

Note- This tender is restricted to the Offset Printers in Delhi/NCR only

No. 2/11/2025-26 PPI

भारत सरकार

Government of India

केन्द्रीय संचार ब्यूरो

Central Bureau of Communication

सूचना और प्रसारण मंत्रालय

Ministry of Information & Broadcasting

सूचना भवन, सीजीओ कॉम्प्लेक्स, लोधी रोड, नई दिल्ली - 110003

Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi - 110 003

Date: 29/08/2025

Subject: -Annual Rate Contract for Printing of Booklets, Folders & Kit folder (Docket) on short timelines (By Offset Process)

Dear Sirs,

Sealed quotations are invited for and on behalf of President of India "under two bid system" for finalizing of an Annual Rate Contract for Printing of booklets, Folders and Kit Folder (Docket) on short timelines. Please quote only if you are in a position to undertake the production of the job and supply the printed copies within the specified time schedule. Your quotation must be submitted in a main Sealed Envelope (consisting of Three separate envelopes super scribing 'Technical Bid', 'Financial Bid' & Tender Processing Fees separately) so as to reach this office latest by 3.00 PM on 29/08/2025 and addressed to Shri D K C Hrudhainath, Joint Director (PP), Central Bureau of Communication (DAVP). The tender may be dropped in the Tender Box kept at Room No. 163, Soochna Bhawan, Ist Floor, CGO Complex, New Delhi-110003.

The following words should be superscribed on the top of the outer envelope

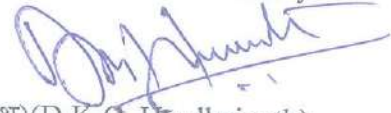
"Confidential contents Quotation for Annual Rate contract for Printing of Booklets, Folders & Kit Folder (Docket) on short timelines (By offset process)

Job No. 2/11/2025-26 PPI,

Opening Date: 29/08/2025 (3.30 PM)"

Please note that the quotations received after the due date and time will not be considered

भवदीय / Yours faithfully



(डी.के.सी. हृदयनाथ)(D.K.C. Hrudhainath)

(संयुक्त निदेशक)(मु.प्र.) /Joint Director (PP)

के लिए और भारत के राष्ट्रपति की ओर से

For & on behalf of the President of India

1) Eligibility Criteria:

Printing press should be located in Delhi/NCR having a minimum average turnover of Rs. 3 crores for the last three years (2022-23, 2023-24 & 2024-25) and equipped with the following Printing Machinery & allied Equipment (Details given below) and capable of handling such work within a prescribed time schedule.

A) Printing Machinery & Allied equipments

1. DTP with two (2) terminals (core i5 or above) along with A-3 size, colour ink jet/colour laser printer of 600 dpi or above with the latest updated version of licensed software viz. Corel Draw, Photoshop, InDesign, PageMaker and other publishing software's.
2. One (1) High end Flatbed scanner.
3. One (1) CTP machine.
4. One (1) CPC Four colour sheet fed Offset printing machine of in size 25"x 36" or above and One (1) CPC Four colour sheet fed offset printing machine of size 19" x 26" or above.
5. One (1) Automatic Stitching Machine
6. One (1) Automatic Folding Machine.
7. One (1) Perfect binding machines single clamp.
8. One (1) Programmatic paper cutting machines.
9. One Die cutting machine & Pasting facilities
10. Epson/Digital printing facility/arrangements
11. Die cutting facilities
12. Adequate Power back-up.



B) Other criteria

1. The printer should not have been under suspension by any Government Organization
2. The printer should possess valid License to Run the Factory (Wherever applicable).
3. The printer should possess valid Pollution certificate (Wherever applicable).
4. The printer should submit the turnover certificate duly signed & stamped by CA for last three financial years.

2) TENDER FORM :

Tenders must be submitted only in the prescribed form for the 'Technical Bid' and the 'Financial Bid'. Tenders on letter-heads etc., will be summarily rejected.

3) Tender Fee/Processing Fee: Tender Form can be downloaded free from our website : www.davp.nic.in or www.eprocure.gov.in and may be submitted in the prescribed proforma alongwith application processing fee of Rs.1,000/- (Non-refundable) in the form of a DD favoring PAO (CBC etc.) payable at New Delhi. Tender fee will be exempted for MSME/NSIC units.

4) PENALTY CLAUSE: In case of delays at printer ends, using of underweight paper & bad workmanship, liquidated damages will be recovered from the printer's bill (Annexure D).

5) STANDING SECURITY DEPOSIT: Before the rate contract is formed/finalized, a standing security deposit of Rs. 50,000/- is to be submitted by all the vendors who accepts overall lowest rates under all the annexures. The standing security deposit will have to be submitted in the form of FDR for Rs. 50,000/- with a validity of one year & pledged to President of India through PAO, CBC, New Delhi. The FDR must be issued by nationalized/scheduled bank only. After expiry of the rate contract standing security deposit will be returned to all the vendor's.

If the printer (bidder) backs out from undertaking the job at their quoted/accepted rates or fails to complete the awarded job in specified time schedule CBC may recover the liquidated damages from standing security deposit.

6) Submission of Tender Form : Tenderers are required to fill-up and submit the 'Technical Bid' and 'Financial Bid'. 'Financial' Bid envelope should contain only the quoted rates in prescribed Performa i.e Annexure IVA, IVB, IVC, IVD, IVE, VA, VB, VC, VD, VI, VII & VIII, whereas processing fees for non-MSME should be kept in separate envelope. All these envelopes must be sealed separately and should be super-scribed by words 'Technical Bid' / 'Financial Bids'/Processing fees, as the case may be. These three sealed envelopes should then be placed inside a fourth big envelope, which should also be sealed properly and super-scribed with words "Confidential Contains quotation Tenders for Annual rate contract under Two Bid System for Printing of Booklets, Folders & Kit Folder (Docket) on short timelines (By Offset Process), Job No. 2/11/2025-26 PPI, Opening Date: 24/12/2025 and addressed to Sh. DKC Hrudhainath, Joint Director (PP), CBC. This big sealed envelope should be dropped into the 'Tender Box' kept at Room No.163, CBC, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi 110003.

7) Opening of BIDS :

Technical Bid of the tender will be opened on the prescribed opening date/time.

NOTE: CBC will not be responsible for any delay / loss / non or late receipt of tenders sent by post / courier etc.

8) SELECTION PROCESS: a) After opening of the technical bids, printers whose documents are found to be complete in all respects, and found eligible/suitable after physical inspection will be notified about the 'Opening Date' of the 'Financial Bids'

b) After the financial bids are opened, overall lowest rates (L-1) in each annexures/item will be determined and after the approval of DG,CBC will be offered to all the successful financial bidders.

c) The rate contract will be formed with only those bidders who accept the lowest rates under all the annexures/items, under no circumstance part acceptance of documents will be entertained.

Note : Predatory Pricing/Abnormally Low or High bids: If a financial bids appears abnormally low or high, raising concerns about the bidders capability to perform the contract at the quoted price, CBC may seek written clarifications from the bidder. This may include a detailed price analysis covering of bids alignment with the scope of work, timelines, risk allocation resource requirements and other relevant aspects mentioned in the bid document.

In case of abnormally low bids, if after evaluating the price analysis, CBC concludes that the bidder has failed to substantiate its ability to perform the contract satisfactorily at the offered price, the bid/proposal may be rejected.

Similarly, in cases of abnormally high bids, if the quoted price is found to be unreasonably inflated without adequate justification, CBC may reject the proposal in the interest of ensuring cost-effectiveness.

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9) विवरण/DESCRIPTION:

i) **Booklet:**-Four colour booklets may consist of 40 pages of text or above plus cover. Text pages & cover to be produced from complete design/photographs provided in a soft copy.

Cover and text pages may prints full size design/photograph in 4 colours. Booklet may bleed all sides. If required photographs are to be improved on system & textual corrections at final stages are to be done by the printer at his cost. Booklet may be centre stitched/section sewn with cover pasted over/ perfect bound depending upon number of pages in the booklet and outer cover is to be matt laminated before finishing.

ii) **Folders :** Folder is to be produced from the complete designs provided as soft copy. The folder will print line & tone design in four process colours on both sides. After printing folder will be folded once/twice vertically to its finished size.

iii) **Kit Folder With Docket :** A prestigious kit folder comprising a Jacket and 6 types of folders to be produced from complete material provided as soft copy.

A Jacket is to be printed in line & tone design in 4 process colours. After printing, Kit folder (docket) will be die-cut/creased with a provision of a pocket in size of 4.5" x 4.5" on inner right page 3 (as per dummy) and will be folded from bottom side and pasted on foreedge. Each Folder will comprise 6 pages (2 fold) duly printed in four process colours on both sides and folded twice vertically. All 6 folders are to be inserted in the pocket.

नोट/Note: The input material will be provided as softcopy. Proofs are to be shown before printing. Printers who operate 24x7 should only quote for this Job. Corrections/improvements marked in the final colour proofs will have to be carried out by the printer at their end.

साइज SIZE: Booklets : 1) 4" x 5.3" $\pm$ bleed & gripper margin (Self Cover)

2) 5.5" x 8.5" $\pm$ bleed & gripper margin

3) 6.5" x 9.5" $\pm$ bleed & gripper margin

4) 8.5"x11.75" $\pm$ bleed & gripper margin

Folders: 1) Open size- 8.5" x 11.75" (approx), folded size- 5.85"x8.5" (approx)

2) Open size- 11.75" x 17" (approx), folded size- 8.5" x 11.75" (approx)

Kit Folder With Docket : Paper size for Jacket (Docket) -10" x 13.5" with pocket at the right side (page 3)

Docket open size - 9.5" x 9.25"

Finished Folded Size- 9.25" x 4.5" with suitable size spine

FOLDER - Insert/Folder : Open size- 11.75" x 8.5"- Finished Size 4" x 8.5" (Approx)

भाषा और मात्रा/LANGUAGE & QUANTITY: English/Hindi-500 copies or above

रंग/COLOURS: Four process colours

उत्पादन की प्रक्रिया/PROCESS OF PRODUCTION: Offset

पेपर/PAPER: The following paper/card is to be used from the printer's stock:

Booklet: 1) 100/130 GSM Bilt/equivalent quality Matt finish/gloss India Art paper for text pages.

2) 220/300 GSM Bilt/equivalent quality Matt finish/gloss India Art card for cover.

Folders:- 1) 100/130 GSM Bilt/equivalent quality Matt finish/gloss India Art paper.

Kit Folder With Docket : 1) 100 GSM gloss/matt Bilt Royal/equivalent quality Indian Art paper for folders

2) 250 GSM gloss/matt Bilt Royal/equivalent quality Indian Art card for Jacket (Docket)

Please attach ¼ sheet paper samples with complete nomenclature thereon including the name of the paper mill.

उत्पादन के लिए सामग्री/MATERIAL FOR PRODUCTION : Complete colour designs/photos etc, text will be supplied in as soft copy.

Handwritten signatures and marks at the bottom of the page.

10) समय अवधि/TIME SCHEDULE: The time schedule will be as follows:-

Booklets

1. Upto 48 pages – 3 days for processing, proofing, printing and complete delivery, after approval of proof.
2. If the copies or number of pages increase beyond 48 pages/5,000 copies then extra time will be allowed on pro rata basis.

Folders:

1. Upto 5,000 copies – 3 days for processing, proofing, printing and complete delivery, after approval of proof. Beyond 5,000 copies extra time will be allowed on pro rata basis.

Kit Folder With Docket :

1. Upto 5,000 copies – 4 days for processing, proofing, printing and complete delivery, after approval of proof. Beyond 5,000 copies extra time will be allowed on pro rata basis.

अन्य अभियुक्तियां/OTHER REMARKS:

1. The time schedule is to be strictly adhered to.
2. A high quality reproduction is essential.
3. This enquiry is subject to our usual terms of tender.
4. Rates should be quoted both in words and in figures, preferably typed. Any overwriting in rates etc. may render the tender as invalid.
5. No additional claim will be admitted for reproofing in the event of unsatisfactory proofs.
6. The quotation may not be considered in the absence of paper sample.
7. Printers backing out after quoting the rates will be liable for strict action/Black listing from CBC etc.
8. All disputes will be settled under Delhi jurisdiction.
9. This rate contract will be **valid for a period of one year** from the date of finalizing the rate contract. The rate contract may be extended for **Two years (One year at a time after evaluation of satisfactory performance by CBC)** by mutual consent. Under the any circumstances the rates will not be revised during the contract period.
10. After formation of the rate contract, if any printer refuses to execute the job on 2 or more occasion the printer may be blacklisted from the CBC.

Rates are to be quoted on the following lines including cost of paper & other material
(Percentage of GST as applicable should be quoted separately)

Enclosed ;

Annexure –I, Annexure-II, Annexure-III, Annexure-IVA, IVB, IVC, IVD, IVE, Annexure-VA, VB, & Annexure- V

1) Technical Bid:- Annexure-II

2) Financial Bids:-Annexure-IVA, IVB, IVC, IVD, IVE, & Annexure- VA, VB, VC, VD, Annexure-VI, VII & Annexure-VIII

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Government of India
Ministry of Information & Broadcasting
New Delhi

Subject:- Liquidated Damages Committee - Norms.

Printers are taken on CBC rate contract who fulfill minimum requirement of printing machines and other equipments, after the approval of Screening as well as Panel Advisory Committee. The tenders are called by CBC under two bid systems. Various printed publicity materials are to be produced by CBC on the basis of the lowest quotations. Printers have to complete the job within the stipulated time as per the specifications laid down in the tender enquiry. Liquidated damages in case of delay, sub-standard workmanship or extra claim due to various changes incurred during the execution are to be decided by the L.D. Committee.

The following norms are to be observed in various cases towards liquidated damages: -

- (1) Delay on the part of the printer up to 25% against specified timings are normally ignored provided publicity value is not affected.

For delay caused by printer in time bound jobs such booklets, folders & kit folders etc. jobs for particular occasions, the liquidated damages are made on the basis of the merit of the case.

A minimum cut towards delay will be Rs. 1,000/- and the cut less than Rs. 500/- will be ignored.

- (2) For delay up to 50% of the specified time limit, the deduction will be @ 1% of total value of the job. For subsequent delay cut will be @1% for every 50% delay in case of printer paper.

The cut for the delayed execution of job is limited to 10% of the total value of the job on printer's paper. Beyond 500% delay may invite written warning/suspension/rejection on the merits of the case in addition to the cut as applicable.

- (3) Timings for each language are accounted from the date of the supply of the complete material for that language and the printer's are expected to take up each language as and when the material is received or proofs approved.

- (4) In case, changes/alterations are made by the deptt. Additional time on the merit of the case is to be allowed.

- (5) When a printer is requested to do a job much earlier than the specified period, the delay occurring due to change of priority in case of other job may be given due consideration.

- (6) Where a printer carries out the changes/improvements at his cost, the cost may be compensated towards deduction for delay, if any, on the merits of the case.

- (7) In case of variation in weight of paper 2.5% variation in paper and 5% variation in card/board is condoned. Beyond permissible limits recovery will be made as under:

- (a) If the printer takes permission in advance about using paper of less Weight /grammage then the cut will be made on actual difference in weight at market rate.
- (b) In case where printer fails to inform in advance, cuts are made at double of the market rate.



(8) Cuts for non-conspicuous variation in printing quality and binding deficiency of the job will be @ 3% & 2% respectively. The cut will be imposed on the percentage of defective copies and not on the entire lot. The percentage of cut will increase for conspicuous defects on the merits of the case and will be decided by the L.D. Committee and can normally be up to 10%. Nature of defect is more important for deciding whether a job may be rejected.

(9) 5% copies over or under of the specified quantity may be accepted subject to useful utilisation of the copies. However deduction in payment of the bill will be made accordingly.

(14) Cuts for backing out after quoting the rates by the printer during financial year will be made as under

S.No	Reason	Penalty	
		First Time	Second Time
1	Backing out before the job is awarded	₹15,000/- with suspension from tenders for a period of one month	₹30,000/- with suspension from tenders for a period of six months
2	Backing out after the job is awarded	5% of the total cost of the job or minimum ₹25,000/- whichever is higher with suspension from tenders for a period of one month	10% of the total cost of the job or minimum ₹50,000/- whichever is higher with suspension from tenders for a period of six month

Director General
Central Bureau of Communication

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Central Bureau of Communication
Ministry of Information and Broadcasting
Soochna Bhawan, CGO Complex, Lodhi Road New Delhi-110003

**Tenders for Annual rate contract under Two Bid System for
Printing of Urgent Booklets & folders
PROFORMA FOR 'TECHNICAL BID'**

Tender No. & Date	2/11/2025-26 PP I, 20/08/2025
Last Date and Time of 'Receipt of Tenders'	24/09/2025 at 3.00 PM
Date and Time of 'Opening of the Technical Bid'	24/09/2025 at 3.30 PM

1.	Name of the Press	
2.	Name of Proprietor / Partners/Directors	
3.	Address of Office with Mobile numbers and email ID	
4.	Address of Factory Mobile numbers and email ID	
5.	PAN No. & GST No.	
6.	Processing Fees	DD No.& Date: Amount:

Name of printing machine possessed with details of their type and size. (In case machines are installed at more than one premise, give details as Unit-I/Unit-II etc.

Sl. No.	Name of the machines/equipment	Make, size and Model of the machine/equipment
a.	DTP with two (2) terminals (core i5 or above) along with A-3 size, colour ink jet/colour laser printer of 600 dpi or above with the latest updated version of licensed software viz. Corel Draw, Photoshop, InDesign, PageMaker and other publishing software's.	
b.	One (1) High end Flatbed scanner	
c.	CTP machines with processor	



d.	List of Four colour CPC Printing Machines	<u>Four Colour CPC</u> 1. 2. 3.
e.	Binding Facility i.e. Folding Machine, Perfect Binding machine, Stitching machine, Die cutting Machine, Programmatic cutting machines etc.	
f.	Power Back-up	
g.	Other Equipments possessed by the press:	
h.	Details if Suspended by any Govt. Department (in last 3 years)	

6. Besides, printers must also have registration of:

(i) Licenses to run the factory issued by Competent authority (attach copy of License)

Yes

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NO

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(ii) Pollution under Control certificate (Attach Copy of the certificates)

Yes

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NO

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(ii) (iii)ANNUAL TURNOVER CERTIFICATE : Please enclose a certificate of a Chartered Accountant for your claim along with copies of relevant supporting documents:

Yes

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NO

☐

Sl. No.	Year	Turnover in Rs
1	FY (2022-23)	
2	FY (2023-24)	
3	FY (2024-25)	

DECLARATION:

The information furnished above is true and authentic. I/We have carefully read all the terms and conditions of the tender and agree to these conditions. I/We have signed on each page of this technical bid in token of acceptance of terms detailed in the tender.

Signature with Stamp
Date:



CHECK LIST

Documents to be furnished with the 'Technical Bid'

- i) Demand drafts for Processing fees of **Rs. 1,000/-** (non- refundable) from Scheduled/Nationalized Bank. *(Tenders without above 'Demand Draft of processing Fee' and Earnest Money Deposit will summarily be rejected.). Tender fee will be exempted for MSME/NSIC units.*
- ii) List of machines and allied equipments available with the press in the prescribed proforma duly signed on each page.
- iii) Self attested undertaking that the firm has not been blacklisted/suspended by any Government Organization .
- iv) Turnover certificate duly signed & stamped by the Chartered Accountant for last three consecutive years in original (2022-23, 2023-24, 2024-25).
- v) Self attested copies of PAN, Pollution under Control certificate, Factory registration certificate & GST no. etc.
- vi) Samples of specified Paper duly stamped and signed with full nomenclature including name of the mill etc.
- vii) All pages of Tender Form should be signed and stamped.

Important

As the rates validity will be for one year/may be more, please take adequate care while calculating rates. Revision of rates after opening of the tender will not be accepted and will attract forfeiture of standing security deposit besides other penal action .

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TERMS OF TENDER

1. The Director General of Central Bureau of Communication (hereinafter referred to as "the Director General") shall be the sole judge of satisfactory execution of the job. If execution of the job is not in accordance with the artwork or specifications, the proofs or bulk supply are liable to be rejected without any compensation to the printers. The Director General shall, however, be at liberty to accept the same subject to a cut in rates or the printer on being called upon to do so rectifies the error(s), or defect(s) at his own cost and to the satisfaction and within the time fixed by the Director General. The decision of the DG in this regard shall be final and binding on the printer. The printer at his expenses, if already delivered, will remove the supplies. The Government shall be under no liability whatsoever for rejected supplies. If the rejected supplies are not removed by the printers within fifteen days of rejection, the Director General may (a) cause those to be removed and charge the printers with all expenses incurred in such removal or (b) sell or otherwise dispose of them on behalf of the printers at their risk and cost and retain any money realized there from (after paying expenses of sales) toward any sum due from the printers.
2. The time specified for delivery of proofs or completion of the order shall be strictly adhered to and be deemed to be the essence of the contract. If the time schedule is not adhered to and the job is delayed during proofing, printing or dispatching for reasons other than beyond the printer's control, the Director General shall be entitled at his option either (a) to cancel the order or (b) to recover from the printers as agreed liquidated damages and not by way of penalty an amount upto 10 per cent of the contract price for the delay. The decision of the Director General as to whether the delay was or was not beyond the printer's control and also to the amount of liquidated damages to be recovered from the printer shall be final and binding on the printer. In the event of action being taken under (a) above the cancellation of the order will be without prejudice to the right of the Government to recover from the printer any loss incurred thereby and the printer will not be entitled to any compensation for such cancellation.
3. The printer shall take every care to see that the work or any portion thereof does not fall into unauthorized hands. All proofs and trial and spare copies must be destroyed by burning in the presence of a responsible representative of the printer. A certificate that these precautions were taken shall be sent to the Director General after the completion of the work.
4. Artworks/photographs etc. which have been supplied by Government or which have been prepared by the printers for the Government will be returned by the printer within 15 days of the completion of order.
5. The Director General may rescind the contract by notice in writing
 - i) if the printers assign or sublet the contract without the written approval of the Directorate;
 - ii) if the printers or other agents or servants shall be guilty of fraud in respect of the contract or any other contract entered into by them with the Government.
 - iii) if the printers decline, neglect or delay to comply with any demand or requisition or in any other way fail to perform or observe any condition of this contract; and
 - iv) if the printers become insolvent or apply for relief as an insolvent debtor or commence any insolvency proceeding or make any composition with other creditors or attempt to do so or in the case of the printer being registered company, for the winding up of the company.

In the case of such decision the Security Deposit stand forfeited to the Government and be absolutely at the disposal of the Government without prejudice to any other remedy that the Government may have.

6. If at any time after the acceptance of the tender the Government shall for any reasons whatsoever not require the whole or part of the job to be carried out, the Director General shall give notice in writing of this fact to the printer, who shall have no claim to any payment of compensation or otherwise, however, on account of any profit or advantage which he might have derived from the execution of the job in full but which he did not derive in consequence of the foreclosing thereof.

If such a foreclosure is done before the printer has commenced the work he will not be entitled to any compensation whatsoever. If, however, the printer shall have commenced the work before such foreclosure the Director General shall decide what sum shall be paid to the printer as charges of compensation for the work already done and his decision in this behalf shall be final and binding on the printer.



7. If during the currency of the contract the specifications of any article or articles to be supplied were changed by the Director General of Central Bureau of Communication, the printer shall continue to supply the said article or articles in accordance with the new specifications. The Director General will determine whether any revision in rates is called for and if so decides he will fix the revised rate, but in the event of a dispute, the matter will be referred to the Secretary, Ministry of Information & Broadcasting for a final decision, which shall be binding on the parties.
8. A person signing the tender form or any document forming part of the contract on behalf of another shall be deemed to warrant that he has authority to bind such other and if on enquiry it appears that the person so signing has no authority to do so, the Director General may without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages.
9. The tender shall hold good for a period of one year from the last date fixed for its submission and may be extended for another year or more on mutual consent between the supplier and CBC.
10. The percentage of applicable GST (SGST + CGST) should be quoted separately by the printers.
11. Whenever under the contract any sum of money shall be recoverable from or payable by the printer unless the sum is paid by him on demand the Government shall be at liberty to deduct the same from any sum then due or which at any time thereafter may become due to the printer under the contract or under any other contract with the Government or from his Security Deposit. Any amount due to the printer under this contract may be adjusted against any amount then due or which may at any time thereafter become due to the Government or any other contract with the Government.
12. The Director General reserve the right to accept or reject any tender without assigning any reasons and is not bound to accept the lowest or any tender.
13. The Director General may authorize such officers as he may wish to operate the contract on behalf of the Government and the printer will accept and carry out instructions given by such officers in connection with the contract as if these were issued by the Director General.
14. All disputes shall be settled under Delhi jurisdiction.

FA 14-10-18
Dhruv
A. K. Singh
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Other Terms & Conditions :

- 1) The time schedule is to be strictly adhered to.
- 2) A high quality reproduction is essential
- 3) This enquiry is subject to our general terms of tender.
- 4) Rates should be quoted both in words and in figures, preferably typed. Any overwriting in rates etc. may render the tender as invalid.
- 5) No additional claim will be admitted for reproofing in the event of unsatisfactory performance.
- 6) Advance copies are to be supplied over and above the ordered copies.
- 7) Printers backing out after quoting the rates will be liable for strict action/blacklisting from CBC etc. and their Standing Security Deposit will be forfeited.
- 8) In case of delay in supply at the printer's end, poor workmanship in printing & fabrication or use of inferior quality other than the specified paper/material, liquidated damages/penalty will be recovered from the printer's bill as decided by an internal committee and as per penalty clauses. Decision of the DG, CBC will be final in this regard.

Signature

Signature

Signature

Signature

No. 2/11/2025-26 PPI
Booklets

Annexure-IVA

1) Size 4"x 5.3" (approx) 100 GSM Bilt/equivalent quality Matt/Gloss Indian Art Paper for text pages (Self Cover) (40 pages of text self cover)

1a) Rate for 500 copies on printer's paper ₹.....

(Rupees.....)

1b) Rate for every 4 additional pages of text for 500 copies on printer's paper ₹.....

(Rupees.....)

2) Size 5.5"x 8.5" (approx) 100 GSM Bilt/equivalent quality Matt/Gloss Indian Art Paper for text pages & 220 GSM Bilt/equivalent quality Matt/Gloss Indian Art Card for cover (40 pages of text plus cover)

2a) Rate for 500 copies on printer's paper ₹.....

(Rupees.....)

2b) Rate for every 4 additional pages of text for 500 copies on printer's paper ₹.....

(Rupees.....)

3) Size 6.5"x 9.5" (approx) 100 GSM Bilt/equivalent quality Matt/Gloss Indian Art Paper for text pages & 220 GSM Bilt/equivalent quality Matt/Gloss Indian Art Card for cover (40 pages of text plus cover)

3a) Rate for 500 copies on printer's paper ₹.....

(Rupees.....)

3b) Rate for every 4 additional pages of text for 500 copies on printer's paper ₹.....

(Rupees.....)

4) Size 8.25"x 11.75" (approx) 100 GSM Bilt/equivalent quality Matt/Gloss Indian Art Paper for text pages & 220 GSM Bilt/equivalent quality Matt/Gloss Indian Art Card for cover (40 pages of text plus cover)

4a) Rate for 500 copies on printer's paper ₹.....

(Rupees.....)

4b) Rate for every 4 additional pages of text for 500 copies on printer's paper ₹.....

(Rupees.....)

5) Total Percentage of GST applicable (CGST+SGST) for all size of booklets%

(In Words.....)

Please note that rates quoted for additional pages will also be applicable reduced pages. If number of copies increase then pro-rata rates will be applicable

Signature with date
Full Name in capital
Stamp of firm



No. 2/11/2025-26 PPI
Booklet

Annexure-IVB

- 1) Size 4"x 5.3" (approx) 100 GSM Bilt/equivalent quality Matt/Gloss Indian Art Paper for text pages (Self cover) (40 pages of text self cover)
- a) Rate for 1,000 copies on printer's paper ₹.....
(Rupees.....)
- b) Rate per 1,000 for 1,001 copies upto 3,000 copies on printer's paper ₹.....
(Rupees.....)
- c) Rate per 1,000 for 3,001 copies upto 5,000 copies on printer's paper ₹.....
(Rupees.....)
- d) Rate per 1,000 for additional copies beyond 5,000 copies on printer's paper ₹.....
(Rupees.....)
- e) Rate per 1,000 for every 4 additional pages of text on printer's paper ₹.....
(Rupees.....)
- 2) Total Percentage of GST applicable (CGST+SGST) for booklet%
(In Words.....)

Please note that rates quoted for additional copies/pages will also be applicable reduced copies/pages

Signature with date:
Full Name in Capital:
Stamp of the Firm:



No. 2/11/2025-26 PPI
Booklet

Annexure-IVC

1) Size 5.5"x 8.5" (approx) 100 GSM Bilt/equivalent quality Matt/Gloss Indian Art Paper for text pages & 220 GSM Bilt/equivalent quality Matt/Gloss Indian Art Card for cover (40 pages of text plus cover)

- a) Rate for 1,000 copies on printer's paper ₹.....
(Rupees.....)
- b) Rate per 1,000 for 1,001 copies upto 3,000 copies on printer's paper ₹.....
(Rupees.....)
- c) Rate per 1,000 for 3,001 copies upto 5,000 copies on printer's paper ₹.....
(Rupees.....)
- d) Rate per 1,000 for additional copies beyond 5,000 copies on printer's paper ₹.....
(Rupees.....)
- e) Rate per 1,000 for every 4 additional pages of text on printer's paper ₹.....
(Rupees.....)

2) Total Percentage of GST applicable (CGST+SGST) for booklet%

(In Words.....)

Please note that rates quoted for additional copies/pages will also be applicable reduced copies/pages

Signature with date:
Full Name in Capital:
Stamp of the Firm:



No. 2/11/2025-26 PPI
Booklet

Annexure-IVD

1) Size 6.5"x 9.5" (approx) 100 GSM Bilt/equivalent quality Matt/Gloss Indian Art Paper for text pages & 220 GSM Bilt/equivalent quality Matt/Gloss Indian Art Card for cover (40 pages of text plus cover)

- a) Rate for 1,000 copies on printer's paper ₹.....
(Rupees.....)
- b) Rate per 1,000 for 1,001 copies upto 3,000 copies on printer's paper ₹.....
(Rupees.....)
- c) Rate per 1,000 for 3,001 copies upto 5,000 copies on printer's paper ₹.....
(Rupees.....)
- d) Rate per 1,000 for additional copies beyond 5,000 copies on printer's paper ₹.....
(Rupees.....)
- e) Rate per 1,000 for every 4 additional pages of text on printer's paper ₹.....
(Rupees.....)

2) Total Percentage of GST applicable (CGST+SGST) for booklet%

(In Words.....)

Please note that rates quoted for additional copies/pages will also be applicable reduced copies/pages

Signature with date:
Full Name in Capital:
Stamp of the Firm:



No. 2/11/2025-26 PPI
Booklet

Annexure-IVE

- 1) Size 8.25"x 11.75" (approx) 100 GSM Bilt/equivalent quality Matt/Gloss Indian Art Paper for text pages & 220 GSM Bilt/equivalent quality Matt/Gloss Indian Art Card for cover (40 pages of text plus cover)
- a) Rate for 1,000 copies on printer's paper ₹.....
(Rupees.....)
- b) Rate per 1,000 for 1,001 copies upto 3,000 copies on printer's paper ₹.....
(Rupees.....)
- c) Rate per 1,000 for 3,001 copies upto 5,000 copies on printer's paper ₹.....
(Rupees.....)
- d) Rate per 1,000 for additional copies beyond 5,000 copies on printer's paper ₹.....
(Rupees.....)
- e) Rate per 1,000 for every 4 additional pages of text on printer's paper ₹.....
(Rupees.....)
- 2) Total Percentage of GST applicable (CGST+SGST) for booklet%
(In Words.....)

