



Government of India
Ministry of External Affairs
XPD Division
PMS Section, Shastri Bhawan
New Delhi 110001

Expression of Interest (EOI) for empanelment of Publishers/Printers

Tender No: K/PMS/304/10/2017		DATED:05.02.2018
<u>IMPORTANT DATES</u>		
Published dated		05.02.2018 (1800 hrs)
Bid Document Download Start Date		05.02.2018 (1900 hrs)
Clarification Start Date		06.02.2018 (1000 hrs)
Pre-Bid Meeting		12.02.2018 (1430 hrs)
Clarification End Date		13.02.2018 (1700 hrs)
Bid Submission Start Date(online)		06.02.2018 (1500 hrs)
Bid Submission End Date(online)		26.02.2018 (1200 hrs)
Date of Technical Bid Opening(Online)		27.02.2018 (1430 hrs)

The bid shall be submitted online only at Central Public Procurement Portal Website:
<http://eprocure.gov.in/eprocure/app> Manual bids shall not be accepted.

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GOVERNMENT OF INDIA
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Ref : K/PMS/304/10/2017

Date:05/02/2018

Inviting Expression of Interest from Publishers

External Publicity & Public Diplomacy (XPD) Division, Ministry of External Affairs, intends to prepare a list of panel of reputed Publishers for Creation/Generation of Content, Designing the layout, Type Setting along with Photographs and Printing of publications, commissioned by the Ministry of External Affairs from time to time. XPD Division, therefore, invites an Expression of Interest (EOI) from reputed Publishers for empanelment with the following details of their company:

1. Name of the Company and Address:
 2. Complete Profile of the Company including details of in-house designing, art work, copy writing etc. :
 3. Experience in publishing of books : A minimum of 5 years.
 4. Samples of publications brought out as part of 'Turn Key' Projects (From Designing to Delivery) :
 5. Details of the Company, the technical workforce/ mechanical support for designing, printing and timely delivery :
 6. Company's Turnover in the last three years: Minimum Rs. 50 lakhs per year
 7. Proof/Self-Certification in working with Ministries/Government Organizations/Departments/State Government etc. (Preferably with Ministry of External Affairs):
 8. Details of Publisher's Registration Certificates/Licence for GST, PAN, TIN, TAN, VAT
 9. Any other information that the company wishes to submit in support for their application:
2. Companies with proven experience in timely delivery of orders without compromising the quality of publications and to the satisfaction of the Organisation for which the books were designed, printed and delivered will be preferred. The selected companies will be required to work under pressure without compromising the quality of publications.
3. The empanelment will be for a period of two years, subject to satisfactory standard on innovation and creation of the work. If at any time it is found that the information or work provided by the publisher is not to the satisfaction of the Competent Authority, Ministry of External Affairs reserves the right to remove such publisher from the empanelled list. The Ministry of External Affairs also reserves the right to reject



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ing any reason and will not entertain any correspondence in the

4. Mere empanelment of the Publishers doesn't confer any right on any publisher to seek actual order for publishing the book. The panel will be reviewed on completion of one year from the date of empanelment or anytime as per the prescribed procedure, during the year, at the discretion of the Ministry.

5. The last date for submission of EOI is 27.02.2018 by 1430 hrs. Any correspondence in this regard may be addressed to: PO (PMS/IP), XPD Division, Ministry of External Affairs, New Delhi-110001 Email : poip@mea.gov.in

Publicity Officer (PMS/IP)
XPD Division