



# **CENTRAL COUNCIL FOR RESEARCH IN HOMOEOPATHY**

(An autonomous organization under Ministry of Health & Family Welfare, Govt. of India)

Jawahar Lal Nehru Bhartiya Chikitsa Avum Homoeopathy Anusandhan Bhawan

No. 61-65, Institutional Area, Opp. D-Block, Janakpuri, New Delhi-110058.

## **TENDER DOCUMENT**

FOR

**OFFSET PRINTING OF BOOKS/NEWSLETTER/JOURNALS  
ETC.**

Office: Central Council for Research in Homoeopathy  
61-65, Institutional Area, Janakpuri, New Delhi - 110058  
website [www.ccrhindia.org](http://www.ccrhindia.org).

## General Information

Cost of tender form	:	Rs. 250/-
Last date and time for receipt of tender	:	11.01.2010 upto 3:00 P.M
Date & Time for opening of tender	:	12.01.2010 upto 3:00 P.M
Place of Tender opening		<u>Committee Room No. 419, 4<sup>th</sup> Floor.</u> Central Council for Research in Homoeopathy, J.L.N.B.C.A. Bhawan, No. 61-65, Institutional Area, Opp. D Block, Janakpuri, New Delhi-110058.
Date upto which the rates are to be kept firm for acceptance.	:	One year from the date of acceptance of the tender
Earnest money Deposit		2 % of total estimate or Rs. 60,000/-
Whether Samples essential	:	Yes
Estimated Value	:	Approx. Rs 30 lakhs (Rupees thirty lakhs only) per annum.

Telephone NO. : 28525523, 28525934    Fax No. 28521060    E. mail:ccrh@del 3.vsnl.in.

The materials are to be supplied F.O.R. at Central Council for Research in Homoeopathy a J.L.N.B.C.A.Bhawan,No.61-65, Institutional Area, Opp. D Block, Janakpuri, New Delhi-110058.

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## SECTION – IA

### GENERAL GUIDANCE AND INSTRUCTIONS TO THE BIDDERS

All the bidders must carefully observe the following instructions. Offers/Tenders which are not strictly in accordance with these instructions are liable to be rejected:

Tenders should reach our office by Registered/post/Speed post/by Hand (Through Authorized Representative) in separate sealed covers (inner and outer cover) and the inner cover super scribed with the words “**QUOTATION FOR OFFSET PRINTING**”, must be enclosed in outer cover. Then, the outer cover should also be super scribed with the words “**QUOTATION FOR OFFSET PRINTING**” and addressed to **Director General CCRH, 61-65, Institutional Area, Janakpuri, New Delhi-110058**. Both the inner and outer cover must be sealed

Offers/Tenders shall positively reach before the stipulated time and date prescribed for their receipt i.e. upto 1500 Hrs. ( 3.00 P.M.) on 11.01.2010. Those received late will not be considered/opened at all, regardless of the date of posting of the tender. The Council shall take no cognizance of postal delay..

1. Only those firms which have their printing press in conforming area and licence from Delhi Govt. and have atleast five years experience of executing the offset printing works satisfactorily with the Govt./State Govt./Semi Govt. offices/departments may apply. Supporting documents need to be provided with the tenders in this regard, otherwise, tenders are likely to be rejected.
2. Tenders should be typed or written in ink. Offer/tenders written in pencil shall be ignored.
3. The tenders shall be strictly according to the specifications as laid down in the Proforma at **Schedule-IB**.- alongwith sample of papers of different thickness proposed to be used.
4. The tenders should be in a prescribed form which can be obtained from the office on payment of the price of the tender document as in **Annexure-I** attached. The cost of tender forms once paid will not be refunded. Tenders which are not in the prescribed form are liable to be rejected.
5. The rates quoted should be only in Indian currency. The tenders in any other currency are liable to rejection.
6. Intending tenders should send their tenders so as to reach the office on due date and time given in **Annexure-I**. No tender received after the specified date and time will be accepted on any account. Tenders not stipulating period of firmness and tenders with price variation clause and or subject to prior sale condition are liable to be rejected.
7. The arrangements that will be made on the result of this quotation will be governed by the terns and conditions enclosed at **Annexure-IC**.
8. The tenders will be opened on 12.01.2010 at 3:00P.M in the presence of such of the tenders as may care to be present.

