

DPE/7(6)/2011-Fin.
Government of India
Ministry of Heavy Industries & Public Enterprises
Department Of Public Enterprises

Public Enterprises Bhavan,
Block No. 14, CGO Complex,
Lodhi Road, New Delhi,

Dated 16th March, 2012

Expression of Interest (Eol)

Subject:- Eol in respect of Preparing / Publication of Quarterly Newsletter for Department of Public Enterprises (DPE).

The Department of Public Enterprises (DPE) has taken the decision to out source the work relating to *editing / designing / printing* of DPE's **Quarterly Newsletter** to service provider / private publishers / printers as per the following specifications:

A	No. of Pages per Newsletter	16 (Sixteen back to back)
B	No. of copies to be printed every Quarter	2000
C	Paper to be used	GSM Imported Art Paper (170 GSM)
D	Colour	4 colour with photos in minimum 300 DPI
E	Size	8.25" X 10.6"

2. The Department will provide the soft / hard copy of the material for the Newsletter. The service provider will have the following associated tasks to perform, namely:

- (i) Developing the news items in a journalistic fashion.
- (ii) Proof reading of the approved text.
- (iii) Designing the lay out of the different matters to be included in the Newsletter.
- (iv) Printing of the Quarterly Newsletter.

3. Interested parties may submit the *Expression of Interest (Eol)* for undertaking the job of bringing out the Newsletter every quarter. The details are given at Annex-1.

4. **The Eol, providing the introduction of the firm / the company may be sent to the undersigned with in 15 days of issue of this Eol i.e. by 30.3.2012.** The interested parties, subsequently, will be asked to make a presentation to showcase their capability for the job specified vis-à-vis the Technical Bid at the specified date and time, before the Selection Committee of DPE. **The Technical Bid should be accompanied by the Financial Bid in a sealed cover.** The decision of the Committee

will be final and DPE reserves the right to reject any or all the EoI without assigning any reasons whatsoever.

5. The parties who would qualify in their Technical Bid will have their Financial Bid opened in the presence of the parties concerned. The Financial Bids of the un-qualified technical bidders will be returned to them unopened.

6. The selected service provider / publisher will have to complete the job as per terms and conditions specified above.

7. Each quotation will accompany a Demand Draft of Rs.2500/- drawn in favor of the 'Drawing and Disbursing Officer, Department of Public Enterprises (DPE), New Delhi' towards Earnest Money Deposit (EMD). On finalization of the Publisher, the EMD will be refunded to the unsuccessful bidders within one month from the date of finalization. The empanelled printer will deposit an extra amount of Rs.75,00/- either as bank guarantee or through fixed deposit hypothecated to DPE as Security, which will be refunded after satisfactory completion of the empanelment period.

8. This Department reserves the right to terminate the contract in the event of services being found unsatisfactory.

9. The copies of the previous issues of the Newsletter are available at DPE's Web-site (www.dpe.nic.in) and can be seen for reference.

Yours truly,

(Rajesh Puri)
Assistant Director
Ph. 24366549
E-mail : rpuri@nic.in

To,

- (a) NIC DPE, with the request to put up this EoI immediately on DPE's web-site.
- (b) Notice Board of DPE.
- (c) Reception Officer, Block No. 14 CGO Complex Lodhi Road, New Delhi-3.
- (d) Publishers / Printers as per list enclosed and as per record available in DPE.
- (e) PS to Secretary, DPE for information.

Publication of DPE Quarterly Newsletter other details.

- (i) The Newsletter is to be developed in a journalistic fashion with catchy headlines, attractive layout, short messages / news in boxes, referencing where ever required, etc.
- (ii) The raw material for the Newsletter will be provided by the department every quarter which will have to be presented in an attractive manner in the style of a newsletter. However time to time some events in Delhi / NCR are to be covered by the appointed agency on its own as per the separate intimations from the Department.
- (iii) Whenever the coverage of events outside Delhi / NCR is thought necessary the concerned organization / nodal agency will contact the chosen agency separately, if required.
- (iv) For printing of any additional pages (beyond 16 pages) the rate for content development, layout designing and printing will be paid as quoted separately.
- (v) The Proof Reading of the approved text will be done by the concerned agency.
- (vi) Before printing the final draft is to be submitted for approval of the Department.
- (vii) All the bills should contain the registration number, date of registration, TIN, TAN & PAN Number and Bank account Details including account number, branch address, MICR No. & RTGS code of the bank for making payment through ECS.
- (viii) The payment will be released after the receipt of printed copies.
- (ix) Soft copy is required to be submitted simultaneously for uploading on to DPE web-site.