Please note that rates quoted for additional copies/pages will also be applicable reduced copies/pages

Signature with date:
Full Name in Capital:
Stamp of the Firm:

19/12/25
[Signature]
[Signature] R [Signature]

1) Size 5.5"x 8.5" (approx) 130 GSM Bilt/equivalent quality Matt/Gloss Indian Art Paper for text pages & 300 GSM Bilt/equivalent quality Matt/Gloss Indian Art Card for cover (40 pages of text plus cover)

1a) Rate for 500 copies on printer's paper ₹.....

(Rupees.....)

1b) Rate for every 4 additional pages of text for 500 copies on printer' paper ₹.....

(Rupees.....)

2) Size 6.5"x 9.5" (approx) 130 GSM Bilt/equivalent quality Matt/Gloss Indian Art Paper for text pages & 300 GSM Bilt/equivalent quality Matt/Gloss Indian Art Card for cover (40 pages of text plus cover)

2a) Rate for 500 copies on printer's paper ₹.....

(Rupees.....)

2b) Rate for every 4 additional pages of text for 500 copies on printer' paper ₹.....

(Rupees.....)

3) Size 8.25 "x 11.75" (approx) 130 GSM Bilt/equivalent quality Matt/Gloss Indian Art Paper for text pages & 300 GSM Bilt/equivalent quality Matt/Gloss Indian Art Card for cover (40 pages of text plus cover)

3a) Rate for 500 copies on printer's paper ₹.....

(Rupees.....)

3b) Rate for every 4 additional pages of text for 500 copies on printer' paper ₹.....

(Rupees.....)

4) Total Percentage of GST applicable (CGST+SGST) for all size of booklets%

(In Words.....)

Please note that rates quoted for additional pages will also be applicable reduced pages. If number of copies increase then pro-rata rates will be applicable

Signature with date
Full Name in capital
Stamp of firm

Farid
Dutta
Rishi
R
U

No. 2/11/2025-26 PPI
Booklet

Annexure-VB

1) Size 5.5"x 8.5" (approx) 130 GSM Bilt/equivalent quality Matt/Gloss Indian Art Paper for text pages & 300 GSM Bilt/equivalent quality Matt/Gloss Indian Art Card for cover (40 pages of text plus cover)

a) Rate for 1,000 copies on printer's paper

₹.....

(Rupees.....)

b) Rate per 1,000 for 1,001 copies upto 3,000 copies on printer's paper

₹.....

(Rupees.....)

c) Rate per 1,000 for 3,001 copies upto 5,000 copies on printer's paper

₹.....

(Rupees.....)

d) Rate per 1,000 for additional copies beyond 5,000 copies on printer's paper

₹.....

(Rupees.....)

e) Rate per 1,000 for every 4 additional pages of text on printer's paper

₹.....

(Rupees.....)

2) Total Percentage of GST applicable (CGST+SGST) for booklet%

(In Words.....)

Please note that rates quoted for additional copies/pages will also be applicable reduced copies/pages

Signature with date:
Full Name in Capital:
Stamp of the Firm:



1) Size 6.5"x 9.5" (approx) 130 GSM Bilt/equivalent quality Matt/Gloss Indian Art Paper for text pages & 300 GSM Bilt/equivalent quality Matt/Gloss Indian Art Card for cover (40 pages of text plus cover)

a) Rate for 1,000 copies on printer's paper ₹.....

(Rupees.....)

b) Rate per 1,000 for 1,001 copies upto 3,000 copies on printer's paper ₹.....

(Rupees.....)

c) Rate per 1,000 for 3,001 copies upto 5,000 copies on printer's paper ₹.....

(Rupees.....)

d) Rate per 1,000 for additional copies beyond 5,000 copies on printer's paper ₹.....

(Rupees.....)

e) Rate per 1,000 for every 4 additional pages of text on printer's paper ₹.....

(Rupees.....)

2) Total Percentage of GST applicable (CGST+SGST) for booklet%

(In Words.....)

Please note that rates quoted for additional copies/pages will also be applicable reduced copies/pages

Signature with date:
Full Name in Capital:
Stamp of the Firm:



No. 2/11/2025-26 PPI
Booklet

Annexure-VD

1) Size 8.25"x 11.75" (approx) 130 GSM Bilt/equivalent quality Matt/Gloss Indian Art Paper for text pages & 300 GSM Bilt/equivalent quality Matt/Gloss Indian Art Card for cover (40 pages of text plus cover)

a) Rate for 1,000 copies on printer's paper

₹.....

(Rupees.....)

b) Rate per 1,000 for 1,001 copies upto 3,000 copies on printer's paper

₹.....

(Rupees.....)

c) Rate per 1,000 for 3,001 copies upto 5,000 copies on printer's paper

₹.....

(Rupees.....)

d) Rate per 1,000 for additional copies beyond 5,000 copies on printer's paper

₹.....

(Rupees.....)

e) Rate per 1,000 for every 4 additional pages of text on printer's paper

₹.....

(Rupees.....)

2) Total Percentage of GST applicable (CGST+SGST) for booklet%

(In Words.....)