9. The Director General, Central Council for Research in Homoeopathy New Delhi is not bound to accept the lowest tenders or any tender or to assign any reasons for rejecting any or all the tenders. He reserves the right to accept or part or whole or any part of the tender. His decision in the matter shall be final and binding.
10. The submission of a tender by you shall be taken to signify your acceptance of the stipulated terms and conditions referred to in para 6 above.
11. Any failure of a tender to observe the prescribed procedure and any attempt to canvass for the work will prejudice your quotation.
12. The arrangements made on the result of this call for tenders will be in force for the period of one year from the date of acceptance of tender. The decision of the Director General, CCRH, New Delhi (in all these matters) shall be final and binding on the parties. The contract can be terminated by the Council at any time by giving one month's notice in writing without assigning any reason.

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**SCHEDULE -IB**

**PROFORMA WITH SPECIFICATIONS FOR TENDER- OFFSET PRINTING**

**BOOKS**

<b>Book size 8.5"x11"</b>	<b>Rates of Printing 100-1000 copies</b>					
COVER	300GSM	250GSM	210GSM			
4 colour offset printing on Magnostar art Card (Rates to be quoted for printing of one page)						
Rates of printing on hard cover and binding						
Rates of printing on hard cover and binding with Jacket						
TEXT	130GSM	120GSM	100GSM			
4 colour offset printing on Magnostar art paper (Rates to be quoted for printing of one page)						
TEXT	130GSM	120GSM	100GSM			
Black & white offset printing on Magnostar Art paper (Rates to be quoted for printing of one page)						
TEXT	120GSM	100GSM	90GSM	80GSM	70GSM	60GSM
4 colour offset printing on Maplitho paper (Rates to be quoted for printing of one page)						
TEXT	120GSM	100GSM	90GSM	80GSM	70GSM	60GSM
Black & white offset printing on Maplitho paper (Rates to be quoted for printing of one page)						
Rates inclusive of Typing, Composing, Photograph scanning(drum scanning), Processing, Printing & binding(side stitch/ centre stitch/ perfect) VAT charges etc.						

<b>Book size 8.5"x11"</b>	<b>Rates of Printing 1001-2000 copies</b>					
COVER	300GSM	250GSM	210GSM			
4 colour offset printing on Magnostar art Card (Rates to be quoted for printing of one page)						
Rates of printing on hard cover and binding						
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Black & white offset printing on Maplitho paper (Rates to be quoted for printing of one page)						
Rates inclusive of Typing, Composing, Photograph scanning(drum scanning), Processing, Printing & binding(side stitch/ centre stitch/ perfect) VAT charges etc.						

<b>Book size 7"x9.5"</b>	<b>Rates of Printing 100-1000 copies</b>					
COVER	300GSM	250GSM	210GSM			
4 colour offset printing on Magnostar art Card (Rates to be quoted for printing of one page)						
Rates of printing on hard cover and binding						
Rates of printing on hard cover and binding with Jacket						
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Rates of printing on hard cover and binding with Jacket						
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<b>Book size 7"x9.5"</b>	<b>Rates of Printing 2001-5000 copies</b>					
COVER	300GSM	250GSM	210GSM			
4 colour offset printing on Magnostar art Card (Rates to be quoted for printing of one page)						
Rates of printing on hard cover and binding						
Rates of printing on hard cover and binding with Jacket						
TEXT	130GSM	120GSM	100GSM			
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Black & white offset printing on Maplitho paper (Rates to be quoted for printing of one page)						
Rates inclusive of Typing, Composing, Photograph scanning(drum scanning), Processing, Printing & binding(side stitch/ centre stitch/ perfect) VAT charges etc.						

## BOOKLETS

<b>Booklet size 4.5"x5.5"</b>	<b>Rates of Printing 1000-5000 copies</b>					
TEXT	130GSM	120GSM	100GSM			
4 colour offset printing on Magnostar art paper (Rates to be quoted for printing of one page)						
TEXT	130GSM	120GSM	100GSM			
Black & white offset printing on Magnostar Art paper (Rates to be quoted for printing of one page)						
TEXT	120GSM	100GSM	90GSM	80GSM	70GSM	60GSM
4 colour offset printing on Maplitho paper (Rates to be quoted for printing of one page)						
TEXT	120GSM	100GSM	90GSM	80GSM	70GSM	60GSM
Black & white offset printing on Maplitho paper (Rates to be quoted for printing of one page)						
Rates inclusive of Typing, Composing, Photograph scanning(drum scanning), Processing, Printing & binding(side stitch/ centre stitch/ perfect) VAT charges etc.						

