

NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING (NCERT)

(Publication Division)

e-Tender Reference No: F. 16-04/2024 Pub(PW)

Dated: 14/07/2025

e-TENDER NOTICE

The National Council of Educational Research and Training (NCERT), New Delhi invites Online bids (Technical & Financial) from well established, competent, medium and large size braille presses, MSME and Startup firms with experience of braille books production for empanelment on its panel of Braille press through Central Public Procurement Portal (CPPP) <http://eprocure.gov.in/eprocure/app>. The applicant press/firm are expected to quote their rates for manufacturing of Braille books including all related operations on FOR.

Critical Date Sheet and Tender Fee Details:

<i>Details</i>	<i>Manufacturing and Supply of Braille Books</i>
<i>Processing Fee</i>	<i>Rs. 20,000/- (Rs. Twenty thousand only)</i>
<i>Application Fee</i>	<i>Rs. 2000/- (Rs. Two Thousand only)</i>
<i>Tender Type</i>	<i>Open</i>
<i>Type of Bidding</i>	<i>Two Bid Process</i>
<i>Tender Category</i>	<i>Goods and Related Services</i>
<i>Date of e-Publishing</i>	<i>14/07/2025 (17:00 Hrs.)</i>
<i>Date and time of Pre- Bid Meeting:</i>	<i>30/07/2025 (14:30 Hrs.)</i>
<i>Last Date and time for uploading of Bids and other documents</i>	<i>11/08/2025 (14:30 Hrs.)</i>
<i>Date and time of opening Technical Bids</i>	<i>12/08/2025 (15:30 Hrs.)</i>
<i>Date and time of opening Financial Bids</i>	<i>Will be separately notified to Technically shortlisted/qualified bidders</i>
<i>Prequalification</i>	<i>Part A) Qualification Criteria</i>

Interested parties may view and download the tender document containing the detailed terms & conditions from the NCERT website i.e., www.ncert.nic.in and CPP Portal <http://eprocure.gov.in/eprocure/app>

Manual/offline bids will not be accepted.

Bidders should regularly visit the websites www.ncert.nic.in and <http://eprocure.gov.in/eprocure/app> to keep themselves updated.

INSTRUCTION FOR UPLOADING OF BID ONLINE

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) Portal i.e., <http://eprocure.gov.in/eprocure/app>, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

REGISTRATION

- (i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal by using the “Online Bidder Enrollment” option available on the home page. **Enrolment on the CPP Portal is free of charge.**
- (ii) During enrolment/ registration, the bidders should provide the correct/ true information including valid email-id & mobile no. All the correspondence shall be made directly with the contractors/ bidders through email-id provided.
- (iii) As part of the enrolment process, the bidders will be required to choose a unique username and a password for their accounts.
- (iv) For e-tendering possession of valid Digital Signature Certificate (Class III Certificates with signing key usage) is mandatory. To view the detailed list of License CA vendors recognized by CA India [click here](#)
- (v) Upon enrolment on CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.
- (vi) Only one valid DSC should be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- (vii) Bidders can then log into the site through the secured login by entering their user ID/ password and the password of the DSC/ eToken.

SEARCHING FOR TENDER DOCUMENTS

- (i) There are various search options built in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords, etc., to search for a tender published on the CPP Portal.
- (ii) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- (iii) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS:

- (i) For preparation of bid Bidders shall search the tender from published tender list available on site and download the complete tender document and should take into account corrigendum if any published before submitting their bids.
After selecting the tender document same shall be moved to the ‘My favourite’ folder of bidders account from where bidder can view all the details of the tender document.
- (ii) Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidders shall note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- (iii) Any pre-bid clarifications if required, may be obtained online through the tender site, or through the contact details given in the tender document.
- (iv) Bidders should get ready in advance the bid documents in the required format (PDF/xls/rar/dwf/jpg formats) to be submitted as indicated in the tender document/schedule. **Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.**

- (v) Bidders can update well in advance, the documents such as experience certificates, annual report, PAN, EPF & other details etc., under “My Space/ Other Important Document” option, which can be submitted as per tender requirements. This will facilitate the bid submission process faster by reducing upload time of bids.

SUBMISSION OF BIDS:

- (i) Bidder should log into the site well in advance for bid submission so that he/ she upload the bid in time i.e., on or before the bid submission date & time.
- (ii) Bidder should prepare the Tender Fee (Application fee + Processing fee) and Performance security money as per the instructions specified in the tender document.
- (iii) While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accepts the same in order to proceed further to submit their bid.
- (iv) Bidders shall select the payment option as online to pay the Tender Fee + Processing fee through the accounts details mentioned in Chapter I, Sl.no.8
- (v) Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (vi) Bidders should note that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all Chapters and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
- (vii) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. For the file size of less than 1 MB, the transaction uploading time will be very fast.
- (viii) **If price quotes are required in XLS format, utmost care shall be taken for uploading Schedule of quantities & Prices and any change/ modification of the price schedule shall render it unfit for bidding. Bidders shall download the Price schedule, in XLS format and save it without changing the name of the file. Bidder shall quote their rate in figures in the appropriate cells, thereafter save and upload the file in financial bid cover (Price bid) only. If the template of Price schedule file is found to be modified/corrupted in the eventuality by the bidder, the bid will be rejected and Processing fee shall be forfeited. The bidders are cautioned that uploading of financial bid elsewhere i.e. other than in cover 2 will result in rejection of the tender.**
- (ix) Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). **The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.**
- (x) After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the bidders shall **take print out of system generated acknowledgement** number, and keep it as a record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.
- (xi) Bidders should follow the server time being displayed on bidder’s dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.
- (xii) All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology.

ASSISTANCE TO BIDDERS:

Interested eligible bidders may obtain further information in respect of the Bidding Documents from Head, Publication Division, Ambedkar Khand, NCERT, Sri Aurobindo Marg, New Delhi - 110016

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24X7 CPP Portal Helpdesk. Number 0120-4001 002, 0120-4001 005, 0120-6277 787.

NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING
Sri Aurobindo Marg, New Delhi 110 016

E-Tender Notice

e-Tender Reference No: F. 16-04/2024 Pub (PW)

Online bids (Technical & Financial) are invited *from well established, competent, medium and large size Braille presses MSME & Startup firms with experience of Braille books production*. The online bids complete in all respects should be uploaded on or before 11/08/2025 by 17:30 Hrs. Rs. 2000/- toward Application Fee and Rs. 20,000/- towards processing fee total amounting to Rs.22,000/- are to be paid online to Publication Division and details of online transaction should also be uploaded along with the technical bid.

The tender document along with other details may be downloaded from the Central Public Procurement (CPP) Portal: <http://eprocure.gov.in/eprocure/app>

Sd/-
Head, Publication Division

Last date for submitting the Bid and
Application form is **11.08.2025 (14:30 Hrs.)**

Tender Fee: **Rs.2000.00**



राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षण परिषद्
NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING

Sri Aurobindo Marg, New Delhi 110016

Inviting Application and Rates for Manufacturing and Supply of Braille Books

Details of online payment made to Publication Division towards Processing fee, Application fee and all required documents as per the Annexure 1 must be submitted online on CPP Portal: <http://eprocure.gov.in/eprocure/app>. No documents in offline/physical mode will be accepted.

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**GUIDELINES TO APPLICANTS FOR INVITING BIDS FOR MANUFACTURING AND SUPPLY
OF BRAILLE BOOKS**

1. The National Council of Educational Research and Training (NCERT), New Delhi is an autonomous organization under the Ministry of Education, Government of India and is engaged in development of various educational materials including textbooks for Class I to XII in Hindi, English and Urdu languages. At present NCERT books from class 1 to 8 is to be converted into the braille books. These textbooks are distributed through Vendors empaneled by NCERT, throughout the country.
2. The print order of these books will be minimum 1000 copies in each language (Hindi & English). The detailed Requirements and Specifications of the NCERT's print jobs are enumerated in Chapter II (Part C) of the document. Since, this work is a time bound programmed. The presses are expected to complete the jobs with good quality within the given time schedule, strictly.
3. The NCERT invites online applications and bids from well established, competent, medium and large size reputed braille presses MSME & Startup firms with experience of braille textbooks production. The applicant presses are also invited to quote their rates for all items and other related operations, if any.
4. The application forms received from the presses will be scrutinized with reference to the qualification criteria mentioned in the Chapter II (Part A) of this document. So, please ensure that you fulfill the prescribed minimum qualification criteria. The application of only those presses will be considered who fulfill the prescribed minimum qualification criteria.
5. A complete set of Application form and Bidding Documents may be downloaded by interested eligible Bidders from the NCERT website www.ncert.nic.in or Central Public Procurement (CPP) Portal: <http://eprocure.gov.in/eprocure/app> from **15.07.2025**. Rs. 2000/- toward Application Fee and Rs. 20,000/- towards processing fee total amounting to Rs.22,000/- (Rupees Twenty-Two Thousand only) are to be paid online to Publication Division and copy carrying details of online transaction should also be uploaded along with the bid, in absence of which the application will not be considered.
6. Interested eligible bidders may obtain further information in respect of the Application Form & Bidding Documents from Head, Publication Division, Ambedkar Khand, NCERT, Sri Aurobindo Marg, New Delhi – 110016.
7. A Pre-bid meeting will be held **on 30.07.2025 at 14.30 hours** in the Conference Hall, Publication Division, NCERT in order to provide the bidders an opportunity to seek clarifications on all aspects of the Application Form & Bidding Documents.
8. All applicants have to pay online Rs. 22,000/- (Rupees Twenty-Two thousand only) non-refundable to Publication Division i.e., Rs. 2,000/- towards application fee and Rs. 20,000/- towards processing fee failing which their applications will not be processed. Bank details for online payment are as follows:
Publication Division
State Bank of India
Account No. 10137881342
IFSC Code: SBIN0001690
NCERT, NIE Campus, Sri Aurobindo Marg, New Delhi 110016
9. The last date for uploading of the Bid is **11.08.2025, 05.30 pm**. The Bid will be opened on **12.08.2025** at 11.00 a.m.
10. All interested eligible bidders are requested to submit their application and bids online on Central Public Procurement (CPP) Portal: <http://eprocure.gov.in/eprocure/app>, as per the criteria given in this document Both Technical and Financial Bid should be uploaded online on the CPP Portal (<http://eprocure.gov.in/eprocure/app>).
11. No document in offline/physical mode will be accepted.

12. Applications and Bids of bidders found incomplete in any manner will not be considered.

13. This shall be named as Application for manufacturing and supply of Braille books. Applicant braille presses are supposed to submit the bid in two parts as per clause 06.02 Chapter II (Part B).

