

Application Fee: **Rs.2000.00**



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

Sri Aurobindo Marg, New Delhi 110016

Application for Enlistment of Offset Printers in the panel of NCERT– 2025

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 in pdf format on email-id:production@ncert.nic.in.

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GENERAL GUIDELINES

The National Council of Educational Research and Training (NCERT), New Delhi invites online applications for Enlistment of Offset Printers in the panel of NCERT from well established, competent, medium and large size printing presses with experience of printing books for empanelment on its panel of offset printers.

Details	Enlistment of Offset Printers 2025
Processing Fee	Rs.35,000/- (Rupees Thirty Five Thousand only)
Application Fee	Rs.2000/-
Date of Inviting Online applications	14.01.2025
Last date of applying	13.07.2025

Interested Printers may view and download the application form along with the detailed terms & conditions from the NCERT website <http://ncert.nic.in>

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. These textbooks are distributed through Vendors empaneled by NCERT, throughout the country.
2. In October 2024, NCERT empanelled 15 printers by inviting online applications through tendering process. The Government of India has directed NCERT to print approx 15 crore textbooks for the academic session 2025-26. The current empanelled printers are working with the NCERT based on the scheduled rates fixed in the open tender process. Since NCERT is short by 1 crore per month capacity, it intends to add a few printers to meet this shortfall in capacity. The empanelment shall be valid till October 2027.
3. This EOI shall be finalized on first come first serve basis. The enlistment of additional printers will stop as soon as this 1 crore/month capacity is achieved. As soon as this capacity is achieved, no further EOI applications shall be opened and would be returned along with the EMD. Evaluation of applications shall be done on first come first serve basis. The system date and time stamp on the EOI received online shall be the key determinant for first come first serve principle.
4. The enlistment of printers will also be done by following rigorous evaluation process which were followed in the open tender in October 2024. The allotment of work will depend on the bank guarantee, details of machines reported in the application form and inspected by the inspection agency, performance in the supply of books, print quality and timely delivery of textbooks and other indicators.
5. These textbooks are printed in single, two and four colours in various sizes. The print order of these books runs from 100 copies to 10,00,000 copies. The detailed Requirements and Specifications of the NCERT's print jobs are enumerated in PART A (Section II) of the document. Since, this work is a time bound programme, the printing is done through a large number of printers situated in Delhi, NCR and various other parts of the country. The printers are expected to complete the jobs of printing of books and miscellaneous jobs with good quality within the given time schedule, strictly.
6. The NCERT invites online applications from well established, competent, medium and large size reputed printing presses with experience of printing textbooks for empanelment on its panel of offset printers.
7. The application forms received from the printers will be scrutinized with reference to the qualification criteria mentioned in the PART A (Section I) of this document. So, before applying for empanelment, please ensure that you fulfill the prescribed minimum qualification criteria. The application of only those printers will be considered who fulfil the prescribed minimum qualification criteria.
8. A complete set of Application form may be downloaded by interested eligible Printers from the NCERT website <http://ncert.nic.in> from **14th January, 2025**. An amount of Rs.2000/- towards Application Fee and Rs. 35,000/- towards Processing Fee total amounting to Rs.37,000/- are to be paid online to Publication Division and copy carrying details of online transaction should be e-mailed to production@ncert.nic.in along with the dully filled Application form and all other required documents.

9. All applicants have to pay online Rs. 37,000/- (Rupees Thirty Seven thousand only) non-refundable to Publication Division i.e., Rs.2,000/- towards Application Fee and Rs. 35,000/- towards Processing Fee failing which their applications will not be processed. Bank details for online payment are as follows:

Publication Division

Account No. 10137881342

IFSC Code: SBIN0001690

State Bank of India,

NCERT, NIE Campus, Sri Aurobindo Marg, New Delhi 110016

10. All interested eligible Printers are requested to submit their application form along with required documents online in pdf format on email-id Production@ncert.nic.in.
11. Incomplete applications in any manner will not be considered.
12. The Applications received from Printers will be scrutinised by a committee appointed by NCERT with reference to the qualification criteria. On the basis of evaluation, a tentative list of printers will be prepared who fulfil the requirement. A team of NCERT officials or any other independent inspecting agency will inspect the establishment of these printers and verify the details provided by the applicant in respect of machinery, equipment, space and other relevant documents. The team will also verify the originality of the documents submitted online. A list of qualified printers shall be finally examined by the Committee.
13. The Selected Printers will be required to furnish the documents in the format given at Annexure – I along with the following documents:
- Security Money of Rs. 2,00,000/- to be paid online to Publication Division, NCERT. Copy of details of online payment made should be enclosed.
 - Two copies of the contract agreement (PART E) on non-judicial stamp paper of Rs.100/- duly signed, stamped and witnessed.
 - 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.
 - Affidavit in original given by authorized signatory on non-judicial stamp paper of Rs. 100/- (one hundred) in the format enclosed (Annexure-IV) declaring the printing and binding machines owned by the printing press duly attested by the Notary.
 - Affidavit in original given by authorized signatory on non-judicial stamp paper of Rs. 100/- (one hundred) in the format enclosed (Annexure-V)
- The security money will remain with the NCERT till the printer remains enlisted on the panel of printers. 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 printer. The printers who submit the security money and sign the contract agreement will be placed on the panel of offset printers.
14. The Successful Printer has to ensure and comply with non-piracy of NCERT textbooks. Any deviation of this count, directly or indirectly, shall be viewed seriously which may include confiscation of entire printed material, financial penalties, legal consequences and may also lead to blacklisting of the Printer.
15. The NCERT reserves the right to cancel the application of Printers at any point of time without pointing any reason.
16. The NCERT reserves the right to give work order or not to give the work order to all or any of the empaneled Printer/s.

Head, Publication Division

SECTION I
QUALIFICATION CRITERIA

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

Qualification Criteria for Enlistment on the panel of NCERT Offset Printers

- 1.01 The NCERT is desirous to empanel Offset printers.
- 1.02 The cut off year for the age of printing machine is **2000**. Printing machines with year of manufacture prior to **2000** should not be included in the list of printing machines. Printers having machines with latest technology will be preferred.
- 1.03 The applicant printer must be in existence for the last 5 (Five) years out of which printer must have at least 3 (three) years experiences in book production and it should be supported with documents.
- 1.04 The applicant printer must be registered with local/municipal body or should have a License/Registration to run the press (of all the premises where the platemaking, printing and binding machineries etc. are installed) issued by concerned local Govt. body. In case the binding unit of the printing press is located at different premises other than the press premises the applicant printer should have the factory license/Registration of those premises.
- 1.05 Declaration before the Police Commissioner/Magistrate for running /having a press
- 1.06 The Applicant printer 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 three years **i.e., Financial Year 2021-22, 2022-23, & 2023-24** should be uploaded.
- 1.07 The applicant must have a minimum average turnover of at least Rupees one crore in the last three years 2021-22, 2022-23, and 2023-24 as per their Audited Financial Statements or CA Certificate and duly supported by GST Returns.
- 1.07 The applicant printer should have ownership documents in support of all equipment, printing and binding machines.
- 1.08 The Printer shall ensure payment of Employees Provident Fund, ESI and other social security provisions to its workers as per the existing Labour Laws / Codes and submit the registration number in this regard.
- 1.09 An affidavit on non-judicial stamp paper of Rs.100/- stating the following (Annexure V):
 - a) Printer financial standing: That the printer is not under liquidation, court receivership or similar proceedings and not bankrupt;
 - b) No case is pending against the firm with regard to criminal case under IPC/CrPC and Copyright Law.
 - c) No litigation under GST Act / Income Tax Act / Companies Act and Copyright Act or any other Law which has criminal consequences is pending
 - d) The Printer has never been blacklisted by any Government/Semi Govt./Govt. Undertaking or by any Autonomous Organization set up by the State / Union Governments.
 - e) All the information provided by the printers are correct to the best of their knowledge and belief and nothing has been concealed therefrom.
 - f) If any case is registered against the printer during the Contract period, it should be immediately informed in writing to the NCERT.
 - g) Printer will not refuse any assigned job irrespective of number of colours, pages and size.

