

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

Notice Inviting Tenders under Two Bid System for
Printing of New India Samachar-Newsletter

The Bureau of Outreach and Communication invites tenders for printing of New India Samachar-Fortnightly Newsletter with a total print order of 4 lakhs copies per issue in Hindi, English & 11 Regional languages.

Tenders are invited under **Two Bid System** from reputed and established printing presses located in Delhi, Noida, Ghaziabad, Sahibabad, Gurugram, Faridabad and Kundli having a minimum turnover of Rs. 10 crores each for last three years and with proper own infrastructure of Printing Machinery & allied Equipments (Details given below) and capable of handling such type of work within the prescribed time schedule.

1. One Drum/Flat bed scanner with a resolution of 4000 DPI or above along with Computer system with planning facilities.
2. Complete typesetting/layout/designing facilities/dedicated arrangements in English, Hindi & all the 11 regional languages as mentioned above.
3. Complete Plate Making system including CTP machines/dedicated arrangement.
4. Two CPC four colour sheet fed offset printing machines in size 25"x36" or above and one CPC four colour machine in 19" x 26" or above. **OR**
Heat-set web Offset machine capable of printing 32 or above pages in finished size of 8"x11" in four process colours.
5. Two automatic folding machines in size 23"x36" or above.
6. One automatic flowline machine with auto stitching and cutting facility.
7. Two automatic stitching machines.
8. Two programmatic paper cutting machines/three knife trimmers.
8. Epson/Digital printing facility/arrangements.
9. Power back-up of 100 KVA or above.
10. The printer should not have been blacklisted/suspended by any Government Organization.

Interested firms are required to submit their tender in the prescribed Proforma with a processing fee of Rs. 1,000/- (Non-Refundable) and an Earnest Money Deposit of Rs.1,00,000/- (One lakh only).

Printers who fulfill all the requirements as laid down in the tender document should only quote for this tender. Tender documents can be downloaded from our website: www.boc.nic.in / www.eprocure.gov.in. Technical Bid shall be opened on the due date of opening and Financial Bid of those printers who are found eligible after evaluation/physical inspection of Press shall be opened at a later date.

Tender is to be sent to the Production Manager (Printed Publicity), BOC, Room No. 163, 1st Floor, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi-110003. This Directorate reserves the right to reject/cancel the tender at any time without assigning any reason.

The closing date for receiving of tenders is 23/06/2021 till 1500 hrs.

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Bureau of Outreach and 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 New India Samachar-Newsletter (fortnightly)**

Sealed tenders are invited for and on behalf of the President of India under 'Two Bid system' from reputed and established printing Presses having experience of printing regular magazines/newsletter as per details given below:-

1. Office of issue : BOC, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi-110003
2. Last Date and Time for receipt of tenders : **Up to 3.00 PM on 23/06/2021**
3. Date & time of opening "Technical Bids" : **3.30 PM on 23/06/2021**

1. Eligibility Criteria :

Printing press should be located at Delhi, Noida, Ghaziabad, Sahibabad, Gurgaon, Faridabad or Kundli having a minimum turnover of ₹10 crores each for the last three years and equipped with following Printing Machinery & allied Equipments (Details given below) and capable of handling such work within a prescribed time schedule.

1. One Drum/Flat bed scanner with a resolution of 4000 DPI or above along with Computer system with planning facilities.
 2. Complete typesetting/layout/designing facilities/dedicated arrangements in all the 13 regional languages as mentioned in the tender document.
 3. Complete Plate Making system including CTP machines/dedicated arrangement.
 4. Two CPC four colour sheet fed offset printing machines in size 25"x36" or above and one CPC four colour machine in 19" x 26" or above **OR** Heat-set web Offset machine capable of printing 32 or above pages in finished size of 8"x11" in four process colours.
 5. Two automatic folding machines in size 23"x36" or above.
 6. One automatic flowline machine with auto stitching and cutting facility.
 7. Two automatic stitching machines.
 8. Two programmatic paper cutting machines/three knife trimmers.
 8. Epson/Digital printing facility/arrangements.
 9. Power back-up of 100 KVA or above.
 10. The printer should not have been blacklisted/suspended by any Government Organization.
- 2. Requirement of Newsletter :** Hindi- 1,70,000; English-50,000; Telugu- 25,000; Punjabi- 13,000
Bengali- 13,000; Malayalam- 9000; Tamil- 22,000; Assamese- 9,000
Marathi- 35,000; Gujarati- 20,000; Urdu- 6,000; Kannada- 18,000;
Odia- 10,000; **Total- 4,00,000 copies**

3. 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.

