not be accepted.
3. At the first instant, technical bids will be opened on by the designated committee approved by the Director General, in the presence of the accredited representatives of the bidders if you choose to send one.
4. At the second stage, eligible agencies will be invited for presentation before the designated committee approved by the Director General.
5. At the final stage, financial bid of those agencies, which will be short-listed after presentation, will be opened by the designation committee approved by the Director General and final decision will be made by the Director General, Archaeological Survey of India.
6. The Director General, Archaeological Survey of India, is not bound to accept the lowest quotation or any quotation or to assign reason for rejecting any or all the quotations. He reserves to himself the right of accepting the whole or any part of quotation. His decision in the matter will be final and binding.
7. The work should be completed as per schedule of publications given in the Annexure 'A'. If the work is not completed and supplied in time as specified in the Annexure 'A', the Director General, Archaeological Survey of India, has all powers to cancel the order and/or to impose penalty as considered reasonable by him and his decision in matter of dispute will be final and binding on the agency.
8. The work should be of a very high standard to compare favorably with similar publications brought out by the Survey. However, the Director General will be the sole judge of the quality of production and in matters of dispute, his decision regarding rejection or penalty will be final and binding on the agency.
9. The selected agency(s) shall have to use complete range of diacritical/accented types for composing by Desk Top Publishing.
10. The bids should contain details/items in the individual technical and financial bid envelops as mentioned above. Bids, not containing required information/items will be outright rejected. Decision of the Director General, Archaeological Survey of India, regarding quality of paper will be final.

11. The illustrative material should be of high quality. All the photographs, drawings etc. prepared for printing will be the property of the Survey and the same has to be delivered immediately on completion of printing and supply of publications along with material in two copies of DVD.
12. In case of any short supply, the sale price of the publication will be deducted from the bill of agency.
13. Earnest money of Rs. 1,00,000/- (Rupees one lakh only) payable only in the form of Demand Draft, in favour of the Director General, Archaeological Survey of India, Janpath, New Delhi-110011 should accompany all quotations. Any quotation not accompanying the Earnest Money Draft will be outrightly rejected.
14. The selected agency shall deposit, within a week from the date of receipt of acceptance of the tenders, an amount equivalent to 10% of the value of the order as security deposit. This security deposit should be in the form of FDR of a Scheduled Bank/National Savings Certificates in favour of the Director General, Archaeological Survey of India, Janpath, New Delhi.
15. The quotations should be valid for at least 90 days from the date of opening of the quotations.
16. The quotations imposing conditions/financial liabilities in contravention of the terms and conditions laid down herein above or in the form of specifications/quotations will be outright rejected.
17. The submission of quotations shall be considered as acceptance of all the terms, conditions and instructions mentioned above and as contained in the form of specifications/quotations and also the time schedule for delivery of the printed copies. The selected agency will be bound by all of them.
18. As a measure of expediency it may be decided in some cases not to call proofs for checking and approval, before copies are finally printed. In such-cases the responsibility of checking and passing the proofs, shall rest with the agency. It would be advisable, therefore for the agency to give the matter a final reading when forms/plates are on the machines, to avoid misprints. No remuneration on account of this proof reading or extra care will be admissible.
19. The agency shall take every care, to see that the work or any portion thereof does not fall into unauthorized hands. Care shall be taken to execute the work under security conditions. All proofs, trial and spare copies shall be destroyed.
20. The agency shall, however, if called upon, give information regarding work in hand

## SPECIFICATIONS

1. Details of books to be published
- (i) **Delhi : A tale of seven cities** - Manuscript will be provided by ASI. Photographs/line drawings could be obtained from the archives of the ASI. Additional photographs (fresh) if required could also be permitted to shoot. Partially editing/wholly recast of the text, examination of the facts, making the text more lucid and authenticated.
- (ii) **Wall Paintings in the Monuments of Kerala : A Detailed Documentation** - Manuscript will be provided by ASI. Photographs/line drawings will also provided by the ASI. Partially editing/wholly recast of the text, examination of the facts, making the text more lucid and authenticated.
- (iii) **History of Archaeology** - Manuscript will be provided by ASI. Photographs/line drawings will also provided by the ASI.
- (iv) **The Forgotten Place : Stone Images From Kurkihar, Bihar** - Manuscript will be provided by ASI. Photographs/line drawings will also provided by the ASI.
- (v) **Socio-economic Archaeology of India** - Manuscript will be provided by ASI. Photographs/line drawings will also provided by the ASI.
2. General Scope of Work
- Subject research wherever required, editing of manuscript by an eminent scholar (consent & completion certificate of the scholar is a must), subject visual including real high resolution digital photography by a reputed commercial photographer as per requirement, hand paintings/water-colours/sketches/calligraphy/ motifs related to subject and theme of international standards done by reputed artists, pre-press work including cover designing, layout styling, composing, arranging text as per the format of ASI, editing and proof reading text, arranging photographs & visuals, making ready to print electronic file, presenting digitally printed dummy for initial approval,

implementing changes and corrections, submitting 2<sup>nd</sup> digitally printed dummy in final shape for approval, making necessary changes and corrections and submitting final digitally printed dummy and submitting Ready to Print file on a CD with corrected final copy of digitally printed dummy for record, CTP plate making, printing on a modern and new CPC Four colour offset printing machine, binding, and supply in store/office at Delhi/New Delhi.