- 1.10 Copies of the Purchase documents of all the equipment and machineries confirming make and Year of Manufacture of the machines and equipment are to be attached. An affidavit given by authorized signatory on non-judicial stamp paper of Rs. 100/- (one hundred) in the enclosed format (Annexure IV) duly attested by the Notary should be uploaded along with the bid. The concerned printer should possess the above printing equipment and at the time of inspection, if the facts mentioned in the affidavit are found to be incorrect, the printer will be disqualified.
- 1.11 The printer needs to have its own printing press at the disclosed premises with all the required facilities. Subletting of the printing job is not permitted under any circumstances. The Printing Press should have its display board outside the press premises confirming legality of the printing press and its name. The printing press must have the following equipment and machinery:

2. Minimum criteria for empanelment are as under:

2 (a) Plate Making:

Printers must have Full-fledged Platemaking Unit with pasting table and Printing DownFrame. **Computer to Plate System (CTP or CTCP)** at their premises is desirable.

2 (b) Printing Machines:

The Applicant Printer must have 3 (three) offset printing machine of the following specifications

- (i) 1 (One) Machine- 4 (four) colours CPC Sheet Fed Offset Printing machine not less than 23" × 36" size make 2000 and onwards.
- (ii) 1 (One) Machine - 2 (two) colours or more* colours Sheet Fed Offset Printing machine of not less than 23" × 36" size make 2000 and onwards.
- (iii) 1 (One) Machine - single colour or multicolour machine** of not less than size 23" × 36" or 1 (One) Normal Web Offset machine or Heat-Set Web Offset machine of 2 (two) colours or more colours of size 20" or 22.75" cut size make 2000 and onwards.

(* 2 (two) colours/ 4 (four) colours/ 6 (six) colours/ 8 (eight) colours Sheet Fed Offset Printing machine of not less than 23" × 36" size and Year of manufacturing 2000 and onwards.

**** 2 (two) colours/ 4 (four) colours/ 6 (six) colours/ 8 (eight) colours Sheet Fed Offset Printing machine of not less than 23" × 36" size and Year of manufacturing 2000 and onwards.)**

3. Binding Machinery and Equipment:

- (a) 1 (one) automatic Folding machine of not less than 30" size capable of performing 3 (three) folds or 2 (two) semi-automatic Folding machines of not less than 30" size each capable of performing 3 (three) folds.
- (b) 2 (two) wire stitching machines out of which one machine should be capable of stitching spine of 1¼".
- (c) 2 (two) Perfect Binding machines, one machine of not less than 3 (three) clamps and 1 (one) machine of 1 (one) clamp or more.
- (d) 2 cutting machines out of which one machine should be programmed cutting machine of not less than 36" size or one 3 knife trimmer.
- (e) Press should have one strip packing machine.

4. Storage Space: The press should have sufficient (200 sq. meter minimum) space under the same roof for the safe storage of paper and printed forms and books within the press premises.

5. Generator of at least 50 KVA is desirable.

SECTION II

SCHEDULE OF REQUIREMENTS AND SPECIFICATIONS

1. Requirements

The NCERT publishes about 300 textbooks pertaining to Classes I-XII and 100 other educational material in Hindi, English and Urdu languages every year in various sizes, the print order of which ranges from 100 to 10,00,000 copies. These publications are printed in single colour, two colours and four colours by using pre-sensitized plates (PS) or CTP plates if asked for. The paper for printing of these publications will be provided by the NCERT. The paper sizes and their subsequent trimmed sizes noted against each are given below:

2. Text Paper and Book Sizes

S.No.	Paper Sizes	Trade name of books sizes	Trimmed size of the book
	<u>Text Paper</u>		
I.	28" x 40" (71 x 102 Cms)	Crown Quarto	17.0 cm x 24.0 cm
II.	30" x 40" (76 x 102 Cms)	Crown Quarto Crown Octavo	18.4 cm x 24.0 cm 12 cm x 17.8 cm
III.	28" Reel (71 Cms)	Crown Quarto Crown Octavo	17.0 cm x 24.0 cm 12 cm x 17 cm
IV.	23" X 36" (58.5 x 91 Cms)	Demy Quarto Demy Octavo	22.2 cm x 28 cm 14 cm x 21.5 cm
V.	22.8" X 34" (58 x 86 Cms)	A4 (NCERT-special)	21 cm x 27.5 cm
VI.	34" Reel (86 Cms)	A4 (NCERT-special)	21 cm x 27.5 cm
VII.	27" x 34" (69 x 86 Cms)	Foolscap Quarto	16.5 cm x 20.3 cm
VIII.	26" x 40" (66 x 102 Cm)	Royal Octavo	15.8 cm x 24.0 cm
	<u>Cover Board</u>		
I.	21" x 30" (53 × 76cms)	For Crown Quarto and Crown Octavo size of books	
II.	20" x 25" (51 × 63.5 cms)	For Demy Quarto and Demy Octavo size of books	
III.	18.8" x 28" (48 × 71 cms)	For Foolscap Quarto size of books	
IV.	20" x 28" (51 × 71 cms)	For Royal Octavo size of books	
V.	19" X 24" (48 × 61 cms)	For A4 (NCERT-special) size of books	

3. Specifications

Printing Ink Quality:

The ink to be used in printing of NCERT publications should bear the following qualities:

- 3.01 The ink should be of a good standard in quality having sufficient quantity of finely grind pigments.
- 3.02 The ink should be adequately viscous to fully transfer and stick-on paper but should not fully penetrate in the paper reflecting "See Through".
- 3.03 The ink should have good drying quality particularly on smooth or glazed paper to avoid "Set off"

- 3.04 The ink should not be so tacky to snatch/pick up the paper or coating on paper while printing.

4. Imposition of Pages and Printing Quality

While imposing the pages particularly the preliminary pages, the Chapter opening pages of the book and finally printing the book, the following points should have to be strictly followed:

- 4.01 The imposition of pages should be in accordance with the page area marks given on the positives. In such cases where the area marks are not given on the positives the margin allocations specified in the style sheet provided by the NCERT may strictly be followed.
- 4.02 (a) Perfect registration of colours should be maintained throughout while printing the jobs,
(b) The folio line and or numbers, given either on top or at the bottom of the pages, should be in perfect alignment with the folio lines and or numbers of the preceding pages of the book.
- 4.03 There should be controlled release of ink as per requirement of the job and suiting to the quality of paper to avoid “See Through” and uneven inking.
- 4.04 There should be uniform/even inking throughout the book without patches of over/under inking and fluff traces/spots.
- 4.05 There should be no roller marks in shape of lighter/heavier colour strips on solid or screen grounds visible when printed.
- 4.06 The printing impression throughout the book should be sharp and of full tonal values of image areas as obtaining in the positives and match with machine/progressive proofs if supplied by the NCERT as samples.
- 4.07 There should be no “Set Off” and or any scum and or any spot neither within the image area nor on the non-image area of any page of the book or on cover of the book, whether printed on single side or on both the sides.
- 4.08 In a job of special colours the shade of colour should match with the shade of colour sample provided by the NCERT and there should be no variation in any of the shades throughout the book.

5. Binding Quality

- 5.01 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.
- 5.02 Before folding the forms it should be ensured that no such form is folded which is torn or has spots, scum and or is not perfect in printing.
- 5.03 While gathering the forms it should be ensured that only one form from each pile of forms, (arranged in sequence) is lifted/gathered, so that no double or extra form of the same number is found in the book or no form is found missing in sequence.
- 5.04 After gathering the sets of forms of the book it should be pressed properly to form a firm crease and get compact to facilitate the binding.
- 5.05 The books to be center or side stitched should have two wire staples of appropriate gauge (suiting to the bulk of the book) and length to hold all the Chapters of the book firmly.
- (a) The two staples in the centrally stitched books should be done exactly on the folds of the cover and folded forms leaving equal space at the head and tail side of the book after trimming.
- (b) While side-stitching the books, the two staples should be put (leaving equal space at the head and tail of the book after trimming) leaving 4-6 millimeters space (depending on thickness of the book) from the spine edge before properly creased cover is drawn on.