3.1) Tender Fee: Tender Form can be downloaded free from our website : www.boc.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 shape of a DD favoring PAO (BOC etc.) payable at New Delhi.

3.2) EARNEST MONEY DEPOSIT:

Tenderers will have to submit an **Earnest Money Deposit of Rs. 1,00,000 (Rupees One lakh only)** along with the technical Bid/tender in the form of Fixed Deposit Receipt pledged to The President of India through PAO(BOC) from Scheduled/Nationalised Bank.

The FDR must have maturity of one year. (Tenders received without tender fee & earnest money deposit will be summarily rejected).

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.

3.3) PENALTY CLAUSE: In case of delays at printer ends, in addition to usual delay cut, penalty @ 5 paise per day per delayed copy will be imposed. The extra postal expenditure, if any, incurred on postage due to delay in supply, will also be recovered from the printer's bill.

3.4) PERFORMANCE GUARANTEE:

The L-1 bidder or any other bidder (who accepts the lowest rate) will have to furnish a Performance security of 5% of the cost of the job (awarded quantity) before the job is awarded. If the printer (bidder) backs out from undertaking the job at their quoted/accepted rate or fails to furnish the performance security in the stipulated period, the EMD will be forfeited and the job may be assigned to other bidder.

3.5) 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 II, III, IV. The 'Technical' bid envelope should contain all the other required /essential documents mentioned in this tender including FDR of EMD & processing fees. Both these envelopes must be sealed separately and should be super-scribed by words 'Technical Bid' / 'Financial Bid', as the case may be. These two sealed envelopes should then be placed inside a third big envelop, 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 New India Samachar-Newsletter (fortnightly) Job No. 2/2/2021-22 PPV, Opening Date: 23/06/2021**" and addressed to Sh. DKC Hrudhainath, Production Manager (PP), BOC. This big sealed envelope should be dropped into the '**Tender Box**' kept at Room No.163, BOC, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi 110003.

3.6) Opening of BIDS :

Technical Bid of the tender will be opened on the prescribed opening date/time. The Financial Bids of only eligible printers found suitable after evaluation/Inspection shall be opened at a later date. 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' in advance.

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

3.7) The printing of newsletter will be divided among the printers on the basis of L1 rates as per detail given below:

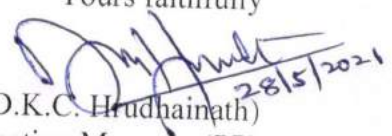
1. Printer I - Hindi- 1,70,000 English-50,000 **Total- 2,20,000 copies**
2. Printer II- Tamil- 22,000; Telugu- 25,000 Kannada- 18,000;
Malayalam- 9000; Odiya- 10,000; Urdu- 6,000 **Total- 90,000 copies**
3. Printer III- Marathi- 35,000; Gujarati- 20,000; Punjabi- 13,000
Assamese- 9,000; Bengali- 13,000 **Total- 90,000 copies**

3.8) The Principal Director General, BOC, New Delhi reserves the right to accept the whole or part or reject any quotation or all the quotations without assigning any reasons thereof. His decision in the matter shall be final and binding.

3.9) Tender Validity:

The tender offer shall remain valid up to **1 year and may be extended for one year or more on mutual consent of the lowest bidder and BOC** from the date of opening of Technical Bid.

Yours faithfully


(D.K.C. Hrudhainath)
Production Manager (PP)

Bureau of Outreach and 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 New India Samachar-Newsletter (fortnightly)**

PROFORMA FOR 'TECHNICAL BID'

Tender No. & date	2/2/2021-22 PP V, 28/05/2021
Last Date and Time of 'Receipt of Tenders'	23/06/2021 at 3.00 P.M.
Date and Time of 'Opening of the Technical Bid'	23/06/2021 at 3.30 P.M.