<b>Booklet size 4.5"x5.5"</b>	<b>Rates of Printing 5001- 10000 copies</b>					
TEXT	130GSM	120GSM	100GSM			
4 colour offset printing on Magnostar art paper (Rates to be quoted for printing of one page)						
TEXT	130GSM	120GSM	100GSM			
Black & white offset printing on Magnostar Art paper (Rates to be quoted for printing of one page)						
TEXT	120GSM	100GSM	90GSM	80GSM	70GSM	60GSM
4 colour offset printing on Maplitho paper (Rates to be quoted for printing of one page)						
TEXT	120GSM	100GSM	90GSM	80GSM	70GSM	60GSM
Black & white offset printing on Maplitho paper (Rates to be quoted for printing of one page)						
Rates inclusive of Typing, Composing, Photograph scanning(drum scanning), Processing, Printing & binding(side stitch/ centre stitch/ perfect) VAT charges etc.						

<b>Booklet size 4.5"x5.5"</b>	<b>Rates of Printing 10001 copies and above</b>					
TEXT	130GSM	120GSM	100GSM			
4 colour offset printing on Magnostar art paper (Rates to be quoted for printing of one page)						
TEXT	130GSM	120GSM	100GSM			
Black & white offset printing on Magnostar Art paper (Rates to be quoted for printing of one page)						
TEXT	120GSM	100GSM	90GSM	80GSM	70GSM	60GSM
4 colour offset printing on Maplitho paper (Rates to be quoted for printing of one page)						
TEXT	120GSM	100GSM	90GSM	80GSM	70GSM	60GSM
Black & white offset printing on Maplitho paper (Rates to be quoted for printing of one page)						
Rates inclusive of Typing, Composing, Photograph scanning(drum scanning), Processing, Printing & binding(side stitch/ centre stitch/ perfect) VAT charges etc.						

## FOLDERS

<b>Folder size 9.5"x18"</b>	<b>Rates of Printing 100-1000 copies</b>					
TEXT	130GSM	120GSM	100GSM			
4 colour offset printing on Magnostar art paper (Rates to be quoted for printing of one page)						
TEXT	130GSM	120GSM	100GSM			
Black & white offset printing on Magnostar Art paper (Rates to be quoted for printing of one page)						
TEXT	120GSM	100GSM	90GSM	80GSM	70GSM	60GSM
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TEXT	120GSM	100GSM	90GSM	80GSM	70GSM	60GSM
Black & white offset printing on Maplitho paper (Rates to be quoted for printing of one page)						
Rates inclusive of Typing, Composing, Photograph scanning(drum scanning), Processing, Printing & binding(side stitch/ centre stitch/ perfect) VAT charges etc.						

<b>Folder size 9.5"x18"</b>	<b>Rates of Printing 1001-2000 copies</b>					
TEXT	130GSM	120GSM	100GSM			
4 colour offset printing on Magnostar art paper (Rates to be quoted for printing of one page)						
TEXT	130GSM	120GSM	100GSM			
Black & white offset printing on Magnostar Art paper (Rates to be quoted for printing of one page)						
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Rates inclusive of Typing, Composing, Photograph scanning(drum scanning), Processing, Printing & binding(side stitch/ centre stitch/ perfect) VAT charges etc.						

<b>Folder size 9.5"x18"</b>	<b>Rates of Printing 2001-5000 copies</b>					
TEXT	130GSM	120GSM	100GSM			
4 colour offset printing on Magnostar art paper (Rates to be quoted for printing of one page)						
TEXT	130GSM	120GSM	100GSM			
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Black & white offset printing on Maplitho paper (Rates to be quoted for printing of one page)						
Rates inclusive of Typing, Composing, Photograph scanning(drum scanning), Processing, Printing & binding(side stitch/ centre stitch/ perfect) VAT charges etc.						