- 5.06 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.
- 5.07 Before drawing on the cover on the side stitched or Chapter Sewn books, all the covers should be properly creased at the two edges of the spine and also on 1st and 4th cover leaving 6-8 millimeters space (depending on size of the book) from the spine edge to facilitate proper opening of the cover of the book.
- 5.08 In Side Stitched/Chapter Sewn Books drawing on of cover and applying of glue on spine should be done on perfect binding machine. 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.
- 5.09 While perfect binding a book, it should be ensured that the spine shaving knife and the groove making device of the machine are sharp enough to form a smooth shave of the spine separating all the leaves of the book and make appropriate groove for filling in the glue to hold firmly the spine and cover of the book.
- 5.10 (a) The glue used in perfect binding should be fresh and of a high standard in quality, applied in adequate quantity at appropriate temperature and should set in with suitable thickness.
- (b) 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.
- (c) 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.
- 5.11 All the three sides of the books, to its full thickness should be trimmed smoothly at right angle.
- 5.12 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.

6. Packing and Forwarding

The books either center stitched or side stitched, Chapter Sewn or Perfectly Bound as per specifications given in the Job Order should be packed pursuant to clause 06 of PARTD (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 16 pages	100
b)	17 pages to 64 pages	50
c)	65 pages to 120 pages	25
d)	121 pages to 180 pages	20
e)	181 pages to 360 pages	10
f)	Above 360 pages	05

7. Collection of material by the Printer

The Printer entrusted with a print job shall make arrangements to collect all material such as CRCs, original illustrations, photographs, designs (where ever required), CD and or processed films 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) issued by the NCERT against a particular job assigned for execution is to be lifted by the Printer who will be paid transportation charges on the rates formulated by the NCERT.

8. Submission of Ferro-proofs for approval

In the event the Printer is asked to furnish ferro proofs of corrected pages of the entire book including imprint page, the Printer shall comply with the instructions given in the Job Order and obtain final approval on the proofs so submitted before taking up the bulk printing.

9. Maintenance of High Standard of Production

The Printer entrusted with the print 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.

10. Adoption of Printing Scheme

The Printer shall adopt the most advantageous and economical printing scheme and operations regarding technical input without sacrificing the standard of production at any stage.

11. Security against Paper Supply

The NCERT will issue the requisite quantity of Text and Cover paper for printing of job assigned to the Printer. The paper will be supplied to the Printer against the Bank Guarantee or Fixed Deposit (pledged in favour of NCERT) of 50% value of paper and insurance for actual value of paper fixed by the NCERT. The insurance policy should be made in the name of Secretary, NCERT.

12. Retention of Printing Plate

The Printer shall invariably use PS plates and, if asked for, CTP plates, and shall preserve the same till the job(s) assigned to it is fully executed, the supplies completed and accepted by the NCERT.

PART B

Application Form for Enlistment of Offset Printers in the panel of NCERT

1. **Name of the Printer** :

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. **GSTNo.** : _____
10. **ESI Registration No.** : _____
11. **EPF No.** : _____
12. **Status of Printer's Premises** Covered Carpet Area: _____ Sq. Mts.
(UNIT – I) : Storage Space: _____ Sq. Mts.
- Belongs to the owner of the Press Yes/No
Lease/rent Yes/No
(Unit – II) : Covered Carpet Area: _____ Sq. Mts.
Storage Space: _____ Sq. Mts.
- Belongs to the owner of the Press: Yes/No
Lease/rent : Yes/No
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 11 and 12
14. **Details of Machinery and Equipment**
(I) Plate Making
- (i) Pasting Table** : No. of Tables No. of Pastors.....
Size/s _____
- (ii) Printing Down Frame** : No. of Machines No. of exposures
Size/s _____
- (iii) CTP Machines** No. of Machines.....
Size/s _____ Make & Year of
Manufacture _____

Above machines are installed
address

.....

**II Details of Printing Machine
Installed at Address(Unit I)**

**Phone No.
Contact Person**

(Note: Output should be worked out on the basis of a shift of eight hours)

4 Colour Sheet Fed			4 Colour Web		
S.No.	Size,Brand & Model NameandYear of Manufacture	Serial Number	Size,Brand & Model NameandYear of Manufacture	Serial Number	No. of folds operative
1.					
2.					
3.					
4.					
5.					
2 Colour Sheet Fed			2 Colour Web		
S.No.	Size,Brand & Model NameandYear of Manufacture	Serial Number	Size,Brand & Model NameandYear of Manufacture	Serial Number	No. of folds operative
1.					
2.					
3.					
Single Colour Sheet Fed			Single Colour Web		
S.No.	Size,Brand & Model NameandYear of Manufacture	Serial Number	Size,Brand & Model NameandYear of Manufacture	Serial Number	No. of folds operative
1.					
2.					
3.					

Total staff on Machines Four Colour.....Two Colour..... Single colour

**Details of Printing MachineInstalled :
Address (Unit II)**

: _____

Phone No.

Contact Person

: _____

(Note: Output should be worked out on the basis of a shift of eight hours)

4 Colour Sheet Fed			4 Colour Web		
S.No.	Size,Brand & Model NameandYear of Manufacture	Serial Number	Size,Brand & Model NameandYear of Manufacture	Serial Number	No. of folds operative
1.					
2.					
3.					
4.					

2 Colour Sheet Fed			2 Colour Web		
S.No.	Size,Brand& Model NameandYear of Manufacture	Serial Number	Size,Brand& Model NameandYear of Manufacture	Serial Number	No. of folds operative
1.					
2.					
3.					

Single Colour Sheet Fed			Single Colour Web		
S.N o.	Size,Brand& Model NameandYear of Manufacture	Serial Number	Size,Brand& Model NameandYear of Manufacture	Serial Number	No. of folds operative
1.					
2.					
3.					

Total staff on Machines ...Four ColourTwo Colour.....Single colour.....
Add details in the above format if there is any more Unit of the press

III Number of Supervisory Staff in :Unit 1 +..... Unit II =
Printing Machine Units

IV Output in a Shift of 08 hours on

(a) **4 Colour Machines (Sheet)**

Total Production (Unit – I & II)

- _____ Reams both sides (Size: _____)
- _____ Reams both sides (Size: _____)
- _____ Reams both sides (Size: _____)

(b) **4 Colour Machines (Web)**

Total Production (Unit – I & II)

- _____ Reams = _____ MTs approx.
(Size: _____/GSM _____)
- _____ Reams = _____ MTs approx.
(Size: _____/GSM _____)
- _____ Reams = _____ MTs approx.
(Size: _____/GSM _____)

(c) **2 Colour Machines (Sheet)**

Total Production (Unit – I & II)

- _____ Reams both sides (Size: _____)
- _____ Reams both sides (Size: _____)
- _____ Reams both sides (Size: _____)

(a) **2 Colour Machines (Web)**

Total Production (Unit – I & II)

- _____ Reams = _____ MTs approx.
(Size: _____/GSM _____)
- _____ Reams = _____ MTs approx.
(Size: _____/GSM _____)
- _____ Reams = _____ MTs approx.
(Size: _____/GSM _____)

(b) **Single Colour Machines (Sheet)**

Total Production (Unit – I & II)

- _____ Reams both sides (Size: _____)
- _____ Reams both sides (Size: _____)
- _____ Reams both sides (Size: _____)

(c) **Single Colour Machines (Web)**

Total Production (Unit – I & II)

- _____ Reams = _____ MTs approx.
(Size: _____/GSM _____)
- _____ Reams = _____ MTs approx.
(Size: _____/GSM _____)
- _____ Reams = _____ MTs approx.
(Size: _____/GSM _____)

14 BINDING UNIT

I **Cutting Machines Unit I & II**

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

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

(c) **Three Side Trimmer**

Total No. of Cutting Machines

Unit I+ Unit II=.....