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.	
6.	Earnest Money	FDR No.& Date: Amount:
7.	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 premises, give details as Unit-I/Unit-II etc.

Sl. No.	Name of the machines/equipment	Make, size and Model of the machine/equipment
a.	One Drum/Flat bed scanner with a resolution of 4000 DPI or above along with Computer system with planning facilities.	
b.	Complete typesetting/ layout/ designing facilities in all the 13 regional languages as mentioned in the tender document.	
c.	Complete Plate Making system including CTP machines/ dedicated arrangement.	

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

6. Besides, printers must also have registration of:

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

Yes NO

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

Yes NO

1. **ANNUAL TURNOVER** : Please enclose a certificate of a Chartered Accountant for your claim along with copies of relevant supporting documents:

Sl. No.	Year	Turnover in Rs
1	FY (2018-19)	
2	FY (2019-20)	
3	FY (2020-2021)	

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:

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CHECK LIST

Documents to be furnished with the 'Technical Bid'

- i) Demand drafts for Processing fees of **Rs. 1,000/-** (non- refundable) and FDR for Earnest Money deposit of **Rs.1,00,000/-** pledged to President of India through PAO(BOC) from Scheduled/Nationalised Bank. (*Tenders without above 'Demand Draft of processing Fee' and Earnest Money Deposit will summarily be rejected.*)
- 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 certified by the Chartered Accountant for last three consecutive years in original (2018-19, 2019-20, 2020-21) alongwith supporting documents i.e the copy of balance sheet The turnover certificate issued by CA should be submitted as per proforma placed at Annexure V.
- 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) Declaration of having experience in printing regular Magazine/Newletter along with latest printed copy
- viii) 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 EMD besides other penal action .

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TERMS OF TENDER

1. The Principal Director General of Bureau of Outreach and Communication (hereinafter referred to as "the Principal 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 Principal 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 Principal Director General. The decision of the Pr. 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 Principal 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 Principal 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 Principal 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 Principal 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 Principal 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/EMD shall 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.

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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 Principal 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 Principal 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 Principal Director General of Bureau of Outreach and Communication, the printer shall continue to supply the said article or articles in accordance with the new specifications. The Principal 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 Principal 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 BOC.
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/EMD. 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 Principal 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 Principal 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 Principal Director General.
14. All disputes shall be settled under Delhi jurisdiction.

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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 both liquidated damages/Suspension and their EMD 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 Pr. DG, BOC will be final in this regard.

Done

2/2/2021-22 PPV

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

PROFORMA FOR 'FINANCIAL BID'

**Notice Inviting Tenders for Annual rate contract under Two Bid System for
 Printing of New India Samachar-Newsletter (fortnightly)
 SPECIFICATION FOR PRINTING OF New India Samachar-Newsletter (fortnightly)**

1	Size	8" x 11" (Approx.)
2	Pages	32 pages of text + 4 pages of cover, Note: Some issues may have more or less number of pages
3	Quantity	Hindi- 1,70,000 English-50,000 Total- 2,20,000 copies
4	Paper	Text-80 GSM Bilt Royal Indian or equivalent quality Indian Art Paper Cover-100 GSM BILT Royal Indian or equivalent quality Indian Art Paper
5	Colour	Four Process Colours throughout
6	Type of Material	Complete design will be provided by BOC. Improvements/corrections to be done by the Printer at his cost
7	Binding and Packing	Center Stitching with wire at two places (50 copies of Newsletter to be packed in thick Kraft paper/ Shrink wrapped)
8	Proofs	2-3 proofs may be required for approval
9	Rates per 1000 copies of News letter for up to 2,20,000 copies (32 pages of text + 4 pages of cover)	Rs. (Rupees.....)
10	Rate per 1000 for additional copies of News letter (32 pages of text + 4 pages of cover)	Rs. (Rupees.....)
11	Rate per 1000 for every 4 additional pages of text on 80 GSM Bilt Royal/ Equivalent quality Indian Art Paper	Rs. (Rupees.....)
12	Percentage of GST (SGST + CGST) applicable on Newsletter% (.....Percent)
13	Time Schedule	An overall time period of 4 days will be allowed for proofing, Printing and final delivery of the job.
14	Delivery of Newsletter	Advance copies are to be sent to this office for approval. Bulk copies are to be supplied to our Distribution Manager at Mass Mailing Wing, BOC, Soochna Bhawan/anywhere Delhi/ NCR after our approval of advance copies.