<b>Folder size 8.5"x11"</b>	<b>Rates of Printing 1000-5000 copies</b>					
TEXT	130GSM	120GSM	100GSM			
4 colour offset printing on Magnostar art paper (Rates to be quoted for printing of one page)						
TEXT	130GSM	120GSM	100GSM			
Black & white offset printing on Magnostar Art paper (Rates to be quoted for printing of one page)						
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Black & white offset printing on Maplitho paper (Rates to be quoted for printing of one page)						
Rates inclusive of Typing, Composing, Photograph scanning(drum scanning), Processing, Printing & binding(side stitch/ centre stitch/ perfect) VAT charges etc.						

<b>Folder size 8.5"x11"</b>	<b>Rates of Printing 5001- 10000 copies</b>					
TEXT	130GSM	120GSM	100GSM			
4 colour offset printing on Magnostar art paper (Rates to be quoted for printing of one page)						
TEXT	130GSM	120GSM	100GSM			
Black & white offset printing on Magnostar Art paper (Rates to be quoted for printing of one page)						
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Black & white offset printing on Maplitho paper (Rates to be quoted for printing of one page)						
Rates inclusive of Typing, Composing, Photograph scanning(drum scanning), Processing, Printing & binding(side stitch/ centre stitch/ perfect) VAT charges etc.						

<b>Folder size 8.5"x11"</b>	<b>Rates of Printing 10001 copies and above</b>					
TEXT	130GSM	120GSM	100GSM			
4 colour offset printing on Magnostar art paper (Rates to be quoted for printing of one page)						
TEXT	130GSM	120GSM	100GSM			
Black & white offset printing on Magnostar Art paper (Rates to be quoted for printing of one page)						
TEXT	120GSM	100GSM	90GSM	80GSM	70GSM	60GSM
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Black & white offset printing on Maplitho paper (Rates to be quoted for printing of one page)						
Rates inclusive of Typing, Composing, Photograph scanning(drum scanning), Processing, Printing & binding(side stitch/ centre stitch/ perfect) VAT charges etc.						

<b>Folder size 5.5"x8.5"</b>	<b>Rates of Printing 1000-5000 copies</b>					
TEXT	130GSM	120GSM	100GSM			
4 colour offset printing on Magnostar art paper (Rates to be quoted for printing of one page)						
TEXT	130GSM	120GSM	100GSM			
Black & white offset printing on Magnostar Art paper (Rates to be quoted for printing of one page)						
TEXT	120GSM	100GSM	90GSM	80GSM	70GSM	60GSM
4 colour offset printing on Maplitho paper (Rates to be quoted for printing of one page)						
TEXT	120GSM	100GSM	90GSM	80GSM	70GSM	60GSM
Black & white offset printing on Maplitho paper (Rates to be quoted for printing of one page)						
Rates inclusive of Typing, Composing, Photograph scanning(drum scanning), Processing, Printing & binding(side stitch/ centre stitch/ perfect) VAT charges etc.						

<b>Folder size 5.5"x8.5"</b>	<b>Rates of Printing 5001- 10000 copies</b>					
TEXT	130GSM	120GSM	100GSM			
4 colour offset printing on Magnostar art paper (Rates to be quoted for printing of one page)						
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Black & white offset printing on Magnostar Art paper (Rates to be quoted for printing of one page)						
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TEXT	120GSM	100GSM	90GSM	80GSM	70GSM	60GSM
Black & white offset printing on Maplitho paper (Rates to be quoted for printing of one page)						
Rates inclusive of Typing, Composing, Photograph scanning(drum scanning), Processing, Printing & binding(side stitch/ centre stitch/ perfect) VAT charges etc.						

<b>Folder size 5.5"x8.5"</b>	<b>Rates of Printing 10001 copies and above</b>					
TEXT	130GSM	120GSM	100GSM			
4 colour offset printing on Magnostar art paper (Rates to be quoted for printing of one page)						
TEXT	130GSM	120GSM	100GSM			
Black & white offset printing on Magnostar Art paper (Rates to be quoted for printing of one page)						
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Rates inclusive of Typing, Composing, Photograph scanning(drum scanning), Processing, Printing & binding(side stitch/ centre stitch/ perfect) VAT charges etc.						