Size _____ Make _____

Size _____

No. of Machines _____ Size/s _____

II	<u>Stitching Machine(s) (Wire)</u>	Total No. of Machines
	<u>Unit I & II</u>	
	Single Stapler	Unit I _____ Unit II _____ =
	Double Stapler	Unit I _____ Unit II _____ =
	<u>Max. number of pages on</u>	
	Single Stapler	
	Double Stapler	
	<u>Output in Single Shift of 08 hours on</u>	
	Single Stapler	_____ Books of 64 – 120 pages (Crown 4 to/A4 sizes)
	Double Stapler	_____ Books of 64 – 120 pages (Crown 4 to/A4 sizes)
III	<u>ChapterSewn Machine</u>	
	Output in a Shift of 08 hours on _____	No. of Machines _____
	A book of 200 pages :	_____ Books(Crown 4 to/A4 sizes)
	A book of 300 pages :	_____ Books(Crown 4 to/A4 sizes)
	A book of 450 pages :	_____ Books(Crown 4 to/A4 sizes)
IV	<u>Folding Machine (Knife/Buckle)</u>	: Total No. of Machines _____ Size/s _____
	Total Output in a Shift of 08 hours	: _____ Chapter/sheet (4 Folds)
	Manual Folding in a Shift of 08 hours	: _____ Chapter/sheet (4 Folds)
V	<u>Flow Line Binding Machine Capacity</u>	: No. of Machines _____ Station _____
	Total output in Single Shift of 08 hours	: _____ books of _____ Chapters
VI	<u>Perfect Binding Machine</u>	: Total Number of Machine _____
		Single Clamp _____ Three Clamps _____
		More than Three Clamps _____
(i)	Output in a shift of 08 hours on Single Clamp(_____machines)	: _____ books (Size _____)
(ii)	Output in shift of 08 hours _____Clamps(_____machines)	: _____ books (Size _____)
(iii)	Output in shift of 08 hours _____Clamps(_____machines)	: _____ books (Size _____)
(iv)	Output in shift of 08 hours _____Clamps(_____machines)	: _____ books (Size _____)

- VII **Total Output in a Shift of 08 hours**
On perfect binding machines _____ books
- VIII **Output on All trimming machines in a shift of 08 hours** : _____ books
15. **Strapping Machine** : No. of Machines _____ Make _____
Packing Capacity in a Shift of 08 hours _____ books (Crown 4 to/A4 sizes)
(in packets of _____ to _____ books)
16. **Name of the Ink manufacturing Company/ies whose ink is used by the firm** : Black: _____
Four colour set:.....
17. **Name of the Glue Manufacturing firm/s whose glue is being used for perfect binding** : _____

18. **Whether Generator is installed? If so, indicate the Capacity** :

KVA

19. **Weekly Holiday on** : _____
20. **Any other/additional 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.

(Signature)

Duly authorized to sign Bid for and on behalf of

PART C

Scanned copy of existing schedule of Rates for Offset Printing and Allied Services w.e.f. 18/10/2024

1. PLATE MAKING AND PRINTING CHARGES															ANNEXURE 'Y'		
S. No.	Specifications	Plate Making		Printing													
		CTP Rate per plate	PS Plate Rate per Plate	Rate for 1000 Copies	Rate per Addl 1000 Copies up to 4000 Copies	Rate for 5000 Copies	Rate per addl. 1000 copies upto 24000 copies	Rate for 25000 Copies	Rate per Addl. 1000 copies up to 49000 copies	Rate for 50000 copies	Rate per addl. 1000 copies upto 99000 copies	Rate for 100000 copies	Rate per addl. 1000 copies above 100000 copies	Extra % for printing on Art Paper / Card	Rebate on Web Printing		
															Rebate in per-centage (%) for printing on normal web Machine	Rebate in per-centage (%) for printig on Heat set web Machine	
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	%	%	%	
1	Rate per colour per side of a sheet of size 30" × 40" or 28" × 40" or 26" × 40" or 27" × 34"	600	450	400	200	1000	125	3000	110	5000	100	10000	100	20%	20%	10%	
2	Rate per colour per side of a sheet of size 24" × 34" or 23" × 36" or 22.8" × 34"	550	450	400	175	1000	120	2500	110	4200	100	9000	95	20%	20%	10%	
3	Rate per colour per side of a sheet of size 20" × 30" or 20" × 28" or 20" × 26" or 17" × 27"	505	380	340	124	800	70	1800	70	3600	65	6000	55	20%	20%	10%	
4	Rate per colour per side of a sheet of size 18" × 23" or 17" × 22.8" or 17" × 24"	500	375	263	105	665	55	1500	50	2500	45	5000	45	20%	20%	10%	
5	Rate per colour per side of cover of size 21" × 30" or 21" × 28" or 18.8" × 28" or 22" × 28"	500	375	350	175	850	140	4000	175	8000	150	16000	125	25%			
6	Rate per colour per side of cover of size 19" × 24" or 20" × 25"	500	375	350	170	800	125	2800	110	5500	100	9500	100	25%			

2. BINDING CHARGES (L1)																				
Folding and gathering of formes for binding of books												Sewing of formes 16pp/8pp/4pp (Section Sewn books only)	For Side Stitched Books		For Center Stitched Books	Cover drawn on Perfect binding machine* for Side Stitched or Section Sewn or Perfect bind Books				
Per Forme of 16 pages			Per Forme of 8 pages			Per forme of 4 pages			Per Forme of 2 pages			Rate per 1000 formes	Side stitching by wire at two places upto 200 pages per 1000 books	Side stitching by wire at two places above 200 pages per 1000 books	Cover drawn on duly creased and centrally stitched by wire at two places per 1000 books	For books upto 200 pages in Crown 8VO or Demy 8VO or Foolscap 4 to sizes per 1000 books	For books above 200 pages in Crown 8VO or Demy 8VO or Foolscap 4 to sizes per 1000 books	For books upto 200 pages in Crown 4 to or Royal 8 VO or A4 NCERT sizes per 1000 books	For books above 200 pages in Crown 4 to or Royal 8 VO or A4 NCERT sizes per 1000 books	
Rate per 1000 formes	Rebate in percentage (%) if printed on web offset Machine		Rate per 1000 formes	Rebate in percentage (%) if printed on web offset Machine		Rate per 1000 formes	Rebate in percentage (%) if printed on web offset Machine		Rate per 1000 formes	Rebate in percentage (%) if printed on web offset Machine										
Rs.	Normal	Heat Set	Rs.	Normal	Heat Set	Rs.	Normal	Heat Set	Rs.	Normal	Heat Set	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
85	20%	10%	75	20%	10%	60	20%	10%	50	20%	10%	140	140	175	175	2100	2450	2275	2625	

3. PACKING AND FORWARDING (L1)

Supply of books to NCERT godown at Delhi/NCR or RPDC godowns at Ahmedabad, Bangalore, Kolkata and Guwahati duly packed; using duplex board of at least 150 GSM on the top and bottom of the bundles and information slip duly printed should be pasted/printed on the duplex board at the both aides of bundles, thereafter it should be tied with strips making cross on the bundle (strip packing widthwise and lengthwise)

