

This tender is restricted to the Offset / Digital Printers empanelled with GeM at Chennai

No.29/14/2026-27 / IEC

GOVERNMENT OF INDIA

CENTRAL BUREAU OF COMMUNICATION

Regional Office - Chennai

Dated: 05.05.2026

Subject:-Printing of 5 booklets on Vikas Yatra in Tamil language

Quotations are invited for the production of **5 booklets of each 1000 copies** (Total - 5000) in **Offset print in Tamil** language and for **Five booklet each 100 copies** (Total - 500) in **Digital print in English** language on TOP PRIORITY basis from local empanelled Offset/Digital printers with GeM located in Chennai. If you are in a position to undertake the production of the job as per specifications given below and supply the printed copies within the specified time schedule, please submit your quotation in as per **Annexure III latest by 15/05/2026 (12:00 Hrs.)**. Tenders will be opened on the same day at 3:30 PM. Please note that quotations received after the due date and time will not be considered.

(J.Kamaraj)
Director

DESCRIPTION: Five types of prestigious booklets, each consisting of 100 pages (approx.) of text plus cover are to be produced from complete design in soft copy.

Booklets will print in four process colour throughout from line & tone design provided in soft copy and may bleed on all sides. Improvement in colour pictures/textual corrections/addition/deletion inner pages will have to be done by the printer even in final proofs. Booklets are to be section sewn with cover pasted over & perfect bound with high quality hot melt adhesive. Outer cover is to be matt laminated before finishing.

FINISHED SIZE:

S.No	Size/Pages (Text + cover)	No. of Copies	Language	No. of Job	Total Nos.	Digital or Offset
1.	5.5" x 8.5" (100+4)	1000	Tamil	5 types of booklet	5000	Offset
2.	6.5" x 9.5" (100+4)	1000	Tamil	5 types of booklet	5000	Offset
3.	6" x 8.5" (100+4)	1000	Tamil	5 types of booklet	5000	Offset

S.No	Size/Pages (Text + cover)	No. of Copies	Language	No. of Job	Total Nos.	Digital or Offset
1.	5.5" x 8.5" (100+4)	100	English	5 types of booklet	500	Digital
2.	6.5" x 9.5" (100+4)	100	English	5 types of booklet	500	Digital
3.	6" x 8.5" (100+4)	100	English	5 types of booklet	500	Digital



COLOURS: Throughout Four Process Colours

LANGUAGE & QUANTITY

As per CBC requirement

Note:

- 1) *If the number of pages increases/decreases, the rates will be allowed on pro-rata basis.*
- 2) *If the number of copies increases/decreases, the rates will be allowed on pro-rata basis.*

PROCESS OF PRODUCTION: By Offset Printing

PAPER: 100 GSM Bilt Royal/equivalent quality Matt Indian Art Paper for text Pages & 220 GSM Bilt Royal/equivalent quality Matt Indian Art card for cover are to be used from the printer's stock. Selected printer will submit sample of paper mentioned above with full nomenclature including Name of the paper mill duly signed and stamped before executing the job.

A serious view will be taken for any delay or if, at any stage, it is found that specified papers have not been used for the job. Liquidated damages will be imposed for the delay in execution, poor workmanship and using lesser grammage of paper as per the standard norms of the CBC.

MATERIAL FOR PRODUCTION: Complete design will be supplied in a softcopy by CBC.

TIME SCHEDULE: An overall time period of 5 days for each type of booklet after approval of proofs will be allowed for printing & complete supply of the copies.

Note:-If the number of copies/pages increases/decreases an overall time period will be allowed on Pro-rata basis.

PACKING & DELIVERY: Final printing is to be undertaken on the basis of approved proofs. 10 advance copies of each type of booklet are to be sent to **CBC, Regional Office, Chennai** for approval. After the approval of advance copy of each type, the ordered quantity is to be delivered to **CBC, Regional Office, Chennai**. 50 booklets are to be supplied duly packed in thick kraft paper. Each packet is to be labeled mentioning quantity, language and name of the job.

