



**UNIVERSITY OF DELHI, DELHI-110007**

## **Tender Document**

**Online Tender**

**(Only Through E-Tendering Mode)**

**For**

**EMPANELMENT OF PRINTERS FOR PRINTING OF BOOKS AND OTHER RELATED  
EDUCATIONAL MATERIALS WITH PAPER AND WITHOUT PAPER**

**UNIVERSITY OF DELHI, DELHI-110007**

## Table of Contents

Sr. No.	Content	Page No.
1.	Invitation for Tender	03
2.	Earnest Money Deposit (EMD)	05
3.	Documents to be submitted by bidders Annexure I	06
4.	Technical Bid	06
5.	Price Bid	07
6.	Bid Submission	08
7.	Technical Bid Annexure II	14
8.	Financial Bid Annexure III	17
9.	Confirm The Attachment Annexure IV	29
10.	Acceptance Letter Annexure V	30
11.	Terms and Conditions	32

**Invitation for Tender**  
**(UNIVERSITY OF DELHI)**

Tender No. 01

No.: UNIVERSITY/Tender/2018-19/

Sept 4, 2018

On behalf of University of Delhi, Delhi - 110007, the 'Online Tender' through two bid systems (Technical and Financial) For Enlistment of Offset Printers for Printing of Books with Paper and without paper are invited. Manual bids will not be accepted.

1. **Tender documents may be downloaded from DU web site [www.du.ac.in](http://www.du.ac.in) (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in Critical Date Sheet as under.**

**Important Dates and Details**

<b>Activities</b>	<b>Details</b>
1) Cost of tender document	Nil
2) Earnest Money Deposit(EMD)	Rs.10,000/-
3) Publicity Date	04-09-2018 (16:30 Hrs)
4) Bid submission Start Date and Time	04-09-2018 (17:00 Hrs)
5) Bid Submission End Date and Time	25-09-2018 (15:00 Hrs)
6) Tender Opening Date and Time	26-09-2018 (15:00 Hrs)
7) Date and Time of opening of Financial bids	will be intimated later to the shortlisted vendors

## A. SCOPE OF WORK

The empanelled printers shall be assigned the job of printing of books and miscellaneous work with paper or without paper. The requisite quantity/quality of paper to be used for printing of text, cover and illustrations are to be arranged by the printers if the paper is not provided by the University.

1. The UNIVERSITY publishes all kind of books and other University related materials in Hindi as well as English. The books are printed in size 23"x36"/16 (5½"x 8½"), 20"x30"/8 (7¼"x9½") and with print run of 100, 500, 1000, 1100, 2200, 3300 and 5300 copies. Print run of books against orders may vary from order to order and could be between 100 copies to 5300 copies or more. Papers of size 23"x36"/70 or 80 GSM Maplitho, 20"x30"/70 or 80 GSM Maplitho and 23"x36"/ 20"x30"/58.8 GSM Cream wove are used for the printing of text of books. Matt art Card of 250 and 300 GSM are used for the printing of covers of books and art paper. However, Size, GSM and quality of paper may vary depending on the requirement of the job. In case the paper is not provided by the University, required paper shall be arranged by the printers as per the prescription of the UNIVERSITY.
2. The printers are expected to complete the jobs of printing of books and other University related materials on good quality paper within the given time schedule, strictly. The printed materials shall be supplied with proper packing at UNIVERSITY office Printers shall procure good quality paper and card as per the standard laid down by the UNIVERSITY and Bureau of Indian Standards (BIS) given at tender form.
3. The panel of printers shall be valid initially for a period of two years which can be extended up to period of maximum of three years from the date of approval of panel by the competent authority of the UNIVERSITY. **The approved rates for printing and paper shall be valid for a period of two years from the date of approval of panel by the competent authority of the UNIVERSITY.**
4. Payment to the printers shall be released within a period of 60-90 days from the date of receipt of pre-receipted bill in duplicate complete in all respect along with the signed delivery challans and other supporting documents. No advance shall be paid to the printers for printing of books and miscellaneous jobs. The requisite quantity/quality of paper required for printing are to be arranged by the printer or may be provided by the University.
5. Advance copies shall be submitted to the UNIVERSITY for approval before binding and supply of bulk stocks at UNIVERSITY's godown. In case of any error or defects noticed in the finished books, the necessary rectification shall be carried out by the printers at their cost. The bulk stock received from the printers shall be verified randomly by the store keeper and the staff of the godown. If any shortcoming is found by the UNIVERSITY then it will decide whether to accept the stock after imposing penalty or to reject the whole stock. In case of rejection, the complete stock shall be printed by the printer at its own cost.

## **2. Earnest Money Deposit (EMD)**

### **(i) Tender Fees Rs.- Nil**

**Earnest Money Deposit (EMD) till Empanelment: Rs. 10,000/- (Ten thousand only) as fixed deposit for Six months in the name of Registrar, University of Delhi. Delhi-7**

**Bids shall be submitted online only at CPPP website:**

<https://eprocure.gov.in/eprocure/app>.

**Bidders/Vendors are advised to follow the instructions provided in the 'Instructions for Online Bid Submission' for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>'.**

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

The tender must be valid for acceptance for at least a period of 120 days from the date of opening of the bids. However, this may be extended for the period approved by the University (subject to approval) with consent of the bidder.

The UNIVERSITY reserves the right to accept or reject or cancel any tender or relax any part of the tender offer, without assigning any reason thereof.

Bids will be opened as per date & time as mentioned in the Tender Critical Date Sheet.

**Dated**

University of Delhi  
Delhi-110007

## **Annexure I**

### **DOCUMENTS TO BE SUBMITTED BY THE BIDDERS**

#### **Process of Submission of Tender**

**The tender shall be submitted online in two parts (Technical Bid and Financial Bid).**

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email/by hand shall not be considered. No correspondence will be entertained in this matter.

#### **Technical Bid**

The following documents are to be furnished (uploaded) by the bidder along with Technical Bid as per the tender document:

- i. Signed and Scanned copy of valid registration certificate of firm, PAN, GSTIN and Tender Acceptance Letter (as per Annexure V).
- ii. Signed and Scanned copy of list of all clients from Central Govt. / State Govt./ PSUs/CPSEs/ Govt. Educational Institutions with their contact details where Cluster System has been supplied in last Five Years.
- iii. Signed and Scanned Copy of CA certificate for last three financial years showing Bidder should have a minimum annual turnover of Rs.25 lacs in all of the last successive three audited Financial years.
- iv. Signed and Scanned Copy of Undertakings from the bidder should be enclosed showing that The Bidder has not been involved in any Bankruptcy Filing or for protection from it.
- v. Signed and Scanned Copy of Undertakings from the bidder shall be enclosed showing that The Bidder has not been blacklisted/debarred by the Government of India or its undertakings, any State Government or their undertakings previously.
- vi. Signed and Scanned copy of the successfully executed any 2 of the similar projects.
- vii. Signed and Scanned copy of documents showing that the bidder has its own printing press and the bidder has experienced and skilled service personnel.
- viii. Signed and Scanned copy of Compliance statement for all the items from Sr. No. 1 to 15 of Annexure II.

