

URDU ACADEMY : DELHI
(Govt. of NCT of Delhi)

RATES FOR PRINTING OF INVITATION CARDS, LETTER HEADS ETC.

I/We hereby tender for the supply of following items for the Secretary, Urdu Academy, Delhi as described in the under mentioned memorandum according to the specimen with the time specified and rates specified therein subject to conditions of the Contract. Earnest Money amounting to Rs. 5000/- deposited with the Cashier /DD No. _____ drawn _____ (name of the bank) attached.

OFFSET PRINTING

RATES SHOULD BE QUOTED FOR ALL TYPE OF PRINTINGS FOR COMPLETE PRINTING IN ALL RESPECTS PER COLOUR/PER IMPRESSION. ONLY COMPOSED MATTER ON PAPER WILL BE PROVIDED BY THE ACADEMY.

1. PRINTING OF CARDS per colour Offset

RATES					
SIZE	5"X7"	7"X10"	4"X9"	8"X9"	9"X11"
1 st 1000					
Subsequent 1000					
Printing in 100					

2. PRINTING OF ENVELOPES Per Colour

RATES					
SIZE	5"X7	4"X9"	8"X10"	9"X 11"	12"X 18"
1 st 1000					
Subsequent 1000					
Printing in 100					

3. PRINTING OF LETTER HEAD & OTHER DOCUMENTS per colour WITH PAD MAKING

RATES			
SIZE	STATEMENT HALF A8	EXECUTIVE (7¼"X10¼)	LETTER SIZE /A4
1 st 1000			
Subsequent 1000			
Printing in 100			

PRINTING OF POSTERS/HAND BILLS ETC. per colour

RATES		
SIZE	20"X30"	23"X36"
1 st 1000		
Subsequent 1000		
Printing in 100		

4. LETTER PRESS PRINTING per colour

FILE COVERS ETC. (Size 10"x 14")

RATES	
1 st 1000	
Subsequent 1000	
Printing in 100	

5. SCREEN PRINTING per colour

RATES & SIZE					
CARD	7"X5"	7"X10"	4"X9"	9"X8"	9"X11"
Per 100					
Subsequent 100					

RATES & SIZE					
ENVELOPE	5"X7"	9"X11"	4"X9"	8"X10"	12"X18"
Per 100					
Subsequent 100					

PRINTING OF LETTER HEAD & OTHER DOCUMENTS (WITH PAD MAKING)

RATES			
SIZE	STATEMENT HALF	LETTER SIZE	LEGAL SIZE
	A8	A4	(8.5"X14")
Per 100			
Subsequent 100			

**VISITING CARDS, I- CARDS & OTHER DOCUMENTS OF THE SAME SIZE WITH PAPER (300 GSM)
IMPORTED/PLASTIC CARDS (180 GSM) : per colour**

Plastic Card (180 gsm) Standard Size Per 100		
Paper (300 gsm Imported Ivory) Standard Size per 100		

6. COST OF PAPER/CARDS ETC.

- KINDLY ATTACH SAMPLES FOR ALL WEIGHTS DULY STAMPED AND SIGNED
- RATES SHOULD BE QUOTED FOR PER 100

CARDS			RATES		
	SIZE	5"X7"	4"X9"	9"X11"	8"X10"
i)	IVORY 300 GSM JK				
ii)	IVORY 400 GSM JK				
iii)	Art Card 300 GSM				
iv)	Handmade Card -80 Kg				

ENVELOPES					
	SIZE	5"X 7"	4"X9"	11"X 15"	8"X10"
i)	Maplitho 100 GSM			With lamination	With lamination and window cutting
ii)	Star Craft paper (khaki paper) 100 GSM				
iii)	Lucky Parchment 100 GSM (colour: Cream, Sky Blue, Yellow , Pink, White etc.				
iv)	Handmade -30 kg.				