EARNEST MONEY DEPOSIT: The bidder must submit an **Earnest Money Deposit of Rs.30,000/- (Rupees Thirty Thousand only) for Offset printing job and Rs.10,000/- (Rupees Ten Thousand only) for Digital printing job** in the form of Fixed Deposit Receipt/Bank Guarantee issued by any Scheduled/Nationalized Bank drawn in favour of "**Drawing and Disbursing Officer, CBC, Chennai**" payable at Chennai. The FDR/BG must have maturity of 6 months. The image of issued EMD by the bank should be uploaded with tender document and original is to be submitted to this office in Person or by Registered Post in a sealed envelope mentioning Name and no. of the tender along with a covering note of the firm with complete details of the FDR to the **Director, Central Bureau of Communication, Ministry of I & B, Govt. of India, Room No.301, No.4/1, Swami Sivananda Salai, Chepauk, Chennai-600 005**.

(Tenders received without earnest money deposit will be summarily rejected).

PERFORMANCE SECURITY: The EMD of the L-1 bidder shall be retained towards performance security, before the job is awarded. If the printer (bidder) backs out from undertaking the job at their quoted rates, the EMD will be forfeited and the job may be assigned to other bidder. Earnest money of successful bidder shall be returned only after successful completion of the contract and EMD of others shall be returned after finalization of the tender.



Eligibility Criteria: Printing Press should be located **within 50kms of CBC, Regional Office, Chennai** and equipped with the following Printing & allied Equipment (Details given below) and capable of handling such work within a prescribed time schedule.

1. DTP with One terminal (core i5 or above) along with colour ink jet/colour laser printer with the latest updated version of licensed software viz., CorelDraw, Photoshop, InDesign, PageMaker and other publishing software's.
2. One A3 Size four Colours Digital Printing Machine
3. One (1) Automatic Folding Machine/Dedicated Arrangement.
4. One (1) Perfect binding machines single clamp/Dedicated Arrangement.
5. One (1) Section Sewing machine/Dedicated Arrangement.
6. One (1) Programmatic paper cutting machines.
7. Adequate Power back-up.
8. The printer should not be under suspension by any Government Organization.
9. Copy of License to Run the Factory (:if applicable).
- 10 Copy of Pollution certificate (if applicable).

Note: All the relevant documents related to eligibility criteria mentioned above (Sl. No. 1-10) in the tender document must be submitted with seal & signature as per the Annexure II by the Vendor failing which the bids will not be considered.

OTHER REMARKS:

1. The time schedule must be strictly adhered to.
2. This enquiry is subject to our usual terms of tender.
3. A High quality reproduction is essential.
4. Printers backing out after quoting the rates will be liable for liquidated damages(Annexure)
5. In case of delay in execution, poor workmanship or use of inferior quality paper, Penalty / liquidated damages will be imposed as per the norms (Annexure).
6. All disputes will be settled under Tamilnadu Jurisdiction.

(Please read the instructions of tender thoroughly before submitting quotations)

Please quote only if you are in a position to undertake the production of the job and supply printed copies within the specified time schedule. Your quotations must be submitted by 12.00 hrs. on 15/05/2026

Your rates should be quoted on the following lines including the cost of paper, all other incidental charges etc. and the applicable GST.

1. Consolidated rate for total 5000 copies of offset booklet(1000 copies each in 5 types)consisting100 pages of text plus cover 'As per Description' (including applicable GST)
2. Consolidated rate for total 500 copies of the Digital booklet(100 copies each in 5 types)consisting100 pages of text plus cover 'As per Description' (including applicable GST)

Note:

- 1) **If the number of pages increases/decreases the rates will be allowed on pro-rata basis.**
- 2) **If the number of copies increases/decreases, the rates will be allowed on pro-rata basis.**



Yours faithfully

(J.Kamaraj)

Director

J/K/m

GOVERNMENT OF INDIA
CENTRAL BUREAU OF COMMUNICATION
Regional Office - Chennai

Subject:-Liquidated Damages Committee-Norms.

Printers are taken on CBC rate contract who fulfill minimum requirement of printing machines and other equipment's, 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 as calendars, diaries etc. and 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.200/- and the cut less than Rs.100/- 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 forth at language and the printers 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 dept. Additional time on the merit of the case is to be allowed.

(5) After submission of the proofs if the approval is held up for long time by the Dept. for no fault of the printer, extra time for such cases from 1 to 3 days are allowed on the merit so the case, for rescheduling of the job.

(6) 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.



5/5/20

(7) Where complete material is handed over to out-station printer or his representative in Chennai normal transit period is allowed even though the printer or his representative may stay in Chennai.

(8) 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.

(9) Minor variations in the actual colours used are accepted provided the total number of impressions is not affected.

(10) Where the printer is asked to do the job much earlier than the specified timings, emergency charges for improvement of timings may be allowed as per the merit of the case.

(11) 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.

(12) 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.

(13) 5% copies over or under of the specified quantity may be accepted subject to useful utilization 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	Rs. 15,000/- with suspension from tenders For a period of one month	Rs. 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 Rs. 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 Rs. 50,000/- whichever is higher with suspension from tenders for a period of six month



PROFORMA FOR 'TECHNICAL BID'

Tender No. & Date	29/14/2026-27-IEC dated 05-05-2026
Last Date and Time of 'Receipt of Tenders'	15-05-2026 by 12.00 PM
Date and Time of 'Opening of the Technical and Financial Bid'	15-05-2026 by 03.30 PM

1.	Name of the Press	
2.	Name of Proprietor / Partners/Directors	
3.	Address of Office with Phone numbers	
4.	Address of Factory With phone numbers	
5.	PAN No. & GST No.	
6.	GEM ID Details	
7.	EMD details	

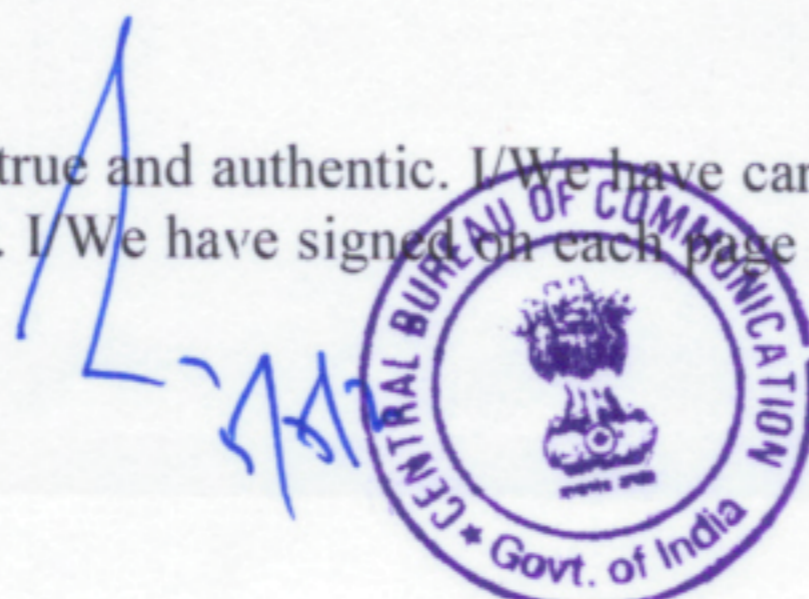
Name of printing machine possessed with details of their type and size. (In case machines are installed at more than one premise, give details as Unit-I/Unit-II etc.

Sl. No.	Name of the machines/equipment	Make, size and Model of the machine/equipment
a.	DTP with One terminal (core i5 or above) along with colour ink jet/colour laser printer with the latest updated version of licensed software viz., CorelDraw, Photoshop, InDesign, PageMaker and other publishing software's	
b.	A3 Size four colour Digital Printing Machine.	
c.	Binding Facility i.e. Automatic Folding Machine, Perfect Binding machine, Section sewing machine, Programmatic cutting machine facilities etc.	
d.	Power Back-up	
e.	Details if Blacklisted/ Suspended by any Govt. Department (in last 3 years)	
f.	Copy of the License to run the Factory	
g.	Copy of Pollution Certificate	

Signature with Stamp:
Date:

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:

1. Booklet in the size 5.5" x 8.5" – Digital & Offset

- 100 Pages in the size 5x5"x 8.5" (approx) 100 GSM Bilt Royal/equivalent quality Matt indian Art Paper for the text pages & 220 GSM Blit Royal/ equivalent quality Matt Indian Art card for cover.

Rate for 5,000 copies on Offset Printing

(Rupees.....)

Rate for 500 copies on Digital Printing

(Rupees.....)

2. Booklet in the size 6.5" x 9.5" – Digital & Offset

- 100 Pages in the size 6.5"x .5" (approx) 100 GSM Bilt Royal/equivalent quality Matt indian Art Paper for the text pages & 220 GSM Blit Royal/ equivalent quality Matt Indian Art card for cover.

Rate for 5,000 copies on Offset Printing

(Rupees.....)

Rate for 500 copies on Digital Printing

(Rupees.....)

3. Booklet in the size 6" x 8.5" – Digital & Offset

- 100 Pages in the size 6"x 8.5" (approx) 100 GSM Bilt Royal/equivalent quality Matt indian Art Paper for the text pages & 220 GSM Blit Royal/ equivalent quality Matt Indian Art card for cover.

Rate for 5,000 copies on Offset Printing

(Rupees.....)

Rate for 500 copies on Digital Printing

(Rupees.....)

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

Note:- The lowest rates (L1 rates) will be offered to all the qualified printers and the rate contract will be formed for one (1) year with all the qualified printers who accept the L1 rates under all the categories/items & other terms and conditions of the tender.



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

This tender is restricted to the Offset / Digital Printers empanelled with GeM at Chennai

No.29/14/2026-27 / IEC

GOVERNMENT OF INDIA

CENTRAL BUREAU OF COMMUNICATION

Regional Office - Chennai

Dated: 05.05.2026

Subject:-Printing of a single booklet on Vikas Yatra 2026 in Tamil (Offset) & English (Digital) language

Quotations are invited for the production of single booklets of 1000 copies in **Offset printing in Tamil** and the same booklet 100 copies in **Digital printing in English** language on TOP PRIORITY basis from local Offset/Digital printers located in Chennai and empanelled with GeM. If you are in a position to undertake the production of the job as per specifications given below and supply the printed copies within the specified time schedule, please submit your quotation as per the **Annexure III latest by 15/05/2026 (12:00 Hrs.)**. Tenders will be opened on the same day at 3:30 PM. Please note that quotations received after the due date and time will not be considered.

(J.Kamaraj)
Director

DESCRIPTION: A prestigious booklet consisting of 200 pages (approx.) of text plus cover are to be produced from complete design in soft copy.

Booklet will print in four process colour throughout from line & tone design provided in soft copy and may bleed on all sides. Improvement in colour pictures/textual corrections/addition/deletion in inner pages will have to be done by the printer even in final proofs. Booklet is to be section sewn with cover pasted over & perfect bound with high quality hot melt adhesive. Outer cover is to be matt laminated before finishing.

FINISHED SIZE

S.no	Size/Pages (Text + cover)	Total No. of Copies	Language	No. of Job	Digital/ Offset
1.	5.5" x 8.5" (200+4)	1000	Tamil	Single booklet	Offset
2.	6.5" x 9.5" (200+4)	1000	Tamil	Single booklet	Offset
3.	6" x 8.5" (200+4)	1000	Tamil	Single booklet	Offset

S.no	Size/Pages (Text + cover)	Total No. of Copies	Language	No. of Job	Digital/ Offset
1.	5.5" x 8.5" (200+4)	100	Tamil	Single booklet	Digital
2.	6.5" x 9.5" (200+4)	100	Tamil	Single booklet	Digital
3.	6" x 8.5" (200+4)	100	Tamil	Single booklet	Digital

COLOURS: Throughout Four Process Colours**LANGUAGE & QUANTITY:***As per CBC requirement***Note:**

- 1) If the number of pages increases/decreases, the rates will be allowed on pro-rata basis.
- 2) If the number of copies increases/decreases, the rates will be allowed on pro-rata basis.



PROCESS OF PRODUCTION: By Offset Printing

PAPER: 100 GSM Bilt Royal/equivalent quality Matt Indian Art Paper for text Pages & 220 GSM Bilt Royal/equivalent quality Matt Indian Art card for cover are to be used from the printer's stock. Selected printer will submit sample of paper mentioned above with full nomenclature including Name of the paper mill duly signed and stamped before executing the job.

A serious view will be taken for any delay or if, at any stage, it is found that specified papers have not been used for the job. Liquidated damages will be imposed for the delay in execution, poor workmanship and using lesser grammage of paper as per the standard norms of the CBC.

MATERIAL FOR PRODUCTION: Complete design will be supplied in a softcopy by CBC.

TIME SCHEDULE: An overall time period of 5 days for each type of booklet after approval of proofs will be allowed for printing & complete supply of the copies.

Note:-If the number of copies/pages increases/decreases an overall time period will be allowed on Pro-rata basis.

PACKING & DELIVERY: Final printing is to be undertaken on the basis of approved proofs. 10 advance copies of each type of booklet are to be sent to **CBC, Regional Office, Chennai** for approval. After the approval of advance copy of each type, the ordered quantity is to be delivered to **CBC, Regional Office, Chennai**. 50 booklets are to be supplied duly packed in thick Craft paper. Each packet is to be labeled mentioning quantity, language and name of the job.

EARNEST MONEY DEPOSIT: The bidder must submit an Earnest Money Deposit of **Rs.15,000/- (Rupees Fifteen Thousand only)** for Offset Printing job and **Rs.5,000/- (Rupees Five Thousand only)** for Digital printing job in the form of Fixed Deposit Receipt/Bank Guarantee issued by any Scheduled/Nationalized Bank drawn in favour of "**Drawing and Disbursing Officer, CBC, Chennai**" payable at Chennai. The FDR/BG must have maturity of 6 months. The image of issued EMD by the bank should be uploaded with tender document and original is to be submitted to this office in Person or by Registered Post in a sealed envelope mentioning Name and no .of the tender along with a covering note of the firm with complete details of the FDR to the **Director, Central Bureau of Communication, Ministry of I & B, Govt. of India, Room No.301, No.4/1, Swami Sivananda Salai, Chepauk, Chennai-600 005**

(Tenders received without earnest money deposit will be summarily rejected).

PERFORMANCE SECURITY: The EMD of the L-1 bidder shall be retained towards performance security, before the job is awarded. If the printer (bidder) backs out from undertaking the job at their quoted rates, the EMD will be forfeited and the job may be assigned to other bidder. Earnest money of successful bidder shall be returned only after successful completion of the contract and EMD of others shall be returned after finalization of the tender.



Eligibility Criteria: Printing press should be located **within 50 kms of CBC, Regional Office, Chennai** and equipped with the following Printing & allied Equipment (Details given below) and capable of handling such work within a prescribed time schedule.

1. DTP with One terminal (core i5 or above) along with colour ink jet/colour laser printer with the latest updated version of licensed software viz. CorelDraw, Photoshop, InDesign, PageMaker and other publishing software's.
2. One A3 Size four colours Digital Printing Machine
3. One (1) Automatic Folding Machine/Dedicated Arrangement.
4. One (1) Perfect binding machines single clamp/Dedicated Arrangement.
5. One (1) Section Sewing machine/Dedicated Arrangement.
6. One (1) Programmatic paper cutting machines.
7. Adequate Power back-up.
8. The printer should not be under suspension by any Government Organization.
9. Copy of License to Run the Factory (if applicable).
10. Copy of Pollution certificate (if applicable).

Note: All the relevant documents related to eligibility criteria mentioned above (Sl. No. 1-10) in the tender document must be submitted with seal & signature as per the Annexure II by the Vendor failing which the bids will not be considered.

OTHER REMARKS:

1. The time schedule must be strictly adhered to.
2. This enquiry is subject to our usual terms of tender.
3. A High quality reproduction is essential.
4. Printers backing out after quoting the rates will be liable for liquidated damages(Annexure)
5. In case of delay in execution, poor workmanship or use of inferior quality paper, Penalty/liquidated damages will be imposed as per the norms (Annexure).
6. All disputes will be settled under Tamilnadu Jurisdiction.

(Please read the instructions of tender thoroughly before submitting quotations)

Please quote only if you are in a position to undertake the production of the job and supply printed copies within the specified time schedule. Your quotations must be submitted by 12.00 Hrs. on 15/05/2026

Your rates should be quoted on the following lines including the cost of paper, all other incidental charges etc. and the applicable GST.

1. Consolidated rate for total 1000 copies of Offset booklet consisting 200 pages of text plus cover 'As per Description' (including applicable GST)
2. Consolidated rate for total 100 copies of the Digital booklet consisting 200 pages of text plus cover 'As per Description' (including applicable GST)

Note:

- 1) If the number of pages increases/decreases the rates will be allowed on pro-rata basis.
- 2) If the number of copies increases/decreases, the rates will be allowed on pro-rata basis.