Please note that rates quoted for additional copies/pages will also be applicable reduced copies/pages

Signature with date:
Full Name in Capital:
Stamp of the Firm:

Signature: [Handwritten Signature] Date: [Handwritten Date]

No. 2/11/2025-26 PP I

Folders:

Annexure-VI

1) i) Open size- 8.5" x 11.75" (approx) (folded once or twice vertically), 130 GSM Bilt/equivalent quality Matt/Gloss Indian Art Paper

a) Rate for 1,000 copies on printer's paper ₹.....

(Rupees.....)

b) Rate per 1,000 for 1,001 copies upto 3,000 copies on printer's paper ₹.....

(Rupees.....)

c) Rate per 1,000 for 3,001 copies upto 5,000 copies on printer's paper ₹.....

(Rupees.....)

d) Rate per 1000 for additional copies beyond 5,000 copies on printer's paper ₹.....

(Rupees.....)

Total Percentage of GST applicable (CGT+SGST)for folder %.....

(In words)

1) ii) Open size- 11.75" x 17" (Approx) (folded once or twice vertically), 130 GSM Bilt/equivalent quality Matt/Gloss Indian Art Paper

a) Rate for 1,000 copies on printer's paper ₹.....

(Rupees.....)

b) Rate per 1,000 for 1,001 copies upto 3,000 copies on printer's paper ₹.....

(Rupees.....)

c) Rate per 1,000 for 3,001 copies upto 5,000 copies on printer's paper ₹.....

(Rupees.....)

d) Rate per 1000 for additional copies beyond 5,000 copies on printer's paper ₹.....

(Rupees.....)

Total Percentage of GST applicable (CGT+SGST)for folder %.....

(In words)

Signature with date:
Full Name in capital:
Stamp of firm

SA
Tania
Rahul
Raj
12

No. 2/11/2025-26 PP I

Annexure-VII

Folders:

1) i) Open size- 8.5" x 11.75" (approx) (folded once or twice vertically), 100 GSM Bilt/equivalent quality Matt/Gloss Indian Art Paper

ia) Rate for 1,000 copies on printer's paper ₹.....

(Rupees.....)

ib) Rate per 1,000 for 1,001 copies upto 3,000 copies on printer's paper ₹.....

(Rupees.....)

ic) Rate per 1,000 for 3,001 copies upto 5,000 copies on printer's paper ₹.....

(Rupees.....)

id) Rate per 1000 for additional copies beyond 5,000 copies on printer's paper ₹.....

(Rupees.....)

Total Percentage of GST applicable (CGT+SGST)for folder %.....

(In words

1) ii) Open size- 11.75" x 17" (approx) (folded once or twice vertically), 100 GSM Bilt/equivalent quality Matt/Gloss Indian Art Paper

ia) Rate for 1,000 copies on printer's paper ₹.....

(Rupees.....)

iib)Rate per 1,000 for 1,001 copies upto 3,000 copies on printer's paper ₹.....

(Rupees.....)

iic) Rate per 1,000 for 3,001 copies upto 5,000 copies on printer's paper ₹.....

(Rupees.....)

iid) Rate per 1000 for additional copies beyond 5,000 copies on printer's paper ₹.....

(Rupees.....)

Total Percentage of GST applicable (CGT+SGST)for folder %.....

(In words

Signature with date:
Full Name in capital:
Stamp of firm

[Handwritten signatures and initials]

- 1 Jacket (Docket) 10"x13.5" with pocket at the right side (Page 3), Docket Size open 9.25"x9.25", finished folded size of Docket 9.25"x 4.5" with suitable size spine on 250 GSM Bilt/equivalent quality Matt/Gloss Indian Art Card & 6 Folders/insert, each folder open size 11.75"x 8.5", Finished size 4"x 8.5" (Approx) on 100 GSM Bilt/equivalent quality Matt/Gloss Indian Art paper.

1a) Rate for 1,000 copies of kit folder alongwith 6 folders on printer's paper ₹.....
(Rupees.....)

1b) Rate per 1,000 for 1,001 copies upto 3,000 copies of kit folder alongwith 6 folders on printer's paper ₹.....
(Rupees.....)

1c) Rate per 1,000 for 3,001 copies upto 5,000 copies of kit folder alongwith 6 folders on printer's paper ₹.....
(Rupees.....)

1d) Rate per 1,000 for additional copies beyond 5,000 copies of kit folder alongwith 6 folders on printer's paper ₹.....
(Rupees.....)

- 2) Folder open size 11.75"x 8.5", Finished size 4"x 8.5" (Approx) on 100 GSM Bilt/equivalent quality Matt/Gloss Indian Art paper.

2a) Rate per 1,000 for one additional folder (including insertion in the Docket) on printer's paper. ₹.....
(Rupees.....)

2b) Rate per 1000 for 1,001 to 3,000 copies of the one additional folder (Including insertion in the Docket) on printer's paper. ₹.....
(Rupees.....)

2c) Rate per 1000 for 3,001 to 5,000 copies of the one additional folder (including insertion in the Docket) on printer's paper. ₹.....
(Rupees.....)

2d) Rate per 1000 for the one additional folder (including insertion in the Docket) beyond 5,000 on printer's paper. ₹.....
(Rupees.....)

- 3) Total percentage of GST applicable (CGST + SGST) for Kit folder & folder (Insert)%
(Percentage in words.....)

Note-Rates quoted for additional copies/Folder (Insert) will also be applicable for reduced copies/ Folder (Insert).

Signature with date:
Full Name in capital:
Stamp of firm