LETTER HEAD AND OTHER DOCUMENTS

RATES					
	SIZE	STATEMENT HALF (5.5."X 8.5")	EXECUTIVE (7.5"X10.25")	LETTER SIZE /A4 (8.5"X11.5")	LEGAL SIZE (8.5"X14")
i)	Sunlight Bond				
ii)	Executive Bond 100 GSM				
iii)	Colour Printing paper/Creamwave Paper 56 GSM (white/Cream/Sky Blue/Red/Yellow				
iv)	White/Cream Maplitho Paper 100 GSM				

GUM SHEET WITH SIZE CUTTING

20"X30"

PER 100 _____

- LEAF PRINTING PER SQ INCH _____
- EMBOSSING PER SQ. INCH _____
- LAMINATION (BOPP) RATES IN SQUARE INCHES PER PAISA _____
- CREEZING AND FOLDING, IF NEED BE
PER 100 SHEETS/CARDS _____
- FILLING OF CARDS IN ENVELOPES PER 100 _____
- PAD MAKING PER 100 _____

NOTE :

1. In case of offset Printing minimum 1000's Printing charges will be paid.
2. Rates should be quoted for printing in 100 in such a way that it should not exceed the printing cost of subsequent 1000 in case of printing of less than Subsequent 1000. The rates of Subsequent 1000 is only applicable if the work or job is in multiple of 1000.
3. In case of any confusion the same will be clarified from the Academy before filling up the tender

DECLARATION

I/We have read terms and conditions attached and undertake to abide by the same. If, I/We fail to commence the supply specified, I/We agree that Secretary, Urdu Academy, Delhi or his successors in office shall without prejudice to any other right or remedy be at liberty to forfeit my/our earnest money absolutely, otherwise the said earnest money shall be retained towards security deposit to execute all the work referred to in the tender documents.

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. **Sales Tax/VAT No.** _____
7. **Work Tax No.** _____
8. **Income Tax No.** _____

SIGNATURE _____
(with Rubber Stamp)

NAME _____
ADDRESS _____

Telephone No. _____
Mobile No. _____

URDU ACADEMY : DELHI
(Govt. of N.C.T. of Delhi)
CPO Building, Kashmere Gate,
Delhi-110006

General Conditions

1. The rates should be F.O.R. Venue of Urdu Academy.
2. The rates shall be valid for two years from the date of issue of first work order. 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/services shall be made at the office of the Urdu Academy or at other place (s) with written orders of Competent Authority or other subordinate offices under Urdu Academy in the jurisdiction of Union Territory of Delhi. No cartage charges/transport will be paid extra.
4. The Academy shall not be responsible for any loss or damage to any item supplied on hire due to natural calamities i.e. Fire, flood, stampede, earthquake, tornado etc.
5. The work/contract/supply order is to be completed within the stipulated period of failing which the work shall be got completed at the risk and cost of the contractor whose rates are approved:-
 - 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 deducted from the security deposit of the tender 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 any delay/defective work etc.
6. A Security Deposit of 10000/- should be deposited by the firm whose tender is accepted. Their Earnest Money already deposited alongwith the tender shall be adjusted towards Security deposits.
7. VAT/Excise Duty shall be paid extra where applicable as per Delhi Govt. Rule.
8. The materials shall be in accordance with the sample/specimens. In the event of goods/stores being considered by the Secretary/Dy. Secretary inferior to that described in the specification/specimen, the supplier shall remove the same at his own charge and cost. The decision of the Secretary, Urdu Academy in this regard will be final.
9. The tenderers 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 before the expire of the period covered under the contract without assigning any reason thereof.
12. Tenders received after the due date and time shall not be accepted.
13. The tenderer which do not comply with above terms and conditions are likely to be rejected.

14. It will be at the discretion of the Secretary, Urdu Academy to make inquiries either himself or through any of the officers of the Academy in order to judge the suitability and the capability of any firm/tenderer and his decision to enter into a contract would be final.
15. In the event of any dispute, the decision of the Secretary, Urdu Academy shall be final and binding upon the tenderer/firm/contractor/supplier.
16. In case of any dispute the jurisdiction will be the Court of Law in the Union Territory of Delhi.
17. The Security will be refunded in six months after the termination of the contract.

The Secretary shall have the power to make any alteration, 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 shall be at liberty to cancel the contract.

On the breach of any terms and conditions of this, contract, by the contractor, the Secretary, Urdu Academy shall be at liberty to forfeit the Security Deposit.

CONTRACTOR

SECRETARY