Minimum Charges	Books up to 64 pages containing 50 books in a packet		Books of 65 to 120 pages containing 25 books in a packet		Books of 121 to 180 pages containing 20 books in a packet		Books 181-360 pages containing 10 books in a packet		Books 361 & above pages containing 5 books in a packet	
	For books in Crown 8VO (4¾" x 7¼") or Demy 8VO (5½" x 8½") or Foolscap 4 to (6½" x 8") sizes	For books in Crown 4 to (6¾" x 9½") or Royal 8VO (6½" x 9½") or A4 NCERT (8¼" x 10.9") sizes	For books in Crown 8VO (4¾" x 7¼") or Demy 8VO (5½" x 8½") or Foolscap 4 to (6½" x 8") sizes	For books in Crown 4 to (6¾" x 9½") or Royal 8VO (6½" x 9½") or A4 NCERT (8¼" x 10.9") sizes	For books in Crown 8VO (4¾" x 7¼") or Demy 8VO (5½" x 8½") or Foolscap 4 to (6½" x 8") sizes	For books in Crown 4 to (6¾" x 9½") or Royal 8VO (6½" x 9½") or A4 NCERT (8¼" x 10.9") sizes	For books in Crown 8VO (4¾" x 7¼") or Demy 8VO (5½" x 8½") or Foolscap 4 to (6½" x 8") sizes	For books in Crown 4 to (6¾" x 9½") or Royal 8VO (6½" x 9½") or A4 NCERT (8¼" x 10.9") sizes	For books in Crown 8VO (4¾" x 7¼") or Demy 8VO (5½" x 8½") or Foolscap 4 to (6½" x 8") sizes	For books in Crown 4 to (6¾" x 9½") or Royal 8VO (6½" x 9½") or A4 NCERT (8¼" x 10.9") sizes
Rs.	Rate per 1000 books Rs.	Rate per 1000 books Rs.	Rate per 1000 books Rs.	Rate per 1000 books Rs.	Rate per 1000 books Rs.	Rate per 1000 books Rs.	Rate per 1000 books Rs.	Rate per 1000 books Rs.	Rate per 1000 books Rs.	Rate per 1000 books Rs.
970	480	510	520	530	550	560	620	630	690	700
4. COVER LAMINATION (L1)										
Lamination Charges per 100 sq. cm.			Gloss Rs. P.	Mat Finish Rs. P.						
			0.20	0.25						

5. Wastage of Paper: Percentage of wastage of Paper for sheet printing and Reel Paper printing:

Percentage (%) of Wastage of Paper for Sheet Printing														
For print order upto 1000 copies			For print order above 1000 copies up to 5000 copies			For print order above 5000 copies up to 25000			For print order above 25000 copies upto 100000			For print order beyond 100000 copies		
Single Colour	Two Colours	Three / Four Colours	Single Colour	Two Colours	Three / Four Colours	Single Colour	Two Colours	Three / Four Colours	Single Colour	Two Colours	Three / Four Colours	Single Colour	Two Colours	Three / Four Colours
(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)
4%	6%	8%	2%	4%	6%	1.25%	2.5%	4.5%	1%	2%	3.5%	1%	2%	3%

Percentage (%) of Wastage of Reel Paper including core and thabba for web printing (normal/heat set)								
For print order up to 25000 copies			For print order above 25000 copies to 100000 copies			For print order beyond 100000 copies		
Single Colour	Two Colours	Three / Four Colours	Single Colour	Two Colours	Three / Four Colours	Single Colour	Two Colours	Three / Four Colours
(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)
3%	4%	5%	3%	4%	4%	3%	4%	4%

PART D
CONDITIONS OF CONTRACT

1. Definitions

1.01 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) “Printer” 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’ Offset Printers by the NCERT and is named as such in the Contract Agreement.
- (c) “Goods” means the printed books and or other printed materials that the Printer is required to supply to the NCERT under the Contract Agreement against the Job order(s) placed with the printer from time to time.
- (d) “Services” means all of the services that the Printer is required to render in completion of the job(s) assigned to the printer under the Contract Agreement.
- (e) “Related Services” means services ancillary to the transport of the books, or other publications and printing papers, such as loading and unloading, providing labourers 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 Printer, 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 Printer 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.

2. Entire Agreement

- 2.01 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.
- 2.02 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.

3. 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 A, Section II). No request for any change in the specifications to suit the printer will be entertained at any stage.

4. Patent Rights

- 4.01 The Printer 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.

5. Inspections and Tests

- 5.01 The NCERT has all the rights to enter into the premises of its empanelled Printers 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 Printer shall extend his/her full cooperation to facilitate the inspection and answer the queries of the inspecting official(s) to his/their fullest satisfaction.
- 5.02 The inspections and tests by the inspecting official(s) may be conducted on the premises of the Printer or at point of delivery and/or at the final destination of the goods. If conducted on the premises of the Printer, all reasonable facilities and assistance shall be furnished to the inspector(s) at no charge to the NCERT.
- 5.03 Should any inspected goods fail to conform to the specifications, the NCERT may reject them and the Printer 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.
- 5.04 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 despatch from the place of the Printer.
- 5.05 Nothing in Clause 07 shall in any way release the Printer from any warranty or other obligations under the Contract Agreement.

6. Packing and Documents

- 6.01 The packing of goods should be as per the specifications laid down in Chapter II (Part B), Schedule of Requirements and Specifications.
- 6.02 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.
- 6.03 The books should be packed using duplex board of at least 150 GSM on the top and bottom of the bundles and information slip should be printed / pasted on both sheets of duplex board being used on top and bottom of the bundle, there after it should be tied with strips of minimum 9 mm width making cross of the bundle (strip packing width-wise and length-wise). 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.
- 6.04 Shortage of books in the bundles is not acceptable. In case of shortage of books found in bundles are more than 4%, the entire supply shall be returned. The supply of books with less or more number of books in a bundle to a limit of 4% shall be taken by CWC godown, however the intact bundle in which short or excess books were found the same shall be returned to the respective printer

7. Delivery and Documents

- 7.01 Advance copies of the printed books as specified in the Job Order shall be supplied by the Printer, 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.

- 7.02 Delivery of the goods shall be made by the Printer in accordance with the delivery schedule specified by the NCERT in the Job Order placed with the Printer. It is Printer's duty to deliver the printed books and other material at godown of the NCERT, as listed in the Job Order. If a printer 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.
- 7.03 The Printer shall notify the NCERT and the consignee, the full details of dispatches 24 hours before.

8. Security and Insurance against Paper Issued by the NCERT

- 8.01 The paper for printing of text and cover of the assigned jobs will be issued by the NCERT and lifted by the Printer from NCERT's Godown against the Bank Guarantee/ FD (pledged in favour of Secretary, NCERT) equivalent to 50% of the value of paper fixed by the NCERT for a minimum period of twelve months. In case printer fails to submit the Bank Guarantee/ FD it will be presumed that the printer is not willing to work for NCERT and the printer may be de-empanelled from the NCERT panel.
- 8.02 The Paper issued by the NCERT and received by the Printer shall be fully insured for its full value by the Printer at his/her own cost against loss or damage incidental to printing or acquisition, transportation, storage and delivery. The insurance policy should be made in the name of the Secretary, NCERT.

9. Incidental Services

- 9.01 The paper for printing of text and cover of the assigned jobs will be supplied by the NCERT from NCERT's Godown or directly from the mills. In case of non-availability of transporters, Printer may be asked to lift the paper from godowns of NCERT. The approved transportation cost will be reimbursed to the printer after submission of the bill alongwith other respective documents.
- 9.02 The Printer 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 despatch (Paper and Books)
 - (b) Unloading at point of delivery (Paper and Books)
 - (c) Stacking in godown at point of delivery (Books and Paper)
- No additional cost will be borne by the NCERT towards these above services.

10. Warranty

- 10.01 The Printer warrants that the printed goods supplied under the Contract Agreement are new, unused and of the most recent production. The Printer 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 Printer that may develop under normal use of the supplied goods.
- 10.02 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.
- 10.03 The NCERT shall notify the Printer in writing of any claim arising under this warranty within the period of 25 (twenty five) months pursuant to Clause 10.02.

- 10.04 Upon receipt of notice from NCERT for defective unsold goods, the Printer shall, with all reasonable speed, replace the defective Goods, free of cost at the ultimate destination. The Printer shall take over the defective goods (after it is made unsaleable) at the time of their replacement. No claim whatsoever shall lie on the NCERT for the replaced goods thereafter.
- 10.05 If the Printer, 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 Printer's risk and expense and without prejudice to any other rights which the NCERT may have against the Printer under the Contract Agreement **in accordance with the Law.**
- 10.06 The warranty for unsold defective goods will begin de novo from the date of receipt of remedied or replaced goods. Printer will pay all taxes, and duties and all expenses (if liable) up to the destination for the replaced goods.
- 10.07 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.

11. Terms of Payment

All payments to the Printers 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.