NOTE- Rates quoted for additional copies/text pages will be applicable for reduced copies/text pages also.

I/we undertake that the printing of the job will be done in strict accordance with the terms of tender and Specifications setout therein.

Signature with Stamp:

Date:

2/2/2021-22 PPV

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SPECIFICATION FOR PRINTING OF New India Samachar-Newsletter (fortnightly)

1	Size	8" x 11" (Approx.)
2	Pages	32 pages of text + 4 pages of cover Note: Some issues may have more or less number of pages
2	Quantity	Punjabi- 13,000; Bengali- 13,000; Assamese- 9,000 Marathi- 35,000; Gujarati- 20,000 Total- 90,000 copies
3	Paper	Text-80 GSM Bilt Royal Indian or equivalent quality Indian Art paper Cover-100 GSM BILT Royal Indian or equivalent quality Indian Art Paper
4	Colour	Four Process Colours throughout
5	Type of Material	Complete design will be provided by BOC. Regional languages may require Typesetting/lay-outing/ Designing on printer's cost Improvements/corrections to be done by the Printer at his cost
6	Binding and Packing	Center Stitching with wire at two places <i>(50 copies of Newsletter to be packed in thick Kraft paper/ Shrink wrapped)</i>
7	Proofs	2-3 proofs may be required for approval
8	Rates per 1000 copies of News letter for 90,000 copies (32 pages of text + 4 pages of cover)	Rs. (Rupees.....)
9	Rate per 1000 for additional copies of News letter (32 pages of text + 4 pages of cover)	Rs. (Rupees.....)
10	Rate per 1000 for every 4 additional pages of text on 80 GSM Bilt Royal/ Equivalent quality Indian Art Paper	Rs. (Rupees.....)
11	Percentage of GST (SGST + CGST) applicable on Newsletter% (.....Percent)
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NOTE- Rates quoted for additional copies/text pages will be applicable for reduced copies/text pages also.

I/we undertake that the printing of the job will be done in strict accordance with the terms of tender and Specifications setout therein.

Signature with Stamp:

Date:

2/2/2021-22 PPV

Bureau of Outreach and Communication
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2	Pages	32 pages of text + 4 pages of cover Note: Some issues may have more or less number of pages
2	Quantity	Tamil- 22,000; Telugu- 25,000; Kannada- 18,000; Malayalam- 9000 Urdu- 6,000; Odia- 10,000; Total- 90,000 copies
3	Paper	Text-80 GSM Bilt Royal Indian or equivalent quality Indian Art paper Cover-100 GSM BILT Royal Indian or equivalent quality Indian art Paper
4	Colour	Four Process Colours throughout
5	Type of Material	Complete design will be provided by BOC. Regional languages may require Typesetting/lay-outing/ Designing on printer's cost Improvements/corrections to be done by the Printer at his cost
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8	Rates per 1000 copies of News letter for 90,000 copies (32 pages of text + 4 pages of cover)	Rs. (Rupees.....)
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13	Delivery of Newsletter	Advance copies are to be sent to this office for approval. Bulk copies are to be supplied to our Distribution Manager at Mass Mailing Wing, BOC, Soochna Bhawan/anywhere Delhi/ NCR after our approval of advance copies.

NOTE- Rates quoted for additional copies/text pages will be applicable for reduced copies/text pages also.

I/we undertake that the printing of the job will be done in strict accordance with the terms of tender and Specifications setout therein.

Signature with Stamp:

Date:

On Chartered Accountant's Letter Head

Annual Turnover Certificate

This is to certify that the turnover of M/s.....with registered PAN.....and located at (address) at

Its Gross turnover from the business related to..... for the past 3 financial year is as under:-

Financial Year	Total Gross Turnover in Rs.
2018-19	
2019-20	
2020-21	

The above records are certified to be correct on the basis of information and books of accounts provided to us.

For.....Associates
Chartered Accountants

()

Partner/Proprietor

M No.....

FRN.....

Place.....

Date.....

Dhat