

## The terms & conditions

1. The period of validity of rates shall be **Two years** but this period can be extended upto **one year** from the date of issue of work order/ contract agreement. Academy also reserves the right to terminate the contract at any time without assigning any reason.
2. The supply of printing magazines will be made at the office of the Urdu Academy or at any other place(s) in the jurisdiction of Union Territory of Delhi under written orders of Competent Authority or other subordinate officers of Urdu Academy. No cartage, transport charges, etc. will be paid extra for the same.
3. The Academy shall not be responsible for any loss or damage to any item(s) due to natural calamities ie. fire, flood, stampede, earthquake, tornado, etc.
4. The work/contract/supply order is to be completed within the stipulated period failing which the work shall be got completed at the risk and cost of the contractor as under:-
  - a) The risk and cost includes additional cost for the articles goods etc. and also the cartage/transport charges.
  - b) The extra expenditure incurred by the Urdu Academy shall be deductible from the security deposit of the tenderer and in case the security amount falls short, the balance shall be recovered from the Contractor.
  - c) The Secretary, Urdu Academy may also impose further penalty to the extent of security deposit of the tenderer for any delay/defective work etc.
5. A Security Deposit/Bank Guarantee amounting to Rs. 50000/- will have to be deposited by the successful tender firm whose tender is accepted. The Earnest Money already deposited alongwith the tender shall be adjusted towards Security deposit. Interest on any account shall not be chargeable by the contractor on the security amount deposited with the Academy.
6. The tenderer should be registered under VAT and should possess PAN of Income Tax and copies thereof shall be submitted alongwith the tender form VAT shall be paid extra where applicable as per rules. Excise Duty shall be paid extra where applicable as per Delhi Govt. Rules.
7. The tender should be accompanied with samples/specimens, wherever necessary.
8. The materials shall be of the best quality and shall be strictly in accordance with the samples / specimens/specifications. In the event of goods/stores being considered by the Secretary/ Head of the office inferior to that described in the specification/ specimen, the contractor shall remove the same at his own charge and cost. The decision of the Secretary, Urdu Academy in this regard will be final, and binding upon the tenderer.
9. The tenderer will have to execute the job at the shortest notice.
10. The Secretary, Urdu Academy reserves the right for the termination of the contract at any time before the expiry of the validity period of the contract without assigning any reason thereof.

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11. Tender received after the due date and time and without requisite deposit and documents shall not be accepted. The tender which do not comply with the above terms and conditions shall be liable to rejected summarily.
12. The tenderer, if a partnership firm, should supply a copy of the partnership deed, alongwith the authority letter in favour of the authorized signatory partner.
13. It will be at the discretion of the Secretary, Urdu Academy to make inquiries either himself or through any of the officers from any agency or any expert in order to judge the standard, suitability and the capacity of the tenderer and his decision to enter into a contract or not to enter into contract with the tenderer shall be final.
14. The security will be refunded in six months after the termination of the contract.
15. In case of any dispute, the jurisdiction will be the Court of Law in the Union Territory of Delhi, and the case shall be referred to Sole Arbitrator at Delhi/New Delhi if mutually agreed upon for the same.
16. The bills for the work done will be submitted to the Academy after completion of the work and the Registration No. under VAT, Service Tax & Income Tax PAN (whichever is applicable) should be mentioned on the bill.
17. The bills not submitted within three months after completion of the work will only be entertained on giving of full justification for late submission, which will be considered by the Secretary, Urdu Academy on merits.
18. The Secretary shall have the power to make any alteration, addition or substitution to the original specifications, design, etc. during the course of supply of the goods, and the contractor shall supply the goods accordingly under the same contract and at the same rate as specified in the tender for the main work. And if the altered /additional or substituted material includes any class of material, for which no rate is specified in the contract, the Contractor shall inform the Secretary, Urdu Academy, Delhi in writing his rates for such class of material, which rates shall be decided by the Secretary, Urdu Academy, Delhi on prevailing competitive market rates.
19. In case of breach and/or violation of any of the terms and conditions of the contract by the contractor, the Secretary, Urdu Academy shall be empowered to forfeit the security deposit of the contractor or penalize/compensate keeping in view the circumstances of the case.
20. The department will deduct income tax and other taxes at source as applicable from the contractor as per the rules existing at that time.
21. No additional terms and conditions shall be imposed by the tenderer while submitting the tender document and if done so by any tenderer, then these will not at all be acceptable.
22. The technical bid & declaration form will be submitted physically in sealed cover (separately) in the office of Urdu Academy Delhi along with the EMD (DD) before closing date & time of tender..