- 11.01 *Full Payment:* The Printer shall submit a complete Bill /Invoice along with the following documents:
- 11.02 *Printer's Checklist duly filled in*
- Delivery Challans in original duly signed and stamped by the NCERT's BookStores, in confirmation of receipt of goods.
 - Original Challans for the return of Positives/CRCs/CD and or Press copies etc. duly signed by the NCERT in confirmation of return of the said materials.
 - Original Challan duly signed by Paper Stores of the NCERT if any balance paper has been returned to the NCERT's Store.
 - Copy of the Challan showing the quantity of paper supplied to the printer.
- 11.03 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.
- 11.04 *Part Payment:* In circumstances beyond control with documentary evidence NCERT may make part payment on the basis of 80% of the admissible bill amount against the Bill/Invoice received from the printer under clause 11.01, in case the printer request for part payment. The remaining 20% will be released to the printer within 45 days on submission of his/her balance claim for the same after settlement of all the dues from the printer in respect of the job executed.
- 11.05 In the event Printers' 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.
- 11.06 For print order up to 1000 copies printing charges of 1000 copies will be applicable.
In case the print order is in thousands plus less than 500 copies, Printing charges will be restricted on lower side. Example: Print order 14450 copies printing charges will be paid for 14000 copies. Where the Print order is in thousands plus 500 or more than 500 copies, printing charges will be considered on higher side. Example: Print order 14500 copies printing charges will be paid for 15000 copies.
Binding and packing & forwarding will be considered on pro rata basis.

12. Rates

- 12.01 The rates charged by the Printer for the printing 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 Printer. Any excess claim by the Printer will be disallowed.

13. Contract Amendment

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

14. Assignment

- 14.01 Assigned job once accepted by the printer cannot be refused. However, in certain cases if it is refused to execute after 7 days the printer is liable to pay Rs.10,000 as penalty per job and will be deducted from his pending bills or security amount.
- 14.02 During an academic session after submitting the Bank Guarantee, if any printer requests not to assign them any job on the pretext that they are busy with some other assignments. In such cases, a penalty of Rs.25,000 will be made from the pending bills or security money and the printer will not be assign any job in that particular academic session.
- 14.03 Job should be completed within delivery schedule. Short supply if any should be completed within 15 days from the date of last supply. Printer has to return press copies, CRC, positive/CDs within 15 days failing which action will be taken as per clause 23.
- 14.04 The Printer 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.
- 14.05 Rate for printing of Form smaller than sizes will be regulated after converting into respective column wise sizes.
- 14.06 Printing charges of Covers will be regulated in multiple ups after converting into respective size.
- 14.07 For Print order more than 1,00,000 copies printer can claim for additional set of platemaking.
- 14.08 For Printing on web, where 28" reels will be supplied and rates shall be regulated on the basis of 28" x 40" size.

15. It is mandatory to work only on the machines qualified by the NCERT authorised inspecting agencies and to inform the Council before installing additional machine(s)/ selling any printing machine in Printer's premises.

16. Delays in the Printer's Performance

- 16.01 Delivery of the goods and performance of the services shall be made by the Printer in accordance with the time schedule specified by the NCERT in the Job Order issued against each Job and accepted by the Printer.
- 16.02 Any inordinate delay by the Printer in its delivery obligations shall render the Printer liable to any or all of the following:
- a. cancellation of the order totally or partially,
 - b. forfeiture of its Security Money,
 - c. liquidated Damages/Recoveries and/or
 - d. termination of the Contract Agreement.
- 16.03 If at any time during performance of the job, the Printer should encounter conditions impeding timely delivery of the Goods, the Printer 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 Printer 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.

17. Liquidated Damages and Recoveries

17.01 For delays in printing and supply of textbooks and other printed materials: Both the printer 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 Printer 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 Printer's claim by way of penalty. Recovery from the Printer 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 Printer.

17.02 In case printer 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, printer should be debarred from assigning any further work for the current session and for the next session.

Defects in Execution of Print Jobs

17.03 The following deductions will be made from the printer's claim for the unsatisfactory work

Sr No.	Particulars	Deduction for unsatisfactory work
1	Defective Printing	
	Improper registration in text and or cover or any other Printing defect arising due to use of defective plate or defective blanket or any printing defect other than above.	2% of the total admissible amount for the entire lot.
2	Defective Binding	
	Improper cover creasing (4 Creased) or Improper Cover Pasting or Improper 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.
Note: In such cases where the design appearing on the text pages is to be flush cut, the book moderately short in size may be accepted, keeping in view the design.		

18. 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 Printer and the books supplied short shall be recovered from the Printer on the following basis:

(i)	The cost of the defective textbooks will be recovered from the Printer @ 200% of face value for all classes I-XII.
(ii)	The job order placed with the printer 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 printer may be treated as complete pursuant to Clause 1(k). However, the cost of underpriced publications if supplied short shall be recovered on the actual cost of production of the book including cost of paper (determined by NCERT).

19. Recovery of cost of balance unconsumed paper not returned by the Printer

The requisite quantity of text and cover paper for printing of each job will be provided to the Printer by the NCERT. In case of any quantity of paper remains as balance with the Printer after completing the job, the same should be returned by the Printer to NCERT failing which the cost of the balance unconsumed paper shall be recovered from the Printer on rates as under:

(i)	Text and or Cover Paper in sheets	@ 125% of the cost of paper fixed by the NCERT if the quantity of balance paper is up to 1.5% of the consumption of paper including wastage or 10 reams for text and 2 reams for cover whichever is less. Cost of remaining quantity @ 200% of the cost of paper.
(ii)	Text Paper: less than a Reel	@ 110% of the cost of paper fixed by the NCERT. This is limited to only 300 Kgs.
(iii)	Text Paper: Full reel or more than a Reel	@ 200% of the cost of paper fixed by the NCERT. Cost of entire balance quantity will be recovered on this rate.

20. Recovery of cost of paper supplied to the Printer on demand

	Text Paper in Reel or in Sheet and or Cover Paper supplied by the NCERT on demand of the Printer against exigencies, Force Majeure and against established printing defect. (On inspection by NCERT)	: @ 125% of the cost of paper fixed by the NCERT after establishing the validity of the reasons and genuineness of demand of additional paper to complete the job assigned to the Printer. In such cases the labour and transportation charges shall have to be borne by the Printer.
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21. Recovery of cost of paper used in the rejected books:

	Use of text and or Cover Paper in the book other than supplied by the NCERT.	: @ 300% of the cost of paper fixed by NCERT besides rejection of consignment of books in which paper other than supplied by NCERT has been used.
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22. Issue of paper

The Printer will lift the entire quantity of paper required for the job as per paper requisition issued by the NCERT to execute the job assigned to him/her in one go or in instalments as per his/her convenience leaving no balance of paper before the expiry of the delivery schedule or extended delivery schedule and prior to completion of the supplies of the job. No paper will be issued after the job is executed and supplies completed. Paper lifting charges will be regulated at the rates finalised by NCERT.

23. Wastage of Paper: Percentage of wastage of Paper for sheet printing and Reel Paper printing:

Percentage (%) of Wastage of Paper for Sheet Printing														
For print order upto 1000 copies			For print order above 1000 copies up to 5000 copies			For print order above 5000 copies up to 25000			For print order above 25000 copies upto 100000			For print order beyond 100000 copies		
Single Colour	Two Colours	Three / Four Colours	Single Colour	Two Colours	Three / Four Colours	Single Colour	Two Colours	Three / Four Colours	Single Colour	Two Colours	Three / Four Colours	Single Colour	Two Colours	Three / Four Colours
(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)
4%	6%	8%	2%	4%	6%	1.25%	2.5%	4.5%	1%	2%	3.5%	1%	2%	3%

Percentage (%) of Wastage of Reel Paper including core and <u>thabba</u> for web printing (normal/heat set)								
For print order up to 25000 copies			For print order above 25000 copies to 100000 copies			For print order beyond 100000 copies		
Single Colour	Two Colours	Three / Four Colours	Single Colour	Two Colours	Three / Four Colours	Single Colour	Two Colours	Three / Four Colours
(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)
3%	4%	5%	3%	4%	4%	3%	4%	4%

24. Recovery of the cost of defective/damaged positives

Twice the cost of all such positives which have been received in defective/damage condition or found missing shall be recovered from the Printers on the basis of outputting rates being paid to the Process Houses by the NCERT.