**Note:**

- a) If the bid is incomplete and / or non-responsive it will be rejected during technical evaluation. The bidder may not be approached for clarifications during the technical evaluation. So, the bidders are requested to ensure that they provide all necessary details in the submitted bids.
- b) If any price details are found in the Technical Bid, the offer will be summarily rejected

**PRICE BID**

- i. Schedule of price bid in the form of Annexure III
- ii. The PRICE PART shall contain only schedule of rates duly filled in. NO stipulation, deviation, terms & conditions, presumptions, etc., is permissible in price part of the bid. DU shall not take any cognizance of any such conditions and may at its discretion reject such price bid.

**Performance Security**

- a) The Successful Bidder shall, for due and faithful performance of its obligations under the Tender Document, provide to DU:

A Fixed Deposit Receipt (FDR) duly endorsed in the name of the “Registrar, University of Delhi” or Performance Bank Guarantee equivalent to Rs. 1.0 Lac shall be valid for the period of the contract including the warranty period and shall be discharged thereafter. The Performance Bank Guarantee shall be from any Scheduled Bank in favour of “Registrar, University of Delhi” payable at Delhi.

- b) The FDR/Performance Bank Guarantee shall be provided by the Successful Bidder within 30 (thirty) days of issuance of Letter of Empanelment of Printer by the UNIVERSITY.
- c) Failure of the Successful Bidder to provide the FDR/Performance Bank Guarantee within 30 (thirty) days shall entitle the UNIVERSITY, to withdraw the Letter of Empanelment of Printer.

**1. Technical and Qualifying Criteria**

- (i) The press must be in existence for at least 3-years (submit copy of supporting document).
- (ii) The Bidder should be capable of undertaking the entire work and supplying the entire stock to the satisfaction of UNIVERSITY.
- (iii) The bidder must have annual turnover of Rs. 25 lacs during the last three financial years (2014-15, 2015-16, 2016-17). A certificate from a chartered accountant should be enclosed with the technical bid.
- (iv) Copies of GST Registration Certificate and PAN certificate have to be attached with Bid. A scanned copy must be attached with the technical bid.
- (v) The bidder shall indicate the complete address of the Company Office and Service Centre along with the name(s) of the contact person(s) and their telephone/Fax/Mobile numbers. A scanned copy of the document must be attached with the technical bid.

- (vi) The bidder must submit an Undertaking on its letter head that they have not been blacklisted by any State Government/Central Government/Public Section Undertaking/University in India in last 3 years. A scanned copy of the certificate must be attached with the technical bid.
- (vii) The bidder must fulfill the essential minimum criteria of machinery as given in Annexure II as part of the Compliance statement for all the items from Sr. No. 1 to 15 of Annexure II.

**Note: Even though bidders may satisfy the above requirements, they may be disqualified if they have:**

- a) Made misleading or false representation or facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document.
- b) Record of poor performance such as abandoning work, not properly completing the contract or financial failures/weaknesses.
- c) Confidential inquiry that reveals facts contrary to the information provided by the bidder.
- d) Confidential inquiry that reveals unsatisfactory performance in any of the selection criteria.
- e) Engaged in any activity which can compromise the confidentiality such as conduct of coaching classes etc.

The University of Delhi has right to cancel or modify the tender without assigning any reason.

## **2. BID SUBMISSION**

“Technical Bid” shall be submitted as per Annexure II

“Financial Bid” shall be submitted as per Annexure III

Bids shall be submitted online only at CPP portal: <https://eprocure.gov.in/eprocure/app>. Tenderer/contractor is advised to follow the instructions provided in the ‘Instructions to the Contractor/Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <https://eprocure.gov.in/eprocure/app>.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Tenderer who has downloaded the tender from the University website [www.du.ac.in](http://www.du.ac.in) and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered / modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with Delhi University.



Intending tenderers are advised to visit again University website [www.du.ac.in](http://www.du.ac.in) and CPP Portal <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

### **3. OPENING OF FINANCIAL BID AND EVALUATION**

Financial bids of eligible and technically qualified bidder(s) will be opened. The lowest financial bid in respect of various print related jobs and paper will be prepared based on the lowest rate of each item. These lowest rates will then be informed to all the bidders to enable them to revise their offer. All those successful bidders who will offer these lowest rates will qualify for empanelment by the University.

### **4. EARNEST MONEY DEPOSIT DOCUMENT:**

Earnest Money Deposit is not required to be submitted by those who are registered with Central Purchase organization i.e. DGS&D or NSIC. Relevant documents shall be required to be furnished along with Technical Bid.

Rs. 10,000/- (Rupees Ten Thousand Only) in the form of Fixed Deposit Receipt (FDR) in favour of Registrar, University of Delhi, Payable at Delhi valid for a period of six months. EMD should reach the Joint Registrar (Procurement & Store), University of Delhi, Delhi-110007, before the end date and time of bid submission. Bidders, however have to attach scanned copies of EMD documents along with the e-tender. The Earnest money shall be accepted with a minimum validity of 6 months in the following form and shall be in favour of "Registrar, University of Delhi", payable at Delhi:- (i) Fixed deposit receipt (FDR).

Tenders with no earnest money deposit document will be summarily rejected. In case of successful bidder of the financial bids, the earnest money deposit will be returned on submission of performance Bank Guarantee. In the case of unsuccessful bidders, the Earnest Money Deposit will be refunded without any interest.

### **5. FINAL DECISION MAKING AUTHORITY**

The Tender committee of the UNIVERSITY OF DELHI, reserves the right to accept or reject any bid and to hold the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders. No claim whatsoever will be entertained/paid by the university to the bidder(s).

### **6. SUMMARY REJECTION OF TENDER:**

The tenders not accompanied with Earnest Money Deposit Document shall be summarily rejected. Similarly, if the bidder proposes any alternation in or additions to the prescribed form of tender or decline to carry out any work of the tender document; or any conditions mentioned, etc., its tender is liable to be rejected. Bidder must have enclosed all relevant documents on CPP failing which tender shall be summarily rejected.

## **7. AMENDMENT OF TENDER DOCUMENT:**

Before the deadline for submission of tender, the University may modify the tender document by issuing addendum/corrigendum. Any addendum/corrigendum thus issued shall be a part of the tender document and shall be uploaded on the University website (www.du.ac.in) and CPP portal <https://eprocure.gov.in/eprocure/app>. Prospective bidders must visit the website before filling and submission of Tender Document for such information.

## **8. ARBITRATION AND SETTLEMENT OF DISPUTES:**

In the event of any question, dispute or difference arising under this agreement or in connection therewith (except as to matter the decision of which is specifically provided under this agreement), the same shall be referred to sole arbitration of the Registrar or any other person as approved by the Vice-Chancellor, University of Delhi. There will be no objection for any such appointment on the ground that the arbitrator is an Employee of University of Delhi or that he/she has to deal with the matter to which the agreement relates or that in course of his/her duties as University of Delhi Employee he/she has expressed views on all or any of the matter under dispute. The award of the arbitrator shall be final and binding on the parties.

