

URDU ACADEMY, DELHI
CPO BUILDING, KASHMERE GATE,
DELHI-110006.
PHONE Nos. 23863697,23863858

PRINTING AND BINDING OF BOOKS
TECHNICAL BID

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** _____
2. **Press Declaration** _____
3. **Whether ownership or partnership (with proof)** _____
4. **No. of working employees in the Press** _____
5. **No. of Urdu knowing employees in the Press** _____
6. **Experience of printing Urdu Books** _____
7. **GST Registration No.** _____
8. **Service Tax Registration No.** _____
9. **Income Tax /PAN No.** _____
10. **Minimum two samples of books published by the printer should be submitted alongwith the declaration form**
11. **The E.M.D Rs. 10000/- will be submitted by the printer alongwith the technical bid physically in the office otherwise tender will be rejected .**

Note:- Copies of 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)

RATES FOR PRINTING & BINDING OF BOOKS

FINANCIAL BID

I/We hereby tender for the printing of books for the Secretary , Urdu Academy, Delhi as described in the under mentioned memorandum according to the specimen within the time specified and rates specified therein subject to conditions of the contract.

Earnest money amounting Rs. 10000/- deposited with the Academy vide DD No _____
Dated _____ drawn on _____
(Name of the Bank) attached.

BOOK/BOOKLET PRINTING RATES (WITHOUT COMPOSING OF TEXT AND PAPER)

S. No	Name of Items	Full Sheet Per Form 1-500	Half Sheet Half Form 1-500	Quarter Sheet Quarter Form 1-500	Full sheet per form 1-1000	Half sheet Half form 1-1000	Quarter sheet Quarter form 1-1000
1.	Film Making Negative + Plate making + Printing for Text						
i	23x36x16						
ii)	23x36x8						
iii)	20x30x8						
2	Output Black &White Plate Making +Printing for Text (CTP) Direct Plate						
i	23x36x16						
ii)	23x36x8						
iii)	20x30x8						
3	Printing and Plate making Text (Black) with old negative						
i	23x36x16						
ii)	23x36x8						
iii)	20x30x8						
4	Paster and Jacket Film Making/Processing Planning/scanning with designing setting per colour						
i	12x9						
ii	11x18						
5.	Printing + PS Plate Making per colour						
6.	Printing + CTP plate making per colour						

7. LAMINATION

RATES IN SQUARE INCHES PER PAISA
BoPP Finish Matt. Finish

8. BINDING CENTRE STICHING, SEWING PER FORM INCLUDING CUTTING

RATES PER 10 RATES PER 1000

NOTE

Film/Negatives will be the property of the Academy which will be submitting alongwith the bill by the tenderer

BINDING OF BOOKS (including folding, stitching/sewing etc.)

No. Type of Binding		Rates			
S. No.	Size	20x30/8	23x36/8	23x36/16	Extra
1.	PAPER BACK BINDING				
i)	Upto 300 pages				
ii)	More then 300 pages upto 500 pages				
2	ORDINARY HARD BINDING (32 Ounce Hard Board)				
i)	Up to 500 pages				
ii)	More then 500 to 1200 pages				
3	ORDINARY HARD BINDING (36 Ounce Hard Board)				
i)	Upto 500 pages				
ii)	More then 500 to 1200 pages				
4	FULL REXINE BINDING with Gold /sliver Back and spine upto 1000 pages book per Book				
i)	32 Ounce Hard Board				
ii)	36 Ounce Hard Board				

PACKING:

5. Packing of books in Polypack Per Book

Rates

23x36/16
23x36/8
20x30x8

6. Packing of books in Paper Per Book

Rates

23x36/16
23x36/8
20x30x8

Signature _____
(With Rubber Stamp)

NAME _____
ADDRESS _____

Contact No. _____

Terms & Conditions

1. The rates should be F.O.R. Venue of programme /function/Auditorium/Office.
2. The rates shall be valid for **Two years** from the date of acceptance of the tender. The Academy reserves the right to extend the same for a further period of one year. Academy also reserves the right to terminate the contract at any time without assigning any reason .
3. The supply of goods/items will be made at the office of the Urdu Academy or at other place (s) or other subordinate office (s) under Urdu Academy in the jurisdiction of Union Territory of Delhi. No cartage transport charges will be paid extra.
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 whose rates are approved, in the following manner:-
 - a) The risk and cost includes additional cost for the articles goods etc. and also the cartage/Transport charges etc.
 - b) The extra expenditure incurred by the Urdu Academy shall be deducted from the security deposit of the tenderer and in case the security amount falls short, the balance will be recoverable from the Contractor.
 - c) The Secretary, Urdu Academy may impose further penalty to the extent of security deposit of the tenderer for any dealy/defective work etc.
5. A Security Deposit amounting to Rs. 25000/- will have to be deposited by the firm whose tender is accepted. Their Earnest Money already deposited alongwith the tender shall be adjusted towards Security deposit.
6. GST No. and any other tax levied by the Govt. shall be paid extra where applicable.
7. **The tenderer 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 sample / specimens supplied with the tender.** .In the event of goods stores being considered by the Secretary/ Head of the office inferior to that described in the specification/ specimen, the supplier shall remove the same at his own charge and cost. The decision of Secretary, Urdu Academy in this regard will be final, and binding upon the tenderer.
9. The tenderer will have to make/execute the job at the shortest notice.
10. The secretary, Urdu Academy reserve the right to accept or reject any tender without assigning any reason thereof, and will not be bound to accept lowest tender.
11. The Secretary, Urdu Academy reserves the right for the termination of any contract at any time even before the expire of the period covered under the contract without assigning any reason thereof.
12. Tender received after the due date and time shall not be accepted. The tenderer which do not comply with above terms and conditions are likely to be rejected.
13. The tenderer/ contractor, if a partnership firm, should supply with a copy of the partnership deed, alongwith the authority letter in favour of signatory partner.
14. It will be at the discretion of the Secretary , Urdu Academy to make inquiries either himself or through any of the officers of any agency or any expertise, in order to judge the standard, suitability and the capacity of any firm/tenderer and his decision to enter into a contract would be final.
15. The security will be refunded in six months after the termination of the contract.
16. 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 Arbitrator at Delhi/New Delhi.
17. The bills for the work done will be submitted to the Academy after completion of the work and the Registration No., GST No./Service Tax No. & Income Tax No. (whichever is applicable) should be mentioned on the bill.
18. **The bills not submitted within the three months after completion of the work will not be entertained and the tenderer will have no right to claim the payment.**

19. It will be sole responsibility of the contractor for any lost, theft, damage etc. of goods due to natural calamity, short circuits or any mishap etc. during the transit & service period.

The Secretary shall have the power to make any alternation, omission, addition or substitution for the original specification, design during course of supply of the goods, and 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 as substituted material includes any class of material, for which no rate is specified on this contract, the Contractor in writing shall inform the Secretary his rates for such class material, and if the Secretary does not agree to this rate, he, is at liberty to cancel the contract.

20. On the breach of violation of any terms and conditions on behalf of 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.

21. The department will deduct Income Tax at Source and other Taxes as applicable from the contractor as per existing rules.

SECRETARY
URDU ACADEMY, DELHI

SIGNATURE _____
(With Rubber Stamp)

NAME _____

ADDRESS _____

Telephone No. _____

Mobile No. _____