



**Directorate of Hindi Medium Implementation**  
**10, CAVALARY LANE, University of Delhi**  
**DELHI-110007**

Sealed tenders are invited on prescribed form obtainable on payment of Rs. 500 in cash or Demand Draft from the Directorate of Hindi Medium Implementation/ DU website for the various printed related jobs by the latest technology for text books in Hindi, such as composing (laser, offset or normal), printing, plate making, cover printing, designing, binding with paper and cartage latest by Thursday 08 May, 2014 at 3 p.m. Tender must be accompanied by a bank draft of Rs. 1 Lac in the favour of "The Registrar, University of Delhi". Technical bids will be opened on same day at the DHMI office in the presence of the Committee members at 4 p.m. More information available at <http://www.du.ac.in>

Phone: 011-27666839, Fax 011-27662346

**Director**



**हिंदी माध्यम कार्यान्वय निदेशालय**  
**10, केवलरी लाईन, दिल्ली विश्वविद्यालय,**  
**दिल्ली-110007**

हिंदी माध्यम कार्यान्वय निदेशालय द्वारा हिंदी में पाठ्य-पुस्तकों की कागज़ सहित छापाई से संबंधित कार्यों (गाड़ी भाड़ा/ढुलाई सहित), जैसे कि अद्यतन तकनीक द्वारा कंपोजिंग (लेज़र, ऑफसेट या सामान्य), प्रिंटिंग, प्लेट मेकिंग, कवर प्रिंटिंग, डिज़ाइनिंग व बाइन्डिंग आदि के लिए सुस्थापित मुद्रकों द्वारा मुहरबंद निविदाएं आमंत्रित की जाती हैं। निविदा फार्म हिंदी माध्यम कार्यान्वय निदेशालय से 500 रुपये नगद/ ड्राफ्ट/ वेबसाइट द्वारा प्राप्त किए जा सकते हैं। साथ में "रजिस्ट्रार, दिल्ली विश्वविद्यालय" दिल्ली के नाम से एक लाख रुपये का डिमांड ड्राफ्ट संलग्न करना अनिवार्य है। ये निविदा पत्र गुरुवार, दिनांक 08 मई, 2014 को दोपहर 3.00 बजे तक जमा कराए जा सकते हैं। तकनीकी बिड निविदा समिति के सदस्यों की उपस्थिति में उसी दिन सायं 4.00 बजे हि.मा.का.नि. में खुलेंगी। अधिक जानकारी दिल्ली विश्वविद्यालय की वेबसाइट <http://www.du.ac.in> से प्राप्त की जा सकती हैं।

दूरभाष: 011-27666839, फेक्स: 011-27662346

**निदेशक**

## TENDER SUBMISSION FORM

The Director  
Directorate of Hindi Medium Implementation,  
10 Cavalary Lane, University of Delhi  
Delhi-110007

Sir/Madam

I/we have read and understood the terms and conditions of the Tender and enclosed Annexures.  
I/We agree to abide to the conditions laid down in the Tender Form.

If our press is enlisted on the panel of Offset Printers, I/we undertake to accept and to execute all the printing jobs assigned by the Directorate of Hindi Medium Implementation, University of Delhi, Delhi on the basis of formulated schedule of offset printing and paper rates. I/we undertake to print and deliver the assigned printing jobs with paper as per the deadline. We undertake that, we will strictly observe the laws against fraud and corruption in force in India i.e. "Prevention of Corruption Act 1988".

I /we agree that the following documents are deemed to be the part of the Tender.

- i) **Tender** : Terms and conditions
- ii) **Annexure – A** : Application Form
- iii) **Annexure – B** : Proforma to fill in the rates for printing(size 23"x36"/ 16" and 20"x30"/8).
- iv) **Annexure – C** : Proforma to fill in the rates for paper.
- v) **Annexure – D** : Format of Letter offering schedule of rates to the printers.
- vi) **Annexure – E** : Format of Letter confirming acceptance of rates offered by
- vii) **Annexure – F** : Agreement Form

I/We confirm that we will comply with the eligibility requirements and other procedures prescribed in the Tender Form.

Signatures of Authorized dealer  
Name, Address & Stamp

Cost of Tender Form: ₹ 500/-

**Directorate of Hindi Medium Implementation**

10, Cavalary Lane, University of Delhi

Delhi-110007

Phone: 011-27666839

011-27662346

Fax:011-27662346

**Email: dir\_dhmi@du.ac.in**

**Enlistment of offset printers for printing of books with paper**

Last date for submission of Tender **08, May 2014** by **3.00 p.m.**

Opening of Tender at **08 May 2014** at **4.00 p.m.**

**TENDER: TERMS AND CONDITIONS**

The empanelled printers shall be assigned the job of printing of books with paper. The requisite quantity/quality of paper to be used for printing of text, cover and illustrations are to be arranged by the printers as per specification approved by the Directorate of Hindi Medium Implementation

**A. SCOPE OF WORK**

1. The Directorate of Hindi Medium Implementation publishes text books in Hindi. The books are printed in size 23"x36"/16 (5½"x 8½"), 20"x30"/8 (7¼"x9½") and with print run of 1100, 2200, 3300 and 5300 copies. Print run of books against orders may vary from order to order and could be between 1100 copies to 5300 copies or more. Papers of size 23"x36"/58.5, 70 or 80 GSM Maplitho, 20"x30"/58.5, 70 or 80 GSM Maplitho are used for the printing of text our books in Hindi. Matt Art Card of 200, 250 and 300 GSM are used for the printing of covers of books. However, Size, GSM and quality of paper may vary depending on the requirement of the job. Required paper shall be arranged by the printers as per specification prescribed by the Directorate of Hindi Medium Implementation.

2. The printers are expected to complete the jobs of printing of books and good quality strictly within the given time schedule. The printed books shall be supplied with proper packing at the Directorate of Hindi Medium Implementation office. Printers shall procure good quality paper and card as per the specifications laid down by the Directorate of Hindi Medium Implementation.

3. The panel of printers shall be valid for a period of two years from the date of approval of panel by the competent authority of the University of Delhi. The approved printing rates shall be valid for a period of two years and approved rates of paper shall be valid for a period of six months. Paper rates shall be revised after a period of six months by calling fresh quotations from the printers enlisted on the panel.

4. Payment to the printers shall be released after completion of task and on receipt of pre-receipted bill in triplicate complete in all respect along with the signed delivery challans and other supporting documents. No advance would be paid to the printers for printing of books and miscellaneous other jobs. The requisite quantity/quality of paper required for printing are to be arranged by the printer.

5. Advance copies (blue print) shall be submitted to the Directorate of Hindi Medium Implementation for approval before binding and supply of bulk stocks at Directorate of Hindi Medium Implementation 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, Director, Directorate of Hindi Medium Implementation 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 lifted by the printer at his own cost. S/he will have to complete the order afresh, if needed.

## **B. ELIGIBILITY CRITERIA**

1. The press should be in existence for at least 3-years (submit copy of supporting document).
2. Copy of PAN number issued by the Income-tax department (submit copy of supporting document).
3. The press should be registered with the local Municipal Body/Police Commissioner, etc. (submit copy of supporting document).
4. The printer should have average annual turnover of at least ₹50/- lac during the last financial years (copy of balance sheet may be provided).
5. The firm should be capable of undertaking the entire work and supplying the entire stock to the satisfaction of Directorate of Hindi Medium Implementation. Preference would be given to the firms possessing ISO certification.
6. The printer should fulfill the following essential minimum criteria of machinery as per the DHMI specification:

## **C. TERMS AND CONDITIONS OF THE TENDER**

1. The Eligible printers may obtain the Tender Form from the office of Directorate of Hindi Medium Implementation, 10, Cavalary Lane, University of Delhi, Delhi-110007 on any working day between 11.00 a.m. and 4.00 p.m. on payment of ₹500/- in cash or by demand draft in favour of the **Registrar, University of Delhi, Delhi-110007, payable at Delhi/New Delhi**. The tender form may also be downloaded from the website [www.du.ac.in](http://www.du.ac.in).

The other terms and conditions are given in the Tender Form. Tenders complete in every respect may be submitted by 3.00 p.m. on 08, May 2014 and the technical bid will be opened at 4.00 p.m. on the same day.

2. The applicant printers are invited to provide the details of establishment, printing machines, equipments and manpower in the prescribed application form (Annexure- A) for the enlistment of offset printers.

3. The applicant printers are supposed to submit the tender form in two parts:

**PART A—Technical Bid**

**PART B—Financial Bid**

**PART A--Technical Bid** shall be submitted in a sealed cover (first envelope) duly superscribed as **Technical Bid for the enlistment of offset printers for printing of books with paper 2014**. The Technical Bid shall consist of the following:

- i) Tender: Terms and conditions: each and every page signed by the Printer along with the supporting documents.
- ii) Application Form (Annexure–A) duly filled-in along with the supporting documents.
- iii) A demand draft/FDR of ₹1,00,000/- in favour of **Registrar, University of Delhi** payable at **Delhi/New Delhi** towards earnest money.
- iv) A demand draft of ₹500/- in favour of **Registrar, University of Delhi**, payable at **Delhi/New Delhi** towards the cost of Tender Form, if the tender form has been downloaded from the website.
- v) Printed sample bearing print- line.
- vi) Paper sample.

**PART B—Financial Bid** shall be submitted in a separate sealed cover (second envelop) duly superscribed as **Financial Bid for the enlistment of offset printers for printing of book with paper 2014**. The Financial Bid shall consist of following:

- i) The proforma of schedule of rates for offset printing. (Annexure-B) duly filled in.
  - ii) The proforma of schedule of rates for paper (Annexure-C) duly filled in.  
Both Technical and Financial Bid duly sealed individually should further be sealed in a separate cover (Third envelop) and superscribed as **Technical Bid and Financial Bid for the enlistment of offset printers for printing of books with paper 2014**.
4. Duly sealed tenders must be sent either under registered post or drop in Tender box available at the office of the Directorate of Hindi Medium Implementation, 10, Cavalary Lane, University of Delhi, Delhi-110007 within the stipulated time and date. Directorate of Hindi Medium Implementation, shall not be responsible for any postal/courier delay and any tender received after the last date and time of the tender, shall not be entertained.
5. Tender Purchase Committee (TPC) of the Directorate of Hindi Medium Implementation, will open the technical bids received in the presence of the printers or their representatives who choose to attend the opening of the Technical Bids on the given date and time. Any immediate shortcoming noticed on the spot shall be informed. However, complete list of shortcomings shall be prepared after minute screening of documents. TPC will examine and evaluate each application to determine that the printer:
- i) qualifies the minimum criteria laid down in respect of the machinery and equipment's;
  - ii) has signed each and every page of terms and conditions;
  - iii) has signed each and every page of the application form (Annexure – A);
  - iv) has enclosed demand draft/FDR for ₹1,00,000/- towards earnest money.
  - iv) has enclosed a Demand Draft/cash of ₹500/- towards cost of Tender, if the Tender Form downloaded from the du website.
  - v) meets the required quality of printing as evidenced from printed samples; and
  - vi) has attached all documentary evidence required in the application form.
6. On the basis of evaluation, a tentative list of those printers who fulfill the requirement shall be prepared. A team of technical officers will inspect the printing units to verify if

the machines are in working order and will also verify the other details mentioned in the application form. Thereafter, a list of printers shall be finalized who qualify in the technical bid.

7. The financial bids of only those printers shall be opened and considered who qualify in the technical bid. The financial bids will be opened at the appointed time and date in the presence of the printers or their authorized representatives who may wish to attend. Those printers who qualify in the technical bids shall be informed of the date and time of opening of financial bids. Financial bids of printers who do not qualify in the technical bid will be returned to them unopened by post.
8. TPC will prepare a comparative chart of the rates of paper, printing and related work offered by the printers. TPC will decide and finalize the rates for various items based on the comparative chart of rates quoted by the printers and the rates prevalent in the market. TPC will prepare its rate lists in the format similar to the format in which the bids were called for. These rates will be offered and allowed to the enlisted printers for the printing of books and miscellaneous jobs.
9. Printers shall ensure to use good quality paper and card as per the standard laid down by the Directorate of Hindi Medium Implementation.
10. Printers shall provide a full sheet of paper and card used for the job along with the mill wrappers having paper specifications along with the advance copies. The DHMI 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, the DHMI may consider to accept the stock after imposing appropriate penalties to be decided by the Director, DHMI.
11. The DHMI will offers its rates by a letter to the each printer qualifying in the financial bids, asking it to convey to the DHMI the unconditional acceptance, the DHMI will not consider any conditional acceptance of its offer, the format of the letter is at Annexure – D.
12. The printers accepting the DHMI's rates will convey its acceptance through a letter, which shall be in the format given at Annexure–E along with the following documents. The security money will remain with the DHMI till the printer exists on the panel of printers. No interest will be payable on security deposits.
  - i) Security money can be deposited in the form of a Demand draft/FDR of ₹1,00,000 in favour of **Registrar, University of Delhi**, payable at **Delhi/New Delhi**.
  - ii) Two copies of the contract agreement (Annexure – F) duly signed and witnessed.
13. On receipt of the contract agreement, the Director, the DHMI will sign both the copies of the contract agreement. A copy of the agreement will be given to the printer. The selected printer/vender would be required to deposit ₹1,00,000/- as security amount in the shape of Performance Bank Guarantee.

14. The printers who submit the security money and sign the contract agreement will be placed on the panel of offset printers.
15. 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 DHMI. Only printing rates shall be applicable if paper is available and supplied by the DHMI. At any point of time, the DHMI may take a decision to supply paper from their stock for any/all jobs.
16. The DHMI 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 and accordingly any printer may withdraw his/her name from the panel after giving one month's notice at any time.
17. 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/her signatures, if any, should attest the corrections.
18. Incomplete, ambiguous and conditional tender and tenders not submitted in the prescribed manner or in the prescribed forms shall be rejected.
19. Canvassing in any form shall be a dis-qualification and the DHMI, reserves the right to reject the tender of such printers.
20. **Secrecy of contract document**
  - a. The Contractor shall not, without the prior written consent of the DHMI, 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 DHMI in connection therewith to any person or third party other than a person employed and duly authorized by the Contractor. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary.
  - b. The Contractor shall not without the DHMI's prior written consent make use of contract document or any information relating to this contract in any manner whatsoever.
  - c. for the purpose, the vendor is expected to sign a non-disclosure agreement on non-judiciary paper.
21. **Confidentiality of information**

All data obtained by the Contractor from the DHMI during and after completion of its obligations contained herein are confidential and should not be divulged by the Contractor or his employees and affiliates to any third party other than the DHMI's personnel. This obligation of Contractor shall prevail even after the termination of contract.
22. The Directorate of Hindi Medium Implementation, University of Delhi, Delhi-110007 reserves the right to accept or reject any or all the tenders and accept/reject the whole or any part of any tender without assigning any reason.

**Directorate of Hindi Medium Implementation**  
**10 Cavalary Lane, University of Delhi**  
**Delhi-110007**

**Application form for Enlistment of Offset Printers**

**GENERAL**

**Note to fill the Application Form:**

1. It is essential to fill all columns of the application.
2. Each page of the application form is to be signed by the authorized signatory.
3. Separate sheets may be used to fill the details, wherever required.

1. Name of the Printer \_\_\_\_\_

2. Printing Press Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Office Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Telephone Numbers \_\_\_\_\_

\_\_\_\_\_

5. E-mail address: \_\_\_\_\_

6. Fax Number \_\_\_\_\_

7. Status of the Press \_\_\_\_\_

(a) The Companies Act 1956 \_\_\_\_\_

(b) The Indian Partnership Act 1932 \_\_\_\_\_

(c) Proprietary Concern \_\_\_\_\_

8. Ownership Details \_\_\_\_\_

(a) If company, name of the Managing Director \_\_\_\_\_

(b) If partnership concern, name of the Partners \_\_\_\_\_

(c) If Proprietary concern, name of the Proprietor \_\_\_\_\_

9. Name and address of bankers \_\_\_\_\_

10. Whether insured against fire, theft and burglary, if so state the amount for which insured, name of the insurance company and policy no. \_\_\_\_\_

11. Is the press, on the panel of any other govt. organization/University/educational institution \_\_\_\_\_



12. Total number of employees  
(a) Managerial and Supervisory \_\_\_\_\_  
(b) Skilled & Semi-skilled \_\_\_\_\_  
(c) others \_\_\_\_\_

13. Distance of Press from the office of \_\_\_\_\_  
the DHMI

14. Date of Establishment of Press \_\_\_\_\_

15. PAN No. issued by Income Tax Deptt. \_\_\_\_\_

16. TIN No. issued by Sale Tax Deptt. \_\_\_\_\_

17. Is there any case pending under the  
Copyright Act? \_\_\_\_\_

18. Has the printer been black listed by any  
government organization. \_\_\_\_\_

19. **Additional Information, If any**

## Machines/equipment

S.No.	Machines/equipment	Complete detail of machine Size / year of make / company name	Number of machines
1	Computers (DTP System)		
2	Scanner		
3	Computer to Plate (CTP)		
4	Digital printing machine (proofing)		
5	Offset Printing machines		
	Four- colour (2000 or latest)		
	Two – colour (1998 or latest)		
	One– colour (1998 or latest)		
6	Folding machines		
7	Section Sewing machine		
8	Perfect Binding machine		
9	3-Knife paper cutting machine		
10	Thermal lamination machine		
11	Shrink packing machine		
12	Generator		
	<b>(Optional)</b>		
a	Image setter		
b	Gathering machine		
c	Flow Line machine with facility of gathering, stitching and 3 side trimmer		
d	Case making machine		
e	Hard case line machine		
	Other machines, if any		

**DIRECTORATE OF HINDI MEDIUM IMPLEMENTATION  
UNIVERSITY OF DELHI  
10, Cavalry Lane, DELHI-110007**

TERMS AND CONDITIONS FOR PRINTERS

**Annexure B**

**For Printing of 23"x36"**

**16**

<b>Sl No.</b>	<b>Name/Printing Jobs</b>	<b>Rates</b>
1.	<b>Laser Composing</b> (per page upto page make up) <b>Hindi</b>	
2.	Offset Process	
	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>Colour Processing</b> for cover	
	a. Line Processing	
	b. Half line processing per colour/sq. inch	
	c. Scanning/colour/sq. inch	
	d. Planning/ colour/sq. inch	
	e. Minimum Scanning charges/sq. inch for 40 sq. inches	
	f. Additional up charges (Colour printing/per colour/pg/1000)	
6.	<b>Binding</b>	
	Paper Back Perfect Binding (including paper folding, gathering, collating, trimming, cutting, end page pasting and stitching)	
	Upto 200	
	201-400	
	401-600	
	601-800	
	801-1200	
	1201-1600	
7.	<b>Lamination ₹ per sq. inch</b>	
8.	<b>Mat finishing ₹ per sq. inch</b>	
9.	<b>Cartage charges of printed material/ 1000 copies</b>	

**DIRECTORATE OF HINDI MEDIUM IMPLEMENTATION  
UNIVERSITY OF DELHI  
10, Cavalry Lane, DELHI-110007**

TERMS AND CONDITIONS FOR PRINTERS

**Annexure B**

**For Printing of 20"x30"**

**8**

<b>SI No.</b>	<b>Name/Printing Jobs</b>	<b>Rates</b>
1.	<b>Laser Composing</b> (per page upto page make up) <b>Hindi</b>	
2.	Offset Process	
	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>Colour Processing</b> for cover	
	a. Line Processing	
	b. Half line processing per colour/sq. inch	
	c. Scanning/colour/sq. inch	
	d. Planning/ colour/sq. inch	
	e. Minimum Scanning charges/sq. inch for 40 sq. inches	
	f. Additional up charges (Colour printing/per colour/pg/1000)	
6.	<b>Binding</b>	
	Paper Back Perfect Binding (including paper folding, gathering, collating, trimming, cutting, end page pasting and stitching)	
	Upto 200	
	201-400	
	401-600	
	601-800	
	801-1200	
	1201-1600	
7.	<b>Lamination Rs. per sq. inch</b>	
8.	<b>Mat finishing Rs. per sq. inch</b>	
9.	<b>Cartage charges of printed material/ 1000 copies</b>	

## ANNEXURE-C

### **Rates for paper and card to be used for printing the DHMI books**

Printers shall ensure to use specified quality of paper and card as per the standards/specifications laid down by the DHMI

#### **Rates for Printing Paper (for mill 1)**

<b>paper</b>	<b>Size</b>	<b>GSM/Weight in kg</b>	<b>Basic rate/kg</b>	<b>Vat</b>	<b>Net rate/kg</b>
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			
Creamwove Paper	20"x30"	58.5/ 11.2 kg			
Creamwove Paper	23"x36"	58.5/15.4 kg			

#### **Rates for Art Card (for mill 1)**

<b>paper</b>	<b>Size</b>	<b>GSM/Weight in kg</b>	<b>Basic rate/kg</b>	<b>Vat</b>	<b>Net rate/kg</b>
Art Card	22"x28"	300/11.9			
Art Card	22"x28"	250/9.9			
Art Card	22"x28"	200/7.9			

**Rates for Printing Paper (for mill II)**

<b>paper</b>	<b>Size</b>	<b>GSM/Weight in kg</b>	<b>Basic rate/kg</b>	<b>Vat</b>	<b>Net rate/kg</b>
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			
Creamwove Paper	20"x30"	58.5/ 11.2 kg			
Creamwove Paper	23"x36"	58.5/15.4 kg			

**Rates for Art Card (for mill II)**

<b>paper</b>	<b>Size</b>	<b>GSM/Weight in kg</b>	<b>Basic rate/kg</b>	<b>Vat</b>	<b>Net rate/kg</b>
Art Card	22"x28"	300/11.9			
Art Card	22"x28"	250/9.9			
Art Card	22"x28"	200/7.9			

### Rates for Printing Paper (for mill III)

paper	Size	GSM/Weight in kg	Basic rate/kg	Vat	Net rate/kg
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			
Creamwove Paper	20"x30"	58.5/ 11.2 kg			
Creamwove Paper	23"x36"	58.5/15.4 kg			

### Rates for Art Card (for mill III)

paper	Size	GSM/Weight in kg	Basic rate/kg	Vat	Net rate/kg
Art Card	22"x28"	300/11.9			
Art Card	22"x28"	250/9.9			
Art Card	22"x28"	200/7.9			

- While submitting the quotation, the basic rate/kg must be stated for each items separately and should be inclusive of education cess, excise duty, packing and any other expenses and cartage, etc. The VAT and ST, if any, may also be stated clearly. The final Net rate/kg would be considered. The rates quoted in any other form shall not be considered.

The printers shall quote the rates of printing paper for any three mills of which one must be **Hindustan Paper Corporation Mill (H.P.C.), a Govt. of India Undertaking** and procure it from any of the authorized stockiest of the mill. The printers shall 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 paper rates approved by the DHMI, finalized on the basis of the rates submitted by the printers would be applicable for a period of six months. No hike/revision of rates will be entertained during the validity period. However, Paper rates shall be revised after a period of six months by calling fresh quotations from the printers enlisted on the panel.
- In case of higher / lesser grammage of paper used with the prior permission of the Director the rate of paper shall be calculated on the basis of per kg. rate

**ANNEXURE – D**

**FORMAT OF LETTER OFFERING SCHEDULE OF RATES TO THE PRINTERS**

To

M/s .....  
.....  
.....

Dear Sir/Madam

In response to your application for the enlistment on the approved panel of the printer of the DHMI, you are advised to complete the following requirement.

- i. Confirm your unconditional acceptance after studying the schedule of offset printing rates. Two copies of schedule of rates are enclosed. One copy may be returned to us duly signed and stamped alongwith your letter as per the format given in Annexure E.
- ii Submit the security money in the form of demand draft/FDR/Performance Bank Guarantee of ₹1,00,000 in favour of **Registrar, University of Delhi, Delhi** payable at **Delhi/New Delhi**. Security money will remain with the DHMI till your press exists on the panel of the DHMI offset printer. No interest shall be payable.
- iii Sign and stamp two copies of the agreement form and return to us. One copy of this agreement will be returned to you after counter signatures by the Director of the DHMI.

**Director**



**FORMAT OF LETTER CONFIRMING ACCEPTANCE OF RATES OFFERED BY THE DHMI**

The Director  
Directorate of Hindi Medium Implementation,  
10,Cavalary Lane  
University of Delhi  
New Delhi 110 007

Ref: The DHMI's letter no..... dated .....

Sir/Madam,

1. I/we hereby confirm our unconditional acceptance of the schedule of rates offered by the DHMI in the letter cited above. In token of our acceptance we return herewith a copy of the rates duly signed and stamped.
2. A crossed Demand Draft/FDR/Performance Bank Guarantee for a sum of ₹1,00,000 no.....dated.....drawn on .....in favour of **Registrar, University of Delhi, Delhi** payable at **Delhi/New Delhi** is enclosed as Security Money.
3. I/we accept that the Security Money (₹1,00,000) shall remain with the DHMI till the name of the firm exists on the panel of the DHMI Offset Printers. No interest on the Security Money shall be claimed by me/us or my/our successor or nominee at any point of time.
4. I/we have signed the Contract Agreement after fully understanding and accepting the terms and conditions of Contract. Both the copies of the agreement are enclosed for counter signatures on behalf of the DHMI.

Yours faithfully,

Signatures of the  
Authorized dealer  
with stamp

**Directorate of Hindi Medium Implementation**  
**Agreement for the enlistment of Printers for printing of books with paper**

**Agreement No.** \_\_\_\_\_

MEMORANDUM OF AGREEMENT made in Delhi this \_\_\_\_\_ day of  
\_\_\_\_\_ Two Thousand and \_\_\_\_\_  
between \_\_\_\_\_

(hereinafter called the PRINTER, which expression shall, where the context so admits, include its legal representatives, successors and assigns) of the one part and the Directorate of Hindi Medium Implementation, University of Delhi, Delhi (hereinafter called the DHMI, which expression shall, where the context so admits, include its successors and assigns) of the other part.

WHEREAS the PRINTER desires to get itself registered with the DHMI for printing (including composing and binding) of books with paper (hereinafter called the WORK) and the DHMI after having gone through the application submitted by the PRINTER and examining the PRINTER'S plant and machinery, considers the PRINTER to be capable of handling its printing (including composing and binding) jobs, it is hereby agreed by and between the parties.