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|----|------------------------|---|
| 3. | Size                   | Demy Quarto   |
| 4. | Language               | English   |
| 5. | Paper                  | <p>(a) <b><u>For text, figures, photographs and Maps:</u></b><br/>130 GSM Matt Finished Imported Magnostar Art Paper (Completely moisture free)</p> <p>(b) <b><u>For Cover</u></b><br/>130 GSM Matt Finished Imported Magnostar Art Paper (Completely moisture free)</p> <p>(c) <b><u>For Jacket</u></b><br/>170 GSM Matt Finished Imported Magnostar Art Paper (Completely moisture free)</p>  |
| 6. | Method of Reproduction | Photo offset process  |
| 7. | Printing               | Throughout four colour printing   |
| 8. | No. of copies          | 2,000 copies on each Title.   |
| 9. | No. of Pages           | <p>(i) <b>Delhi : A tale of seven cities</b> – 250 well illustrated and designed pages.</p> <p>(ii) <b>Wall paintings in the Monuments of Kerala : A Detailed Documentation</b> – 300 pages including illustrations.</p> <p>(iii) <b>History of Archaeology</b> – 500 pages including illustrations.</p> <p>(iv) <b>The Forgotten Place : Stone Images From Kurkihar, Bihar</b> – 700 pages including illustrations.</p> <p>(v) <b>Socio-economic Archaeology of India</b> – 325 pages including illustrations.</p> |

(Note : In case of variation in number of pages in final approved proof of above cited publications, payment will be made on pro-rata basis.)

10. Binding **Hard Bound Binding**  
Folding, collating, section sewing with strong thread, bound in boards, pasting of printed art paper on the boards with end papers pasted on the inner sides of the boards and also to be covered with printed Jacket etc.
11. Specimen Manuscript & specimen of the publications may be seen in the Publication Section of the Archaeological Survey of India, 11, Janpath, New Delhi - 110011 on any working day.
12. Approval of Proofs The agency will also have to supply machine proofs for approval before final printing to the author/Director (Publication) and may have to submit revised machine proofs till the same are approved.
13. Printing and Supply Schedule  
First digital proof to be submitted within 80 days from the issue of Work Order.  
  
Final digital dummy (EPSON) to be submitted within 120 days from the issue of Work Order.  
  
Printed copies to be delivered within 40 days after approval of the final dummy.

**FORM OF QUOTATION**

Regarding text editing, recasting or make additional inputs, arranging photographs & drawings, pre-press work including composing, proof-reading, printing, binding, supply of **Delhi : A tale of seven cities** on Turn-Key basis.

Rate for 250 pages book

Rs.....

In Words.....

(Including VAT and other taxes)

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SIGNATURE OF TENDERER  
Name  
Designation  
With Stamp

Date:  
Place:

**FORM OF QUOTATION**

Regarding text editing, arranging photographs & drawings, pre-press work including composing, proof-reading, printing, binding, supply of **Wall Paintings in the Monuments of Kerala : A Detailed Documentation** on Turn-Key basis.

Rate for 300 pages book

Rs.....

In Words.....

(Including VAT and other taxes)

(  
SIGNATURE OF TENDERER  
Name  
Designation  
With Stamp

Date:  
Place:

**FORM OF QUOTATION**

Regarding text editing, arranging photographs & drawings, pre-press work including composing, proof-reading, printing, binding, supply of **History of Archaeology** on Turn-Key basis.

Rate for 500 pages book

Rs.....

In Words.....

(Including VAT and other taxes)

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SIGNATURE OF TENDERER  
Name  
Designation  
With Stamp

Date:  
Place:

**FORM OF QUOTATION**

Regarding text editing, arranging photographs & drawings, pre-press work including composing, proof-reading, printing, binding, supply of **The Forgotten Place : Stone Images From Kurkihar, Bihar** on Turn-Key basis.

Rate for 700 pages book

Rs.....

In Words.....

(Including VAT and other taxes)

(  
SIGNATURE OF TENDERER  
Name  
Designation  
With Stamp

Date:  
Place:

**FORM OF QUOTATION**

Regarding text editing, arranging photographs & drawings, pre-press work including composing, proof-reading, printing, binding, supply of **Socio-economic Archaeology of India** on Turn-Key basis.

Rate for 325 pages book

Rs.....

In Words.....

(Including VAT and other taxes)

(  
SIGNATURE OF TENDERER  
Name  
Designation  
With Stamp

Date:  
Place: