



राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षण परिषद्  
NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING  
Sri Aurobindo Marg, New Delhi - 110 016

**E-TENDER NOTICE F16/03/2020/Pub(PW)**

NCERT invites e-tenders for Empanelment of Offset Printers and formulation of Schedule of Rates through two bid system i.e. Technical and Financial, separately, from the eligible firms/printers in India at NCERT, Sri Aurobindo Marg, New Delhi -110 016 for a period of 36 months.

The eligibility criteria and detailed terms and conditions are available in Central Public Procurement (CPP) Portal <http://eprocure.gov.in/eprocure/app>. The application and document can be downloaded from the NCERT website [www.ncert.nic.in](http://www.ncert.nic.in) (see the links Announcement/Tender).

The online bid completed in all aspects should be uploaded on CPP Portal <http://eprocure.gov.in/eprocure/app> on or before 27.12.2021 by 11.00 am and a sealed envelope containing affidavits and bank drafts in original must reach the Administrative Officer, Publication Division, NCERT, Sri Aurobindo Marg, New Delhi- 110 016 on or before 27.12.2021 by 11.00 am.

**Note that no off line bid will be accepted.**



**Head, Publication Division**



राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षण परिषद्  
NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING  
श्री अरबिंदो मार्ग, नयी दिल्ली-110016

### ई-निविदा सूचना F16/03/2020/Pub(PW)

एन.सी.ई.आर.टी., दो निविदा (बिड) प्रणाली (अर्थात अलग-अलग तकनीकी निविदा एवं वित्तीय निविदा) के माध्यम से ऑफ़सेट प्रिंटर्स के पैनल बनाने और दरों के निर्धारण हेतु पूरे भारत से योग्य फर्मों/प्रिंटर्स से 36 महीनों की अवधि के लिए एन.सी.ई.आर.टी., श्री अरबिंदो मार्ग, नयी दिल्ली-110016 पर ई-निविदाएँ आमंत्रित करती है।

इस संबंध में आवश्यक पात्रता मापदंड और विस्तृत नियम एवं शर्तें Central Public Procurement (CPP) के पोर्टल <http://eprocure.gov.in/eprocure/app> पर उपलब्ध हैं। आवेदन प्रपत्र और अन्य दस्तावेज एन.सी.ई.आर.टी. की वेबसाइट [www.ncert.nic.in](http://www.ncert.nic.in) से डाउनलोड किए जा सकते हैं। (घोषणाएँ/निविदा के लिए लिंक देखें)

हर तरह से पूर्ण ऑनलाइन निविदाओं को दिनांक 27.12.2021 को सुबह 11 बजे तक या इससे पहले CPP के पोर्टल <http://eprocure.gov.in/eprocure/app> पर अपलोड कर दिया जाना चाहिए और शपथ-पत्र (एफिडेविट) एवं ड्राफ्ट मूल रूप में सीलबंद लिफाफे में प्रशासनिक अधिकारी, प्रकाशन प्रभाग, एन.सी.ई.आर.टी., श्री अरबिंदो मार्ग, नयी दिल्ली-110016 पर पहुँच जाना चाहिए।

ध्यान दें कि कोई भी ऑफ़ लाइन निविदा मान्य नहीं किया जाएगा।



अध्यक्ष, प्रकाशन प्रभाग

## **E-TENDER NOTICE**

e-Tender Reference No: F. 16-03/2020 Pub(PW)

Dated: 26/11/2021

*The National Council of Educational Research and Training (NCERT), New Delhi invites Online bids (Technical & Financial) from well established, competent, medium and large size reputed printing presses with experience of printing textbooks for empanelment on its panel of offset printers. The applicant printers are also invited to quote their item-wise rates for all items of printing and other related operations.*

| <i>Details</i>                                                                                                             | <i>Empanelment of Offset Printers and Formulation of Schedule of Rate for Offset Printing and Allied Services - 2021</i> |
|----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <i>Processing Fee</i>                                                                                                      | <i>Rs. 20,000/- (Rs. Twenty thousand only))</i>                                                                          |
| <i>Application Fee</i>                                                                                                     | <i>Rs. 2000/-</i>                                                                                                        |
| <i>Tender Type</i>                                                                                                         | <i>Open</i>                                                                                                              |
| <i>Type of Bidding</i>                                                                                                     | <i>Two Bid Process</i>                                                                                                   |
| <i>Tender Category</i>                                                                                                     | <i>Goods and Related Services</i>                                                                                        |
| <i>Date of e-Publishing</i>                                                                                                | <i>26/11/2021 (11:00 Hrs.)</i>                                                                                           |
| <i>Date and time of Pre Bid Meet:</i>                                                                                      | <i>06/12/2021 (14:30 Hrs.)</i>                                                                                           |
| <i>Last Date and time of uploading of Bids</i>                                                                             | <i>27/12/2021 (11:00 Hrs.)</i>                                                                                           |
| <i>Last Date and time of submitting Application Fee, processing fee and other documents at Publication Division, NCERT</i> | <i>27/12/2021 (11:00 Hrs.)</i>                                                                                           |
| <i>Date and time of opening of Technical Bids</i>                                                                          | <i>28/12/2021 (15:00 Hrs.)</i>                                                                                           |
| <i>Date and time of opening of Financial Bids</i>                                                                          | <i>Will be separately notified to Technically shortlisted/qualified bidders</i>                                          |
| <i>Prequalification</i>                                                                                                    | <i>II (Part A) Qualification Criteria</i>                                                                                |

*Interested parties may view and download the tender document containing the detailed terms & conditions from the website <http://eprocure.gov.in/eprocure/app>*

**Manual bids shall not be accepted except for the original documents/instruments as mentioned in this tender.**

**Bidders should regularly visit the website to keep themselves updated.**

## **INSTRUCTION FOR ONLINE BID SUBMISSION**

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

### **REGISTRATION**

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

### **SEARCHING FOR TENDER DOCUMENTS**

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

### **PREPARATION OF BIDS:**

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

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

#### **SUBMISSION OF BIDS:**

- (i) Bidder should log into the site well in advance for bid submission so that he/ she upload the bid in time i.e. on or before the bid submission date & time.
- (ii) Bidder should prepare the Tender Fee and EMD as per the instructions specified in the tender document. The details of the DD/BC/Pay Order/ others physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- (iii) While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accepts the same in order to proceed further to submit their bid.
- (iv) Bidders shall select the payment option as offline to pay the Tender Fee/ EMD and enter details of the DD/BC/Pay Order/others.
- (v) Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (vi) Bidders should note that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
- (vii) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. For the file size of less than 1 MB, the transaction uploading time will be very fast.
- (viii) **If price quotes are required in XLS format, utmost care shall be taken for uploading Schedule of quantities & Prices and any change/ modification of the price schedule shall render it unfit for bidding. Bidders shall download the Price schedule, in XLS format and save it without changing the name of the file. Bidder shall quote their rate in figures in the appropriate cells, thereafter save and upload the file in financial bid cover (Price bid) only. If the template of Price schedule file is found to be modified/corrupted in the eventuality by the bidder, the bid will be rejected and Processing fee shall be forfeited. The bidders are cautioned that uploading of financial bid elsewhere i.e. other than in cover 2 will result in rejection of the tender.**
- (ix) Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). **The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.**
- (x) After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the bidders shall **take print out of system generated acknowledgement** number, and keep it as a record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.
- (xi) Bidders should follow the server time being displayed on bidder’s dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.
- (xii) All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology.

#### **ASSISTANCE TO BIDDERS:**

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

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

**NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING**

Sri Aurobindo Marg, New Delhi 110 016

**E-Tender Notice**

e-Tender Reference No: F. 16-03/2020 Pub(PW)

Online bids (Technical & Financial) are invited *from well established, competent, medium and large size reputed printing presses with experience of printing textbooks for empanelment on its panel of offset printers and Formulation of Schedule of Rate for Offset Printing and Allied Services - 2021.* The online bids complete in all respect should be uploaded on or before 27/12/2021 by 11:00 Hrs and an A/c Payee Demand Draft/Pay Order of Rs. 2000/- toward Application Fee in favor of Publication Division, NCERT, payable at New Delhi and notified processing fee along with required documents must reach the Administrative Officer, Publication Division, NCERT, Sri Aurobindo Marg, New Delhi 110 016 on or before 27.12.2021 by 11:00 Hrs.

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

Sd/-  
Head, Publication Division

**File No F16-03/2020/ PUB (PW)**

Last date for submitting the  
Application form and Rates is 27.12.2021

Price: 2000.00



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

Sri Aurobindo Marg, New Delhi 110016

**Application for Empanelment of Offset Printers and Bidding Document for  
Formulation of Schedule of Rate for Offset Printing and Allied Services – 2021**

*Scanned copy of Processing fee, Application fee and all required documents as per the Annexure 1 must be submitted online on CPP Portal: <http://eprocure.gov.in/eprocure/app> and Physical original of only Processing fee, Application Fee along with required documents must be submitted before due date and time on the given address: Administrative Officer, Publication Division, NCERT, Sri Aurobindo Marg, New Delhi 110 016*

**CONTENTS**

|               |                                                                                                                                   |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------|
| SECTION I :   | GUIDELINES TO APPLICANTS FOR EMPANELMENT AND INVITING BIDS TO FORMULATE SCHEDULE OF RATES FOR OFFSET PRINTING AND ALLIED SERVICES |
| SECTION II:   | PART A: QUALIFICATION CRITERIA<br>PART B: INSTRUCTIONS TO THE BIDDERS<br>PART C; SCHEDULE OF REQUIREMENTS AND SPECIFICATIONS      |
| SECTION III : | BIDDING DATA SHEET                                                                                                                |
| SECTION IV:   | APPLICATION FORM FOR EMPANELMENT OF NCERT OFFSET PRINTERS                                                                         |
| SECTION V :   | PART A: BID SUBMISSION LETTER<br>PART B: FORM OF BID (FORMAT ONLY)                                                                |
| SECTION VI :  | CONDITIONS OF CONTRACT                                                                                                            |
| SECTION VII : | CONTRACT AGREEMENT                                                                                                                |
| ANNEXURE:     | I TO VI                                                                                                                           |





## Section I

### **GUIDELINES TO APPLICANTS FOR EMPANELMENT AND INVITINGBIDS TO FORMULATE SCHEDULE OF RATES**

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 language. These textbooks are distributed through Vendors empaneled by NCERT, throughout the country.
2. 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 total quantity of the books produced in an academic session is approx. 3.5 to 6 crores. The detailed Requirements and Specifications of the NCERT's print jobs are enumerated in Section II (Part C) 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.
3. The NCERT invites online applications and bids from well established, competent, medium and large size reputed printing presses with experience of printing textbooks for empanelment on its panel of offset printers. The applicant printers are also invited to quote their item-wise rates for all items of printing and other related operations.
4. The application forms received from the printers will be scrutinized with reference to the qualification criteria mentioned in the Section II (Part A) 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.
5. A complete set of Application form and Bidding Documents may be downloaded by interested eligible Bidders from the NCERT website [www.ncert.nic.in](http://www.ncert.nic.in) and Central Public Procurement (CPP) Portal: <http://eprocure.gov.in/eprocure/app> from **26th, November, 2021**. A demand draft of Rs.2000/- (Rupees Two thousand) only from a scheduled bank in favour of Publication Division, NCERT payable at Delhi/New Delhi be submitted (as cost of Application Form and Bidding Document) with the application, in absence of which the application will not be considered.
6. Interested eligible bidders may obtain further information in respect of the Application Form & Bidding Documents from Head, Publication Division, Ambedkar Khand, NCERT, Sri Aurobindo Marg, New Delhi – 110016.
7. A Pre-bid meeting will be held on **6<sup>th</sup>, December, 2021 at 14.30 hours** in the Conference Hall, Publication Division, NCERT in order to provide the bidders an opportunity to seek clarifications on all aspects of the Application Form & Bidding Documents.
8. All applicants have to submit a processing fee (non-refundable) in shape of a demand draft of Rs.20,000/- (Rupees Twenty Thousand only) in favour of Publication Division, NCERT payable at Delhi/New Delhi, failing which their applications will not be processed.
9. The last date for uploading of the Bid is **27th December, 2021** till 11.00 am. The Bid will be opened **on 28.12.2021 at 03.00 p.m..**
10. All interested eligible bidders are requested to submit their application and bids online on Central Public Procurement (CPP) Portal: <http://eprocure.gov.in/eprocure/app>, as per the criteria given in this document

