

**STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING,
VARUN MARG, DEFENCE COLONY, NEW DELHI-10024**

Rate Contract and Empanelment of firms for printing & binding, typesetters, copy editor & proof readers, illustration & designer etc.

Tender documents comprising of following details:

Sr. No.	Contents	Page No.
1.	Short e-Tender Notice	2
2.	Terms & Conditions and Tender application format for details of Instruction to the Bidders	3-18
3.	Format of Agreement (Annexure – I)	19
4.	Proforma for Technical Bid (Annexure – II, III)	20-22
5.	Affidavit (Annexure –IV)	23
6.	Proforma for Financial Bid (Annexure – V)	24-29

Countersigned by Bidder with Stamp

**STATE COUNCIL OF EDUCATIONAL AND RESEARCH TRAINING
VARUN MARG, DEFENCE COLONY, NEW DELHI - 110024**

Short e-Tender Notice(NIT)

Tender ID:- 2018_SCERT_154199_1

Online tenders (e-tenders) through e-procurement platform of Govt. of NCT of Delhi (<https://govtprocurement.delhi.gov.in>) are invited for **empanelment of Delhi & NCR based reputed firms** on **rate contract** basis for printing & binding, typesetters, copy editor & proof readers, illustration & designer etc. under two-bid system The bidder must be registered with GST, either by themselves or a joint venture/consortium/partnership having capacity to supply the material. The **period of contract shall be two years initially** on rate contract basis. The prospective bidders must meet the printing and binding qualifying criteria mentioned in the technical qualification of the tender.

Schedule of tenders:

Date and time of release of tender through e-procurement solution :	03/07/2018, at 16.00 hrs
Last date for submission of e-bid through e-procurement (online) :	13/07/2018 upto 11.00 hrs.
Last date of submission of EMD in physical form at SCERT :	13/07/2018 upto 11:00 hrs.
Online Opening of Technical Bid	13/07/2018 at 11:30 hrs.
Online Opening of Financial Bid (tentative)	: Suitable date after technical evaluation communicated through email.

The bidder shall deposit EMD for an amount of Rs. 1,00,000/- physically in sealed cover upto 11:00 hrs. on **13/07/2018** in drop box at the R & I Branch, Office of Director, SCERT, Varun Marg, Defence Colony, New Delhi-110024 in the form of an Demand Draft/Fixed Deposit Receipt (FDR)/Bank Guarantee from a Nationalized/Scheduled Bank of RBI in favour of "Director, State Council of Educational Research and Training, Delhi" payable at Delhi.

Date/Time of opening of Technical bids : 13/07/2018 at 11:30 hrs. : Technical bids will be opened by the Tenders Committee in the presence of bidders or their authorized representatives who may wish to be present on the day of opening of tenders in the Office of Joint Director, SCERT, Varun Marg Defence Colony, New Delhi-24.

Date/Time of opening of Financial bids (Tentative) : (After technical evaluation suitable date will be fixed and the it will be communicated through email to the technically qualified firms): Financial bids of the successful bidders i.e those firms/agencies qualify in the technical bids, will be opened by the Tenders Committee in the present of bidders or their authorized representatives who may wish to be present on the day of opening of financial bid in the Office of Joint Director, SCERT, Varun Marg Defence Colony, New Delhi-24.

Note: In case of holiday, the tenders will be opened on the next working day at the same time. Detailed NIT alongwith terms & conditions may be seen/downloaded at/from the website <https://govtprocurement.delhi.gov.in>. Prospective bidders may also visit website of SCERT i.e <http://www.scertdelhi.nic.in> (for viewing only). For Participation in these tender through e-procurement solution, all perspective bidders/tenderers are required to have digital certificate (class II b) and get registered with the NIC. For any assistance/ clarifications, please contact – NIC Help Desk, 6th Floor, C-wing, Vikas Bhawan-II, Near Mecalf House, Bela Road, Delhi & Contact Telephone number 18002337313/011-23813523.

In case of any clarification regarding tender document, may contact Publication Officer, Publication Department, SCERT at Contact No. 24331354 between 10:00am to 4:00pm on any working day (Monday to Friday).

**DIRECTOR
SCERT**

Countersigned by Bidder with Stamp

TERMS & CONDITIONS
Instructions to Bidders

1. GENERAL:-

- 1.1 The present tender is being invited through e-procurement platform of Govt. of NCT of Delhi, for the **RATE CONTRACT** and **EMPANELMENT OF FIRMS** for printing & binding, typesetters, copy editor & proof readers, illustration & designer, etc., for 2 years initially and extendable by 1 more year subject to satisfactory performance by the Director, State Council of Educational Research & Training, Varun Marg, Defence Colony, New Delhi-110024.
- 1.2 The tentative amount of **estimated value of works in whole year** for above said jobs, involved in the tender is Rs.50,00,000/- (Rupees fifty lacs only) (approximate estimated value including all heads - 70 titles).
- 1.3 "State Council of Educational Research and Training, Delhi" at the office of SCERT BHAWAN, Varun Marg, Defence Colony, New Delhi – 110024 Hereinafter will be called as "SCERT, Delhi" or "The Department".
- 1.4 **Rate** means item wise lowest rate quoted by the bidder in the financial bid.
- 1.5 **Rate Contract** means item wise rate list compiled and prepared by SCERT on the basis of item wise lowest rate quoted by the empanelled firms in financial bid.
- 1.6 **Empanelment or Empanelled Firm** means the firm that qualifies technical bid, Financial Bid and accepts Terms & Conditions and Rate Contract offered by SCERT, Delhi.
- 1.7 The bidder has to quote rates for each item mentioned in the financial bid. Partial/incomplete/false quotation and information will lead to disqualification and rejection of bid summarily. In case, rate of any item is left blank it will be considered "Not Quoted" (NQ) but next lowest rate of same item by other bidder will be considered for rate contract offer.

2. ELIGIBILITY CRITERIA FOR BIDDERS:- The Bidder should meet all the following eligibility criteria.

- 2.1 The firm should be Delhi & NCR Based.
- 2.2 All bidders must be registered with GST
- 2.3 PAN of firm/bidder.
- 2.4 The bidder should have basic infrastructure and machines as specified in annexure-II.
- 2.5 Should have annual average turnover of Rs.50,00,000/- (Rupees fifty lacs only) during the last three financial year, 2014-15, 2015-16 & 2016-17 in the books of accounts.
- 2.6 The bidder should have the experience of similar publication works for last three consecutive years in any of the Department / Autonomous Institutions / Universities /Public Sector undertakings of the Governments of India or Governments of NCT of Delhi or any other State Government or Public Sector banks or Local Bodies/ Municipalities as follows:-
 - (a) Three similar publication completed works costing not less than @ 40% of the amount equal to cost i.e. Rs. 20,00,000/- or
 - (b) Two similar publication completed works costing not less than the @ 50% of amount equal to cost i.e. Rs.25,00,000/- or
 - (c) One similar publication completed work costing not less than the @ 75% of amount equal to cost i.e. Rs. 35,00,000/-

- 2.7 The Bidders have to submit a written power of attorney authorizing the signatories of the bidder to participate in the bid. Memorandum of understanding should be provided in case the Bidder comprises of Joint venture / Consortium/Partnership. Nomination of one of the members of the partnership, consortium or joint venture to be in charge and this authorization shall be covered in the power of attorney signed by the legally authorized signatories of all members of consortium/joint venture / partnership firm. Details of the intended participation by each member shall be furnished with complete details of the proposed division of responsibilities and corporate relationships among the individual members.
- 2.8 The complete tender document should be countersigned by the bidder authorized on his behalf at each page.
- 2.9 The bidder shall deposit EMD for an amount of Rs. 1,00,000/- physically in sealed cover upto 11:00 hrs. on **13/07/2018** in drop box at the Office of Director, SCERT, Varun Marg, Defence Colony, New Delhi-110024 in the form of a Demand Draft/Fixed Deposit Receipt (FDR)/ Bank Guarantee from a Nationalized/Scheduled Bank of RBI in favour of "Director, State Council of Educational Research and Training, Delhi" payable at Delhi.
- 2.10 Each bidder (each member in the case of partnership firm/ joint venture/ consortium) or any associate is required to confirm and declare with bid that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission has been or will be paid and that the tender price will not include any such amount. If SCERT, Delhi subsequently finds to the contrary, the Department reserves the right to declare the bidder as non-compliant and declare any contract if already awarded to the bidder to be null and void.
- 2.11 Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.
- 2.12 The bidder is expected to examine all instructions, forms, Terms & Conditions in the tender documents. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of his bid.
- 2.13 The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender documents.
- 2.14 Bidder must upload copies of all documents required, duly self-attested, along with technical bid of the tender, as per the Check list Annexure- II.
- 2.15 The Director SCERT, Delhi, may terminate the bid or contract if it is found at any stage that the bidder is black listed firm on previous occasions by any of the govt. or non govt. Department/ Institutions/Local Bodies / Municipalities / Public Sector. Bidder has to produce satisfactory Completion Certificate from the concerned authority, who awarded the job/work/services.

Countersigned by Bidder with Stamp

Documents to be uploaded by the Bidders :

S. No.	DOCUMENT TYPE
1.	Document supporting Registration of incorporation of the firm/company in Delhi (Clause 2.1)
2.	GST Registration certification in the name of participating bidder with Number (Clause 2.2)
3.	PAN Card of the bidder /firm (Clause 2.3)
4.	Certificate of turnover of last three years 2014-15, 2015-16 and 2016-17 (Clause 2.5) (With satisfactory report)
5.	Experience Certificate of the firm/company with completion satisfactory certificate (Clause 2.6)
6.	Power of Attorney of firm/company for Individual or Joint Venture (Clause 2.7)
7.	Complete Tender Document duly countersigned by the bidder (Clause 2.8)
8.	Firm/company profile attach (Annexure –II)
9.	Scanned copy of EMD (Clause 2.9)
10.	Scanned copy of Annexure –III
11.	Scanned copy of Annexure –IV

3. **ONE BID PER BIDDER:-**

Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participates in more than one bid, the bids are liable to be rejected.

4. **COST OF BID :-**

The bidder shall bear all costs associated with the preparation and submission of his bid and SCERT, Delhi shall not be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

5. **CLARIFICATION OF TENDER DOCUMENT**

5.1. In case the bidder has any doubt about the meaning of anything contained in the Tender Document, clarification may be sought from the Publication Officer, Publication Department, State Council of Educational Research and Training, Delhi submitting bid. All communications between the bidder and the Department shall be carried out in writing.

5.2 Except for any such written clarification by the Department, which is expressly stated to be an addendum to the tender document issued by the Director, State Council of Educational Research and Training, Delhi, no written or oral communication, presentation or explanation by any other

Countersigned by Bidder with Stamp

employee of the Department shall be taken to bind or fetter the Department under the contract.

6. **PREPARATION OF BIDS**

6.1 Language

All accompanying/uploaded documents shall be in English or in Hindi only. In case any accompanying documents are in other languages, it shall be accompanied by duly certified English translation. The English version shall prevail in matters of interpretation.

6.2. Documents Comprising The Bid (To be uploaded for e-procurement)

Tender document issued for the purposes of e-tendering as described in Clause -1 & 2 and any amendments issued shall be deemed as incorporated in the Bid.

6.2.1. The bidder may submit bids online on the website <https://govtprocurement.delhi.gov.in>, on or before the dates given in the NIT.

6.2.2. The bidder shall deposit EMD for an amount of Rs. 1,00,000/- physically in drop box upto 11:00 hrs on **13/07/2018**, in the R & I Branch, Office of Director, SCERT, Varun Marg, Defence Colony, New Delhi-110024, as applicable, in the form of an DD/Fixed Deposit Receipt (FDR)/ Bank Guarantee from a Schedule Bank of RBI in favour of "Director, State Council of Educational Research and Training, Delhi". The EMD will remain valid for a period of tender process. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of empanelment of firms with rate contract. EMD will be returned after deposit of performance guarantee by the successful bidder.

6.2.3. These shall be addressed to the Director, State Council of Educational Research and Training, Delhi at the office of SCERT Bhawan, Varun Marg, Defence Colony, New Delhi – 110024.

6.2.4. The Bidder (each member in case of joint venture/consortium/partnership firms) shall furnish the details regarding total number of works, as stated in Clause 2.2.(a)(b) and (c) completed in preceding three years which were similar in nature.

6.2.5. The bidder should submit the financial bid clearly **in typed** form only in the prescribed format. Hand written financial bid will be rejected summarily.

6.3. Bid Prices :

6.3.1. Bidder shall quote the rates in Indian Rupees.

6.3.2. The rates and prices quoted by the Bidder shall be inclusive of cost of paper, printing charges, transportation, labour etc.