25. Late Return/Submission of Film Positives/CDs

The entire press copies, CRCs and positives/CDs of the job assigned for printing supplied by the NCERT or made by the Printer as per orders of the NCERT are to be returned/submitted within 15 days of the supply of last lot of books failing which recovery @ Rs.500/- (Five hundred) per day for each title for each day of default shall be made.

26. Termination of Contract

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

- (a) If the Printer 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 Printer fails to perform any other obligation(s) under the Contract Agreement.
- (c) If the Printer, 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 31.01/02, 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 Printer shall be liable to pay to NCERT for any excess cost for such similar goods or services. However, the Printer shall continue the performance of the job to the extent not terminated.

27. Force Majeure

- 27.01 Notwithstanding the provisions of Clauses 16, 17.01 the Printer shall not be liable for forfeiture of its 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.
- 27.02 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.
- 27.03 If a Force Majeure situation arises, the Printer 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 Printer 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.

28. Enhanced /Additional Print Order

- 28.01 The NCERT reserves the right to enhance the print order or place additional order for any of the print jobs assigned to him/her on the following basis:
- 28.02 By revising the job order placed with the Printer.
- 28.03 By placing fresh job order to the Printer for the enhanced/additional quality of print order.

29. Reduced/Restricted Print Order

- 29.01 The NCERT reserves the right to reduce/restrict the print 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 printer's end noticed during monitoring or inspection by the NCERT.

- (c) Sub-standard quality of production (printing and or binding) found during on line inspection by the NCERT.
- (d) Reduction in requirement due to inordinate delay in supply of good by the Printer.
- (e) In case Print order is Reduced/Restricted due to reasons mentioned above at item no (a) to (d) the NCERT may get the job done from other printer. Additional expenditure incurred in execution of the job will be recovered from the defaulting printer with a penalty of 5,000/-
- (f) Reduction/Restriction in requirement imposed by the NCERT for its own reasons.

30. Termination for Insolvency

The NCERT may at any time terminate the Contract Agreement and the job orders by giving written notice to the Printer, if the Printer becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Printer, 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.

31. Termination for Convenience

- 31.01 It is to be noted that NCERT reserves the right to grant/award any work/tender to enlisted printer in accordance with its needs and requirements.
- 31.02 The NCERT, by written notice sent to the Printer, 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 Printer under the contract is terminated, and the date upon which such termination becomes effective.
- 31.03 The Goods that are complete and ready for delivery within 07 (seven) days after the Printer's 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 Printer an agreed amount for partially completed job by the Printer.

32. Removal from the Panel of Printer

- 32.01 Refusal of job by an empanelled Printer in two subsequent printing session to accept and execute the job, orders for which have been placed by the NCERT, for the reasons not covered under Force Majeure shall be viewed as violation of the Contract Agreement and the NCERT has the right to remove the name of the Printer from the Panel of Printers after issuing a Show Cause Notice, and after considering the reply. If the printer wants to be heard in person, NCERT will provide him or her an opportunity to do so.
- 32.02 Refusal of Printer to accept and execute low print order job(s) by preference shall be deemed as violation of the Contract Agreement leading to removal of the name from the Panel of Printers of such printers after issuing a Show Cause Notice.
- 32.03 A Printer failing to supply the books within the time period(s) as specified in the Job Order or within extension thereof granted by the NCERT in a printing session for any of the three out of every five jobs assigned to him/her for execution and liquidated damages in this regard has been imposed on him/her on all such occasions, shall be removed from the Panel of Printers in accordance with procedure in Clause 32.01 above.
- 32.04 Printers failing twice in a printing session in executing the print jobs out of every five jobs assigned to him/her to the satisfaction of the NCERT but the goods have been accepted by the

NCERT with warning for unsatisfactory execution and or liquidated damages have been recovered for poor/unsatisfactory production is liable to be removed from the panel of NCERT Printers.

- 32.05 Use of paper by the Printer other than provided by the NCERT in any of the jobs assigned by the NCERT is a fraudulent action and in such cases, Printer shall be removed from the Panel of Printers and Security Deposit forfeited.
- 32.06 The Printer involved in any fraudulent activity proved beyond doubt shall be removed from the Panel of Printers after issuing Show Cause Notice and not finding the reply satisfactory. In such cases the Printer may also be black listed and legal action against the Printer may also be initiated. The Printer has to ensure and comply with non-piracy of NCERT textbooks. Any deviation of this count, directly or indirectly, shall be viewed seriously which may include confiscation of entire printed material, financial penalties, legal consequences and may also lead to blacklisting of the printer.
- 32.07 If the Printer shifts somewhere else, its machinery and equipment after empanelment, without prior intimation to the NCERT, the Printer shall be liable for removal from the Panel of Printers and the Security Deposit forfeited.
- 32.08 If the printer disposes of the machine(s) thus falling short to fulfil the minimum criteria of empanelment shall be removed from the Panel of NCERT Printers after considering Printer's reply to the Show Cause Notice. Also, if the printer adds a new machine, it has to be informed to NCERT. NCERT will inspect the machine before assigning any new job on the newly added machine. The printer should ensure that he fulfils the minimum eligibility criteria as long as they are on the Panel of NCERT Offset Printers.

33. Security Money

- 33.01 Within 10 (Ten) days after the NCERT's issue of the notification for proposed empanelment of the printer on the NCERT's panel, the printer shall furnish Security Money to the NCERT for an amount of Rs. 2,00,000/- (Rupees Two Lakh only) along with acceptance of Schedule of Rates for printing. The security money will remain with the NCERT till the Printer exists on the panel of printers of NCERT.
- 33.02 The proceeds of the Security Money shall be payable to the NCERT as compensation for any loss resulting from the printer's failure to complete obligations under the Contract Agreement it not adjusted/recovered from pending claims of the printer. No interest will be payable by the NCERT to the Printer on the Security Money deposited by the Printer.
- 33.03 The Security Money deposited by the Printer at the time of empanelment may be refunded on written request of the printer if they do not want to remain on the Panel of NCERT Offset Printer due to their own reasons, only after the expiry of the warranty period pursuant to Clause 10 and settlement of all dues from the printer.
- 33.04 Any unauthorized use of NCERT water marked paper (containing NCERT logo as insignia) issued by the NCERT, if established, shall render the printers liable for forfeiture of security deposit, and removal of the name from panel of printers.

34. Resolution of Disputes

- 34.01 The NCERT and the Printer 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 Printer under the Contract Agreement.

34.02 If, after thirty (30) days from the commencement of such informal negotiations, the NCERT and the Printer 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 32.03.

34.03 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 Printer relating to any matter arising out of or connected with the job assigned to the Printer 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 proviso 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 there under 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.

35 Governing Language:

35.01 The Contract Agreement shall be written in English or Hindi.

36. 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.

37. Taxes and Duties

The Printer 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 Printer shall be payable extra.

PART E (To be submitted in Duplicate)
(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 Printer) M/s.....

(address).....

.....

..... (hereinafter called "the Printer") of the other part.

WHEREAS the NCERT has empanelled the Printer for Plate making, Printing, Binding, Packing and Forwarding of the printed material based on his/her application and whereas the printer has accepted the Schedule of Rates offered by the NCERT to the Printers.

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 for empanelment of Printer supplied by the NCERT.