14. The Applications received from bidders will be scrutinized by a committee appointed by NCERT with reference to the qualification criteria. On the basis of evaluation, a tentative list of those bidders will be prepared who fulfill the requirement. A team of technical officers will inspect the establishment of these presses and verify the details provided by the applicant in respect of machinery, equipment, space and other relevant documents. The team will also verify the originals of the documents submitted online. Thereafter a list of bidders shall be finalized who qualify in the technical bid. A list of qualified bidders shall be finally examined by the Committee.

15. The financial bids of those bidders shall be opened and considered who qualify in the technical bid. The financial bids will be opened at the appointed time and date in the presence of the committee members. The bidders who qualify in the technical bids shall not be informed separately.

16. The Committee will prepare a comparative statement of the rates of braille books and related work offered by the bidders. The Committee will examine lowest rates obtained in the bidding process. In the financial bid, if any bidder quotes unrealistic and unjustified rates, the Committee will reject that bid and debar the bidder. The Committee will finalize the justified and realistic rates keeping in view that the reasonable number of Braille presses are supposed to work for the NCERT who could take the workload of manufacturing of Braille books jobs and bring out NCERT publications within the given deadline with good quality.

17. The lowest rates will be offered to the bidders whose bids were opened, found complete and substantially responsive. The bidder accepting the offer and rates unconditionally will convey its acceptance through a letter, which shall be in the format given at Annexure – II along with the following documents:

- i. Performance Security Money of Rs. 1,00,000/- (Rupees one lakh only) to be paid online to Publication Division, Scanned copy with details of online payment made should be enclosed.
- ii. Two copies of the contract agreement (Chapter VI) on non-judicial stamp paper of Rs.100/- duly signed, stamped and witnessed.
- iii. Affidavit in original given by authorized signatory on non-judicial stamp paper of Rs. 100/- (one hundred) in the format enclosed (Annexure-III) Integrity Agreement duly attested by the Notary.
- iv. Affidavit in original given by authorized signatory on non-judicial stamp paper of Rs. 100/- (one hundred) in the format enclosed (Annexure-IV) duly attested by the Notary.

The performance security money will remain with the NCERT till the press remains under contract. No interest shall be payable on security money. NCERT will not consider any conditional acceptance of its offer. On receipt of the contract agreement and Security Money, the authorized officer of NCERT will sign both the copies of the contract agreement. A copy of the agreement will be given to the qualified Braille press. The bidder/Braille press who submit the security money and sign the contract agreement will be engaged for manufacturing and supply of Braille books.

18. The Successful Bidder has to ensure and comply with non-piracy of NCERT books. Any deviation of this count, directly or indirectly, shall be viewed seriously which may include confiscation of entire material, financial penalties, legal consequences and may also lead to blacklisting of the bidder.

19. The contract and rates will be valid initially for a period of one year. The NCERT will have the right to extend the contract further up to 1 (one) + 1 (one) year (Maximum up to three years) on the same

rates and same terms and conditions depending upon the satisfactory performance of the Contract holder.

20. The NCERT reserves the right to cancel the contract of Braille press/es at any point of time without assigning any reason.
21. The NCERT reserves the right to give work order or not to give the work order to all or any of the Braille press/s.

Head, Publication Division

CHAPTER II (PART A)
QUALIFICATION CRITERIA

(Please note that one firm/ press can submit only one application form)

Qualification Criteria for Braille Presses

- 1.01 The NCERT is desirous to invite bids from Braille Presses for manufacturing and supply of braille books.
- 1.02 The applicant firm must be in existence for the last 3 (Three) years out of which braille press must have at least 2(two) years experiences in braille book production and it should be supported with documents.
- 1.03 The applicant press must be registered with local/municipal body or should have a License/Registration to run the press (of all the premises where the braille and binding machineries etc. are installed) issued by concerned local Govt. body. In case the binding unit of the press is located at different premises other than the press premises the applicant press should have the factory license/Registration of those premises.
- 1.04 The Applicant press should have PAN number issued by Income Tax Department in the name of the company/firm and GST Registration (in case of proprietorship firm PAN Card of proprietor will be sufficient). Copy of the Audited Financial Statements for last three financial years should be uploaded with the bid document.
- 1.05 The applicant must have a minimum average turnover or funding statement of at least Rupees Twenty-Five Lacs in the last three financial years **as per their Audited Financial Statements. Government Institutions are exempted from this requirement.**
- 1.06 The applicant press should have ownership documents in support of all equipment and machines.
- 1.07 It is desirable that the bidder shall ensure payment of Provident Fund, ESI **or** other social security provisions to its workers as per the existing Labor Laws / Codes and submit the registration number in this regard.
- 1.08 An affidavit on non-judicial stamp paper of Rs.100/- stating the following (Annexure IV) duly attested by Notary.
 - Bidder financial standing: That the bidder is not under liquidation, court receivership or similar proceedings and not bankrupt;
 - No case is pending against the firm with regard to criminal case under BNS/IPC/CrPC and Copyright Law.
 - No litigation under GST Act / Income Tax Act / Companies Act and Copyright Act or any other Law which has criminal consequences is pending
 - The bidder has never been blacklisted by any Government/Semi Govt./Govt. Undertaking or by any Autonomous Organization set up by the State / Union Governments.
 - All the information provided by the bidders are correct to the best of their knowledge and belief and nothing has been concealed there from.
 - If any case is registered against the bidder during the Contract period, it should be immediately informed in writing to the NCERT.
 - Bid shall remain valid for a period of 180 (One hundred and eighty) days reckoned from the last date of submission of Bid.
 - Press will not refuse any assigned job irrespective of number of pages and design etc.

1.10 Copies of the Purchase documents of all the equipment and machineries are to be attached. The concerned bidder should possess the above equipment at the time of inspection, if the facts mentioned in the application are found to be incorrect, the bidder will be disqualified.

1.11 The bidder needs to have its own Braille press at the disclosed premises with all the required facilities. Subletting of the job is not permitted under any circumstances. The Braille Press should have its display board outside the press premises confirming legality of the press and its name. The braille press must have the following equipment and machinery:

2. Minimum machines/equipment criteria for the bidding firms is as under:

(i) Computer System:

Press must have at least two computer System for the purpose of converting the images and text of the book in to Braille.

(ii) Braille Machines/ Braille embosser:

The Applicant Press must have 2 (two) Braille embossing machine at least A-3 Size

3. Binding Machinery and Equipment:

- (a) 2 cutting machines out of which one machine should be programmed cutting machine of not less than 36" size or one 3 knife trimmer.
- (b) Press should have one strip packing machine.
- (c) One section/center sewn machine. (Desirable)

4.Storage Space: The press should have sufficient (100 sq. meter minimum) space under the same roof for storage of embossed forms and books within the press premises.

5.Generator of at least 50 KVA is desirable.

CHAPTER II (PART B)

INSTRUCTIONS TO BIDDERS

A. INTRODUCTION

01. Scope of Bid

- 01.01 National Council of Educational Research and Training, Sri Aurobindo Marg, New Delhi 110016, hereinafter referred to as NCERT, issues “Inviting Application/bids for manufacturing and supply of Braille books” as specified in **Schedule of Requirements and Specifications, Chapter II (PART C)**.
- 01.02 Throughout these Documents:
- (a) The term “in writing” means communicated in written form by email.
 - (b) If the context so requires, “singular” means “plural” and vice versa; and
 - (c) “Day” means a calendar day.

B. APPLICATION AND BIDDING DOCUMENTS

02. Chapters of the Documents

- 02.01 The Bidding Documents consist of Parts 1, 2, 3 and 4, which include all the Chapters indicated below, and should be read in conjunction with any addendum issued in accordance with Clause 04.

Part 1: Bidding Procedures

- 1 Chapter I Guidelines to Applicants/Bidders for Inviting Bids for manufacturing and supply of Braille books.
- 2 Chapter II
 - Part A: Qualification Criteria
 - Part B: Instructions to Bidders
 - Part C: Schedule of Requirement and Specifications

Part 2: Application

- Chapter III Application form for manufacturing and supply of Braille books

Part 3: Bid Submission

- Chapter IV Part A: Bid Submission Letter.
- Chapter V Conditions of Contract
- Chapter VI Contract Agreement
- Annexure I to IV

- 02.02 NCERT is not responsible for the completeness of the Bidding Documents and their addendum, if they were not downloaded directly from NCERT website or from the Central Public Procurement (CPP) Portal: <http://eprocure.gov.in/eprocure/app>.
- 02.03 The Bidder is expected to study all the instructions, forms, terms, and specifications in the Application Form and Bidding Document. Failure to furnish all information or documentation required with the Application Form and Bidding Documents may result in the rejection of the Bid.

03. Pre-Bidding meeting

- 03.01 The Bidder requiring any clarification about the Application and Bidding Documents may notify its request to the NCERT by email at the address ncertproductionwing@gmail.com. All requests for clarification received by NCERT, will be clarified in the pre-Bid meeting as per schedule.

04. Amendment of Application and Bidding Documents

- 04.01 At any time prior to the deadline for submission of application and Bid, NCERT may amend the Application and Bidding Documents **like extension of Date/Time of submission of bid, etc.** by issuing an addendum or corrigendum.
- 04.02 The amendment will be available in the website of the NCERT and as well as CPP Portal and can be downloaded from the Central Public Procurement (CPP) Portal:
<http://eprocure.gov.in/eprocure/app>. The amendment will be binding on all the Bidders.
- 04.03 NCERT may, at its discretion, extend the deadline for the submission of Applications and Bids to facilitate the Bidders to take into cognizance of the amendment and upload their Bids,

C. PREPARATION OF APPLICATION AND BID

05. Language of Application and Bid

- 05.01 The Application and Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the NCERT, shall be written in English or Hindi language, provided that any printed literature furnished by the Bidder may be in another language so long as it is accompanied by a certified accurate translation in English/Hindi of its pertinent passages.

06. Documents Comprising the Application and Bid

- 06.01 The following documents, are not required to submit with the Bid, and will be deemed to be part of the Bid.

Chapter I	Guidelines to Applicants for Inviting Bids for manufacturing and supply of Braille books.
Chapter II	Part A: Qualification Criteria Part B: Instructions to Bidders Part C: Schedule of Requirement and Specifications
Chapter VI	Contract Agreement

- 06.02 **Documents to be uploaded online on <http://eprocure.gov.in/eprocure/app>**

Technical Bid

- i. **Scanned copy of Application for Empanelment (Chapter III)** duly filled and signed by the authorized Signatory and stamped on each page along with the supporting documents.
- ii. **Scanned copy of Bid Submission Letter (Chapter IV)** duly filled and signed by the authorized Signatory and stamped on each page.
- iii. **Scanned copy of Conditions of Contract (Chapter V)** duly signed by Authorized Signatory and Stamped on each page.
- iv. Scanned copy of PAN, GST, press registration certificate and copy of the Audited Financial Statements for last three financial years duly signed by authorized Signatory and stamped on each page. Copy of details of online payment of Rs. 22,000/- made to Publication Division. i.e., Rs. 20,000/- towards processing fees and Rs. 2,000/- towards the cost of application form and other documents mentioned in the Checklist of Documents (Annexure –I)
- v. Scanned Copy of the Checklist of Documents (Annexure - I) duly filled, signed and stamped.

6.03 Price Bid in BoQ_XXXX.xls

A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is accepted. Bidders are required to download the BoQ file and enter their financial quotes and other details (such as name of the bidder).

BoQ: Bid for Rates for manufacturing and supply of Braille books and Allied Services,
No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the Bid Id and the date & time of submission of the bid with all other relevant details. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

06.04 Any application and bid from the bidder not secured in accordance with clause 06.02 will be summarily rejected by the NCERT as non-responsive, pursuant to Clause 17.

06.05 Written confirmation authorizing the signatory of the Applicant and Bid to commit the Bidder.

07. Application and Bid Submission Letter

07.01 The Bidder shall complete and submit the Application and Bid Submission Letter by using the forms furnished in **Chapters III and IV**. These forms must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

08. Bid Prices

08.01 The Bidder shall indicate that the Price inclusive of all the operations of braille books manufacturing and for other items as asked for in the **Form of Bid** in BoQ format;

08.02 Any cell left blank in BoQ file will be treated as non-responsive bid and will be rejected.

08.03 Prices indicated on the **Form of Bid** shall be entered separately taking into account other charges (e.g., Insurance), and the Total Unit Price. The BoQ_XXXX.xls file shall be saved in the same name and uploaded.

08.04 Bid Prices will not be adjusted for any conditional or unconditional discount offered by the Bidder.

08.05 A Bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

09. Bid Currencies

09.01 Prices shall be quoted only in Indian Rupees and Paisa as the case may be.

10. Period of Validity of Application and Bid

10.01 Application and Bid shall remain valid for a period of 180 (One hundred and eighty) days reckoned from the last date of submission of Bid. Any Bid valid for a shorter period than the period specified shall be rejected by the NCERT as non-responsive.

10.02 In exceptional circumstances, the NCERT may solicit the Bidder's consent to an extension of the period of Bid validity for a period not exceeding 60 (Sixty) days. The request and the responses thereto shall be made in writing or by e mail. Bidder may refuse the request. Bidder accepting the request for extension of Bid validity will not be required nor permitted to modify his/her Bid.

10.03 NCERT will refund the processing fee if it seeks Bid validity period in excess of the period specified in clause 10.01 and 10.02, to those bidders who do not agree to extension.

11. Format and Signing of Application and Bid

- 11.01 The Application Form Chapter III shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons authorized to bind the Bidder to the **Conditions of contract and Contract Agreement**. The letter of authorization shall be indicated by the written power of attorney accompanying the Application and Bid.
- 11.02 All the pages of the **Application Form (Chapter III), Bid Submission Letter (Chapter IV), Conditions of Contract (Chapter V) and Annexure 1** except for un-amended printed literature, shall be signed and stamped on each page.
- 11.03 The Bid shall not contain any inter-lineation, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be counter signed by the persons or persons signing the Bid. All the documents should be numbered.

D. SUBMISSION OF APPLICATION AND BID

12. The application and bid documents may be downloaded, filled properly and submitted online through CPP Portal <http://eprocure.gov.in/eprocure/app> till the last date of submission of bid.

The bidder should submit the bid online in two parts viz. Technical Bid and Financial Bid. Technical Bid consisting of Application Form, copy of transaction details for online payment of Application Fee & Processing Fee to Publication Division along with required documents should be uploaded online and Financial Bid in “.xls” should be uploaded online.

Please note that one firm/braille press can submit only one application form

Technical Bid: To be opened on **12.08.2025 11:30 Hrs.**

Financial Bid: The financial bids of only bidders who are technically qualified will be opened online in presence of members of committee. The date and time for opening of financial bid will be decided later on. NCERT will not inform to the Technically Successful Applicants/Bidders separately.

- a) In preparing the financial bids, bidders are expected to take into account the requirements and conditions laid down in the Application Form. The financial bids should be uploaded online as per the specified “.xls” format i.e., BoQ_XXXX.xls Excel sheet attached as ‘.xls’ with the Application form and based on the qualification criteria and terms and conditions of the Application Form.
- b) The Financial bid should consist of **Basic Price** in Rupees (which is inclusive of all applicable charges such as duties, fees, levies, and other charges imposed under the applicable laws) + **GST in Rupees as applicable**

13. Deadline for Submission of Application and Bid

- 13.01 Online bids complete in all respects, must be uploaded on or before the last date and time specified in the tender.
- 13.02 NCERT may, at its discretion, extend this deadline for submission of Bid through corrigendum in accordance with Clause 04, in which case all rights and obligations of NCERT and braille press previously subject to the deadline will thereafter be subject to the deadline as extended.

14. Late Application and Bid

- 14.01 Any Application and Bid received by NCERT after the dead line for submission of Bids will be rejected

E. OPENING OF APPLICATIONS FOR SCRUTINY AND BIDS FOR EVALUATION AND FORMULATION OF RATES

15. Opening of Form of Bids

- 15.01 NCERT will open the Applications received online in the presence of the members of Standing Tender committee (STC). In the event of the specified date for the opening of Bid being

declared a holiday for the NCERT, the Bids will be opened at the scheduled time and location on the next working day.

15.02 The applications/bids received online will be downloaded.

15.03 The scrutiny of Application will be made w.r.t. online payment of bidding document, processing fee, qualification criteria and other information furnished in the Application and availability of the documents mentioned in the Annexure I (Checklist for Application Form) . On the basis of the scrutiny, NCERT will prepare a list of the eligible applicants for inspection. The bids of those applicants who qualify in the eligibility criteria after inspection will be considered Technically qualified.

15.04 NCERT will appoint inspection teams to visit the braille presses and other premises of applicants to verify the contents of the application.

15.05 The financial bids of only those applicants will be opened who were found Technically qualified through document evaluation and physical inspection.

16. Clarification of Bids

16.01 To assist in the examination and evaluation of Bids, NCERT may, at its discretion, ask the Bidder for any clarification about his/her Bid. The request for clarification and the response shall be through email. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetical errors discovered by the NCERT in the Evaluation of the Bids.

16.02 No Bidder shall contact NCERT on any matter relating to his/her Application and Bid from the time of the Bid opening to the time of the Contract Agreement is signed. Any attempt by the Applicant to influence the NCERT's Bid Evaluation, Bid Comparison etc. may result in the rejection of his/her Bid.

17. Responsiveness of Bid

17.01 NCERT will evaluate each Bid to determine that the Bidder:

- (a) has submitted all the documents mentioned in clause 06.02 and in the Checklist of Documents (Annexure I)
- (b) has properly numbered, signed and stamped.
- (c) fulfils the eligibility criteria laid down in Chapter II (Part A).

17.02 On the basis of evaluation as per clause 17.01, NCERT will prepare a tentative list of Applications (TLA) found substantially responsive to the Requirement and Specification as per Chapter II Part C.

17.03 NCERT will appoint Team of Experts (TOE) to inspect the eligible Braille press premises. The inspection process will be covered with live videography. Braille Press will make all arrangements for live videography. The cost of the videography will be borne by the bidder. Bidder will provide the soft copy of live video coverage to the inspecting team after the inspection process is over. The TOE will check that the machines are working and are in order. The storage space shown in the application matches with the actual space and such other aspects as the TOE deems fit. TOE will submit a written report for each premise visited, duly signed by all the members who visit the premises of the press.

18. Opening of Financial Bids

The financial bids of only bidders who are technically qualified will be opened online in presence of members of committee. The date and time for opening of financial bid will be decided later on. NCERT will not inform to the Technically Successful Applicants/Bidders separately.

19. NCERT's Right to accept any Bid or to reject any or all Bids

19.01 NCERT reserves the right to accept or reject any Bid, and to annul the invitation of Application and Bidding Process and reject all the Applications and Bids of braille press without incurring any liability to the affected Bidders. In case of annulment of the process, the Processing fee will be returned to each applicant.

19.02 **In the financial bid, if any bidder quotes unrealistic rates, the NCERT will reject that bid and debar the bidder. In such cases, the Processing fee will not be returned to the applicant**

20. NCERT's Offer of Rates

20.01 NCERT will prepare a comparative statement of the rates received from the bidders.

20.02 The braille press accepting the NCERT's rates will be required to convey its acceptance through letter in the format at Annexure II along with the following documents:

a. Performance Security Money in accordance with Clause 23 of the Conditions of the Contract (Chapter V).

b. Two copies of the Contract agreement in Chapter VI duly signed by the authorized signatory.

c. Affidavit in original given by authorized signatory on non-judicial stamp paper of Rs. 100/- (one hundred) in the format enclosed (Annexure-III) Integrity Agreement duly attested by the Notary.

20.03 On receipt of the Performance Security Money, Contract Agreement signed by the firm. The authorized officer of NCERT will sign two copies of the Contract Agreement and one copy will be returned to the Braille Press for their record, and will be sent by Registered Post or speed post or in person as the case may be.

20.04 The bidder shall ensure that all of its machinery, equipment, godowns/ store, paper, semi and finished books etc. are fully insured against any possible theft, fire or any untoward incidents.

21 Corrupt or Fraudulent Practices

21.01 NCERT requires the Bidders to strictly observe the laws against fraud and corruption in force in India, namely, the Prevention of Corruption Act, 1988.

21.02 Canvassing in any form by the bidder will render them disqualified from participating in the bid.

21.03 NCERT reserves the right to cancel the bid in whole or any part thereof at any point of time before awarding the contract without assigning any reason thereof and it will be binding on the bidder(s).

22 NCERT- specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per NCERT Policy along with bid.

23 Declaration and Penalty for Non-Disclosure of Agents or Dealers:

All bidders shall mandatorily disclose, at the time of submission of their bid, the identity and role of any agent, dealer, representative, intermediary, or third party ("Agent/Dealer") engaged or proposed to be engaged in relation to:

(a) the bidding process;

(b) negotiation or communication with NCERT; or

(c) the performance and execution of the contract.

Failure to disclose such involvement at the time of bidding shall amount to a material misrepresentation and breach of the bidding terms. In the event NCERT discovers, at any stage—either during the evaluation of bids or after the award of contract—that such an Agent/Dealer was engaged without due disclosure, NCERT shall have the right to:

i. Terminate the contract with immediate effect, without any obligation to issue a prior notice or provide compensation to the bidder;

- ii. Forfeit any security deposit or performance guarantee submitted by the bidder;
- iii. Recover from the bidder liquidated damages amounting to 200% of the total contract value, as pre-estimated compensation for the loss of trust and administrative costs incurred due to non-disclosure;
- iv. Blacklist or debar the bidder from participating in future tenders floated by NCERT for a period of up to three years, depending on the severity of the breach.
- v. The imposition of this penalty shall be without prejudice to any other legal remedies, including civil and criminal proceedings, that may be initiated by NCERT.

24 **“Anti-Cartelization Clause for Tender Documents”:**

In the event that any bidder or group of bidders is found to have engaged in cartelization, bid rigging, collusive bidding, or any concerted anti-competitive practice with the object of unduly influencing the tendering process initiated by the National Council of Educational Research and Training (NCERT), such conduct shall be treated as a serious breach of public trust and a violation of the fundamental principles of open and fair competition.

Upon detection or reasonable suspicion of such conduct, NCERT reserves the absolute right to:

- a. Cancel the entire tender process, without assigning any reason;
- b. Disqualify all such bidders, individually or jointly, from participation in the present and future procurement processes of NCERT for a period as deemed appropriate;
- c. Report such conduct to the Competition Commission of India (CCI) under the Competition Act, 2002, for investigation and prosecution; and
- d. Claim liquidated damages in the form of financial compensation amounting to 200% of the total value of the bid submitted by the defaulting party or parties, without prejudice to any other legal remedies available under civil or criminal law.
- e. This clause shall apply irrespective of whether the cartelization is discovered before or after the award of the contract. The amount of 200% shall be recoverable as a pre-estimated and agreed measure of damages suffered by NCERT due to the distortion of the competitive bidding process.

- 25 If NCERT comes to notice that any piracy of Braille book, it will attract the disqualification / cancellation of bid or bids.

CHAPTER II (PART C)

SCHEDULE OF REQUIREMENTS AND SPECIFICATIONS

01. Requirements

The NCERT intends to publishes about 90 textbooks pertaining to Classes I-VIII in each language (Hindi & English). The print order of which will be minimum of 1000 copies of each title. The text and cover paper and all the material to be used for braille of these publications will be procured by the braille press at their own cost. The trimmed sizes and specification of the braille book is given below:

02. Text Paper and Book Sizes

S.No.	Braille Paper	Books sizes	Trimmed size of the book
	Text Paper		
I.	25" x 36" (63.5 x 91.5 Cm) 140GSM	(Height-11.5", Length-12")	11.5" x 12" 29.20 x 30.5cm
	Cover Board (Art Card)		
I.	25" x 38" (63.5 x 97cms) 220GSM	For special size of braille books	

03 Specifications

Embossing OR punching of text:

The embossing of text should be reader friendly and should not be damaged while touching frequently. Spacing of dot should be proper.

04. Additional specification also to be compliance by all the agencies/ braille presses.

04.1 **Standardization of Size of Braille Paper:** Maplitho Paper Reel should be up to 30.5 cm for heavy duty/high-capacity Braille Embosser such as Braille 650 SW and IP55 Braille Printers. For low-capacity Braille Embossers such as the Index 4x4, Basic D etc. page sizes may vary accordingly.

04.2 Line Specification and Number of Left-to-Right Cells/Characters Used:

The total line counts should be between 28 to 29 per page, provided that there is no disruption to character formatting. A maximum of 40 Characters may be used per line. This limit aims to ensure readability and maintain the integrity of the embossed materials.

04.3 **Margin Details:** The margin helps to enhance the overall layout and readability of the printed materials; therefore, the margin of 2 cm should be used.

04.4 Paper Specification:

- Paper should be of 140 GSM.
- It should be Acid Free and Lead Free.
- Braille Paper must be made in India.
- There must be appropriate HSN code.
- GST (applicable for Braille paper) as per current rates.

05. **Cover Printing:** Four colour printing on the outer two pages of the cover of each title by Offset Printing or Digital Printing with Embossing of title details on front cover pa

06. Binding Quality

- 06.01 The folding of forms should be done in such a manner that the folio numbers on even pages (given either on top or at bottom of the page) fall exactly on the page having odd members on the other side.
- 06.02 While Chapter sewing the book, it should be ensured that the thread and string/catgut are tough and the grooves for catguts are appropriate in depth.

- 06.03 Before drawing on the cover on Chapter Sewn books, all the covers should be properly creased, printed the name of the title and also a thick strip of the cloth should be pasted on the spine of the books using good quality of glue
- 06.04 In Chapter Sewn Books drawing on cover and applying of glue on spine should be done. The glue applied on the spine of the book should be of a good quality and adhere with the spine firmly to sustain frequent opening of the book and seasonal effects leaving no possibility of separation of covers or any leaf of the book.
- 06.05 (a) The glue used should be weather resistant, firm binder of all the leaves of the book with Cover and flexible to bear the frequent and flat opening of the book.
(b) No leaf or the cover of the book should come out while flat opening of the book or turning over the cover. The glue should not crack in any case.
- 06.06 All the three sides of the books, to its full thickness should be trimmed smoothly at right angle.
- 06.07 Each book should be trimmed in the exact size pursuant to Clause 02 and as mentioned in the Job Order and packed as specified in Clause 06 below.

07. Packing and Forwarding

The books either center or section Sewn as per specifications given in the Job Order should be packed pursuant to clause 06 of Chapter V (Conditions of Contract) are to be delivered at the NCERT godown at NIE Campus, CWC Godown at NOIDA, Narela, Sahibabad and or at NCERT's Regional Production-cum-Distribution Centre at Ahmedabad, Bangalore, Guwahati or Kolkata as per the instructions issued from time to time by the NCERT in packets of different denomination as detailed below:

Sr.No.	Books containing pages	Books per Packet/Bundle
a)	Up to 160 pages	50
b)	161 pages to 180 pages	40
c)	181 pages to 220 pages	30
d)	221 pages to 360 pages	20
e)	Above 360 pages	10

08. Collection of material by the Braille Press

The Braille Press entrusted with a job shall make arrangements to collect all material such as soft copy/CD and printed book from the NCERT designated places indicated in the order at his/her own cost and expense within the stipulated period mentioned in the Job Order. However, paper (for text and cover) used by the braille press itself at its own cost.

09. Submission of sample for approval

In the event the braille Press is asked to furnish sample including imprint page, the braille Press shall comply with the instructions given in the Job Order and obtain final approval on the sample so submitted before taking up the bulk production.

10. Maintenance of High Standard of Production

The Braille Press entrusted with the job shall execute the work in the most business-like manner maintaining optimum and high standard in all pursuant to Clauses 02, 03, 04 and 05 above without any compromise in quality at any stage of execution.

11. Adoption of Scheme

The Braille Press shall adopt the most advantageous and economical scheme and operations regarding technical input without sacrificing the standard of production at any stag

Chapter III

Application Form for Braille Presses

1. Name of the Braille Press :

2. Address

Registered Office:	Works:
.....	
.....	
Telephone No./s	Telephone No./s
.....	
Email (Primary).....	Email

(Please Note: All the correspondence from NCERT will done at Primary email address only).

3. Date of Establishment of the Firm _____/_____/_____

4. Status of the firm:

- | | |
|-------------------------------------|--------------------------|
| (a) Proprietary Concern | ☐ |
| (b) The Companies Act 1956 | ☐ |
| (c) The Indian Partnership Act 1932 | ☐ |
| (d) Others | ☐ |

Photo of
Proprietor/Managing
Director

5. Ownership Details

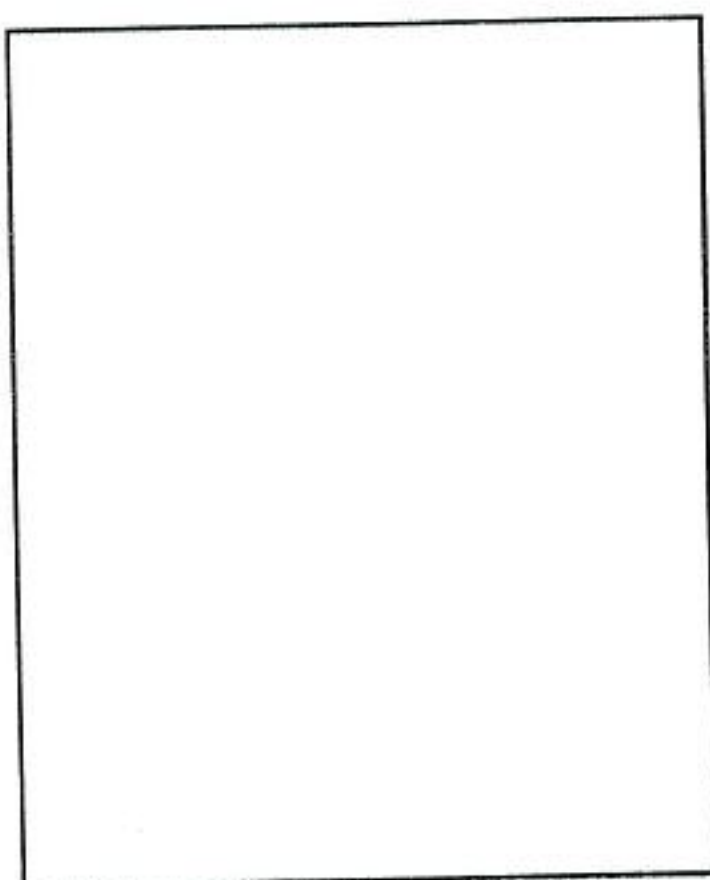
a. If Proprietary Concern

Name of the Proprietor.....

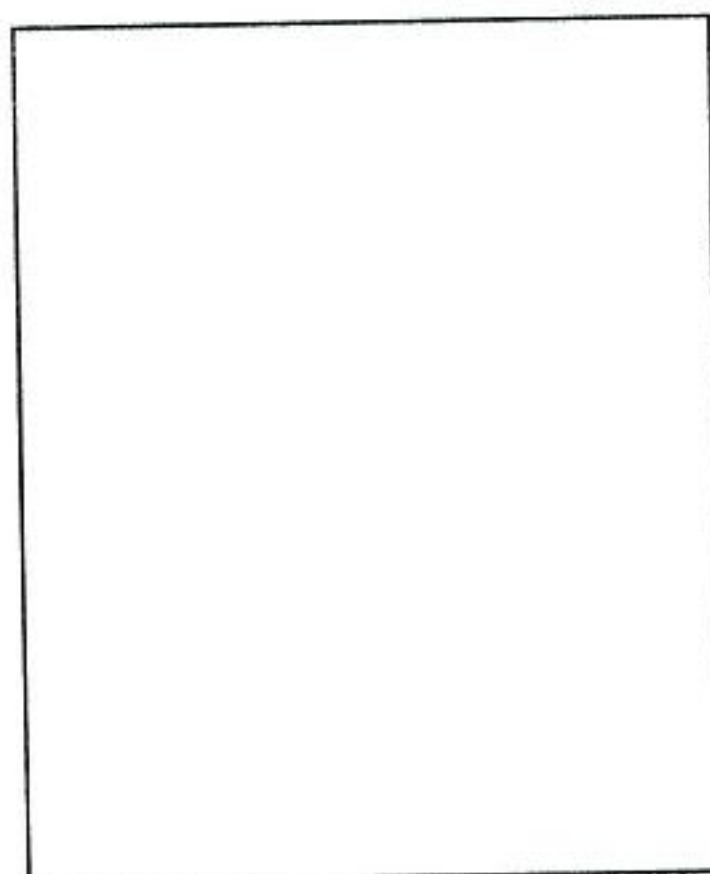
b. If Company, Name of the

Managing Director.....

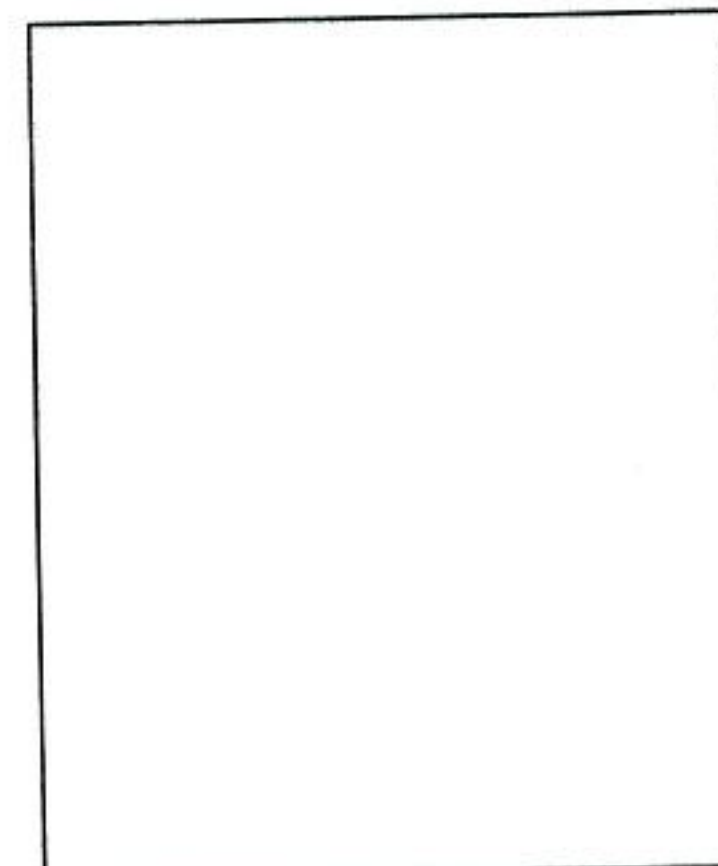
c. If Partnership Concern Photo and Name of all Partners



.....



.....



.....

d. Others

6. Number of Units of the Press : _____

7. License/Registration No. : _____
 (Of all the premises where the machineries etc. are installed)
 issued by concerned local Govt. body

8. PAN No. : _____

9. GST No. : _____

10. ESI Registration Or other Social Security Provision : _____

11. EPF No. : _____

12. Status of Printer's Premises

(Unit – I) : Covered Carpet Area: _____ Sq. Mts.

: Storage Space _____ Sq. Mts

(Unit – II) : Covered Carpet Area: _____ Sq. Mts.

: Storage Space _____ Sq. Mts

13 Total Number of Employees

(Unit – I) : Regular..... Casual..... Contractual.....

(Unit – II) : Regular..... Casual..... Contractual.....

Note: If more than two Units: Please attach the details as per above format for serial 12& 13

14 Details of Machinery and Equipment

(I) Braille printing machines to convert text and illustrations in to the braille

(i) Computer Systems : No.

(ii) Scanners : No.

(iii) Braille Machines/Braille embosser: :No.

(iv) Binding machines : No.

II Above Machine Installed at Address (Unit I): _____

Contact Person- Name & Phone No.: _____

15 **BINDING MACHINES**

I **Cutting Machines Unit I & II**

Total No. of Cutting Machines

Unit I+ Unit II=.....

(a) **Cutting Machines
(Programmed)**

(b) **Cutting Machines (Semi-
Automatic)**

Size _____ Make _____

Size _____

(c) **Three Side Trimmer**

No. of machines _____ Size _____

16 **Whether** : _____ KVA

Generator is

installed? If so,

indicate the

Capacity:

17 **Weekly Holiday** : _____

on

18 **Any** :

other/additiona

l information

which the

Printer wants

to supplement

The information provided in this Application (above) are true and correct to the best of my knowledge and belief.

Signature of the Authorized
Signatory of the Firm (with stamp)

Dated: _____

Name: _____

Note: Each page of the application is to be signed by the Authorized signatory of the firm.

CHAPTER IV

BID SUBMISSION LETTER (Referred to in Clause 9 of Chapter II)

Date.....

To,
The Head
Publication Department
NCERT, Sri Aurobindo Marg,
New Delhi 110 016

Sir/Madam,

Having examined the Bidding Documents including Addenda Nos....., the receipt of which is hereby duly acknowledged we, the undersigned quote our rates in the enclosed format (Form of Bid) for the braille book production operations and allied services as per the details given in the BoQ_Rates_2025.xls Excel sheet BoQ1 and in conformity with the said Bidding documents.

We undertake, to execute all jobs assigned by the NCERT on the basis of rates offered to us and accepted by us and in accordance with the Terms and Conditions as specified in the Schedule of Requirements and Specifications (Chapter II Part C), Conditions of Contract (Chapter V) and Contract Agreement (Chapter VI).

We agree to abide by this Bid for the Bid validity period of 180 (One hundred and eighty) days from the last date of Bid Submission. It shall remain binding upon us.

We agree that the following documents are deemed to be the part of the Bid.

Chapter I	Guidelines to Applicants for inviting bids for manufacturing and supply of Braille books
Chapter II	Part A: Qualification Criteria Part B: Instructions to Bidders Part C: Schedule of Requirement and Specifications
Chapter VI	Contract Agreement

As desired, we are also submitting the following documents

Chapter III	Application Form for Empanelment
Chapter IV	Bid Submission Letter
Chapter V	Conditions of Contract
Annexure 1	Braille Press check list for application form mentioning documents to be submitted

We undertake that assignment of jobs to us for execution under the above Agreement, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

We understand that you are not bound to accept any application and or the lowest or any Bid you may receive. We clarify/confirm that we comply with the eligibility requirements as per Chapter II (Part A) of the Bidding documents.

Dated thisday of.....2025.....

(Signature)

Duly authorized to sign Bid for and on behalf of

CHAPTER V

CONDITIONS OF CONTRACT

01. Definitions

- 01.01 In this contract, the following terms shall be interpreted as indicated:
- (a) The "NCERT" means the National Council of Educational Research and Training, New Delhi and includes its successor and assignees.
 - (b) "Braille Press" means the natural person, private or government entity, or a combination of the above, whose application has been accepted for empanelment on the panel of the NCERTs' Braille Press by the NCERT and is named as such in the Contract Agreement.
 - (c) "Goods" means the books and or other materials that the Braille Press is required to supply to the NCERT under the Contract Agreement against the Job order(s) placed with the Braille Press from time to time.
 - (d) "Services" means all of the services that the Braille Press is required to render in completion of the job(s) assigned to the Braille Press under the Contract Agreement.
 - (e) "Related Services" means services ancillary to the transport of the books, such as loading and unloading, providing laborer and ladders for trucks etc., and any other incidental services and other obligations of transportation covered under the Contract Agreement.
 - (f) "COC" means the Conditions of Contract.
 - (g) "The Contract Agreement" means the Agreement entered into between the NCERT and the Braille Press, as recorded in the Contract Agreement signed by the parties, including all the attachments and appendices thereto and all documents listed therein.
 - (h) "Job Order" means the letter containing the details of jobs, quantum of work assigned to be performed and the delivery schedule for the supply of goods to be executed under the Contract Agreement.
 - (i) "Service Charges"/"Production Cost" means the price payable to the Braille Press as specified in the Schedule of rates, subject to such additions and adjustments thereto or deductions there from, as may be made pursuant to the Condition of Contract.
 - (j) "Day" means a calendar day.
 - (k) "Completion" means the execution of the Job Order placed by the NCERT in accordance with the terms and conditions set forth in the Job Order with a variation of 0.5% more or less than the quantity mentioned in the Job Order placed by the NCERT.

02 Entire Agreement

- 02.01 The Contract Agreement constitutes the entire agreement between the NCERT and the Printer and supersedes all communications, negotiations and agreements (whether written or verbal) of the parties with respect thereto made prior to the date of Contract Agreement. The validity of Contract Agreement will be for two years which can be further extended up to one year on the same rates and conditions of contract.
- 02.02 No amendment or other variation of the Contract Agreement shall be valid unless it is in writing, is dated, expressly refers to the Contract Agreement, and is signed by a duly authorized representative of each party thereto.

03 Specifications and Standards

The jobs performed under this Contract Agreement shall conform to the standards mentioned in Schedule of Requirements and Specifications Chapter II (Part C). . No request for any change in the specifications to suit the Braille press will be entertained at any stage.

04 Patent Rights

- 04.01 The Braille Press shall indemnify the NCERT against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods or any part thereof in India.

05 Inspections and Tests

- 05.01 The NCERT has all the rights to enter into the premises of its contracted Braille Press at any time and day for inspection of the press and make on the spot inquiries whether any job assigned by the NCERT is in progress or not. The Braille Press shall extend his/her full cooperation to facilitate the inspection and answer the queries of the inspecting official(s) to his/their fullest satisfaction.
- 05.02 The inspections and tests by the inspecting official(s)/ inspection team of experts may be conducted on the premises of the Braille Press or at point of delivery and/or at the final destination of the goods. If conducted on the premises of the Braille Press, all reasonable facilities and assistance shall be furnished to the inspector(s) at no charge to the NCERT.
- 05.03 Should any inspected goods fail to conform to the specifications, the NCERT may reject them and the Braille Press shall either replace the rejected goods or make all alterations necessary to meet specified requirements free of cost to the NCERT, within a period of 10 (Ten) days of intimating such rejection/or as instructed by the NCERT.
- 05.04 The NCERT's right to inspect, test and where necessary, reject the goods after the goods' arrival at the final destination shall in no way be limited or waived by reason of the goods having previously been inspected, tested and passed by the NCERT or its representative(s) prior to the Goods dispatch from the place of the Braille Press.
- 05.05 Nothing in Clause 07 shall in any way release the braille press from any warranty or other obligations under the Contract Agreement.

06. Packing and Documents

- 06.01 The packing of goods should be as per the specifications laid down in Chapter II (Part C), Schedule of Requirements and Specifications.
- 06.02 The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be provided in the Job Order and subject to clause 07.01, or any subsequent instructions given by the NCERT.
- 06.03 The books should be packed using in corrugated boxes in vertical position, there after it should be tied with strips of brown tape and of minimum 9 mm width making cross of the corrugated boxes (strip packing width-wise and length-wise). The slip of paper containing details of the books should be pasted on at least two sides of each corrugated box. The supply of books at CWC godown will be taken between 10.00 a.m. to 4.00 p.m. on every working day or as instructed by NCERT.
- 06.04 Shortage of books in the bundles/boxes is not acceptable. In case of shortage of books found in bundles/boxes are more than 4%, the entire supply shall be returned. The supply of books with less or more number of books in a bundle/boxes to a limit of 4% shall be taken by CWC godown, however the intact bundle/ box in which short or excess books were found the same shall be returned to the respective Braille Press.

07 Delivery and Documents

- 07.01 Advance copies of the books as specified in the Job Order shall be supplied by the Braille Press, seeking approval of the advance copies by the NCERT. The bulk supplies duly incorporating the correction or improvement, if suggested by the NCERT shall be delivered to the NCERT's Stores as per bifurcation of quantities given at the time of approval of the advance copies.

- 07.02 Delivery of the goods shall be made by the Braille Press in accordance with the delivery schedule specified by the NCERT in the Job Order placed with the Braille Press. It is Braille Press's duty to deliver the books and other material at godown of the NCERT, as listed in the Job Order. If a Braille Press dispatches the books by Rail transport, it will be his/her responsibility to take delivery at the Railway Station and deliver the same to the NCERT godown.
- 07.03 24 hours before the dispatch, the Braille Press shall notify the NCERT and the consignee, the full details of dispatches.

08. Incidental Services

- 08.01 The Braille Press may be required to provide any or all of the following services, including additional services as per the requirements of the job assigned to him/her from time to time by the NCERT.

- (a) Loading at point of dispatch (Books)
- (b) Unloading at point of delivery (Books)
- (c) Stacking in godown at point of delivery (Books)

No additional cost will be borne by the NCERT towards these above services.

09. Warranty

- 09.01 The Braille Press warrants that the printed goods supplied under the Contract Agreement are new, unused and of the most recent production. The Braille Press further warrants that all Goods supplied under this Contract Agreement shall have no defect arising from design, material or workmanship or from any act or omission of the Braille Press that may develop under normal use of the supplied goods.
- 09.02 This warranty shall remain valid for 26 (twenty-six) months for every job order reckoned from the date of supply of last lot of the goods to the final destination and taken over by the consignee to the entire satisfaction of the NCERT but received back from the buyer for defects and replaced by the NCERT to the buyer.
- 09.03 The NCERT shall notify the Braille Press in writing of any claim arising under this warranty within the period of 25 (twenty-five) months pursuant to Clause 10.02.
- 09.04 Upon receipt of notice from NCERT for defective unsold goods, the Braille Press shall, with all reasonable speed, replace the defective Goods, free of cost at the ultimate destination. The Braille Press shall take over the defective goods (after it is made un-saleable) at the time of their replacement. No claim whatsoever shall lie on the NCERT for the replaced goods thereafter.
- 09.05 If the Braille Press, having been notified for the defective unsold goods, fails to remedy the defect(s) or replace the defective goods within a reasonable period mutually agreed upon, the NCERT may proceed to take such remedial actions as be necessary, at the Braille Press risk and expense and without prejudice to any other rights which the NCERT may have against the Braille Press under the Contract Agreement **in accordance with the Law.**
- 09.06 The warranty for unsold defective goods will begin from the date of receipt of remedied or replaced goods. Braille press will pay all taxes, and duties and all expenses (if liable) up to the destination for the replaced goods.
- 09.07 This warranty shall also remain valid for 26 (twenty-six) months reckoned from the date of supply of last lot of goods to the final destination for the recovery of the cost of defective unsold goods, pursuant to Clause 17, declared obsolete within first 20 (twenty) months of the warranty.

10. Terms of Payment

All payments to the Braille Press shall be regulated by the NCERT as under in accordance and in direct correspondence keeping in view the economics of production as the uppermost consideration.

10.01 Full Payment: The Press shall submit a complete Bill /Invoice along with the following documents:

10.02 Checklist duly filled in

- i. Delivery Challans in original duly signed and stamped by the NCERT's Book stores, in confirmation of receipt of goods.
- ii. Original Challans for the return of CD and Press copies etc. duly signed by the NCERT in confirmation of return of the said materials.
- iii. Physical inspection report in original conducted by the inspection team

10.03 NCERT will make the payment due as per the contract, within 45 (Forty five) days from the date of receipt of complete Bill/Invoice along with the documents listed in Clause 11.01.

10.04 In the event Press bills/invoice is found wanting and incomplete, it shall be returned to the Printer with a statement of omissions and mistakes for rectification and re-submission by the Printer.

11. Rates

11.01 The rates charged by the Braille Press for manufacturing of Braille books and related works rendered under the Contract Agreement against specific Job Order shall not vary from the rates notified by the NCERT and accepted by the Braille Press. Any excess claim by the Braille press will be disallowed.

12. Contract Amendment

12.01 No variation or modification of the terms of the Contract Agreement shall be made except by written amendment signed by the parties.

13. Assignment

13.01 Assigned job once accepted by the Braille Press cannot be refused. However, in certain cases if it is refused to execute after 7 days the braille press is liable to pay Rs. 10,000 as penalty per job and will be deducted from his pending bills or security amount.

13.03 Job should be completed within delivery schedule. Short supply if any should be completed within 15 days from the date of last supply. Braille Press has to return press copies, CDs within 15 days failing which action will be taken as per clause 23.

13.04 The Braille Press shall not sublet, in whole or in part, its obligations to perform under the Contract Agreement, except with the prior written consent of the NCERT.

14. Delays in the Performance of Braille Press

14.01 Delivery of the goods and performance of the services shall be made by the Press in accordance with the time schedule specified by the NCERT in the Job Order issued against each Job and accepted by the Press.

14.02 Any inordinate delay by the Press in its delivery obligations shall render the Press liable to any or all of the following:

- a. cancellation of the order totally or partially,
- b. forfeiture of its Performance Security Money,
- c. liquidated Damages/Recoveries and/or
- d. termination of the Contract Agreement.

14.03 If at any time during performance of the job, the Braille Press should encounter conditions impeding timely delivery of the Goods, the Press shall promptly notify the NCERT in writing of the facts of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Printer's notice, the NCERT shall evaluate the situation and may, at its discretion, extend the time given to the Braille Press for only two jobs in a calendar year, in such case the extension shall be ratified by the parties by amendment of the Job Order placed by the NCERT.

15. Liquidated Damages and Recoveries

15.01 *For delays in manufacturing and supply of books and other printed materials:* Both the Braille Press and the NCERT agree that timely supply of the textbooks to the students through the chain of vendors and retailers are a time bound programme in an academic year. Time and date of delivery shall be the essence of the contract. If the Braille Press fails to deliver any or all of the Goods within the period(s) specified in the Job Order, the NCERT shall, without prejudice to its other remedies for seeking appropriate damages and compensated, deduct Liquidated Damages from the Press claim by way of penalty. Recovery from the Braille Press as agreed Liquidated Damages shall be calculated @ 5% per week (If the delay is less than a week damage will be calculated on pro rata basis per day) of the admissible amount of the quantity of goods supplied late. This agreed Liquidated Damages may not exceed to **50% (fifty percent)** of the total admissible claim of the Printer against the particular job. This is an agreed, genuine, and pre-estimate of the damages duly agreed by the both parties. The decision on this issue by Head of Publication Department/CPO shall be final and binding upon the Braille Press.

15.02 In case braille press delays two or more jobs more than 5 weeks in a reprint session and falls under the total penalty of 25% or more two times in an academic session, braille press should be debarred from assigning any further work for the current session and for the next session.

Defects in Execution of Jobs

15.03 The following deductions will be made from the Braille Press claim for the unsatisfactory work

Sr No.	Particulars	Deduction for unsatisfactory work
1	Defective Embossing/Punching	
	Improper punching in text and or cover or any other defect arising due to use of defective paper or any embossing defect other than above.	2% of the total admissible amount for the entire lot.
2	Defective Binding	
	Improper cover creasing or Improper Cover Pasting or Improper swing/stitching or Cross cutting of books	2% of the total admissible amount for the entire lot.
3	Over Trimming	
(i)	If the book is short in size up to 8 mm in width and or in length.	2% (per side) of the total admissible amount of defective lot. The books found short in size up to 5 mm will be accepted only once with warning.
(ii)	If the book is short in size by more than 8 mm in width and or in length.	5% (per side) of the of the total admissible amount defective lot.

10 Recovery of Cost of Defective books and Short Supplies

The cost of defective books either sold or unsold found in the supplies made by the Braille Press and the books supplied short shall be recovered from the Braille Press on the following basis:

(i)	The cost of the defective books will be recovered from the Braille Press @ 200% of face value for all classes.
(ii)	The job order placed with the Braille Press may be treated as complete pursuant to Clause 1(k). However, the cost of short supplied priced books will be recovered on the basis of face value of the book.
(iii)	The job order placed with the Braille Press may be treated as complete pursuant to Clause 1(k). However, the cost of unpriced publications if supplied short shall be recovered on the actual cost of production of the book (determined by NCERT).

17. Termination of Contract

17.01 The NCERT may without prejudice to any other remedy for breach of Contract Agreement, by written notice of default sent to the Braille Press, terminate the contract and the Job Orders in whole or part

- (a) If the Press fails to deliver any or all of the Goods within the time period(s) specified in the Job Order, or within any extension thereof granted by the NCERT pursuant to Clause 16.
- (b) If the Press fails to perform any other obligation(s) under the Contract Agreement.
- (c) If the Press, in the judgment of the NCERT, has engaged in piracy, fraud and corruption, in competing for or in securing the job(s) or executing the Job Order(s).

In the event the NCERT terminates the Job Order under the Contract Agreement in whole or in part, pursuant to Clause 20.01, the NCERT may get the job done upon such terms and in such a manner as it deems appropriate, Goods or Services similar to those undelivered, and the Braille Press shall be liable to pay to NCERT for any excess cost for such similar goods or services. However, the Press shall continue the performance of the job to the extent not terminated.

18. Force Majeure

18.01 Notwithstanding the provisions of Clauses 16, 17.01 the Braille Press shall not be liable for forfeiture of its Performance Security Money, Liquidated Damages or Termination for Default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract Agreement is the result of an event of Force Majeure

18.02 Force Majeure may include, but is not limited to, exceptional events or circumstances of the kind listed below, so long as conditions (a) to (d) above are satisfied:

- a. War, hostilities (whether war be declared or not), invasion, act of foreign enemies,
- b. rebellion, terrorism, sabotage by persons other than the Printer's Personnel, revolution, insurrection, military or usurped power, or civil war,
- c. riot commotion, disorder, strike or lockout by persons other than the Printer's Personnel, munitions of war, explosive materials, ionizing radiation or contamination by radio-activity, except as may be attributable to the Printer's use of such munitions, explosives, radiation or radio-activity, and
- d. Natural catastrophes such as earthquake, hurricane, typhoon or volcanic activity.

18.03 If a Force Majeure situation arises, the Braille Press shall promptly notify the NCERT in writing or through email of such conditions and the cause thereof. Unless otherwise directed by the NCERT in writing, the Braille Press shall continue to perform his/her obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

19. Enhanced /additional Order

19.01 The NCERT reserves the right to enhance the job order or place additional order for any of the jobs assigned to him/her on the following basis:

19.02 By revising the job order placed with the Braille Press.

19.03 By placing fresh job order to the Braille Press for the enhanced/additional quantity of order.

20. Reduced/Restricted Order

20.01 The NCERT reserves the right to reduce/restrict the job order in the following situations:

- (a) Inordinate delay beyond the delivery schedule or extended delivery schedule causing inconvenience to the NCERT.
- (b) Unsatisfactory progress of the job at the Braille Press end noticed during monitoring or inspection by the NCERT.
- (c) Sub-standard quality of production found during on line inspection by the NCERT.
- (d) Reduction in requirement due to inordinate delay in supply of good by the Braille Press.
- (e) In case order is Reduced/Restricted due to reasons mentioned above at item no (a) to (d) the NCERT may get the job done from other Braille Press. Additional expenditure incurred in execution of the job will be recovered from the defaulting Braille Press with a penalty of 25,000/-
- (f) Reduction/Restriction in requirement imposed by the NCERT for its own reasons.

21. Termination for Insolvency

The NCERT may at any time terminate the Contract Agreement and the job orders by giving written notice to the Braille Press, if the Braille Press becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Braille Press, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the NCERT.

22. Termination for Convenience

22.01 The NCERT, by written notice sent to the Braille Press, may terminate the Contract Agreement and the job order, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the NCERT's convenience, the extent to which performance of the Braille Press under the contract is terminated, and the date upon which such termination becomes effective.

22.02 The Goods that are complete and ready for delivery within 07 (seven) days after the Braille Press receipt of notice of termination shall be accepted by the NCERT at the Contract Agreement terms and accepted rates. For the remaining Goods, the NCERT may elect:

- (a) To have any portion of the job assigned completed and delivered at the Contract Agreement terms and accepted rates; and/or
- (b) To cancel the remaining and pay to the Braille Press an agreed amount for partially completed job by the Braille Press.

23. Performance Security Money

- 23.01 Within 10 (Ten) days after the NCERT's issue of the Contract Agreement to the Braille Press shall furnish Performance Security Money to the NCERT for an amount of Rs. 1,00,000/- (Rupees One Lakh only) along with acceptance of Rates for Braille books. The Performance security money will remain with the NCERT till the Braille Press Contract Agreement exists with NCERT.
- 23.02 The proceeds of the Security Money shall be payable to the NCERT as compensation for any loss resulting from the Braille Press failure to complete obligations under the Contract Agreement is not adjusted/recovered from pending claims of the Braille Press. No interest will be payable by the NCERT to the Braille Press on the Security Money deposited by the Braille Press.
- 23.03 The Security Money deposited by the Braille Press at the time of Contract Agreement may be refunded on written request of the Braille Press only after the expiry of the contracted period pursuant to Clause 10 and settlement of all dues from the Braille Press.

24. Resolution of Disputes

- 24.01 The NCERT and the Braille Press shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with any job assignment by the NCERT to the Braille Press under the Contract Agreement.
- 24.02 If, after thirty (30) days from the commencement of such informal negotiations, the NCERT and the Press have not been able to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution through the formal mechanism specified in clause 24.03.
- 24.03 The dispute resolution mechanism to be applied pursuant to Clause 24.02 shall be as follows:
A dispute or difference arising between the NCERT and the Press relating to any matter arising out of or connected with the job assigned to the Press for execution under Contract Agreement shall be referred to the sole arbitration by an Arbitrator appointed by the Director, NCERT. The award of the Arbitrator shall be final and binding on the parties to the Contract Agreement subject to the provision that the Arbitrator shall give reasoned award. The place of Arbitration shall be Delhi and the jurisdiction of the Courts will be Delhi only.
The Indian Arbitration and Conciliation Act, 1996, the rules thereunder and any statutory modifications or re-enactments thereof, shall apply to the arbitration proceedings.
All disputes arising under the Agreement except those covered under Clauses 16 to 20 of this Agreement may be referred for arbitration.

25. Governing Language:

- 25.01 The Contract Agreement shall be written in English or Hindi.

26. Notices

Any notice given by one party to the other pursuant to this Contract shall be sent in writing or through registered email and shall be confirmed in writing by the receiving party sending the notice at the addresses as specified for the purpose in the notification of award/contract. The notice will be effective when delivered. In case the other party refuses to accept the notice, the notice shall be deemed to have become effective one week after the date of dispatch through registered post.

27. Taxes and Duties

The Press shall be entirely responsible for all taxes, duties, License fees, etc., incurred until delivery of the contracted Goods to the NCERT. However, GST in respect of the transaction between the NCERT and the Press shall be payable extra.

CHAPTER VI
(On non-judicial stamp paper of Rs. 100/-)

CONTRACT AGREEMENT

THIS AGREEMENT made on the..... day of....., 2025 between National Council of Educational Research and Training (hereinafter called "the NCERT") of the one part and (Name of Braille Press) M/s.....
(address).....

(Hereinafter called "the Braille Press") of the other part.

WHEREAS the NCERT has signed the Contract Agreement with the Braille Press for manufacturing and supply of Braille books based on his/her application and whereas the Braille press has accepted the Rates offered by the NCERT to Braille Press.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS

1. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract referred to.
2. The contract Agreement consists of the following documents which is the part of Application Form.

Chapter	Particulars
Chapter-I	Guidelines to Applicants
Chapter- II (Part-C)	Schedule of Requirements and specifications
	Rates for Manufacturing of Braille Books and Allied services
Chapter- V	Conditions of Contract

3. In consideration of the payments to be made by the NCERT to the Braille Pres as hereinafter mentioned, the Braille Press hereby covenants with the NCERT to provide the Services and to remedy defects therein in conformity in all respects with the provisions of the Conditions of Contract.
4. The NCERT hereby agree to pay the Braille Press in consideration of the provision of the Services and the remedying of defects therein, the rates as finalized by the NCERT and accepted by the Braille Press or such other sum as may become payable under the provisions of Rates applicable at the time and in the manner prescribed by the Conditions of Contract.
5. The NCERT reserves the right to cancel the Contract Agreement of the Braille Press at any point of time without assigning any reason.
6. The NCERT reserves the right to give work order or not to give the work order to all or any of the Press/s.
7. The Contract Agreement will be valid for two years.
8. GST where applicable will be reimbursed if claimed.

Authorized Signatory of the Firm

Head
Publication Division
NCERT

Witness

CHAPTER VI
(On non-judicial stamp paper of Rs. 100/-)

CONTRACT AGREEMENT

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4. The NCERT hereby agree to pay the Braille Press in consideration of the provision of the Services and the remedying of defects therein, the rates as finalized by the NCERT and accepted by the Braille Press or such other sum as may become payable under the provisions of Rates applicable at the time and in the manner prescribed by the Conditions of Contract.
5. The NCERT reserves the right to cancel the Contract Agreement of the Braille Press at any point of time without assigning any reason.
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7. The Contract Agreement will be valid for two years.
8. GST where applicable will be reimbursed if claimed.

Authorized Signatory of the Firm

Head
Publication Division
NCERT

Witness

BRAILLE PRESS CHECKLIST FOR APPLICATION FORM

Before submitting the Application Form (duly filled in) through CPP portal. Please ensure that you have attached the following documents (self-attested photocopy) and the said formalities completed.

S. No	Details of the Documents to be submitted online (Please ensure that all the documents are numbered before scanning)	Yes/No	Page No.
1.	Scanned Copy of the valid License/Registration to run the braille press (of all the premises where embossing and binding machinery etc. are installed) issued by concerned local Govt. body, ESI registration and EPF registration Documents. (Desirable)		
2.	Scanned copy of ESI registration certificate Or other Social Security provision and EPF registration Documents. (Desirable)		
3.	Copy of transaction details for online payment of Rs. 22,000/- to Publication Division, NCERT i.e., Rs. 2000/- and Rs. 20,000/- towards application fee and processing fees.		
4.	Scanned copy of the Documentary evidence of existence for 3 years of the braille press.		
5.	Scanned copies of Job Orders/Contract issued by buyers to establish minimum 2(two) years in braille book production.		
6.	Scanned Registered Partnership Deed, if the firm is a Partnership concern or Copy of the Memorandum of Association, if the firm is a Private Limited Company or Copy of the document(s) establishing Proprietorship, if the firm belongs to an individual. In case of others scanned copy of Constitution certificate.		
7.	Scanned Copy of the Pan Card of the firm (in case of proprietorship firm PAN card of proprietor will work), GST Registration.		
8.	Scanned Copies of the Purchase documents invoices/bills of the braille machinery and equipment.		
9.	Scanned Copy of the document(s) establishing the status of all the premises (owned/rented or on lease as the case may be) where the machines are installed. a. Copy of the latest House Tax payment receipt if the premises is/are owned by the printer. OR b. Copy of the Lease Deed/Rent Agreement if the premises is hired.		
10.	Scanned copy of Affidavit given by authorized signatory on non-judicial stamp paper of Rs. 100/- (one hundred) in the format enclosed (Annexure-IV) duly attested by notary.		
11.	Application for empanelment Chapter III duly filled, Bid Submission Letter Chapter IV, Conditions of Contract Chapter V, and Check list for Application Form (Annexure I) duly signed and stamped.		
12.	The letter of authorization to sign the documents in cases where application and other documents are not signed by the Proprietor/Partners/Director.		
13.	Audited Financial Statements for last three years. Documents supporting a minimum average annual turnover of at least fifty lacs in the last three years as per their Audited Financial Statements or funding statement of last three years.		
14.	Scanned Copy of the affidavit given by authorized signatory on non-judicial stamp paper of Rs. 100/- (one hundred) of Integrity Pact in the format enclosed (Annexure-III) duly attested by the Notary.		