6.3.3. The offers of those prospective bidders which do not meet the statutory requirements are liable to be rejected.

Countersigned by Bidder with Stamp

6.4 Form of Bid:-

The Form of Bid shall be completed in all respects and duly signed and stamped by an authorized and empowered representatives of the Bidder. If the Bidder comprises a partnership firm/company consortium or a joint venture, the Form of Bid shall be signed by a duly authorized representative of each member of participant thereof. Signatures on the Form of Bid shall be witnessed and dated. Copies of relevant power of attorney shall be attached.

6.5 Currencies of Bid and Payment:-

The Bidder shall submit his price bid/offer in Indian Rupees and payment under this contract will be made in Indian Rupees.

6.6 Duration of Empanelment:-

The rate contract and empanelment of firms will be valid for Two years initially and the Director, SCERT, Delhi reserves the right to curtail or to extend the validity of contract on the same rates and terms & conditions for such period as may be agreed to, for further two consecutive years.

7. PERFORMANCE GUARANTEE:-

- 7.1 The contractor shall deposit Performance Guarantee/Security @ 5% for i.e. Rs.2,50,000/- (Rupees two lacs fifty thousand only) in the form of DD/Fixed Deposit Receipt (FDR)/Bank Guarantee from the Schedule Bank of RBI in favour of **Director, State Council of Educational Research and Training, Delhi**, payable at **Delhi**. The performance guarantee has to be deposited as specified in the offer of empanelment letter.
- 7.2 The Performance Guarantee will be retained for a period of 2 years i.e. empanelment period. In case the contract period is extended further, the validity of Performance Guarantee shall also be extended by the contractor accordingly. The performance guarantee of the empanelled firms will be kept in the SCERT for the entire empanelled period as security deposit and no interest will be paid by the SCERT for the period of its retention in the SCERT.
- 7.3 EMD will be returned after deposit of Performance Guarantee.
- 7.4 EMD of the technically unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the empanelment letter.
- 7.5 EMD shall be forfeited if the bidder withdraws his bid during the period of Tender Validity.
- 7.6 EMD shall be forfeited if the bidder withdraws/refuses or neglects to execute the Contract or fails to furnish the required Performance Guarantee within the time frame specified by the SCERT, Delhi.

8. FORMAT AND SIGNING OF BID :-

- 8.1 In e-procurement system, the Digital Signature shall be treated as the Signature of authorized representative of the firm.
- 8.2 The bid shall contain no alterations, omissions or additions except those to comply with instruction issued by the Department or are necessary to correct errors made by the bidder, in which case such corrections shall be initiated / signed and dated by the person or persons signing the bid.

9 Submission of Bids :-

- 9.1 The bidder shall submit the Technical Bid and the Financial Bid online separately.
- 9.2 The technical bid should be submitted online in attached format Annexure -I, II & III
- 9.3 The Financial Bid should be submitted online in attached format as per annexure IV
- 9.4 Address for communication will be as follows:

The Director,
State Council of Educational Research and Training,
SCERT Bhawan, Varun Marg, Defence Colony,
New Delhi – 110024.

10. LATE AND DELAYED TENDERS:-

Bid must be received online on or before the date and time stipulated in the NIT. The Department may, at its discretion, extend the deadline for submission of bids in which case all rights and obligations of the Department and the Bidder will be the same.

11 BID OPENING AND EVALUATION CRITERIA

- 11.1 The authorized representatives of the Department will open the Technical Bid in the presence of the Bidders or of their representatives, who wish to participate at the appointed place and time.
- 11.2 The bid of any bidder who has not complied with one or more of the conditions prescribed in the tender document will be rejected summarily.
- 11.3 Conditional bids will also be summarily rejected.
- 11.4 Subsequently, all the technical bids will be evaluated after physical verification of record/firm accordingly.
- 11.5 Financial bids of only those bidders will be opened, who will qualify in the technical bid.
- 11.6 After opening of Technical Bids, the documents as submitted by the bidder with tender document will be assessed by the Tender Committee. All firms have to produce original support documents/bills in accordance with tender documents during physical verification. All the

Countersigned by Bidder with Stamp

original paper/documents submitted online will be verified at site. Firms found qualified after physical verification by the committee may be recommended for opening of financial bid.

12. RIGHT TO ACCEPT AND TO REJECT ANY BID OR ALL BIDS:-

- 12.1 The Director, SCERT, Delhi has reserved the right to accept or reject any bid at any time without writing to the bidders and terminate the tendering process.
- 12.2 The Director, SCERT, Delhi, will terminate the contract if it is found that the contractor is black listed on previous occasions by the any of the Department/Institutions/Local Bodies/Municipalities/Public Sector Undertaking at the time of empanelment or during the empanelment, or at any time by any of these bodies.
- 12.3 The Director, SCERT, Delhi, will terminate the contract in the event; the successful bidder fails to furnish the Performance guarantee or fails to execute the agreement within stipulated period.

13. AWARD OF CONTRACT:-

- 13.1 The purpose of e-tender is to empanel printing firms at rate contract, as defined in para 1.5 and 1.6 earlier. All those firms which qualify technical bid and submit a responsive financial bid and accept Terms and Conditions of tender document completely, will be empanelled with rate contract accordingly, as per evaluation criteria defined (clause 11). No firm can claim as L1 or L2 etc. The empanelment of firms will be placed alphabetically and job will be awarded on rotation basis. However Director, SCERT may change the roster of award of job.
- 13.2 The Director SCERT, Delhi, may award the contract to successfully evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding documents and on the basis of lowest rates received.
- 13.3 SCERT, Delhi will communicate the successful bidders by facsimile confirmation by letter transmitted by Registered post/Speed Post/By Hand that his/her bid has been accepted.
- 13.4 The successful bidder will be required to execute an agreement in the form specified in Annexure-A within a period of 15 days from the date of issue of Letter of Offer.
- 13.5 Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of Bid Security/EMD.

14. OBLIGATIONS OF THE EMPANELLED FIRMS:

Empanelled firms shall ensure full compliance with tax laws of India with regard to this rate contract and terms & conditions shall be solely responsible for the same. The firms shall submit copies of acknowledgements evidencing filing of returns every month alongwith the next claim and shall keep the employer fully indemnified against liability of tax, interest, penalty etc. of the firms in respect thereof, which may arise.