## POSTRES

<b>Poster size 20"x26"</b>	<b>Rates of Printing 2000 copies</b>					
4 colour offset printing on Magnostar art paper (Rates to be quoted for printing of one page)	100GSM	80GSM	70GSM	60GSM		
Black & white offset printing on Magnostar Art paper (Rates to be quoted for printing of one page)	100GSM	80GSM	100GSM	60GSM		
4 colour offset printing on Maplitho paper (Rates to be quoted for printing of one page)	100GSM	80GSM	70GSM	60GSM		
Black & white offset printing on Maplitho paper (Rates to be quoted for printing of one page)	100GSM	80GSM	70GSM	60GSM		
Rates inclusive of Typing, Composing, Photograph scanning(drum scanning), Processing, Printing & binding(side stitch/ centre stitch/ perfect) VAT charges etc.						

<b>Poster size 20"x26"</b>	<b>Rates of Printing 5000 copies</b>					
4 colour offset printing on Magnostar art paper (Rates to be quoted for printing of one page)	100GSM	80GSM	70GSM	60GSM		
Black & white offset printing on Magnostar Art paper (Rates to be quoted for printing of one page)	100GSM	80GSM	100GSM	60GSM		
4 colour offset printing on Maplitho paper (Rates to be quoted for printing of one page)	100GSM	80GSM	70GSM	60GSM		
Black & white offset printing on Maplitho paper (Rates to be quoted for printing of one page)	100GSM	80GSM	70GSM	60GSM		
Rates inclusive of Typing, Composing, Photograph scanning(drum scanning), Processing, Printing & binding(side stitch/ centre stitch/ perfect) VAT charges etc.						

<b>Poster size 20"x26"</b>	<b>Rates of Printing 10000 copies</b>					
4 colour offset printing on Magnostar art paper (Rates to be quoted for printing of one page)	100GSM	80GSM	70GSM	60GSM		
Black & white offset printing on Magnostar Art paper (Rates to be quoted for printing of one page)	100GSM	80GSM	100GSM	60GSM		
4 colour offset printing on Maplitho paper (Rates to be quoted for printing of one page)	100GSM	80GSM	70GSM	60GSM		
Black & white offset printing on Maplitho paper (Rates to be quoted for printing of one page)	100GSM	80GSM	70GSM	60GSM		
Rates inclusive of Typing, Composing, Photograph scanning(drum scanning), Processing, Printing & binding(side stitch/ centre stitch/ perfect) VAT charges etc.						

<b>Poster size 20"x26"</b>	<b>Rates of Printing 1001 copies and above</b>					
4 colour offset printing on Magnostar art paper (Rates to be quoted for printing of one page)	100GSM	80GSM	70GSM	60GSM		
Black & white offset printing on Magnostar Art paper (Rates to be quoted for printing of one page)	100GSM	80GSM	100GSM	60GSM		
4 colour offset printing on Maplitho paper (Rates to be quoted for printing of one page)	100GSM	80GSM	70GSM	60GSM		
Black & white offset printing on Maplitho paper (Rates to be quoted for printing of one page)	100GSM	80GSM	70GSM	60GSM		
Rates inclusive of Typing, Composing, Photograph scanning(drum scanning), Processing, Printing & binding(side stitch/ centre stitch/ perfect) VAT charges etc.						

<b>Poster size 24"x30"</b>	<b>Rates of Printing 2000 copies</b>					
4 colour offset printing on Magnostar art paper (Rates to be quoted for printing of one page)	100GSM	80GSM	70GSM	60GSM		
Black & white offset printing on Magnostar Art paper (Rates to be quoted for printing of one page)	100GSM	80GSM	100GSM	60GSM		
4 colour offset printing on Maplitho paper (Rates to be quoted for printing of one page)	100GSM	80GSM	70GSM	60GSM		
Black & white offset printing on Maplitho paper (Rates to be quoted for printing of one page)	100GSM	80GSM	70GSM	60GSM		
Rates inclusive of Typing, Composing, Photograph scanning(drum scanning), Processing, Printing & binding(side stitch/ centre stitch/ perfect) VAT charges etc.						

<b>Poster size 24"x30"</b>	<b>Rates of Printing 5000 copies</b>					
4 colour offset printing on Magnostar art paper (Rates to be quoted for printing of one page)	100GSM	80GSM	70GSM	60GSM		
Black & white offset printing on Magnostar Art paper (Rates to be quoted for printing of one page)	100GSM	80GSM	100GSM	60GSM		
4 colour offset printing on Maplitho paper (Rates to be quoted for printing of one page)	100GSM	80GSM	70GSM	60GSM		
Black & white offset printing on Maplitho paper (Rates to be quoted for printing of one page)	100GSM	80GSM	70GSM	60GSM		
Rates inclusive of Typing, Composing, Photograph scanning(drum scanning), Processing, Printing & binding(side stitch/ centre stitch/ perfect) VAT charges etc.						