i. Scanned copy of Application Fee & Processing Fee and other documents should be uploaded online in Cover 1 (Technical Bid).

ii. Financial Bid should be uploaded online in Cover 2

Both Technical and Financial Bid covers should be uploaded online on the CPP Portal (<http://eprocure.gov.in/eprocure/app>)

11. It will be the responsibility of the Bidder to ensure that the *Application Fee & Processing Fee and other documents* are dropped in the sealed Tender Box available with the Administrative Officer, Publication Department, NCERT, Sri Aurobindo Marg, New Delhi 110016. Alternatively, the Application Fee & Processing Fee and other documents may be sent by Registered Post or by Speed Post to the Administrative Officer, Publication Division, NCERT, Sri Aurobindo Marg, New Delhi 110 016 to reach by the time and date stipulated for the receipt of Application and Bid. Any delay, even the postal delay, in the receipt of Application Fee & Processing Fee and other documents would be considered late submission of Application. The Application Fee & Processing Fee received late will be rejected. Mere handing over of the Application Fee & Processing Fee and other documents at the Reception Counter or at any other counter or room or person shall not be considered as submission of Application Fee & Processing Fee and other documents
12. Applications and Bids of printers found incomplete **in any manner will not be considered.**
13. This shall be named as Application for empanelment of printers and bid for formulation of schedule of rates for offset printing and allied services-2021. Applicant printers are supposed to submit the bid in two parts as per clause 09.04 Section II (Part B).
14. 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 those printers will be prepared who fulfil the requirement. A team of technical officers 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 originals of the documents submitted on line. Thereafter a list of printers shall be finalised who qualify in the technical bid. A list of qualified printers shall be finally examined by the Committee.
15. The financial bids of those printers shall be opened and considered who qualify in the technical bid. The financial bids will be opened at the appointed time and date in the presence of the printers or their authorized representatives who may wish to attend. The printers who qualify in the technical bids shall be informed through e mail of the date and time of opening of financial bids.
16. The Committee will prepare a comparative chart of the rates of printing and related work offered by the printers. The Committee will examine and formulate the rates for various items based on the item wise lowest rates obtained in the bidding process. The Committee will finalise the justified and realistic rates keeping in view that the reasonable number of printers are supposed to work for the NCERT who could take the workload of printing jobs and bring out NCERT publications within the given deadline with good quality.
17. The formulated schedule of rates will be offered to the printers whose bids were opened, found complete and substantially responsive. The Printer's accepting the offer and rates unconditionally will convey its acceptance through a letter, which shall be in the format given at Annexure – II along with the following documents:
  - i. Security money in shape of a DD/Pay order of Rs. 1,00,000 from a scheduled bank in favor of Publication Division, NCERT payable at Delhi/New Delhi.
  - ii. Two copies of the contract agreement (Section VII) on non-judicial stamp paper of Rs.100/- duly signed, stamped and witnessed.

The security money will remain with the NCERT till the printer remains enlisted on the panel of printers. No interest shall be payable. 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.

18. Panel of Printers and Schedule of Rates will be valid initially for a period of three years. The NCERT will have the right to extend the panel of printers and schedule of rates up to 2 (two) years on the same rates and terms and conditions.