15. **PENALTY CLAUSE**

- 15.1 In case of any escape / untoward incident or non performance or deficiency in the services, the concerned contractor/empanelled firms will be held responsible by the Director, SCERT and liable for the consequences thereof and will be penalized by way of deducting up to 50% of the amount payable from their bills in which the escape/untoward incident or non performance or deficiency in the services has happened besides civil/criminal proceedings and/or, as warranted. In the case of any damage to Govt. properties or loss./theft, additional penalty amount over and above the aforementioned 5% per day from the date of award of job and as decided by the Director, SCERT will be imposed.
- 15.2 In the event of the empanelled firm failing to (i) observe or perform any of the condition of the work as set out herein OR (ii) to execute the work in a good and workmanlike manner and satisfaction of and by the time fixed by the SCERT it shall be lawful for the SCERT in its discretion, in the former event, to remove or withheld any part of the work until such time as it may be satisfied that the empanelled firm is able to do and will duly observe the said condition and, in the events aforesaid, to make such arrangements as it may think fit for the reproduction of the work so removed or in lieu of that so rejected or removed as aforesaid on the account at the risk and cost of the empanelled firm.
- 15.3 Provided further, the payments will be made against the job executed and completed by the empanelled firm will be strictly as per the rate contract and term & conditions signed.
- 15.4 In the event of the any discovery of error or defect due to the fault of empanelled firm/printer at any time after the delivery of the copies ordered the empanelled firm/printer shall be bound, if called upon to do so, the rectify such effort or defect at his own cost to the satisfaction of and within the time fixed by the SCERT. In the event of the delivery of any defective work, which owing to urgency or for any other reason cannot be wholly rejected, the SCERT shall have the power to deduct from any payment due to the printer such as it may deem expedient @ 10% of the value of the particular portion or portions adjudged to be defective.
- 15.5 In the event of a work-wholly rejected, the SCERT may, at its own discretion require the empanelled firm to redo the same within such time as the SCERT may specify, at empanelled firms' own cost.[please read with 15.1]
- 15.6. In the event of the empanelled firm having adjudged insolvent or having a receiving order under the Insolvency Act and in the case of a Company, of the passing of any resolution or making if any order for winding up, whether voluntary or otherwise, or in the event of the empanelled firm failing to comply with any of the conditions herein specified, the SCERT shall have the power to cancel the work without previous notice.
- 15.7. In the event of lockout/closure of a empanelled firm on account of liquidate in, strike, fire, accident, or any other circumstances the SCERT reserves the right to withdraw the job, at whatever stage it be, without any obligation of payment or reimbursing, expenditure in respect

of work done (including plates/blocks made) and also to withdraw/take possession of the manuscript, photographs, illustration, paper, binding cloth etc. supplied earlier in connection with the job assigned. [please read with 15.1]

- 15.8 In the event of making a supply of the printed copies short of the actual number of copies ordered, the SCERT will deduct the amount on pro rata criteria as per copies supplied short from their respective bill, besides imposing other penalties as deemed fit.
- 15.9 SCERT reserves the right to entrust the work to other empanelled firms' on the basis of rate contract and terms & conditions of SCERT.
- 15.10 SCERT also reserves the right to withdraw any part of the job or the whole of it at any stage, even after finalization of the printing arrangement and assignment of the job without assigning any reason therefore. The decision of the Director, SCERT, in all these matters shall be final and binding on the firm.

16. DISPUTE RESOLUTION

- 16.1 Any dispute and/or difference arising out of/or relating to this contract will be resolved through joint discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Principal Secretary(Education)/Secretary (Education), GNCTD
- 16.2 The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.
- 16.3 The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/ service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Delhi/New Delhi only.

17. JURISDICTION OF COURT

The Courts at Delhi/New Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties

18. OTHER TERMS & CONDITIONS

- 18.1. The rates to be tendered by the firm will be valid for 2 (two) years in the first instance. Once the rates of the empanelled firms are submitted and accepted, requests for any increase in them will not be considered during the empanelment period. It may be further extended by 2 years on annual basis on the same rate contract and terms & conditions.

- 18.2. In the event of failure to undertake the job/jobs after rate contract made, the amount of “performance guarantee” will be forfeited. The firm may further be black listed and debarred. SCERT’s decision in all these matters shall be final and binding on empanelled firm. [please read with 15.1]
- 18.3. No interest will be paid by the SCERT on EMD/ Performance Guarantee for the period of their retention in SCERT.
- 18.4. In case of exigency, any item of work not covered under the rate contract and printing arrangement, the rates decided by Director, SCERT, will be final and binding on both parties.
- 18.5. No separate contract will be drawn up for extended empanelment period.
- 18.6. The terms & conditions of the tender document of SCERT may be read carefully before filling-up the technical bid/financial bid.
- 18.7. The Director, SCERT, Delhi reserve absolute right to terminate all or any of the rate contracts at any stage. SCERT’s decision in these matters will be final.
- 18.8. An inspection team may visit the firms for the physical inspection of the information uploaded in the company profile (Annexure-II) required in technical bid qualification. Those bidders who fulfill our requirement and found suitable for the execution of the work of SCERT will be declared technically qualified for participation in financial bid (Only technically successful qualified bidder’s financial bid will be open). The decision of the Director, SCERT, Delhi in all these matters shall be final and binding on the firm.
- 18.9. The empanelled firm will be provided raw manuscript (hard/soft) and made-up pages (hard copy) or soft copy of text complete in all respects, for executing the assigned work.
- 18.10. All the Manuscript pages, negatives/positives (Text as well as plates, covers, jackets etc.) may be taken by the SCERT after supply of the printed material.
- 18.11. In case of printing through CtP (Computer to Plate), the press will be not liable to submit the negative/ positives of the job done. However, the press has to submit the complete backup of the final version printed book in a good quality writable C.D to SCERT.
- 18.12. Requisite quantity of paper for printing text, covers, plates, jackets, end leaves etc., will be arranged by the empanelled firm itself.
- 18.13. The empanelled firms are required to use the requisite quantity and quality of paper as per the rate contract and binding cloth etc. from its own stock.
- 18.14. SCERT will insist upon the timely execution and completion of jobs. Tentative schedules will be given for each job separately. Within time frame, fresh date-wise schedule may also be prepared if so desired by the empanelled firm. Once finalized the schedule will be adhered strictly. Failure on this account will result in full rate posting and the empanelled firm will have

to pay the difference of concessional rate and full rate of posting. Besides, the empanelled firm will also be liable to penalty as further decided by SCERT in respect of delay in completion of the job.