<b>Poster size 24"x30"</b>	<b>Rates of Printing 10000 copies</b>					
4 colour offset printing on Magnostar art paper (Rates to be quoted for printing of one page)	100GSM	80GSM	70GSM	60GSM		
Black & white offset printing on Magnostar Art paper (Rates to be quoted for printing of one page)	100GSM	80GSM	100GSM	60GSM		
4 colour offset printing on Maplitho paper (Rates to be quoted for printing of one page)	100GSM	80GSM	70GSM	60GSM		
Black & white offset printing on Maplitho paper (Rates to be quoted for printing of one page)	100GSM	80GSM	70GSM	60GSM		
Rates inclusive of Typing, Composing, Photograph scanning(drum scanning), Processing, Printing & binding(side stitch/ centre stitch/ perfect) VAT charges etc.						

<b>Poster size 24"x30"</b>	<b>Rates of Printing 10001 copies and above</b>					
4 colour offset printing on Magnostar art paper (Rates to be quoted for printing of one page)	100GSM	80GSM	70GSM	60GSM		
Black & white offset printing on Magnostar Art paper (Rates to be quoted for printing of one page)	100GSM	80GSM	100GSM	60GSM		
4 colour offset printing on Maplitho paper (Rates to be quoted for printing of one page)	100GSM	80GSM	70GSM	60GSM		
Black & white offset printing on Maplitho paper (Rates to be quoted for printing of one page)	100GSM	80GSM	70GSM	60GSM		
Rates inclusive of Typing, Composing, Photograph scanning(drum scanning), Processing, Printing & binding(side stitch/ centre stitch/ perfect) VAT charges etc.						

## LETTER HEADS

<b>Letter Head A4 size</b>	<b>Rates of Printing 1000 copies</b>					
4 colour offset printing on Magnostar art paper (Rates to be quoted for printing of one page)	100GSM	80GSM	70GSM			
Black & white offset printing on Magnostar Art paper (Rates to be quoted for printing of one page)	100GSM	80GSM	100GSM			
4 colour offset printing on Maplitho paper (Rates to be quoted for printing of one page)	100GSM	80GSM	70GSM			
Black & white offset printing on Maplitho paper (Rates to be quoted for printing of one page)	100GSM	80GSM	70GSM			
Rates inclusive of Typing, Composing, Photograph scanning(drum scanning), Processing, Printing & binding(side stitch/ centre stitch/ perfect) VAT charges etc.						

<b>Letter Head A4 size</b>	<b>Rates of Printing 1001 copies and above</b>					
4 colour offset printing on Magnostar art paper (Rates to be quoted for printing of one page)	100GSM	80GSM	70GSM			
Black & white offset printing on Magnostar Art paper (Rates to be quoted for printing of one page)	100GSM	80GSM	100GSM			
4 colour offset printing on Maplitho paper (Rates to be quoted for printing of one page)	100GSM	80GSM	70GSM			
Black & white offset printing on Maplitho paper (Rates to be quoted for printing of one page)	100GSM	80GSM	70GSM			
Rates inclusive of Typing, Composing, Photograph scanning(drum scanning), Processing, Printing & binding(side stitch/ centre stitch/ perfect) VAT charges etc.						

