



पेंशन निधि विनियामक और विकास प्राधिकरण  
PENSION FUND REGULATORY AND DEVELOPMENT AUTHORITY

Date:1 August, 2022

To,

**All the Bidders**

Dear Sir/Madam,

**Subject: - Invitation of limited sealed tenders for printing of Annual Report (Bilingual) of Pension Fund Regulatory and Development Authority for the FY 2021-22 – Reg.**

The undersigned is directed to invite Limited sealed tenders from the quality and expert printers for printing of 200 copies of bilingual Annual Report of PFRDA for the FY 2021-22 as per the scope of work given in Annexure I. The tender should be sent in a sealed Envelope super scribing, “Limited Tender for Printing of Annual Report (Bilingual) of PFRDA for the FY 2021-22”, as per terms and conditions given below. The same should be addressed to the undersigned so as to reach on or before 23 August, 2022 up to 1500 Hrs. The tender shall be opened 23 August 2022 at 1530 Hrs. in the office of PFRDA in the address given below;

**Pension Fund Regulatory & Development Authority,**

B-14/A, 2<sup>nd</sup> Floor, Chhatrapati Shivaji Bhawan  
Qutab Institutional Area,  
Katwaria Sarai New Delhi-110016

**Terms & Conditions**

1. The rates in tender/quotation should be submitted in the format given under the heading “Price Quotation” at Annexure II. The rates should be quoted including paper cost, lump sum delivery charges and all taxes etc. No additional /extra cost would be admissible in addition to those quoted in tender.
2. No revision of rate shall be entertained by PFRDA during pendency of work.
3. The printer shall get the proof approved by the concerned official of PFRDA.
4. The printed Annual Report has to be delivered to the office of PFRDA within seven days from the date of handing over of full and final print material by PFRDA.

5. PFRDA also reserves its rights to place order on any other party in the event if the successful party fails to supply the printed material within the prescribed period of seven days from the date of handing over of full and final print material by PFRDA. Time shall be an essence of the contract.
6. Terms of payment: - 100% payment against delivery of the printed Annual report up to the satisfaction of the concerned official. No advance payment will be made for printing job.
7. The sample of the paper to be attached with the quotation (Art Paper of 100 GSM).
8. The limited tender will remain valid for acceptance for a period of at least a month from the date of their opening.
9. This office reserves the right of increasing/decreasing the quantity of the material tendered on actual requirement of the copies for which for the tender is placed.
10. The tender should be submitted along with the copy of valid GST registration certificate, GST no., otherwise the quotation will not be considered.
11. The quotation not fulfilling the conditions mentioned above will be summarily rejected without any further reference.
12. Dispute, if any, arising in relation to the work assigned shall be subject to the exclusive jurisdiction of Courts at Delhi/New Delhi.
13. PFRDA reserves the right to cancel this tender unconditionally and at its sole discretion and shall not be liable for (any kind of loss or damages etc.) arising out of the same.

In view of the above details the quotation/tender should be submitted as per format prescribed at Annexure II and terms & conditions specified above for the scope of work specified at Annexure I.

General Manager  
Administration Department

**Annexure -I**

<b>SCOPE OF WORK</b>		
<b>Sl No</b>	<b>Description</b>	<b>Printing of Annual Report (Bilingual) of Pension Fund Regulatory and Development Authority for the FY 2021-22, in color (Both cover &amp; Text pages)</b>
1	Approximate No. of copies	Bilingual: 200
2	No. of Pages	Approx. 270-300 (combining Hindi & English versions) (No. of pages can increase or decrease)
3	Paper and its quality:	
	i)For inside colour pages	Art paper of 100 GSM
	ii)For front & back covers	Imported Art Card of 210 GSM with lamination
<b>Special Instructions</b>		
<p>a. Printed copies are required to be delivered within 7 days or earlier after the date of handing over of full and final print material by PFRDA.</p> <p>b. A very high quality of printing is required. The work done in slipshod manner will not be accepted.</p> <p>c. The report is required to be printed as per the specimen to be provided by third department providing adequate space / scope for box-tables diagram etc.</p> <p>d. Final printable format/pdf version of Annual Report 2021-22 in a portable media device (to be provided by the vendor) and also a lighter version (in the form of a pdf copy) of the Annual Report may be provided for uploading on PFRDA website (of size less than 10 MB compulsorily), without any extra cost, along with the printed copies for putting the Report on the website of the office. Any delay in providing the portable media device would attract penalty @Rs.500/- per day of delay.</p>		

**Annexure II**

<b>PRICE QUOTATION</b>		
<b>S.No.</b>	<b>Description</b>	<b>Rate (in Rs.)</b>
1	Paper cost of color text pages (Art paper of 100 GSM) (for 200 copies).	
2	Paper cost for front & back covers (Imported Art Card of 210 GSM with Lamination (for 200 copies).	
3	Cost for designing the Cover page	
4	Printing cost for text pages Approx. 270-300 pages for 200 copies (in four colours) including photocomposing, processing, scanning, designing, plate making.	
5	Printing cost for front & back covers (in four colour) for 200 copies in Bilingual (English and Hindi) inclusive of lamination charges (including photocomposing, processing, scanning, designing, plate making).	
6	Binding charges for 200 Copies.	
7	Local delivery charges (Copies of Annual Report (Bilingual) for the FY 2021-22 in bundles of 50 copies each with thick brown wrapping paper at top & bottom & tied, are to be delivered to address of the PFRDA office, New Delhi).	
	<b>Total</b>	
8	Add: Applicable taxes if any	
	<b>Total cost of entire work</b>	