- 18.15. In the event of empanelled firm being not able to complete the job and leaving it unfinished in between for whatever reason, no payment whatsoever will be made to the empanelled firm by SCERT for the part of the work done irrespective of its nature and quantum.
- 18.16. If, SCERT feels at any stage that any job is being delayed **on** the part of empanelled firm for whatsoever reason, SCERT will have the right to withdraw the same and entrust the same to any other empanelled firm. The firm will be required to extend fullest cooperation to the SCERT as well as the substitute firm to whom the job is further entrusted.
- 18.17. Complete ferro/ammonia proofs/ laser printouts in colour/black and white of the jobs, will have to be shown to the SCERT for its approval before undertaking the final printing without any extra cost to the SCERT. The instructions/corrections marked by the SCERT on the ferro/ammonia proofs / laser printouts in colour/black and white will have to be carried out very carefully by the empanelled firm without any extra cost to the SCERT. In some cases, wherever essential another set of corrected ferro/ammonia prints / laser printouts in colour/black and white will also have to be shown without any extra cost to the SCERT. On the contrary, in urgent publications the SCERT may decide not to see the ferro/ammonia proofs at all. In that case the firm will have to execute the job taking full responsibility of the compliance of instructions given by the SCERT.
- 18.18. The empanelled firm will be required to collect all the material i.e. Manuscript /composed pages/ illustrations/ transparencies/colour prints etc. from the SCERT or Co-ordinator(s), in one or more lots till finalization of the job without any extra cost to SCERT.
- 18.19. The empanelled firm will have to process/scan/plan the colour, B&W, Line illustrations of the SCERT publications, for this work the conventional and modern methods of processing will be used as decided by the SCERT. The firms are required to give complete back up of the SCERT finished jobs in digital format on CDs.
- 18.20. **Printing of books and similar other printing jobs in the different sizes and by photo offset process:-** processing should be in B/W from CtP/negatives/positives by Helio/Wipe-on/P.S plates/ Process and Multicolour cover & plates from positives by P.S. Plates.
- 18.21. Quality Training Manuals, Answer Copies, Proforma, Newsletter, Annual Report etc., and other similar publications in different sizes should be by photo processes.
- 18.22. As a measure of expediency, it may be decided in some cases not to call for checking and passing the proofs shall rest with the firm. It shall be advisable, therefore, for the firm to give the matter a final reading when the forms are in the machine so as to avoid misprints. No remuneration on account of this proof reading or extra care shall, however, be admissible except 1st Proof reading.

- 18.23. The printed copies shall be supplied by the firm to the SCERT duly tied up into suitable size bundles of an equal number. All delivery shall be made with good quality wrapping paper.
- 18.24. The firm shall, however, if called upon to do so shall give full information with regard to the work in hand, and shall also permit the officer deputed by the SCERT to inspect the firms premises at all reasonable times and shall give assistance and information as may be required by him in connection with the work.
- 18.25. The firm shall take every care to see that the work or any portion thereof does not fall into unauthorized hands. Care shall be taken to execute the work under security conditions. All proof and trial and spare copies shall be destroyed by shredding in the presence of a responsible person of the firm.
- 18.26. The firm shall not assign or sublet the work or any part thereof without having obtained the permission in writing from the SCERT. The SCERT may refuse such request of the firm.
- 18.27. Paper and materials: All papers and binding materials necessary for the work will be arranged by the firm.
- 18.28. After the work has been completed, the bill for the work, in triplicate, prepared according to the rate contracts shall be submitted by the firm to the SCERT together with (i) Receipt/delivery challans of the supplies made, (ii) soft copy in CD of representative specimen of the work done and (iii) any other document\documents in support of the items charged for in the bill.
- 18.29. All negatives/positives/art work, proofings, CDs, etc. which have been supplied by the SCERT or have been prepared by the firm in connection with the work will be returned to the SCERT in good condition (duly packed) after completion of the work.
- 18.30. A sum not exceeding 5% of the composing, page-making, printing and binding charges, may be deducted by the SCERT from the amount of the bill of the firm for everyday or part thereof for not complying with the date of delivery of the proofs/fair copies, respectively. The SCERT shall have the power to determine the scale of deduction in such cases under this clause and its decision shall be final.

19. FORM OF SPECIFICATIONS FOR PUBLICATIONS

- 19.1 Nature of the Publications** : Printing/Reprinting of Council's Publications/Reports and other quality publications (i.e Handbook, Textbook, Performae, Reports, Price list and other similar jobs falls in this category)
- 19.2 Size of the Publications** : 8½" × 11"
: 6¼" × 9½"
: 8" × 13½"
- 19.3 Language in which to be printed** : English/Hindi/Urdu /Punjabi/Sanskrit
- 19.4 Volume of Work** : 1. Approximately 60-80 titles of 40-300 pages is developed with print order of 150-10000.

- : 2. Performae 15-20 Nos of 1 -4 pages with print order of 1,000-1,00,000

- 19.5 Number of copies to be printed** :
- (1) 150 to 10000 copies per title. The number of copies per title may be increased or decreased according to the requirements of the SCERT.
 - : (2) Performae 15-20 Nos of 1 -4 pages with print order of 1,000-1,00,000
 - (3) Any other item as per requirement

19.6 Process of Printing : **Photo Offset Process**

1) B/W text Helio Process / Wipe-on OR
P S Plate Process – from Negative / Positives

2) CtP OR Multicolour Covers, Colour From Positives
by PS Plates Plates, Jackets etc.

19.7 General style, format and layout : (a) The press will be provided manuscript pages of text, covers, in the form of Laser Print Outs or in the form of soft copy on CD or any other media will be supplied by the SCERT to the Press for processing (Negative/Positive making or image setting, as the case may be) & printing and binding.

(b) Some pages of plates may be printed in one or more colours separately on art paper or any other paper by Positives by P.S. Plates. These plate pages after printing may be interleaved, wrapped over, inserted or tipped in or tipped on the text formes at the time of Binding. Interleaving, wrapping over or inserting the operations of binding and no extra payment will be made thereof. Payment for tipping in/on the plates, will however, be regulated as per the rates quoted for the job.

(c) The Covers, Jackets or Plates will be printed in one or more colours, by CtP/positives by P.S. Plates. The matter/design will be provided by the SCERT containing illustrations or typeset matter or both. The art work /transparency /colour bromides will necessarily be scanned on a colour drum scanner or to be inputted and outputted as the case may be as per the SCERT instructions. First proof will be done by the firm with cost as per rate contract. The machine proofs of the illustrations of colour plates, jackets and covers will have to be shown to the Council for approval before undertaking the final printing without any extra cost to the Council.