The arbitrator may from time to time with the consent of parties change the time for making and publishing the award. Subject to Arbitration and Conciliation Act 1996 and the Rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

## **9. TERMS OF PAYMENT**

**PAYMENT MODE:** After, the award of the contract, the vendor has to submit the bill on monthly basis. The Payment will be released through RTGS.

## **INSTRUCTIONS FOR ONLINE BID SUBMISSION:**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

## **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class-I, Class-II and Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords, etc., to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates, etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to

them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time, i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids, etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e., after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24 X 7 CPP Portal Helpdesk.

**Annexure-II**

**TECHNICAL BID**

1. Name & Postal address of Bidder:
  - a) Office Address :
  - b) Printing Press Address :
    - i)
    - ii)
    - iii)
  - c) Other Details:           Telephones/ Mobile Nos.     :  
  E-mail   :  
  Fax Nos.: Website   :
  
2. Name & address of Owners/ Partners/ Directors:
  - a) Owner/ CEO/ MD/ Partner/ Director 1 Name & Address :
  - b) Owner/ Partner/ Director 2 Name & Address :
  - c) Owner/ Partner/ Director 3 Name & Address :
  
3. If Registered, Registration No. with validity of registration with appropriate authority:
  
4. Whether the form of organization is a:
  - a) Company established under Companies Act 1956/2013   Yes/ No
  - b) Firm established under Indian Partnership Act 1932   Yes/ No
  - c) Proprietary Concern   Yes/ No

Attach proof of the same.

5. GST No.:
6. Taxpayer Identification Number (TIN):
7. Permanent Account Number (PAN) of the Firm:
8. Bank A/c No. :
9. Details of Bankers with address :
10. Machinery available (Give details)

S. No.	Machines/ Equipment	Minimum Size	Number	Held with the Printer Yes/ No
<b>Essential Items</b>				
1	Computers (DTP System)			
2	Computer to Plate (CTP)			
3	<b>Sheet fed Offset Printing machines</b>			
	4 – Colour	20”X30” & above		
	1 – Colour	23”X36” & above		
4	Perfect Binder			
5	Lamination Machine			
<b>Optional Items</b>				
1	Digital Printing Machine/ POD	10” x 18” & above		
2	Image Setter			
3	Gathering Machine			
4	Case Making Machine			
5	Shrink Packing Machine			
6	Hard Case Line Machine			
7	Scanners (Drum/flat-bed)			
8	Folding machine			
9	Section Sewing Machine			
10	Stitching Machine			
11	Generator			
12	Any Other Machines (If Any)			

11. Details of the turnover for the last three financial years (indicate year-wise):

- (i) \_\_\_\_\_
- (ii) \_\_\_\_\_
- (iii) \_\_\_\_\_

12. List of 3 reputed clients with at least one client belonging to GOI/ State Govt. Dept./ PSUs with telephone No. (Attach copies of work orders):

(i) \_\_\_\_\_

(ii) \_\_\_\_\_

(iii) \_\_\_\_\_

13. Has your organization been placed in defaulter category by any Govt. Department? If not, please submit a self attested undertaking/certificate to this effect as per Annexure V.

14. Are you related in any way with any staff member of the University of Delhi: Yes/No.

If yes, then give details:

Name\_\_\_\_\_

Designation\_\_\_\_\_

Department\_\_\_\_\_

15. Sample of work done to show creativity and designing capability.

(i) \_\_\_\_\_

(ii) \_\_\_\_\_

(iii) \_\_\_\_\_

**Signature of the Proprietor/ Authorized Signatory**

**Rubber Seal indicating complete address**

Place :

Date :



**Annexure: III**

**UNIVERSITY OF DELHI, DELHI-110007**

**FINANCIAL BID**

**Rates for various printing jobs**

S.No.	Name/Printing Jobs	Rates (INR)
	<b>Paper Size</b>	<b>20"x30"/8</b>
1.	<b>Laser Composing</b> (per page up to page make up) <b>Hindi</b>	
	<b>Laser Composing</b> (per page up to page make up) <b>English</b>	
2.	<b>Offset Printing</b>	
	a. Negative Charge/pg.	
	b. Plate Making/pg. (per farma of 8 pages) Deepatch	
	PS	
	Helio	
	Winpon	
3.	<b>Printing</b> (per 1000 copies) (per farma of 08 pages) Offset machine	
	Subsequent 1000 copies	
4.	<b>Printing of Cover</b> Colour printing/per colour/pg./1000	
5.	<b>Color processing for cover</b>	
	Line processing /col./sq. Inch	
	Half line processing/col./sq. Inch	
	Scanning/col./sq. Inch	
	planning/col./sq. Inch	
	Minimum scanning charges/col/sq. Inch for40sq.inch	
	Additional up charges (colour printing)/col/pg/1000	
6.	<b>6.BINDING</b> <b>Paper back perfect binding (including paper folding, gathering, collating, trimming, cutting, end page pasting, and stitching)</b>	
	<b>Up to 200</b>	
	<b>201-400</b>	
	<b>401-600</b>	
	<b>601-800</b>	
	<b>801-1200</b>	
	<b>1201-1601</b>	
7.	<b>Lamination/sq.inch</b>	
8.	<b>Mat finish/sq.inch</b>	
9.	<b>Cartage charges of Printed material/1100copies</b>	

**Mention GST:**

**UNIVERSITY OF DELHI, DELHI-110007**

**Rates for various printing jobs**

S.No.	Name/Printing Jobs	Rates
	<b>Paper Size</b>	<b>23"x36"/16</b>
1.	<b>Laser Composing</b> (per page up to page make up) <b>Hindi</b>	
	<b>Laser Composing</b> (per page up to page make up) <b>English</b>	
2.	<b>Offset Printing</b>	
	a. Negative Charge/pg.	
	b. Plate Making/pg. (per farma of 16 pages) Deepatch	
	PS	
	Helio	
	Winpon	
3.	<b>Printing</b> (per 1000 copies) (per farma of 16 pages) Offset machine	
	Subsequent 1000 copies	
4.	<b>Printing of Cover</b> Colour printing/per colour/pg/1000	
5.	<b>Color processing for cover</b>	
	Line processing /col./sq. Inch	
	Half line processing/col./sq. Inch	
	Scanning/col./sq. Inch	
	planning/col./sq. Inch	
	Minimum scanning charges/col./sq. Inch for 40sq.inch	
	Additional up charges(colour printing)/col./pg./1000	
6.	<b>6.BINDING</b> <b>Paper back perfect binding (including paper folding, gathering, collating, trimming, cutting, end page pasting, and stitching)</b>	
	<b>Up to 200</b>	
	<b>201-400</b>	
	<b>401-600</b>	
	<b>601-800</b>	
	<b>801-1200</b>	
	<b>1201-1601</b>	
7.	<b>Lamination/sq.inch</b>	
8.	<b>Mat finish/sq.inch</b>	
9.	<b>Cartage charges of Printed material/1100 copies</b>	

**Mention GST:**

The printers shall quote the rates of printing paper for at least three mills and the printers shall also enclose a self-attested photocopy of the Proforma Invoice of paper purchased from the authorized stockiest. They shall also be required to give a certificate in support thereof at each time it gets the printing order.

The printers are to quote their rates of paper in the financial bids as per following specification.