SECRETARY  
URDU ACADEMY, DELHI

SIGNATURE \_\_\_\_\_  
(With Rubber Stamp)

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_

Telephone No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

**TECHNICAL BID**

I/We have read the terms and conditions attached to the tender document and undertake to abide by them. If, I/We fail to commence execution/supply or the job specified, I/We agree that the Secretary, Urdu Academy, Delhi or his successor(s) or assignee(s) in office shall without prejudice to any other right or remedy be at liberty to forfeit my /our earnest money, which may have been retained towards security deposit to execute all the work referred to in the tender documents.

I/We will do the job on the rates quoted by me/us. In case of failure to do so, the Earnest Money deposited alongwith the Tender Form will be forfeited and the Secretary, Urdu Academy will have the right to impose the penalty as he may deem fit.

The Secretary, Urdu Academy, Delhi will also have the right to black list my/our firm.

1. **Name & Address of the Press/Agency** \_\_\_\_\_
2. **VAT Registration No.** \_\_\_\_\_
3. **Service Tax Registration No.** \_\_\_\_\_
4. **PAN No.** \_\_\_\_\_

Note:- Copies of the all the above mentioned documents and any other document attached with the tender document must be self attested by the authorized signatory

SIGNATURE \_\_\_\_\_

(with rubber stamp)

NAME \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Contact No. \_\_\_\_\_

**DECLARATION**

I/We have read the terms and conditions attached to the tender document and undertake to abide by them. If, I/We fail to commence execution/supply or the job specified, I/We agree that the Secretary, Urdu Academy, Delhi or his successor(s) or assignee(s) in office shall without prejudice to any other right or remedy be at liberty to forfeit my /our earnest money, which may have been retained towards security deposit to execute all the work referred to in the tender documents.

I/We will do the job on the rates quoted by me/us. In case of failure to do so, the Earnest Money deposited alongwith the Tender Form will be forfeited and the Secretary, Urdu Academy will have the right to impose the penalty as he may deem fit.

The Secretary, Urdu Academy, Delhi will also have the right to black list my/our firm.

1. **Name & Address of the Press/Agency** \_\_\_\_\_
2. **Press Declaration** \_\_\_\_\_
3. **Whether proprietorship or partnership (with proof)** \_\_\_\_\_
4. **No. of working employees in the Press/Agency** \_\_\_\_\_
5. **No. of Urdu knowing employees in the Press/Agency** \_\_\_\_\_
6. **Experience of printing Urdu Magazines** \_\_\_\_\_
7. **VAT Registration No.** \_\_\_\_\_
8. **Service Tax Registration No.** \_\_\_\_\_
9. **PAN No.** \_\_\_\_\_
10. **Earnest money amounting Rs. 10,000/- Deposited herewith with the academy by DD No.** \_\_\_\_\_  
**Dated** \_\_\_\_\_ **drawn on (Name of Bank)** \_\_\_\_\_ **Cash will not be accepted.**
11. **Attached Sample Supermaplitho White Paper (Century) 57gsm/51x76cm.**
12. **Attached Sample Art Paper (Ballarpur) 130gsm/585x910cm.**

Note:- Copies of the all the above mentioned documents and any other document attached with the tender document must be self attested by the authorized signatory