19.8 Illustrations for Text, Cover, : (a) Illustrations for text and art work transparency Illustrations for Covers/Jackets/Colour Plate Pages etc. will be provided by the SCERT. The Transparencies Colour Bromides etc. for covers will invariably be processed on a colour scanner. Halftones may be scanned or processed as per SCERT instructions and line illustrations for printing text will reprocessed on a Process Camera for Negative or Positive making, as the case may be. After processing / scanning the illustrations will be inserted in the text, colour plate pages, or cover or jacket etc. as per SCERT instructions in this regard, without any extra cost to the SCERT. Invariably good photographs, line drawings and transparencies are supplied by the SCERT for processing/scanning. The firm has the right to refuse to accept the photograph, line drawings or transparency which are not considered fit for good reproduction. But once they are accepted by the firm (excepting insisted upon by the SCERT), the firm is responsible for its good reproduction and if the scanning/ processing is not of the desired standard, the SCERT, will have the right to reject them. The illustrations, text and cover etc. may also be provided in the form of soft copy (on storage devices) as the case may be and as required by the SCERT.

(b) The complete back-up (soft copy) of the text, colour plates and covers, if any, will become the property of the SCERT. As such the complete back-up of the job taken on a CD or any other media as directed by the SCERT will have to be returned to the SCERT, in good condition immediately after the jobs have been printed and copies are supplied to the SCERT

(c) All the page Negatives/Positives (text, colour plates and covers) will become the property of the SCERT. As such all the negatives/positives duly arranged in sequence and interleaved with butter paper will have to be returned to the SCERT in good condition immediately after the jobs have been printed and copies supplied to the SCERT.

19.9 Styles of Binding : (a) After folding, gathering, collating etc. the publications will be section sewn with thread, cover pasted on to the spine with end-papers pasted on to the Inner Covers and cut-flush.

OR

(b) After folding, gathering, collating etc. the publications will be bound in “PERFECT BINDING” style and cover will be pasted on the spine. End papers may or may not be pasted on to the inner covers (as per Council’s requirements), and cut-flush. Cover should be creased at four places

OR

(c) After folding, gathering, collating etc., the publications will be section sewn with thread and

bound in board in full cloth/ rexine with end papers pasted on to the inner sides of the boards/covers. Head and tail bands will be pasted at the spine. Jackets will be wrapped over/pasted on the boundbook. (All the other binding materials including good quality Art Card/Gutta [German book binding board] of suitable weight, conforming to the bulk of the book, gauze cloth, head and tail bands (Imported quality), etc. will be provided by the Press.]

19.10 Raw Materials (Desirable)

- (a) Paper**
- (i) Text** : Super Printing Paper, White Maplitho Paper or any other suitable paper in the size 23" x 36" or any other size as the case may be of a 'A' class Paper Mill.
 - (ii) Cover** : Art Card, Pulp Board, Art Paper, Handmade Paper in 23" x 36" or in any other suitable size of a 'A' class Paper Mill
 - (iii) Plates & Jackets** : Indian/Imported Art Paper in 23" x 36", etc. as the case may be.

19.11.1 Printing Schedule : The tentative printing schedule of the publications will be as follows:

- (a) Publications upto 100 pages and quantity 3000 copies - 7 days
- (b) Publications upto 200 pages and quantity 3000 copies - 10 days
- (b) Publications upto 400 pages and quantity 3000 copies - 15 days

However a suitable printing schedule can be drawn up for each job in consultation with the Printer, depending upon the bulk of the publication and the quantum of work involved. The SCERT may ask the Press to print any publication on 'Priority Basis' according to its requirement. The Printer will be bound for this without any obligation to the SCERT.

19.11.2 Pre-printing Schedule: Pre-printing activity includes composing, proof checking, illustration making, designing till finalization of CRC etc., that depends on press and coordinator. Every publication has different dimension of work keeping in view the quality of text, pictures, designs and illustrations that is why pre-printing schedule cannot be restricted within a time frame. However a suitable pre-printing schedule can be drawn up for timely disposal of each job in consultation with the Firm and coordinator on priority basis.

19.12 Packaging and Forwarding : Printed and bound copies, packed with strong packing paper, in packing of equal quantities to be supplied to SCERT at 'FREE OF COST' (Packing as well as delivering) at its Publication Department at SCERT Bhawan, Varun Marg Defence Colony,

New Delhi-110024 OR at any address of District Institute of Education & Training (DIET) in Delhi or any Training Centres within Delhi, as per the instructions issued from the Publication Deptt, SCERT. The delivery will be either one location or many locations, as per requirement by the Publication Deptt, SCERT. The printed material should be delivered in good condition and as per specifications and terms & conditions of SCERT. Any damage to the printed copies in transit will have to be arranged/bear by the Printer.

ANNEXURE -I

(Bond to be furnished by the firm on stamp paper of Rs. 100/- at the time of empanelment)

AGREEMENT

The Management of M/S _____, hereby, accept the rate contract and terms & condition offered by SCERT, Delhi after observing all codal formalities through e-procurement system in accordance with nullifying financial bids proposed by me/us, as empanelled firm for printing & binding, typesetters, copy editor & proof readers, illustration & designer, etc. of **STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING**, New Delhi-110 024, I/we also undertake that :-

1. The paper will be used as per specification laid down by SCERT, Delhi
2. The press shall be fully responsible for completion of job. Any loss or damage which may occur during the process of printing & binding. The firm will compensate the SCERT, Delhi, as per approved terms and conditions.
3. In case the press fails to find suitable paper for replacement they may obtain written permission from SCERT, Delhi for use of alternative papers, if required.
4. The goods received by us will be insured against all risks of loss or damage. The insurance premium will be paid by the Printer for that period .
5. No storage and handling charges will be paid by the SCERT.

Signature _____

Name _____

Dated _____

Rubber Stamp of _____
the Firm

ANNEXURE-II

TECHNICAL BID PERFORMA

COMPANY PROFILE

1(a) Name of the Firm.....

(b) Address of the Firm (with Phone number)

.....

(c) Name, Designation, Address & Telephone No of Authorized person of Firm/Agency

to deal with

.....

.....

(d) Please specify as to whether Bidder is sole proprietor /Partnership firm.