## SCHEDULE- IC

### TERMS AND CONDITION OF CONTRACT

1. Every tenderer should send alongwith his tender the earnest money as mentioned in **Annexure-I** of this form. The amount may be paid only by Demand Draft/Bankers cheque payable at Sate Bank of India, D-block, Janakpuri drawn in favour of the Director General C.C.R.H. Cheques will not be accepted. The earnest money of the unsuccessful tenderers will be returned as soon as possible after the tenderers are settled, but that of the successful tenderers will be adjusted or kept till the satisfactory fulfillment of the contract is over or as per condition laid down in S.No. 5 below. No interest will be paid for the earnest money /security deposit.
2. If any tenderers withdraws from his tender before the expiry of the period fixed for keeping the rate firm for acceptance, the earnest money, if any, deposited by him will be forfeited.
3. Tenderers shall invariably specify in their tenders the delivery conditions including the time required for executing the work.
4. Communication of acceptance of the tender normally constitutes concluded contract. Nevertheless, the successful tenderer shall also execute an agreement for the due fulfillment of the contract within the period to be specified in the latter of acceptance. The contractor shall have to pay all stamp duty of the agreement. Failure to execute the agreement within the period specified will entail the penalties set out in para 9 below.
5. (a) The successful tenderer before signing the agreement and within the period specified in the latter of acceptance of his tender will be required to deposit a sum equivalent to 5 percent of the value of the contract as security for the satisfactory fulfillment of the contract, after deducting the amount of earnest money deposited by him alogwith his tender. The amount of security may be deposited in the manner prescribed in clause (1) above. Letter of guarantee in the prescribed from for the amount of security from an approved bank may also be considered enough at the discretion of the Council. If the successful tender fails to deposit

the security and execute the agreement stated above, the earnest money deposited by him will be forfeited and the contract arranged elsewhere at the defaulter's risk and any loss incurred by the Council on account of the resale will be recovered from the defaulter who will, however, not be entitled to any gain accruing thereby.

b) In case where a successful tenderer, after executing the job partially or does not fulfill the contract in full the Council at its discretion may get the work done from the next higher tenderer who has offered to execute the job and the loss, if any, caused to the Council shall thereby together with such sums as may be fixed by the council towards damages be recovered from the defaulting tender.

7. The security deposit shall, subject to the conditions specified therein, be returned to the contractor within three months after expiry of the contract, but in the event of any dispute arising between the Council and the contractor, the Council shall be entitled to deduct out of the deposits or the balance thereof, until such dispute is determined the amount of such damages, costs, charges and expenses as may be claimed. The same may also be deducted from any other sum which may be due at any time from the Council to the contractor.
8. All payments to the contractors will be made by the Accounts Officer in due course by cheques or drafts on the State Bank of India.
9. (i) All incidental expenses incurred by the council for making payments outside the district in which the claim arises shall be borne by the contractor.  
(ii) The tenderers shall quote also the percentage of rebate ( discount ) as may be offered by them, in case the payment is made promptly within stipulated period of time, in case of some priority / urgent matter, of taking delivery of materials.
10. The contractor shall not assign or make over the contract of the benefits or burdens thereof to any person or body corporate. The contractor shall not underlet or sublet to any person or persons or body the execution of the contract or any part thereof without the consent in writing of the Director General or his representative who shall have absolute power to refuse such consent or to rescind such consent ( if given) at any time if he is not satisfied with the manner in which the contract is executed and no allowance compensation recession. Provided always that if such consent be given at any time, the contractor shall not be relieved from obligation, duty or responsibility under this contract.

11. In case the contract becomes insolvent or goes into liquidation, or make or proposes to make any assignment for the benefit of his creditors or proposes to make any composition with his creditors for settlement of his debts, or carries on his business or the contract under inspection on behalf of his creditors or in case any receiving order or orders for the administration of his estate are made against him or in case the contractor shall commit any act of insolvency or in case in which under any clause or clauses of this contract the contractor shall have rendered himself liable to damages amounting to the whole of his security deposits the contract shall there upon after notice given by the Director General or his representative to the contractor be determined and the council may complete the contract in such time and by such persons as the council shall think fit. But such determination of the contract shall be without any prejudice to any right or remedy of the Council against the contractor his securities in respect of any breach of contract to therefore committed by the contractor. All expenses and damages caused to the Council by any breach of contract by the contractor shall be paid by the contractor to the Council and may be recovered from him under the provision of the Revenue Recovery Act in force.
12. (a). In case the contractor fails to deliver the material within the time provided for delivery of the same, or in case the contractor commits any breach of the covenants, stipulations and agreements herein contained, and on as part to be observed and performed then and in any such case, it shall be lawful for the Council ( if they shall think fit to do so ) to arrange for the printing of said materials from elsewhere or on behalf of the Council an order in writing under the hand of the Director General or his representative put an end to his contract and in case the Council shall have incurred, sustained or been put to any costs, damages or expenses by reasons of such purchase or by reason of this contract having been so put an end to or in case any difference in price, compensation loss, costs, damages continuance of this contract, be payable by the contractor to the council under and by virtue of this contract, it shall be lawful for the Council from and cut of any money for the time being payable or owing to the contractor from the Council under or by virtue of this contract, or otherwise, to pay and reimburse to the Council, all such costs, damages and expenses they may have sustained, incurred or been put to be reason of the purchase made elsewhere or by reason of this contract having been so put an end to as aforesaid also all such differences in

prices, compensation, loss costs, damages, expenses and other money as shall for the time being be payable to the contractor aforesaid. Notwithstanding anything contained in the general conditions mentioned herein the Council reserves the right to exclude any item in the list and procure the same through other means, at any time if it considers necessary.