Printer's signature

Signature on behalf of the DHMI

## **The terms and conditions**

1. The terms and conditions of this agreement shall be applicable on all jobs, which will be assigned by the Director, Directorate of Hindi Medium Implementation, 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 Director, Directorate of Hindi Medium Implementation and completion of assigned jobs upto 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 at the DHMI. 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 strictly within the given time schedule. The print run may vary from 1100 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.
6. Advance copies of the printed books or miscellaneous jobs shall be supplied by the printer seeking approval of the advance copies by the DHMI. The bulk supplies duly incorporating the corrections or improvement, if suggested by the DHMI, shall be delivered to the DHMI godown. The quality of the bulk stock must conform to the advance copies approved by the DHMI. 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 Director will be final.
7. The bulk stock received from the printer shall be physically verified randomly by the concerned Production officer and Sales godown officials 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 DHMI. The DHMI shall have the right to accept the stock of books 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 DHMI may get printed the job from some other printer and the cost shall be recovered from the printer. The decision of the Director, DHMI in this regard 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 DHMI. Only printing rates shall be applicable if paper is provided and supplied by the DHMI.

9. The DHMI 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 DHMI.

10. The Printer shall be responsible for all taxes, duties and license fee etc. on their own. Only VAT shall be paid by the DHMI 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 DHMI in writing.

12. On completion of the job, the PRINTER shall return to the DHMI, manuscript, press copy, art work, positives, negatives, CDs, etc. supplied by the DHMI or prepared by the PRINTER at the cost of the DHMI.

13. No advance payment would be paid to the printer for execution of an order. However, the payment of the bills shall be released after completion of task and on receipt of pre-receipted bill in triplicate complete in all respect along with the signed delivery challans and other supporting documents.

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. The DHMI 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, the DHMI may accept the stock after imposing appropriate penalties to be decided by the Director, the DHMI, University of Delhi.

15. On the completion of the job, the PRINTER shall submit to the DHMI the duly pre-receipted bill for the job, in triplicate, together with :

- i) the 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 items provided by the DHMI.

16. Payment to the printers shall be released after completion of task and on 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 DHMI 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 nonpayment 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, the DHMI would not be responsible to reply any query and the printer would be liable for the loss.

19. If the PRINTER fails to return the material supplied by the DHMI, or if the quantity of the WORK supplied by the PRINTER is found to be short, the DHMI shall have the right to recover from the PRINTER, the value of material and the WORK, at rates fixed by the DHMI. In the event of short supply of books deductions shall be made on the basis of price of book after allowing 30% discount.

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 his own cost, to the satisfaction of and within the time limit fixed by the DHMI. If, however, the error/defect is of the kind which cannot be rectified, the DHMI 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 DHMI, the DHMI shall, if it so desires, reject the WORK and either
  - (i) permit the PRINTER to reprint the WORK within such time as the DHMI 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.
  - (iii) accept the job after imposing penalty decided by the Director of the DHMI.

22. (a) If the completion of the job is delayed by the PRINTER, the DHMI shall impose suitable penalty (fixed by the DHMI depending on the nature and period of delay) 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 DHMI 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 DHMI's godown as per the deadline for whatsoever reasons, the DHMI shall recover the total cost of loss occurred due to non-supply of books from the PRINTER.

23. Enlisted printer may be removed from the panel of offset printer 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) if S/he refuses or unable to accept and execute the assigned printing job as per the specifications and time limits.
- (c) serious shortcoming & defects are found in executed jobs.
- (d) the printer does not accept or agree to the approved schedule of rates.
- (e) the printer shifts somewhere else its machinery without prior intimation to the DHMI.
- (f) the printer disposes of machinery falling short to fulfill the minimum criteria of enlistment.
- (g) the printer is found violating the law.

24. This agreement can be terminated by either side by giving one month's notice in writing.

25. 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 here to have set their hands and their seal the day and the year first written.

THE PRINTER

THE DHMI  
For and on behalf of

Directorate of Hindi Medium Implementation,  
10 Cavalary Lane, University of Delhi  
Delhi-110007

Signature\_\_\_\_\_

Name\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature\_\_\_\_\_

Name\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**In the presence of:**

1. Signature\_\_\_\_\_

Name\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**In the presence of:**

1. Signature\_\_\_\_\_

Name\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Signature\_\_\_\_\_

Name\_\_\_\_\_

Address\_\_\_\_\_

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\_\_\_\_\_

2. Signature\_\_\_\_\_

Name\_\_\_\_\_

Address\_\_\_\_\_

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