#### Rates for Printing Paper

Paper	Size	GSM/Weight in Kg	Rates/kg.	GST	Total
White Maplitho Paper	20"x30"	80 /15.5 kg			
White Maplitho Paper	20"x30"	70/13.5 kg			
White Maplitho Paper	23"x36"	80/ 21.2 kg			
White Maplitho Paper	23"x36"	70/ 18.6 kg			
Cream wove Paper	20"x30"	58.5/ 11.2 kg			
Cream wove Paper	20"x30"	60/ 11.6 kg			
Cream wove Paper	23"x36"	58.5/15.4 kg			
Indian Art Paper	23"x36"	170/45.4 kg			
Indian Art Paper	23"x36"	130/34.7 kg			
Indian Art Paper	20"x30"	130/25.2 kg			
Indian Art Paper	20"x30"	170/32.9 kg			
Coloured Paper	18"x22"	50/6.4 kg			
Coloured Paper	18"x22"	55/7.0 kg			

#### Rates for Art Card

Paper	Size	GSM/Weight in Kg	Rates/kg.	GST	Total
Art Card	22"x28"	300/11.9			
Art Card	22"x28"	250/9.9			
Art Card	22"x28"	200/7.9			

Bidder shall ensure to use good quality paper of any three paper mills and Art paper and Art card as per the standard laid down by the UNIVERSITY, and Bureau of Indian Standards (BIS) given below: BIS and Standards framed by UNIVERSITY,

As per specification of GeM and BIS 1848

#### White Maplitho Paper 70 and 80 GSM

Standard framed by UNIVERSITY As per BIS Standard (IS 1848: 2007)	Brightness	Minimum 80%	
	GSM	± 2.5%	
	Opacity	80	
	One Minute Cobb Test	25 Maximum	
	Smoothness	Top	280 Maximum
		Bottom	280 Maximum
	Double Fold	MD	15 Minimum
		CD	10 Minimum
	Tear Index	MD	3.5 Minimum
		CD	4.0 Minimum

**UNIVERSITY OF DELHI, DELHI-110007**

**Rates for various printing jobs**

**A) OFFSET PROCESS ALLOCATION CHARGES**

Sl. No.	Size	1/8 of 18 x 23	1/4 of 18 x 23	1/8 of 15 x 20	1/4 of 15 x 20	1/8 of 20 x 26	1/4 of 20 x 26	1/8 of 17 x 27	1/4 of 17 x 27	Language	
1	Composing with Laser Printing (Two Laser Proof and Final Laser Print) 10 pt. or 12 pt. straight									English	
										Hindi	
	10 pt. or 12 pt. Tabular Matter or 8 pt. straight									English	
										Hindi	
	(If CD is given the charges will be as under)										
	Composing with Laser Printing (Two Laser Proof and Final Laser Print) 10 pt. or 12 pt. straight										English
										Hindi	
10 pt. or 12 pt. Tabular Matter or 8 pt. straight										English	
										Hindi	

2. Extra Laser Print Rs. \_\_\_\_\_ per print  
(After more than three Prints included above)

3. Line Negatives:Rs. \_\_\_\_\_ paise per sq. inch above 50 sq. inch (Minimum charge upto 50 sq. inch) Rs. \_\_\_\_\_

4. Half-tone Negatives: Rs. \_\_\_\_\_ paise per sq. inch above 50 sq. inch (Minimum charge upto 50 sq. inch) Rs. \_\_\_\_\_

Sl. No.	Size	1/8 of 18 x 23	1/4 of 18 x 23	1/8 of 15 x 20	1/4 of 15 x 20	1/8 of 20 x 26	1/4 of 20 x 26	1/8 of 17 x 27	1/4 of 17 x 27
5	Line Negative per page								
6	Half-tone Negative Per page								
7	Line Positive per page								
8	Half-tone Positive Per page								

Sl. No.	Particular	Plate size :18x23 & 15x20	Plate size: 20x26, 20x30 & 17x27	Plate size: 23x36
9	Plate-Making with paste-up :			
	(i) Surface plate			
	(ii) Deep etch plate			
	(iii) Pre-sensitized plate			
	(iv) CTP Plate			

*10	Printing for 1000 or part thereof per plate (black/single colour)			
*11	Printing for more than 1000 or part thereof per plate (black/single colour)			
*12	Colour Printing upto 1000 per colour			
*13	Two colour to four colour printing upto 1000 or part thereof per colour per plate			
*14	Two colour to four colour printing for more than 1000 per colour per plate			

**Note :** \* Charges for printing on Art Paper will be \_\_\_\_\_% extra of the above charges for printing alone.

15. Digital Printing –
- |                                    |  |   |
|------------------------------------|--|---|
|                                    | <u>12"x18"</u> / <u>13"x19"</u> (one side) | <u>12"x18"</u> / <u>13"x19"</u> (both side) |
| 1. Single colour (with paper/card) | Rs. _____ / Rs. _____                      | Rs. _____ / Rs. _____                       |
| 2. Multi colour (with paper/card)  | Rs. _____ / Rs. _____                      | Rs. _____ / Rs. _____                       |

16. Colour Processing : Minimum Size Scanning with Planning)
- (i) Four colour min. 25 sq. inch                      Rs. \_\_\_\_\_ or Rs. \_\_\_\_\_ per sq. inch
- (ii) For outputting min. 25 sq. inch                      Rs. \_\_\_\_\_ or Rs. \_\_\_\_\_ per sq. inch

17. Printing on small mini offset machine

Printing for Rs. \_\_\_\_\_ per color per 1000 or part thereof in A4 size including Master Plates  
 Printing for Rs. \_\_\_\_\_ per color more than 1000 in A4 size including Master Plates  
 Printing for Rs. \_\_\_\_\_ per color per 1000 or part thereof in A3 size including Master Plates  
 Printing for Rs. \_\_\_\_\_ per color more than 1000 in A3 size including Master Plates

**COVER DESIGNING**

2 Rough layouts and final art work	
1 colour	Rs. _____
2 colour	Rs. _____
3 colour	Rs. _____
4 colour	Rs. _____

**SILK SCREEN PRINTING**

Printing per colour	
(i) Visiting cards (single side)	Rs. _____ per 100
(ii) Visiting cards (both side)	Rs. _____ per 100
(iii) Letterheads (only Header)	Rs. _____ per 100
(iv) Letterheads ( Header & Footer)	Rs. _____ per 100
(v) Greeting cards (5"x7")	Rs. _____ per 100
(vi) Invitation cards (5"x7")	Rs. _____ per 100

**BLOCK-MAKING**

Line	Rs. _____ per sq. inch (Minimum size 25 sq. inch - Rs. _____)
Reverse or Tint	Rs. _____ per sq. inch per style extra
Mounting	Rs. _____ per mounting