(b). In case any difference or dispute arises in connection with the contract, all legal proceeding relating to the matter shall be instituted in the court within the jurisdiction of New Delhi / Delhi Court.

(c). Any sum of money due and payable to the successful tenderer from the Council shall be adjusted against any sum of money due to the Council from his under any other contracts.

13. Any sum of money due and payable to the contractor (including security deposit returnable to him) under this contract may be appropriated by the Director General, and set off against any claim of the Director General, for the payment of a sum of money arising out or under any other contract made by the contractor with the Director General or any other Person authorized by the Director General.
14. Every notice hereby required or authorized to be given may be either given to the contractor personally or left at his residence or last known place of abode or business, or may be handed over to this agent personally or may be addressed to the contractor by post at this usual or last known place or abode or business and if so address and postal shall be deemed to have been served on the date on which, in the ordinary course of post, a letter so address and posted would reach his place of abode of business.
15. No representation for enhancement of rate once accepted will be considered.
16. Any attempt of the part of tenderers or their agent to influence the Council in their favour by personal canvassing with the officers concerned will disqualify the tenders.
17. Tenderers shall be prepared to accept orders subject to the penalty clauses for failure of security in the event of default in executing the work and supply printed materials within the stipulated period.
18. Telegraphic quotations will not be considered unless they given detail of prices and immediately following by confirmation with full relevant details posted before the due date of the tender.

19. The tenderer should quote rates for all items of work involved in execution of the printing work. The price for paper that may be quoted should be inclusive of all taxes, duties etc. The council will not be liable to pay fluctuation in rates for paper unless such charges are mutually agreed upon. In any case the successful tenderer shall bind himself to execute the work entrusted at the rate quoted by him including the cost of paper. Complete specifications should be spelt out and samples furnished in respect of papers for printing, text-printing, cover printing etc. The samples of work and other specification can be seen in the council office during working hours. Marginal adjustments in size will be allowed depending on availability of paper.

For facility of reference a performa is enclosed giving the items for which normally rates should be quoted in addition to information that may be required to be furnished as per tender condition.

20. Special conditions, in any, printed on the quotation sheets of the tenderers or attached with the tender will not be application to the contract unless they are expressly accepted in writing by the Council.
21. The tenderer will furnish alongwith his solvency certificate obtained from the local authority of his locality showing extent to which solvent. Tenders submitted without the solvency certificates are liable to be rejected.
22. The Final proof should be got approved from the Council Office before final printing is done. The material is to be sent to the Council. Any minor changes made therein for convenient and betterment are to be accommodated without extra charges.
23. No extra charges will be payable for additions/alternations in proofs.
24. Composed matter is to be delivered to the Council within 21 days from the date of the delivery of the manuscripts.
25. Greek letters, diacritical marks and other intricate letters that are likely to be used in Books/Monographs and other publications as and when required.
26. Paper is to be provided by the firm/press and no advance will be given for this work. The sample of paper (both for text and cover) to be used with its full specification viz, size brand and poundage is to be furnished with quotations.
27. The press will not have any kind of copy sight whatsoever in respect of the publications.

28. The council reserves the right to accept or reject any or whole quotations without assigning any reason.
29. The rates accepted shall be valid for the period of contract.
30. The Council reserves the right of terminating the contract without assigning any reason during any part of the contract periods.
31. Only those Presses Printers who are registered and whose Quotations have evidence to that extend only need to submit their quotations in the event it is found that they are not registered their quotations are liable to be rejected.
32. Mode of payment: - On completion of the 50% of the work on each items, part payment to the extent of the 25%of the approximate value of job completed may be made. Another 15% may be paid on completion of 75% of the work on each item. Final payment will make on complete delivery of the job.

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