Name and Address and Telephone No. of Directors/ Partners should specified.

.....

.....

2. (a) Whether any supply/job work had been made to Govt. Department in the last three years.

(b) If yes, please furnish full details.

3. Turnover during the last three years:

Year	Amount (Rs. in figure)	(Rs. in words)
------	------------------------	----------------

2014-2015
-----------	-------	-------

2015-2016
-----------	-------	-------

2016-2017
-----------	-------	-------

4. DETAILS OF EQUIPMENT OF OFFSET PRINTING FIRM:

Sr. No	Particulars	Own/Hired	Response from bidder (YES/NO)
A.	One, four colour web offset machine of 19" x 25" size or One C.P.C. four colour offset machine of 19" x 25" size		
B.	Two double colour offset machines of 19" x 25" size or Three single colour offset printing machines of 23"x36" size,		

Countersigned by Bidder with Stamp
 PHOTOGRAPH
OF
AUTHORIZED
PERSON

C.	Scanning and Planning facilities		
D.	Complete processing equipment, plate making equipment and CTP facility		
E.	Complete binding machinery i.e. automatic folding machine, section sewing machine, perfect binding machine, automatic cutting machine		
F.	Power generator of 10 K.V.A		

5. Is your firm registered under:
 - a) The Indian Companies Act, 1913?
 - b) The Indian Factories Act, 1932?
 - c) Another Act. If not, who are the owners? (Please give full names)
6. Whether insured against fire, Theft, and Burglary if so, please state the amount for which insured, the name of the insurance company and policy No.....
7. Total number of employees in your firm /organization.....
8. Any other information which you may consider necessary to furnish

Signature _____

Name _____

Dated _____

Rubber Stamp of the Press _____

ANNEXURE -III**Check List for Documents to be uploaded by the Bidders:**

S. No.	DOCUMENT TYPE	PAGE NO AT WHICH DOCUMENT IS PLACED	DOCUMENT ATTACHED& UPLOADED (YES/NO)
1.	Document supporting Registration of incorporation of the firm/company in Delhi (Clause 2.1)		
2.	GST Registration certification in the name of participating bidder with Number (Clause 2.2)		
3.	PAN Card of the bidder /firm (Clause 2.3)		
4.	Certificate of turnover of last three years 2014-15, 2015-16 and 2016-17 (Clause 2.5)		
5.	Experience Certificate firm/company with completion report (Clause 2.6)		
6.	Power of Attorney of firm/company for Individual or Joint Venture (Clause 2.7)		
7.	Complete Tender Document duly countersigned by the bidder (Clause 2.8)		
8.	Firm/company profile attach (Annexure –II)		
9.	Scanned copy of EMD (Clause 2.9)		
10.	Scanned copy of Annexure –III		
11.	Scanned copy of Annexure –IV		

Countersigned by Bidder with Stamp

ANNEXURE –IV

[Affidavit / Undertaking on Non Judicial Stamp Paper Rs.100/- Notary Certified]

I _____s/o _____,
(designation)_____of _____(company)
_____do, hereby, solemnly affirm and state as
under:-

1. That I am citizen of India.
2. My (Company) _____ is Delhi & NCR based.
3. The above name (company) _____ has never been imposed penalty from any organization either from Govt. or Non-Govt. organization with respect to under satisfactorily performance in any manner related to printing etc., jobs.
4. The above name (company) _____ has never been debarred/black listed from any organization either from Govt. or Non-Govt. with respect to under satisfactorily performance in any manner related to printing etc., jobs.
5. That the documents furnished/upload by me are genuine and untempered.
6. This is my true and correct statement.

Deponent

Verification

Verified on this (date)_____ that the contents of the above affidavit are true and correct to my knowledge and belief and no part of it is false and nothing has been concealed therefrom.

Deponent

ANNEXURE -V**FINANCIAL BID**

Rates should be quoted on the prescribed proforma only. Corrections and cuttings/over writings of rates will not be considered.

Rates shall be quoted on “per unit” and shall include all charges relating to cost of paper, colour, printing charges transportation, labour etc. at the designated site (s) or at the prescribed destinations in respect of the vent of question but including VAT, and other Govt. levies.

(1) Title : Empanelment of firms **and** Rate Contract for printing & binding, typesetters, copy editor & proof readers, illustration & designer, etc., of the publication matters of SCERT.

(2) Size of the Publications : (8½” × 11”)/(6¼” × 9½”)/(8” × 13½”) and as per specification.

(3) Process of Printing : Photo Offset Process

(i) B&W Text will be printed from Negatives—Helio Process/ Wipe-on Process or from Positives by P.S. Plates

(ii) Covers, Colour Plates, Jackets etc. will be printed from Positives by PS, Plates.

(4) All rates should be exclusive of GST/ any taxes, No additional taxes of any type will be paid later on.

(5) Rate per unit in (Rs.) to be quoted by the firms

S. NO	HEAD /PARTICULARS	SUB -HEAD/ PARTICULARS	UNIT	RATE PER UNIT IN (RS.)
I	Processing of Text From duly composed and made up Pages (CRC) supplied by SCERT in the form of Laser Print Outs.	(1) Negative	per page	
		(2) Positive	per page	
II	Processing/Scanning of Illustrations	1. Processing & Scanning Rates of a text page (including line and halftone)	per page per colour	
		2. Processing of line tone illustration (minimum chargeable area 150 sq. cm)	per colour	
		3. Scanning charges (minimum chargeable area 150 sq. cm)	per colour per sq. cm	
III	Plate-making charges	1. For a form of wipe on plate	Per 4 page	
		2. For a form of PS on plate	Per 4 page	