18. OMR sheets (as per our specimen) Rs. \_\_\_\_\_ per 1000 in Single Color  
with specialized printing Rs. \_\_\_\_\_ per 1000 in Double Color  
keeping in view the bullets etc.  
for accurate re-computerized  
printing with paper
19. Computerized Mark-sheet Rs. \_\_\_\_\_ per 1000 in Single Color  
(as per our specimen) Rs. \_\_\_\_\_ per 1000 in Double Color  
with specialized printing  
keeping in view the bullets etc.  
for accurate re-computerized  
printing with paper
20. Badges - per sq. inch (as per our specimen) Rs. \_\_\_\_\_
21. Identity card - plain (as per our specimen) Cloth - Rs. \_\_\_\_\_  
Folding - Rs. \_\_\_\_\_  
Four color - Rs. \_\_\_\_\_  
Plastic cover with printing - Rs. \_\_\_\_\_
22. Stickers (per sq. inch):  
(i) single color printed Rs. \_\_\_\_\_  
(ii) more than one color printed Rs. \_\_\_\_\_  
(iii) Nos. stickers (1,2,3..etc. for pasting on books) Rs. \_\_\_\_\_  
(iv) Correction stickers Rs. \_\_\_\_\_ per sq. inch with pasting
23. Printouts on butter paper for plate making on fullscape - Rs. \_\_\_\_\_ A4 - Rs. \_\_\_\_\_
24. File covers with 2" cloth patti in centre Rs. \_\_\_\_\_
25. Book pocket per 100  
a. Book card per Rs. \_\_\_\_\_  
b. Book Label Rs. \_\_\_\_\_
26. Book Tag per 100 Rs. \_\_\_\_\_
27. Library Ticket Plastic per 100 Rs. \_\_\_\_\_
28. Visiting card with digital printing per 100 (single/both side)  
a. Ivory Rs. \_\_\_\_\_  
b. Handmade Rs. \_\_\_\_\_  
c. Plastic Rs. \_\_\_\_\_
29. Volunteer Card (multi colour) – each Rs. \_\_\_\_\_
30. Card plastic cover each  
a. With dori without print Rs. \_\_\_\_\_  
b. With print dori Rs. \_\_\_\_\_
31. Letter head with digital printing per 100 Rs. \_\_\_\_\_
32. Die embossing (seal) Rs. \_\_\_\_\_ per sheet
33. Die embossing (degree) Rs. \_\_\_\_\_ per sheet
34. Envelopes printing (Letter Press per 1000) Plain/ Window Rs. \_\_\_\_\_ With cloth/Jali Rs. \_\_\_\_\_  
(Different sizes of envelopes)  
Pink – 4"x6" Rs. \_\_\_\_\_  
Blue – 4"x6" Rs. \_\_\_\_\_

White plain – 11”x5”	Rs. _____
White window – 11”x5”	Rs. _____
Orange – 11”x5”	Rs. _____
White plain – 9”x4”	Rs. _____
White window – 9”x4”	Rs. _____
Yellow with jali – 12”x6”	Rs. _____
Yellow with jali – 10”x12”	Rs. _____
Yellow with lamination – 10”x12”	Rs. _____
Brown with jali – 12”x6”	Rs. _____

35. Answer book without paper per 1000 including folding and sewing:

4 pages without slip	Rs. _____
4 pages with slip	Rs. _____
8 pages without slip	Rs. _____
8 pages with slip	Rs. _____
16 pages without slip	Rs. _____
16 pages with slip	Rs. _____
20 pages without slip	Rs. _____
20 pages with slip	Rs. _____
24 pages without slip	Rs. _____
24 pages with slip	Rs. _____
28 pages without slip	Rs. _____
28 pages with slip	Rs. _____

36. Numbering charges on answer book per 1000 Rs. \_\_\_\_\_

37. Sewing charges on answer book per 1000 Rs. \_\_\_\_\_

38. Tabulation file board:

a) 17”x22”	Rs. _____
b) 24”x15½”	Rs. _____
c) 17½”x16½”	Rs. _____
d) 15”x30”	Rs. _____
e) 14”x17”	Rs. _____
f) 16½”x11½”	Rs. _____
g) 13”x17½”	Rs. _____

39. Alteration of old answer sheets which will include tearing off two old sheets and inserting two new sheets without paper: Rs. \_\_\_\_\_

## B) BINDING CHARGES

Size	1/8 of 18 x 23	1/4 of 18 x 23	1/8 of 15 x 20	1/4 of 15 x 20	1/8 of 20 x 26	1/4 of 20 x 26	1/8 of 17 x 27	1/4 of 17 x 27
1. Folding (8 pp.) 1000 sections	Rs. _____ for all the sizes							
2. Folding (16 pp.) 1000 sections	Rs. _____ for all the sizes							
3. Gathering (8 pp.) per 1000 sections	Rs. _____ for all the sizes							
4. Gathering (16 pp.) per 1000 sections	Rs. _____ for all the sizes							
5. Loose leaf gathering per 1000	Rs. _____ for all the sizes							

6. Wire Stitching Rs. \_\_\_\_\_ for all the sizes  
per 1000 stitches or part thereof
7. (a) Stapling (by hand) Rs. \_\_\_\_\_ for all the sizes  
per 1000 stitches or part thereof
8. Perfect Binding upto 200 pages Rs. \_\_\_\_ Rs. \_\_\_\_ Rs. \_\_\_\_ Rs. \_\_\_\_ Rs. \_\_\_\_ Rs. \_\_\_\_ Rs. \_\_\_\_ Rs. \_\_\_\_  
per copy (including pasting of cover)  
(Extra charges for additional 100 pages or part thereof) For increase of each 100 pages or part thereof there will be Rs.\_\_\_\_ extra on  
the above rates
9. Section-sewing Rs. \_\_\_\_\_ for all the sizes  
per 1000 or part thereof
10. Single sheet pasting Rs. \_\_\_\_\_ for all the sizes  
per 100 sheets or part thereof
11. Cover Pasting Rs. \_\_\_\_\_ for all the sizes  
per 100 covers or part thereof
12. Cover Pasting with end papers Rs. \_\_\_\_\_ for all the sizes  
per 100 cover or part thereof
13. Case-making with full cloth Rs. \_\_\_\_ Rs. \_\_\_\_ Rs. \_\_\_\_ Rs. \_\_\_\_ Rs. \_\_\_\_ Rs. \_\_\_\_ Rs. \_\_\_\_ Rs. \_\_\_\_  
(Zenda or Popline) binding per case  
without gold-tooling or silk-screen  
printing
14. Case-making with full Rexine Rs. \_\_\_\_ Rs. \_\_\_\_ Rs. \_\_\_\_ Rs. \_\_\_\_ Rs. \_\_\_\_ Rs. \_\_\_\_ Rs. \_\_\_\_ Rs. \_\_\_\_
15. Gold-tooling or Silk-screen Rs. \_\_\_\_\_ per case for all the sizes (spine or one side)
16. Dust-jacket wrapping Rs. \_\_\_\_\_ per case for all the sizes with spine as well as front  
per 1000 books or part thereof