Signature of the Authorized Signatory
of the firm with stamp

Letter Confirming Acceptance of Rates Offered by NCERT

To

Head
Publication Department
NCERT
Sri Aurobindo Marg,
New Delhi 110016.

Ref.: NCERT's letter no. Dated.

Sirs,

1. I/We hereby confirm our unconditional acceptance of rates offered by NCERT in the letter cited above. In token of our acceptance, we return herewith a copy of rates duly signed and stamped.
2. I/we have online transferred Rs. 1,00,000/- (Rupees One Lakhs) as Performance Security Money to Publication Division, NCERT. Copy of transaction details for online payment of Rs. 1,00,000/- is enclosed.
3. I/We accept that this Performance Security Money (Rs. 1,00,000/-) shall remain with the NCERT till the name of our firm exists as contract agreement holder with NCERT as Braille Press and no interest on the Performance Security Money shall be claimed by me/us or my/our successor or nominee at any point of time.
4. I/We have signed the Contract Agreement after fully understanding and accepting the terms and conditions of Contract. Both the copies of the Contract Agreement are enclosed for counter signature on behalf of the NCERT.

Signature of the Authorized Signatory
of the firm with stamp

Enclosures:

1. Two copies of Contract Agreement.
2. Copy of transaction details for online payment of Rs. 1,00,000/-.
3. Affidavit in original given by authorized signatory on non-judicial stamp paper of Rs. 100/- (one hundred) in the format enclosed (Annexure-III) Integrity Agreement duly attested by the Notary.
4. Affidavit in original given by authorized signatory on non-judicial stamp paper of Rs. 100/- (one hundred) in the format enclosed (Annexure-IV) duly attested by Notary.

INTEGRITY PACT

To,

The Secretary
NCERT,
New Delhi-110016

Subject: Submission of bid for inviting of Rates for Braille Book Production and Allied Services and Empanelment of Braille Press for production of NCERT books.

Dear Sir,

I/We acknowledge that NCERT is committed to follow the principles there of as enumerated in the Integrity Agreement enclosed with the tender/bid document.

I / We agree that the e-Tender Notice is an invitation to offer made on the condition that I/We will sign the enclosed integrity Agreement, which is an integral part of tender documents, failing which I/We will stand disqualified from the tendering process. I/We acknowledge that THE MAKING OF THE BID SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE of this condition of the e-Tender Notice.

I/We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when tender/bid is finally accepted by NCERT. I/We acknowledge and accept the duration of the Integrity Agreement, which shall be in the line with Article of the enclosed Integrity Agreement.

I/We acknowledge that in the event of my/our failure to sign and accept the Integrity Agreement, while submitting the tender/bid, NCERT, New Delhi shall have unqualified, absolute and unfettered right to disqualify the tenderer /bidder and reject the tender/bid in accordance with terms and conditions of the tender/bid.

Yours faithfully

(Duly authorized signatory of the Bidder)

INTEGRITY AGREEMENT

(To be signed by the bidder and same signatory competent / authorized to Sign the relevant contract on behalf of NCERT)

This Integrity Agreement is made at.....on thisday of.....2025

BETWEEN

Secretary NCERT, New Delhi.....(Here in after referred as the Principal/Owner, which expression shall unless repugnant to the meaning or context thereof include its successors and permitted assigns)

AND

(Name and Address of the Individual/firm/Company) through (here in after referred to as the (Details of duly authorized signatory) "Bidder/Contractor" and which expression shall unless repugnant to the meaning or context thereof include its successors and permitted assigns)

Preamble

WHERE AS the Principal/Owner has floated the Tender No. (hereinafter referred to as "**Tender/Bid**") and intends to award, under laid down organizational procedure, contract for Hiring of tax consultant for filing GST of NCERT New Delhi and its constituent units.

AND WHEREAS the Principal / Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and Contractor(s).

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as "**Integrity Pact**" or "**Pact**"), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses asunder:

Article1: Commitment of the Principal/Owner

1) The Principal/Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:

- (a) No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
- (b) The Principal/Owner will, during the Tender process, treat all Bidder(s) with equity and reason. The Principal/Owner will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.
- (c) The Principal/Owner shall endeavor to exclude from the Tender process any person, whose conduct in the past has been of biased nature.

2) If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

3) Article2: Commitment of the Bidder(s)/Contractor(s)

1) It is required that each Bidder/Contractor (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the Government / Department all suspected acts of fraud or corruption or Coercion or Collusion of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.

- 2) The Bidder(s)/Contractor(s) commits himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution:
- The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the Contract.
 - The Bidder(s)/Contractor(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.
 - The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s)/Contractor(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the Principal / Owner as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
 - The Bidder(s) / Contractor(s) of foreign origin shall disclose the names and addresses of agents / representatives in India, if any. Similarly, Bidder(s)/Contractor(s) of Indian Nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participates in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item.
 - The Bidder(s)/Contractor(s) will, when presenting his bid, disclose (with each tender as per proforma enclosed) any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.
- 3) The Bidder(s) / Contractor(s) will not instigate third persons to commit offences outlined above or be necessary to such offences.
- 4) The Bidder(s) / Contractor(s) will not, directly or through any other person or firm indulge in fraudulent practice means a willful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interests.
- 5) The Bidder(s) / Contractor(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/ her reputation or property to influence their participation in the tendering process).

Article3: Consequences of Breach

- Without prejudice to any rights that may be available to the Principal/Owner under law or the Contract or its established policies and laid down procedures, the Principal/Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder(s) / Contractor(s) and the Bidder / Contractor accepts and undertakes to respect and uphold the Principal / Owner's absolute right:
- If the Bidder(s)/Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Principal/Owner after giving 14 day notice to the contractor shall have powers to disqualify the Bidder(s)/Contractor(s) from the Tender process or terminate / determine the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/Owner. Such exclusion may be forever or for a limited period as decided by the Principal/Owner.

3) Forfeiture of Performance Guarantee/Security Deposit:

If the Principal/Owner has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated/determined the Contract or has accrued the right to terminate/determine the Contract according to Article 3(1), the Principal/Owner apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Performance Guarantee and Security Deposit of the Bidder/Contractor.

4) Criminal Liability: If the Principal/Owner obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of Indian Penal code (IPC)/Prevention of Corruption Act, or if the Principal/Owner has substantive suspicion in this regard, the Principal/Owner will inform the same to law enforcing agencies for further investigation.

Article4: Previous Transgression

1) The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country confirming to the anticorruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the Tender process.

2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/holiday listing of the Bidder / Contractor as deemed fit by the Principal/Owner.

3) If the Bidder/Contractor can prove that he has resorted / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/Owner may, at its own discretion, revoke the exclusion prematurely.

Article5: Equal Treatment of all Bidders/ Contractors/ Subcontractors

1) The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Subcontractors/ sub-vendors.

2) The Principal/Owner will enter into Pacts on identical terms as this one with all Bidders and Contractors.

3) The Principal/Owner will disqualify Bidders from the tendering process who do not submit, the duly signed Pact between the Principal/Owner and the bidder, along with the Tendering or violate its provisions at any stage of the Tender process, from the Tender process.

Article 6- Duration of the Pact

1) This Pact begins when both the parties have legally signed it. It expires for the Contractor / Vendor 04 Months after the completion of work under the contract or till the continuation of defect liability period, whichever is more and for all other bidders, till the Contract has been awarded.

2) If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite lapses of this Pact as specified above, unless it is discharged/determined by the Competent Authority of NCERT.

Article7- Other Provisions

1) This Pact is subject to Indian Law, place of performance and jurisdiction is the NCERT New Delhi of the Principal/Owner, who has floated the Tender.

2) Changes and supplements need to be made in writing. Side agreements have not been made.

3) If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution.

4) Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to the original intentions.

5) It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement / Pact, any action taken by the Owner/Principal in accordance with this Integrity Agreement/ Pact or interpretation thereof shall not be subject to arbitration.

Article 8 - LEGAL AND PRIORRIGHTS

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contract documents with regard any of the provisions covered under this Integrity Pact.

IN WITNESS WHERE OF the part i.e. have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

.....
(For and on behalf of Principal/Owner)

.....
(For and on behalf of Bidder/Contractor)

WITNESSES:

1.....(Signature, name and address)

2.....(Signature, name and address)

AFFIDAVIT

I/We.....S/o.....aged.....Proprietor/
 Partners/Managing Director.....of
 M/s.....and having my
 registered/corporate office at.....do hereby solemnly affirm and declare as under:

1. Bidder financial standing: That the bidder is not under liquidation, court receivership or similar proceedings and not bankrupt;
- 2.No case is pending against the firm with regard to criminal case under IPC/CrPC and Copyright Law.
- 3.No litigation under GST Act / Income Tax Act / Companies Act and Copyright Act or any other Law which has criminal consequences is pending
4. The bidder has never been blacklisted by any Government/Semi Govt./Govt. Undertaking or by any Autonomous Organization set up by the State / Union Governments.
5. All the information provided by the bidders are correct to the best of their knowledge and belief and nothing has been concealed there from.
6. If any case is registered against the bidder during the Contract period, it should be immediately informed in writing to the NCERT.
7. Bid shall remain valid for a period of 180 (One hundred and Eighty) days reckoned from the last date of submission of Bid.
8. Press will not refuse any assigned job irrespective of number of pages, size and quantity.

Deponent

VERIFICATION

Verified on this.....day of.....2025 at.....that
 I/We.....S/o.....Proprietor./Partners/Man
 aging Director of M/s.....
 (address)that all the information stated above is true and
 correct to the best of my knowledge and belief and nothing material has been concealed there from..

Deponent

Tender Inviting Authority: Head, Publication Division, NCERT HQ, New Delhi

Name of Work: Empanelment of braille presses and formulation of schedule of rates for producing braille books to empower visually disabled children of the country

Contract No: F.No. 16-04/2024/pub(pw)

Name of the
Bidder/ Bidding
Firm / Company

PRICE SCHEDULE (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)							
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #	TEXT #
Sl. No.	Item Description	Quantity	Units	Value Per Page of finished Product/finished book in Rupees (Excluding GST) RATE In Figures To be entered by the Bidder Rs. P	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT In Words	
1	1	4	5	13	53	0.00 INR Zero Only	55
	2 ☐ Paper to be used – 140 GSM braille Paper ☐ Book Size Height: - 11.5" Length: - 12" ☐ Cover to be printed 4 colours either by offset or digital with Embossing of title text details on cover ☐ Art Card of 220 GSM is to be used. ☐ Other requirements as per chapter II (Part- C) Schedule of requirements and specifications mentioned in Tender Document.	1,000 Nos					
Total in Figures					0.00	INR Zero Only	
Quoted Rate in Words					INR Zero Only		