Countersigned by Bidder with Stamp

S. NO	HEAD /PARTICULARS	SUB -HEAD/ PARTICULARS	UNIT	RATE PER UNIT IN (RS.)
	Printing of Text Printing rates will include cost of paper also i.e Standard 70 GSM Maplitho of 'A' class paper mill & 250 GSM Art card for cover. In case of change in paper GSM, suitable rates will be applicable. Rate for printing of additional colour should also be mentioned.			
IV	A. Printing of Text—from Positives by P.S. PLATES (Text containing coloured text, illustrations, bands, boxes, screens etc.)	8 Pages (4 front-4back)	Per forme Per colour	
	B. Rate for printing of additional colour	8 Pages (4 front-4back)	Per forme Per colour	
V	A. Printing of Text—from CtP (Text containing coloured text, illustrations, bands, boxes, screens etc.)	8 Pages (4 front-4back)	Per forme Per colour	
	B. Rate for printing of additional colour	8 Pages (4 front-4back)	Per forme Per colour	
VI	A. Covers, Jackets, Inner Pages from Positive by CtP/P.S. Plates (Text containing coloured pictures/halftones in combination of: boxes with colour screens, coloured text, coloured illustrations, coloured groundes etc.)	4 Pages (2 front-2back)	Per forme Per colour	
	B. Rate for printing of additional colour	4 Pages (2 front-2back)	Per forme Per colour	
VII	Lamination of Cover	Gloss	Per Side Per Cover	
		Matt	Per Side Per Cover	
VIII A	Binding Centre Stitching/Perfect Binding (Rates including folding, gathering, collating centre stitching by wire staples at two places along with cover and cut, flush)	1. Rate for first 32 pages (28 pages of text + 4 pages of cover) of part	Per 32 pages	
		2. Rate for first 64 pages (60 pages of text + 4 pages of Cover) or part	Per 64 pages	
		3. Rate for first 92 pages (88 pages of text + 4 pages of Cover) or part	Per 92 pages	
		4. Rate for first 132 pages (128 pages of text plus 4 pages of Cover) or part	Per 132 pages	
		5. Rate for every additional forme of 8 Pages or part	Per 8 pages	

S. NO	HEAD /PARTICULARS	SUB -HEAD/ PARTICULARS	UNIT	RATE PER UNIT IN (RS.)
B	Tipping in Pasting per leaf	Per Leaf	Per leaf	
C	Creasing of Cover	Per Cover	Per cover	
D	Perforation/Numbering	A) Numbering by Hand	Per copy	
		B) Numbering by Machine	Per copy	
		C) Perforation	Per copy	
E	Die Making, Cutting, Creasing & Scoring	1. Die Making	per sq. feet	
		2. Cutting, Creasing & Scoring	per 1000	
		3. Pasting/Stitching	per 1000	
IX	Screen Printing	a) Visiting Card (1 Colour)	Per 100 Copy	
		b) Visiting Card (2 Colour)	Per 100 Copy	
		c) Visiting Card (4 Colour)	Per 100 Copy	
		d) Invitation Card with envelop Single Colour, Size - A5	Per 100 Copy	
		e) Invitation Card with envelop Single Colour, Size - A4	Per 100 Copy	
		f) Invitation Card with envelop Single Colour, Size - Post Card	Per 100 Copy	
		g) Additional colour	100 copy Per colour	
		h) Letterhead (1/colour) on Executive Bond paper (A4), 105 GSM in the form of pads of 100 leaves.	Per pad of 100 leaves	
		i) Letterhead (2/colour) on Executive Bond paper (A4), 105 GSM in the form of pads of 100 leaves.	Per pad of 100 leaves	
		j) Letterhead (4/colour) on Executive Bond paper (A4), 105 GSM in the form of pads of 100 leaves.	Per pad of 100 leaves	
X	A. B/W Print Out	Upto 25 pages	Per Page Single Side	
		More than 25 pages	Per Page Single Side	

S. NO	HEAD /PARTICULARS	SUB -HEAD/ PARTICULARS	UNIT	RATE PER UNIT IN (RS.)
	B. Colour Print Out	Upto 25 pages	Per Page Single Side	
		More than 25 pages	Per Page Single Side	
XI	Spiral Binding	Upto 50 pages	Per 50 pages	
		Rate for every additional page or part	Per page	
XII	Stapling	Per page	Per page	
XIII	Table Calendar (rate inclusive of Size –A4, Art Card 250 GSM, Gutta, pasting, cutting, creasing, folding, Spiral binding, etc.)	Per calendar single colour	Per calendar	
		Per calendar four colour	Per calendar	
XIV	Envelope (rate inclusive of Paper, pasting, cutting, creasing, folding, lamination/cloth inside, screen printing and window, if required.)	Letter size small	Per envelope	
		Letter size medium	Per envelope	
		Book Size	Per envelope	
		File Size	Per envelope	

XV.	TYPE SETTING/COMPOING CHARGES				
	Particular	Size/Unit	Running Text	Tabular Matter	Scientific Matter
A	ENGLISH (Running Matter in 12 Pt with 2 Pt inter spacing)	8½" × 11"			
		6¼" × 9½"			
		8" × 13½"			
B	HINDI (Running Matter in 12 Pt with 3 Pt inter spacing)	8½" × 11"			
		6¼" × 9½"			
		8" × 13½"			
C	URDU & PUJABI	8½" × 11"			
		6¼" × 9½"			
		8" × 13½"			

Countersigned by Bidder with Stamp

XVI.	PROOF READING CHARGES (3 Readings)			
	Language	Particulars	Unit	Rate
A	(English/Hindi)	Vetting & reviewing / type marking charges	Per Page (300 words)	
B	(English/Hindi)	Content editing/academic editing charges	Per Page (300 words)	
C	(English/Hindi)	Preparation of index charges	Per Page (300 words)	
D	(English/Hindi)	Translation charges	Per Page (300 words)	
E	English / Hindi to Punjabi / Urdu And Vise Versa	Translation	Per Page (300 words)	
XVII.	ILLUSTRATION MAKING CHARGES			
	PARTICULARS		UNIT	RATE
	A. Mono colour (Figurative & Nonefigurative)		Line	
			Line & tone	
	B. Two colour (Figurative & Nonefigurative)		Line	
			Line & tone	
	C. Multi colour (Figurative & Nonefigurative)		Line	
			Line & tone	
	XVIII COVER DESIGNING CHARGES		UNIT	RATES (Rs.)
			a) One colour	
			b) Two colour	
			c) Four colour	
XIX	PAGE LAYOUTING CHARGES		UNIT	RATES (Rs.)
			a) Single colour	
			b) Two colour	
			c) Multi colour	

XX	FORM OF QUOTATIONS FOR DIFFERENT BRANDS OF PAPERS		
	Head /Particulars	Unit	Rate in (Rs.)
A	White Maplitho Paper	Per kg	
B	Super Maplitho Paper	Per kg	
C	Matt Art Paper	Per kg	
D	Gloss Art Paper	Per kg	
E	Matt Art Card	Per kg	
F	Gloss Art Card	Per kg	
G	Pulp Board	Per kg	

Signature _____

Name _____

Dated _____

Rubber Stamp of the Firm _____