Chapter	Particulars
PART A	Guidelines to Applicants
PART A (Section II)	Schedule of Requirements and specifications
PART C	Schedule of Rates for Printing and Allied services
PART D	Conditions of Contract

3. In consideration of the payments to be made by the NCERT to the Printer as hereinafter mentioned, the Printer 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 Printer in consideration of the provision of the Services and the remedying of defects therein, the Schedule of rates as finalized by the NCERT and accepted by the Printer or such other sum as may become payable under the provisions of the Schedule 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 panel of Printers at any point of time without pointing 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 empanelled Printer/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

CHECKLIST FOR APPLICATION FORM

Before applying, 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 on line (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 press (of all the premises where printing and binding machinery etc. are installed) issued by concerned local Govt. body, ESI registration and EPF registration Documents. - Scanned copy of Press Declaration before the Police Commissioner/Magistrate for running /having a press.		
2.	Copy of transaction details for online payment of Rs. 37,000/- to Publication Division, NCERT i.e.Rs. 2000/- and Rs. 35,000/- towards application fee and processing fees.		
3.	Scanned copy of the Documentary evidence of existence for 5 years of the printing press.		
4.	Scanned copy of the Copies of Print Job Orders (Book printing) issued by print buyers to establish minimum 3 (three) years in book production.		
5.	Scanned Copy of the 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.		
6.	Scanned Copy of the Pan Card of the firm (in case of proprietorship firm PAN card of proprietor will work), GST Registration.		
7.	- Scanned Copies of the Purchase documents invoices/bills of the Printing machinery confirming make and Year of Manufacture supported by Original Equipment Manufacturer (OEM) of the machines and equipments. - Scanned Copy of the affidavit 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.		
8.	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. b. Copy of the Lease Deed/Rent Agreement if the premises is hired.		
9.	Scanned copy of Affidavit in given by authorized signatory on non-judicial stamp paper of Rs.100/- (one hundred) in the format enclosed (Annexure-V)		
10.	Application for empanelment PART B duly filled, Conditions of Contract PART D and Printer's Check list for Application Form (Annexure I) duly signed and stamped.		
11.	The letter of authorization to sign the documents in cases where application and other documents are not signed by the Proprietor/Partners/Director.		

12	Audited Financial Statements of for three years i.e. Financial Year 2021-22, 2022-23, & 2023-24. Documents supporting a minimum average annual turnover of at least one crore in the last three years as per their Audited Financial Statements or CA Certified and duly backed by GST Returns.		
13.	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 the schedule of rates offered by NCERT in the letter cited above. In token of our acceptance, we return herewith a copy of the schedule of rates duly signed and stamped.
2. I/we have online transferred Rs. 2,00,000/- (Rupees Two Lakhs) as Security Money to Publication Division, NCERT. Copy of transaction details for online payment of Rs. 2,00,000/- is enclosed.
3. I/We accept that this Security Money (Rs. 2,00,000/-) shall remain with the NCERT till the name of our firm exists on the panel of NCERT Offset Printer and no interest on the Security Money shall be claimed by me/us or my/our successor or nominee at any point of time.
4. I/We have signed the Contract Agreement after fully understanding and accepting the terms and conditions of Contract. Both the copies of the Contract Agreement are enclosed for counter signature on behalf of the NCERT.

Signature of the Authorised Signatory
of the firm with stamp

Enclosures:

1. Two copies of Contract Agreement.
2. Copy of transaction details for online payment of Rs. 2,00,000/-.
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) declaring the printing and binding machines owned by the printing press duly attested by the Notary.
5. Affidavit in original given by authorized signatory on non-judicial stamp paper of Rs. 100/- (one hundred) in the format enclosed (Annexure-V)

INTEGRITY PACT

To,

The Secretary
NCERT,
New Delhi-110016

Sub: Submission of application for Enlistment of Offset Printers in the panel of NCERT

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 application 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 empanelment process. I/We acknowledge that THE MAKING OF THE APPLICATION SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE of this condition of the enlistment application.

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 1 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 application at NCERT, New Delhi shall have unqualified, absolute and unfettered right to disqualify the applicant and reject the application in accordance with terms and conditions of the enlistment application.

Yours faithfully

(Duly authorized signatory of the Applicant)

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 Application No.....) (hereinafter referred to as “**Application**”) 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 Application 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 Application, 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 Enlistment process, treat all Applicant(s) with equity and reason. The Principal/Owner will, in particular, before and during the Enlistment process, provide to all Applicant(s) the same information and will not provide to any Applicant(s) confidential / additional information through which the Applicant(s) could obtain an advantage in relation to the Tender process or the Contract execution.
- (c) The Principal/Owner shall endeavour 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.

Article2: Commitment of the Applicant(s)

1) It is required that each Applicant(s) (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 Applicant(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:

- a) The Applicant(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.
- b) The Applicant(s) will not enter with other Applicant(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.
- c) The Applicant(s) will not commit any offence under the relevant IPC/PC Act. Further the Applicant(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.
- d) The Applicant(s) of foreign origin shall disclose the names and addresses of agents/representatives in India, if any. Similarly, Applicant(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 participate 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.
- e) The Applicant(s) will, when presenting his application, disclose (with each application 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 Applicant(s) will not instigate third persons to commit offences outlined above or be necessary to such offences.

4) The Applicant(s) will not, directly or through any other person or firm indulge in fraudulent practice means a willful misrepresentation or omission off acts 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 Applicant(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

1) 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 Applicant(s) and the Applicant accepts and undertakes to respect and uphold the Principal/Owner's absolute right:

2) If the Applicant(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 Applicant(s) from the Tender process or terminate/determine the Contract, if already executed or exclude the Applicant(s) 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 Applicant(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 Applicant.

4) **Criminal Liability:** If the Principal/Owner obtains knowledge of conduct of an Applicant(s), or of an employee or a representative or an associate of an Applicant(s) 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 Applicant 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 Applicant 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 Applicant or as deemed fit by the Principal/Owner.

3) If the Applicant 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 Applicants

1) The Applicant undertake(s) to demand from all sub contractors a commitment in conformity with this Integrity Pact. The Applicant 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 Applicant will enter into Pacts on identical terms as this one with all Applicants.

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

Article6-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 the lapse of this Pacts 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 Application.
- 2) Changes and supplements need to be made in writing. Side agreements have
- 3) not been made.
- 4) 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 all representative duly authorized by board resolution.
- 5) 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 intensions.
- 6) 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.

Article8-LEGAL AND PRIOR RIGHTS

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 Application/Contract documents with regard any of the provisions covered under this Integrity Pact.

INWITNESS WHEREOF the parties 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 Applicant)

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. That all the machinery and equipment as listed below have been purchased by me/us,
 and are possessed by me/us in the name of M/s.....

PRINTING MACHINES

Sr. No.	Brand Name of Machines	Size	Colour	Maker /name of manufacturer	Year of Manufacture	S. No. of the Machine

Unit-I

Unit-II

Unit-III

That the aforesaid printing machines are installed at (addresses)

Unit-I

Unit-II

Unit-III

BINDING MACHINES

1. No. of Folding machines Size(s) Folds
2. No. of Cutting Machines Size(s)
3. No. of Perfect Binding Machine No. of Clamps
 No. of Clamps
 No. of Clamps
4. No. of Stitching Machines Single Staple Double

That the aforesaid binding machines are installed at (address)

.....

Cont.....

2. That the contents of the accompanying application form and documents as submitted by me may be treated as part and parcel of this affidavit and it is stated that the said contents are true to the best of my knowledge, information and belief.

DEPONENT

VERIFICATION

Verified on this.....day of.....2025 at.....that
I/We.....S/o.....
...Prop./Partners/Managing 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

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:

- h) Applicant's financial standing: That the Applicant is not under liquidation, court receivership or similar proceedings and not bankrupt;
- i) No case is pending against the firm with regard to criminal case under IPC/CrPC and Copyright Law.
- j) No litigation under GST Act / Income Tax Act / Companies Act and Copyright Act or any other Law which has criminal consequences is pending
- k) The Applicant has never been blacklisted by any Government/Semi Govt./Govt. Undertaking or by any Autonomous Organization set up by the State / Union Governments.
- l) All the information provided by the Applicant is correct to the best of their knowledge and belief and nothing has been concealed therefrom.
- m) If any case is registered against the printer during the Contract period, it should be immediately informed in writing to the NCERT.
- n) Application shall remain valid for a period of 180 (One hundred and Eighty) days reckoned from the last date of submission of application.
- o) The Applicant will not refuse any assigned job irrespective of number of colours, pages, size and quantity.

DEPONENT

VERIFICATION

Verified on this..... day of.....2025 at.....that
I/We.....S/o.....
Prop./Partners/Managing 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 therefrom.

Deponent