Size	1/8 of 18 x 23	1/4 of 18 x 23	1/8 of 15 x 20	1/4 of 15 x 20	1/8 of 20 x 26	1/4 of 20 x 26	1/8 of 17 x 27	1/4 of 17 x 27
17. Packing in Kraft Paper:								
A packet of 05 Books		<u>1/8 size</u>			<u>1/4 size</u>			
A packet of 10 Books		Rs. _____			Rs. _____			
A packer of 25 Books		Rs. _____			Rs. _____			
A packet of 50 Books		Rs. _____			Rs. _____			
18. Punching								Rs. _____ per 1000 holes or part thereof
19. (a) Perforation (straight)								Rs. _____ per 1000 or part thereof
(b) Perforation on one part of the form								Rs. _____ per 1000 or part thereof
20. (a) Numbering (by Hand) on forms								Rs. _____ per 1000 or part thereof
(b) Numbering (by Hand) on books								Rs. _____ per 1000 or part thereof
(c) Numbering (by Hand on sheet) with in bound book								Rs. _____ per 1000 or part thereof
21. Type high numbering Machine								Rs. _____ per 1000 or part thereof



22. Ruling
- Go-through  
13" x 17" Rs. \_\_\_\_\_ per 1000 or part thereof  
18" x 23" Rs. \_\_\_\_\_ per 1000 or part thereof  
20" x 30" Rs. \_\_\_\_\_ per 1000 or part thereof
- Stop :  
13" x 17" Rs. \_\_\_\_\_ per 1000 or part thereof  
18" x 23" Rs. \_\_\_\_\_ per 1000 or part thereof  
20" x 30" Rs. \_\_\_\_\_ per 1000 or part thereof
23. Lamination  
(i) Gloss/Matt Rs. \_\_\_\_\_ per 2 sq. inches  
(ii) Thermal Rs. \_\_\_\_\_ per 1 sq. inches
24. Spiral Binding Rs. \_\_\_\_\_ per inch
25. Spico Binding Rs. \_\_\_\_\_ per inch
26. Pad Making Rs. \_\_\_\_ Rs. \_\_\_\_\_ Rs. \_\_\_\_ Rs. \_\_\_\_ Rs. \_\_\_\_ Rs. \_\_\_\_ Rs. \_\_\_\_ Rs. \_\_\_\_\_
27. Kachchi Binding  
(Good quality cover  
on top and 14 ons gatta  
on bottom with cloth  
patti on side) Rs. \_\_\_\_ Rs. \_\_\_\_\_ Rs. \_\_\_\_ Rs. \_\_\_\_ Rs. \_\_\_\_ Rs. \_\_\_\_ Rs. \_\_\_\_ Rs. \_\_\_\_\_
28. Pakki Kitab  
(24 ons gatta on both  
side & tor on one side  
& cloth binding with  
cover on top of the gatta) Rs. \_\_\_\_ Rs. \_\_\_\_\_ Rs. \_\_\_\_ Rs. \_\_\_\_ Rs. \_\_\_\_ Rs. \_\_\_\_ Rs. \_\_\_\_ Rs. \_\_\_\_\_
29. Re-binding of books Rs. \_\_\_\_ Rs. \_\_\_\_\_ Rs. \_\_\_\_ Rs. \_\_\_\_ Rs. \_\_\_\_ Rs. \_\_\_\_ Rs. \_\_\_\_ Rs. \_\_\_\_\_
30. Fancy Pads Rs. \_\_\_\_\_
31. Creasing charges Rs. \_\_\_\_\_ per 1000 copies  
per 1000 or part thereof
32. Die-cutting Rs. \_\_\_\_\_ per 1000 copies
33. Binding of Miscellaneous Items to be bound with jean on spine & good quality raxine on top & bottom as per our specimen
- A) Agenda Binding (upto 100 sheets) Rs. \_\_\_\_\_ upto 100 sheets  
Rs. \_\_\_\_\_ upto 200 sheets  
Rs. \_\_\_\_\_ upto 300 sheets  
Rs. \_\_\_\_\_ upto 400 sheets  
Rs. \_\_\_\_\_ upto 500 sheets  
Rs. \_\_\_\_\_ above 501 sheets
- B) Balance Sheet Binding Rs. \_\_\_\_\_ upto 100 sheets  
Rs. \_\_\_\_\_ upto 200 sheets  
Rs. \_\_\_\_\_ upto 300 sheets  
Rs. \_\_\_\_\_ upto 400 sheets  
Rs. \_\_\_\_\_ upto 500 sheets  
Rs. \_\_\_\_\_ above 501 sheets

C) Enrolment List Binding	Rs. _____ upto 100 sheets
	Rs. _____ upto 200 sheets
	Rs. _____ upto 300 sheets
	Rs. _____ upto 400 sheets
	Rs. _____ upto 500 sheets
	Rs. _____ above 501 sheets

**Register Binding with material**  
(including ruling & numbering)

Closed Size

	8½x13	13½ x 17	10x 15	15x20	9x11½	11½ x18	18x13
34. Quarter Bound							
50 Folio or 100 pages	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____
100 Folio or 200 pages	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____
150 Folio or 300 pages	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____
200 Folio or 400 pages	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____
35. Full Cloth Bound							
50 Folio or 100 pages	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____
100 Folio or 200 pages	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____
150 Folio or 300 pages	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____
200 Folio or 400 pages	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____
36. Half Leather Bound							
50 Folio or 100 pages	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____
100 Folio or 200 pages	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____
150 Folio or 300 pages	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____
200 Folio or 400 pages	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____
37. Re-binding of Register	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____	Rs. _____
38. Indexing Charges	Rs. _____ per register						

**C) CARTAGE:**

Minimum cartage allowed is Rs. \_\_\_\_\_ per job; a full three-wheeler cartage will be Rs. \_\_\_\_\_ per job; a full tempo cartage will be Rs. \_\_\_\_\_ .  
Paper will have to be shifted by the supplier from the press premises for which no cartage will be paid.

**D) SPOILAGE FOR PRINTING & BINDING**

Offset & Silk Screen printing per colour

- (1) For 100 Copies
- (2) For 101 to 500 copies
- (3) For 501 to 1000
- (4) For 1001 to 5000
- (5) For 5001 onwards
- (6) Ruling –

Folding -

Wire-stitching –

Numbering –

**Note:**

- (i) The rates for the intricate jobs which do not come in the approved rates will be decided by the University of Delhi.

