

AV-29016/29/2015-ITSection-MoCA  
Government of India  
Ministry of Civil Aviation

Rajiv Gandhi Bhawan,  
Safdarjung Airport, New Delhi  
24.05.2018

**Notice**

**Notice inviting bids for selection of an Agency for Publication of a Booklet containing the achievements of the Ministry of Civil Aviation during last 04 years.**

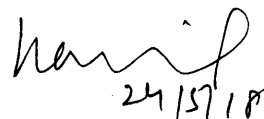
A booklet containing the achievements of the Ministry of Civil Aviation during last 04 years is to be published. The booklet will have around 50 pages, counting both sides, of appropriate size. The booklet, both in Hindi and English, will contain graphics, photographs, maps, data etc. The content of the booklet will be provided to the selected agency by this Ministry. The booklet is to be published within 10 days from the date of award of work to the agency.

2. Bids are invited from the agencies empanelled with Bureau of Outreach & Communication (BoC)- (erstwhile known as DAVP- Directorate of Advertising and Visual Publicity) for executing the work of proof reading, print creative, designing etc. leading to final publication of the booklet containing the achievements of the Ministry of Civil Aviation during last 04 years. The empanelment would be considered on the basis of the list of agencies as available on BoC website as on last date of acceptance of application by MoCA i.e. 29.05.18. It may be noted that this is not a bid seeking the price quote. The agencies will be required to execute the work as per the BoC rates and BoC guidelines.

3. Interested agencies may submit a concept paper containing the design of the proposed booklet to this Ministry latest by **12 Noon on 29.05.2018**. The bids along with the concept paper may be submitted at e-mails :[kameshwar.mishra@nic.in](mailto:kameshwar.mishra@nic.in), [soit.moca@nic.in](mailto:soit.moca@nic.in). Hard copies of the proposals may also be submitted to the undersigned at Room No. 181 C, B Block, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi. Offers received after the said date and time would not be considered.

4. The design finally adopted need not be the same as in the concept paper. The concept paper is only to assess the capabilities of the agency/vendor. Further, MoCA reserves the right not to consider any agency without assigning any reason therefor. The notice may also be accessed on Central Public Procurement Portal (CPP) portal available at <https://eprocure.gov.in>.

5. The agencies will be required to appear before a Committee at **03:00 P.M. on 29.05.2018** constituted for this purpose in this Ministry. Selection of an agency will be made on the basis of their experience in this regard, quality of concept paper, proposed designing etc.

  
24/5/18

(Kameshwar Mishra)

Under Secretary to the Govt. of India

E-mail: [kameshwar.mishra@nic.in](mailto:kameshwar.mishra@nic.in), [soit.moca@nic.in](mailto:soit.moca@nic.in)

Mob: 9971386244,