SIGNATURE \_\_\_\_\_

(with rubber stamp)

NAME \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Contact No. \_\_\_\_\_

**URDU ACADEMY : DELHI**  
**(Govt. of NCT of Delhi)**  
**C.P.O. Building, Kashmere Gate, Delhi-6**  
**Ph. : 011-23865436, 23863858**

**RATES FOR PRINTING OF MAGAZINE WITH PAPER IN URDU LANGUAGE**

I/We hereby tender my/our rates for the printing of magazines with paper to the Secretary , Urdu Academy, Delhi as described and specified in the under mentioned table according to the specimen within the time specified and rates quoted therein are subject to the terms & conditions of the contract.

Earnest money amounting Rs.10000/- deposited herewith with the Academy by DD No.\_\_\_\_\_

Dated \_\_\_\_\_ drawn on \_\_\_\_\_

(Name of the Bank )attached (cash will not be accepted)

S. No.	Specification	RATES		
		1 <sup>st</sup> 1000	Subs. 1000	Per 100
1.	Complete Printing of Magazine with paper including Central Stitching Cover Pasting Lamination paper, Supermaplitho White (Century) 57 gsm/ 51x76 cms and cover paper front & back of Art Paper 130 gsm /585x910 (Ballarpur) without composing ("AIWAN-E URDU") of APPROX. 2000 COPIES per month, size 20 x 30/8 (72 pages) with front & back Title (P1 & P4) in Four Colours and Inside Title (P2 & P3 ) in One Colour			
2.	Complete Printing of Magazine with paper including Central Stiching Cover Pasting Lamination paper Supermaplitho White (Century) 57 gsm/ 51x76 cms and cover paper front & back of Art Paper 130 gsm/585x910 (Ballarpur) without composing ("AIWAN-E URDU") of APPROX. 2000 COPIES per month, size 20 x 30/8 (72 pages) with front & back Title (P1 & P4) in Four Colours and Inside Title (P2 & P3 ) in four Colour			
3.	Additional Form of Text			
4.	Complete Printing of Magazine with paper including Central Stitching Cover Pasting Lamination paper Supermaplitho White Century 57 gsm/ 51x76 cms and cover paper front & back of Art Paper 130 gsm/585x910 (Ballarpur) without composing ("UMANG URDU") of APPROX. 10000 COPIES per month, size 20 x 30/8 (48 pages) with front & back Title (P1 & P4) in Four Colours and Inside Title (P2 & P3 ) in One Colour			
5.	Complete Printing of Magazine with paper including Central Stitching Cover Pasting Lamination paper Supermaplitho White (Century) 57 gsm/ 51x76 cms and cover paper front & back of Art Paper 130 gsm/585x910 (Ballarpur) without composing ("UMANG URDU") of APPROX. 10000 COPIES per month, size 20 x 30/8 (48 pages) with front & back Title (P1 & P4) in Four Colours and Inside Title (P2 & P3 ) in four Colour			
6.	Additional Form of Text			
7.	Additional page of photographs per colour			

**NOTES:-**

1. Title Design will be given by the Academy in 1½ of 20x30/8 Size, but all the procedures for processing & printing will be made by the printer.
2. The rates should be inclusive of cost of packing in wrappers of VPP Packets of appropriate size (s) and cartage f.o.r. Academy Office/Post Office.
3. In case of printing of upto1000 copies, the payment will be made for minimum 1000 copies.
4. No payment will be made for less than hundred's slab/copies.
5. Rates for 100 copies shall be quoted in such a way that these shall not exceed the cost of subsequent 1000 copies in case of printing of less then 1000 copies. The rates of subsequent 1000 shall only be applicable if the work or job is in multiple of 1000.
6. In case of any confusion, the same should be got clarified from the Academy before filling up the tender.
7. There will be no extra charges in case of increase upto 7 pages in the Magazines.