**(Signature of the Bidder, With Official Seal)**

1. UNIVERSITY will inform about the lowest rates to each printer qualifying in the financial bid, asking to submit to the UNIVERSITY the revised offer containing the lowest rates. UNIVERSITY will not consider any conditional offer.
2. The security money in the form of Fixed Deposit Receipt (FDR) of Rs. 1.0 Lac (one lac only) valid for the period of the contract including the warranty period and shall be discharged thereafter till the printer exists on the panel of printers. No interest will be payable by the University.
3. In case the FDR as mentioned in point no. 2 above is not submitted then a Performance Bank Guarantee equivalent to Rs. 1.0 Lac (one lac only) shall be valid for the period of the contract including the warranty period and shall be discharged thereafter. The Performance Bank Guarantee shall be from any Scheduled Bank in favour of “Registrar, University of Delhi” payable at Delhi.
4. On receipt of the contract agreement, the Registrar, University of Delhi, will sign both the copies of the contract agreement. A copy of the agreement will be given to the printer.
5. The printers who submit the security (performance Bank guarantee) and sign the contract agreement will be placed on the **panel of printers for two years.**
6. For all printing jobs, approved schedule of rates for printing and approved schedule of rates for paper shall be applicable. No hike in the rates shall be entertained. If the work order includes any items not provided in the schedule of rates, payment shall be allowed on reasonable basis at the rates decided by the UNIVERSITY. Only printing rates shall be applicable if paper is available and supplied by the UNIVERSITY. At any point of time, UNIVERSITY may take a decision to supply paper from their stock for any/all jobs.
7. Printers shall provide a full sheet of paper and card used for the job along with the mill wrapper having paper specifications along with the advance copies. UNIVERSITY may go for the chemical testing of paper and card used by the printer, if need to. In case of variation in quality/specification, the complete stock of books shall be liable for rejection. In case of minor variations within the acceptable limit, UNIVERSITY may consider to accept the stock after imposing appropriate penalties to be decided by the UNIVERSITY.
8. UNIVERSITY may discontinue the panel of printers or may remove any printer from the panel after giving one month’s notice at any point of time.
9. The tender form and other documents, if any, may be filled in English or Hindi and all entries must be typed or handwritten in ink clearly readable. The printer with his signature, if any, should attest the corrections.
10. Incomplete, ambiguous and conditional tender and tenders not submitted in the prescribed manner or in the prescribed forms shall be rejected.

11. Canvassing in any form shall be a dis-qualification and the UNIVERSITY, reserves the right to reject the tender of such printers.
  
12. Secrecy of contract document:-
  - a. The Bidder shall not, without the prior written consent of the UNIVERSITY, disclose the contents of the Tender, or any provision thereof or any specification, data, maps, or other information furnished by or on behalf of the UNIVERSITY in connection therewith to any person or third party other than a person employed and duly authorized by the Bidder. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary.
  - b. The Bidder shall not without UNIVERSITY's prior written consent make use of contract document or any information relating to this contract in any manner whatsoever.
  
13. Confidentiality of information:-

All data obtained by Bidder from UNIVERSITY during and after completion of its obligations contained herein are confidential and should not be divulged by the Bidder or his employees and affiliates to any third party other than the UNIVERSITY's personnel. This obligation of Bidder shall prevail even after termination of contract. The Printer undertakes to strictly observe all the applicable laws including the laws against fraud and corruption in force in India from time to time for instance "Prevention of Corruption Act 1988".
  
14. The UNIVERSITY reserves the right to accept or reject any or all the tenders and accept the whole or any part of any tender without assigning any reason.
  
15. Other Conditions:-
  - i. The printer shall not entrust the work or any portion thereof to any other agency.
  - ii. No extra charge is admissible for any corrections/alterations/modifications.
  - iii. The printer shall be required to submit the complete soft copy of final document of text, negative, and cover to the University.

## Annexure IV

### Confirm the Attachment:

S. No.	Documents	Whether attached
1	Whether the firm is in existence for three years or more in the trade in Central/State Govt. /Autonomous bodies? If yes then necessary documents should be attached.	
2	Have you attached copies of the Income Tax Return last three financial years?	
3	Have you attached a copy of authorization certificate?	
4	Have you attached a copy of : a) GST Registration Certificate? b) PAN Certificate?	
5	Have you attached details of complete address of the company office with names of contact person(s) and their telephone/mobile/fax numbers?	
6	Have you attached an undertaking that company/vender has not been blacklisted by any state/central government/public sector undertaking/university in India in the last 3 Years?	
7	Have you attached a copy of the tender acceptance letter?	
8	Turn Over of the company (not of group) 2014-15, 2015-16, 2016-17.	
9	Are you manufacturer or authorized dealer proof attached for printing paper?	

### Declaration

**I hereby certify that the information furnished above are full and correct to the best of our knowledge. We understand that in case any deviation is found in the above statement at any stage, the company will be black-listed and will not have any deal with the Organization in future.**

**Authorized Signature  
With Seal of Company**

**Annexure-V**

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

**To:**

---

---

---

Subject: Acceptance of Terms & Condition of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work:-

---

---

---

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:  
  
\_\_\_\_\_  
\_\_\_\_\_
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_ to \_\_\_\_ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms /conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirely.
5. I/we do hereby declare that our firm has not been blacklisted / debarred by any State/Central Govt. Department/Public Sector undertaking/Autonomous body/ University in India in the last three years.

6. I/we certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason thereof may summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, With Official Seal

## **THE TERMS AND CONDITIONS**

1. The terms and conditions of this agreement shall be applicable on all jobs, which will be assigned by the UNIVERSITY, as per its requirements from time to time.
2. Assignment of number of printing jobs to the enlisted printers shall depend mainly on the quality of printing jobs executed by them, understanding and following the instructions of the UNIVERSITY and completion of assigned jobs up to the stage of submission of bills along with the negatives/positives and relevant documents within the given time schedule. Other factors are number of machines with the printers and speedily execution of jobs, etc.
3. The PRINTER is responsible for the timely collection of all material related to the work i.e., manuscript, CDs, CRC, press copy, negatives/positives and others, if any.
4. The PRINTER shall process, print, laminate, bind and deliver the complete quantity of the WORK, in accordance with the job specifications and time limit indicated in the work order. The stocks of books shall be supplied in proper packing at the godown of the UNIVERSITY. The printer shall arrange the required quantity of paper/card on their own on priority to complete the job within the given time schedule.
5. The PRINTER shall print and supply the books against bulk orders within the given time schedule strictly. The print run may vary from 100 to 5300 copies or more depending on the requirement. The printer shall arrange the required quantity of paper/card on their own on priority to complete the job within the given time schedule, if the paper is not provided by the University.
6. Advance copies of the printed books or miscellaneous jobs shall be supplied by the printer seeking approval of the advance copies by the UNIVERSITY. The bulk supplies duly incorporating the corrections or improvement, if suggested by the UNIVERSITY, shall be delivered to the UNIVERSITY's godown. The quality of the bulk stock must conform to the advance copies approved by the UNIVERSITY. In case of any error or defects noticed in the finished books, the necessary rectification must be carried out at the own cost of the printer. Any deviation from the approved advance copy will be seriously viewed and the decision of the UNIVERSITY will be final.
7. The bulk stock received from the printer shall be physically verified randomly by the University in respect of quality of printing, binding and the quality of paper. The quality of paper used by the printer in the bulk stock must conform to the advance copy approved by the UNIVERSITY. The UNIVERSITY shall have the right to accept the stock of books/answer sheets/other printed material with suitable penalty or to reject the whole stock in case of shortcomings noticed. In case of rejection of stock, the whole work shall be reprinted at the own cost of printer on priority within the given time schedule failing which the UNIVERSITY may get the job printed from some other printer and the cost shall be recovered from the printer. The decision of the UNIVERSITY shall be final.
8. For all printing jobs, approved schedule of rates for printing and approved schedule of rates for paper shall be applicable. No hike in the rates shall be entertained. If the work order includes any items not provided for in the schedule of rates, payment shall be allowed on



reasonable basis at the rates decided by the UNIVERSITY. Only printing rates shall be applicable if paper is available and supplied by the UNIVERSITY.