Yours faithfully

(J.Kamaraj)
Director

GOVERNMENT OF INDIA
CENTRAL BUREAU OF COMMUNICATION
Regional Office - Chennai

Subject:-Liquidated Damages Committee-Norms.

Printers are taken on CBC rate contract who fulfill minimum requirement of printing machines and other equipment's, 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 as calendars, diaries etc. and 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.200/-and the cut less than Rs.100/-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 printers 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 dept. Additional time on the merit of the case is to be allowed.

(5) After submission of the proofs if the approval is held up for long time by the Dept. for no fault of the printer, extra time for such cases from 1 to 3days are allowed on the merit soft he case, for rescheduling of the job.

(6) 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.



(7) Where complete material is handed over to out-station printer or his representative in Chennai normal transit period is allowed even though the printer or his representative may stay in Chennai.

(8) 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.

(9) Minor variations in the actual colours used are accepted provided the total number of impressions is not affected.

(10) Where the printer is asked to do the job much earlier than the specified timings, emergency charges for improvement of timings may be allowed as per the merit of the case.

(11) 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.

(12) 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.

(13) 5% copies over or under of the specified quantity may be accepted subject to useful utilization 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	Rs. 15,000/- with suspension from tenders For a period of one month	Rs. 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 Rs. 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 Rs. 50,000/- whichever is higher with suspension from tenders for a period of six month



PROFORMA FOR 'TECHNICAL BID'

Tender No. & Date	29/14/2026-27-IEC dated 05-05-2026
Last Date and Time of 'Receipt of Tenders'	15-05-2026 by 12.00 PM
Date and Time of 'Opening of the Technical and Financial Bid'	15-05-2026 by 03.30 PM

1.	Name of the Press	
2.	Name of Proprietor / Partners/Directors	
3.	Address of Office with Phone numbers	
4.	Address of Factory With phone numbers	
5.	PAN No. & GST No.	
6.	GEM ID details	
7.	EMD details	

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 One terminal (core i5 or above) along with colour ink jet/colour laser printer with the latest updated version of licensed software viz., CorelDraw, Photoshop, InDesign, PageMaker and other publishing software's	
b.	A3 Size four colour Digital Printing Machine.	
c.	Binding Facility i.e. Automatic Folding Machine, Perfect Binding machine, Section sewing machine, Programmatic cutting machine facilities etc.	
d.	Power Back-up	
e.	Details if Blacklisted/ Suspended by any Govt. Department (in last 3 years)	
f.	Copy of the License to run the Factory	
g.	Copy of Pollution Certificate	

Signature with Stamp:
Date:

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:

1. Booklet in the size 5.5" x 8.5" – Digital & Offset

- 200 Pages in the size 5x5"x 8.5" (approx) 100 GSM Bilt Royal/equivalent quality Matt indian Art Paper for the text pages & 220 GSM Blit Royal/ equivalent quality Matt Indian Art card for cover.

Rate for 1,000 copies on Offset printing

(Rupees.....)

Rate for 100 copies on Digital printing

(Rupees.....)

2. Booklet in the size 6.5" x 9.5" – Digital & Offset

- 200 Pages in the size 6.5"x 9.5" (approx) 100 GSM Bilt Royal/equivalent quality Matt indian Art Paper for the text pages & 220 GSM Blit Royal/ equivalent quality Matt Indian Art card for cover.

Rate for 1,000 copies on Offset printing

(Rupees.....)

Rate for 100 copies on Digital printing

(Rupees.....)

3. Booklet in the size 6" x 8.5" – Digital & Offset

- 200 Pages in the size 6"x 8.5" (approx.) 100 GSM Bilt Royal/equivalent quality Matt indian Art Paper for the text pages & 220 GSM Blit Royal/ equivalent quality Matt Indian Art card for cover.

Rate for 1,000 copies on Offset printing

(Rupees.....)

Rate for 100 copies on Digital printing

(Rupees.....)

Please note that rates quoted for additional copies/pages will also be applicable reduced copies/pages on pro rate of basis.

Note:- The lowest rates (L1 rates) will be offered to all the qualified printers and the rate contract will be formed for one (1) year with all the qualified printers who accept the L1 rates under all the categories/items & other terms and conditions of the tender.



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