9. The UNIVERSITY shall have the right to enter into the premises of enlisted printer at any time for inspection of the press to physically verify the progress of assigned jobs. The printer shall extend full cooperation to facilitate the inspection and answer the queries of the officials of the UNIVERSITY.
10. Printer shall be responsible for all taxes, duties, license fee etc. on their own except GST which shall be paid by the UNIVERSITY as admissible under the rule. Any excess claim by the printer shall be disallowed.
11. The PRINTER shall not assign or sublet the job or any part thereof without obtaining the permission of the UNIVERSITY in writing.
12. On completion of the job, the PRINTER shall return to the UNIVERSITY, manuscript, press copy, art work, positives, negatives, CDs, etc., supplied by the UNIVERSITY or prepared by the PRINTER at the cost of the UNIVERSITY.
13. No advance payment would be paid to the printer for execution of order. However, the payment of the bills shall be released within a period of 120 days from the receipt of the bill and other material.
14. Printers shall provide a full sheet of paper and card used for the job along with the mill wrapper having paper specifications along with the advance copies. UNIVERSITY may go for the chemical testing of paper and card used by the printer, if need to. In case of variation in quality/specification, the complete stock of books or printed material shall be liable for rejection. In case of minor variations within the acceptable limit, UNIVERSITY may consider to accept the stock after imposing appropriate penalties to be decided by the UNIVERSITY.
15. On completion of the job, the PRINTER shall submit to the UNIVERSITY the duly pre-receipted bill for the job, in triplicate, together with :
  - i) Specimen copies of the WORK;
  - ii) Duly receipted delivery vouchers for the supplies made, in original;
  - iii) Duly signed delivery challans for the return of negatives and positives, in original;
  - iv) Complete account of paper showing the specifications and quantities in the given format;
  - v) Other material or document(s), if any, in support of the items charged in the bill or provided by the UNIVERSITY.
16. Payment to the printers shall be released within a period of 120 days from the date of receipt of pre-receipted bill in triplicate complete in all respect along with the signed delivery challans and other supporting documents.

17. The PRINTER shall be responsible for the safe custody of negatives, positives and all other material issued by the UNIVERSITY for the job assigned, and the PRINTER shall insure all material against loss by fire, theft, riots, accident, etc. at its own cost and expense. In the event of damage to the material, cost shall be recovered from the printer.
18. Queries, if any, in respect of the deductions and non-payment for the work completed should be made by the printer, only in the respective financial year. However, in case of non-payments for whatsoever the reason, if the printer does not inform in writing within a period of one year from the date of completion of work, UNIVERSITY shall not be responsible to reply any query and the printer shall be liable for the loss.
19. If the PRINTER fails to return the material supplied by the UNIVERSITY, or if the quantity of the WORK supplied by the PRINTER is found to be short, the UNIVERSITY shall have the right to recover from the PRINTER, the value of material and the WORK, at rates fixed by the UNIVERSITY. In the event of short supply of books deductions shall be made on pro rata basis.
20. If an error or defect is found in the WORK, at any time before or after the delivery of the copies ordered, the PRINTER shall, if called upon to do so, rectify the error/defect at its own cost, to the satisfaction of and within the time limit fixed by the UNIVERSITY. If, however, the error/defect is of the kind which cannot be rectified, the UNIVERSITY shall, if it so desires, either reject the WORK and recover the total cost of the WORK including the cost of paper, or impose suitable penalty (depending upon the nature of error) recoverable from printers' bills.
21. In the event of the PRINTER failing to
  - (a) Abide by any of the conditions laid down in this agreement and/or
  - (b) Execute the job according to the specifications given in the work order, to the satisfaction of and within the time limit fixed by the UNIVERSITY, the UNIVERSITY shall, if it so desires, reject the WORK and either
    - (i) Permit the PRINTER to reprint the WORK within such time as the UNIVERSITY may specify, at the PRINTER'S cost including the cost of paper and other material; or
    - (ii) Arrange to get the WORK printed (with binding) through any other printer, in which case the extra cost, if any, shall be recovered from the PRINTER: or
    - (iii) Accept the job after imposing penalty decided by the UNIVERSITY
22. (a) If the completion of the job is delayed or there is the dereliction in maintenance of secrecy by the PRINTER, the UNIVERSITY shall impose suitable penalty (fixed by the UNIVERSITY depending on the nature, secrecy requirement and period of delay) which shall be recovered from the PRINTER. If, however, the job is delayed or stopped for reasons not attributable to the PRINTER, such as strikes, the fire and accident, or for any other reason beyond the control of the PRINTER, the UNIVERSITY may not impose any penalty on the PRINTER.
  - (b) In case of urgent time bound orders, if the printer fails to print, bind and supply the complete stocks at the UNIVERSITY's godown as per the deadline for whatsoever

reasons, the UNIVERSITY shall recover the total cost of loss, occurred due to non-supply of books/answer sheets/other printed material, from the PRINTER.

23. Enlisted printer may be removed from the empanelment of offset printer as well as black listed for the future assignments and legal action may be initiated if:
- (a) any printer is found keeping silence and not showing any interest in undertaking any work for a period of one year then his name will be automatically deleted from the panel of approved printers.
  - (b) it refuses or unable to accept and execute the assigned printing job as per the Specifications and time limit.
  - (c) serious shortcoming & defects are found in executed jobs.
  - (d) the printer do not accept or agree to the approved schedule of rates.
  - (e) the printer shift somewhere else its machinery without prior intimation to the UNIVERSITY.
  - (f) they dispose off any machinery related with printing.
  - (g) the printer found violating the law.
  - (h) the paper used by the Printer other than approved by the UNIVERSITY in any of the jobs assigned by the University.
24. In addition, the University also reserves the right to terminate the contract without assigning any reason.
25. If a foreclosure is done before the printer has commenced the work it will not be entitled to any compensation whatsoever. If however, the printer had commenced the work before such foreclosure the UNIVERSITY shall decide the sum that may be paid to the Printer as charges of compensation for the work already done and UNIVERSITY's decision in this behalf shall be final and binding on the printer. However, the contract may be terminated by the University at any time by giving fifteen days notice in writing without assigning any reason whatsoever.

26. **Force Majeure**

The term "Force Majeure" as employed herein shall mean Act of God, floods, tempest, war, civil riot, fire and Acts, Rules and Regulations of respective Government of the two parties namely University and the bidder, directly affecting the performance of the Contract.

In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under this Agreement, the relative obligation of the party affected by such Force Majeure shall, upon notification to the other party be suspended for the period during which cause lasts. Time for performance of the relative obligation suspended by the Force Majeure, shall then stand extended by the period for which such clause lasts.

If deliveries are suspended by force majeure conditions lasting for more than 60 days, the University shall have the option of cancelling the contract in whole or part, without financial consequences to or entitlement in either party resultant upon such cancellation, which will operate as a discharge of all future obligations under the contract, but without any rights or obligations arising out of any antecedent breach.

27. Any dispute or cause of action between the parties arising out of or touching upon any matter in this agreement shall be subject to the jurisdiction of the Delhi Courts alone.

IN WITNESS WHEREOF the parties hereto have set their hands and their seal the day and the year first written.

THE REGISTRAR  
For and on behalf of

University of Delhi