Yours faithfully

Head, Publication Division

## SECTION II

### (PART A)

#### **QUALIFICATION CRITERIA**

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

##### **Qualification Criteria for Empanelment 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 **1995**. Printing machine manufactured before the cut off year of **1995** 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 2 (two) year experience 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 Licence/Registration to run the press (of all the premises where the machineries etc. are installed) issued by concerned local Govt. body and Declaration before the Police Commissioner/Magistrate for running /having a press
- 1.05 The Applicant printer state have PAN number issued by Income Tax Department in the name of the company/firm and GST Registration. (in case of proprietor ship firm PAN Card of proprietor will work). Copy of the audited balance sheet for the three years **i.e. Financial Year 2017-18, 2018-19, & 2019-20**.
- 1.06 The applicant printer should have ownership documents in support of all equipment's, printing and binding machines.
- 1.07 An affidavit on non-judicial stamp paper of Rs.100/- stating the following:
  - No case is pending against the firm/printing press with regards to the Copy Right Act and the press/concern has never been black-listed by any Government/Semi Govt./Govt. Undertaking or by any Autonomous Organization.
  - All the information provided in the Application are correct to the best of his/her knowledge and belief.
  - Application and Bid shall remain valid for a period of 180 (One hundred and Eighty) days reckoned from the last date of submission of Bid.
  - Printer will not refuse any assigned job irrespective of number of colours, pages and size.
- 1.09 Press should have the display board outside the press premises confirming the press name.
- 1.10 Copies of the Purchase documents of the Printing machineries confirming make and model of the machines and equipment. Moreover, submit an 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
- 1.11 Minimum criteria for empanelment is as under:

### **1. Plate Making:**

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

### **2. Printing Machines:**

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

- (a) 1 (One) Machine- 4 (four) colours CPC Sheet Fed Offset Printing machine not less than 23"×36" size make 1995 and above.
- (b) 1 (One) Machine - 2 (two) colours or more colours Sheet Fed Offset Printing machine of not less than 23"×36" size make 1995 and above.
- (c) 1 (One) Machine - single colour or multi colour 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 1995 and above.

**Preference in jobs to the extent of 20% will be given to the printers having sheet-fed and heat-set (web offset) machines manufactured after 2010 subject to printer submits 10% additional bank guarantee along with the amount of bank guarantee asked for as per clause 8 Section VI (Conditions of Contract).**

### **3. Binding Machinery and Equipment:**

- (a) 1 (one) automatic Folding machines 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 3 (three) clamps and 1 (one) machines of 1 (one) clamp.
- (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 (**150** 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**

**SECTION II (PART B)**  
**INSTRUCTIONS TO BIDDERS**

**A. INTRODUCTION**

**01. Scope of Bid**

- 01.01 National Council of Educational Research and Training, Sri Aurobindo Marg, New Delhi 110016, hereinafter referred to as NCERT, issues “Application for Empanelment of Printers and Bidding Documents for the Formulation of Schedule of Rates for Offset Printing and Allied Services – 2021” as specified in **Schedule of Requirements and Specifications, Section II (PART C)**.
- 01.02 Throughout these Documents:
- (a) The term “in writing” means communicated in written form; by email or fax with proof of receipt;
  - (b) If the context so requires, “singular” means “plural” and vice versa; and
  - (c) “Day” means a calendar day.

**02. Budget Provision**

- 02.01 NCERT has the budget provision for payment against the intended services for which the Invitation for Bid is issued.

**03. Eligible Applicant and Bidders**

- 03.01 This Invitation for Application and Bid is open to all active printers who fulfill the qualification criteria given in Section II (Part A).

**04. Cost of Application and Bidding**

- 04.01 The Bidder shall bear all costs associated with the preparation and submission of the Application and Bid. NCERT will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the Bidding process.

**B. APPLICATION AND BIDDING DOCUMENTS**

**05. Sections of the Documents**

- 05.01 The Bidding Documents consist of Parts 1, 2, 3 and 4, which include all the Sections indicated below, and should be read in conjunction with any addendum issued in accordance with Clause 07.

**Part 1: Bidding Procedures**

- |   |             |                                                                                                                           |
|---|-------------|---------------------------------------------------------------------------------------------------------------------------|
| 1 | Section I   | Guidelines to Applicants for Empanelment and Inviting Bids to Formulate the Schedule of Rates for Printing 2021.          |
| 2 | Section II  | Part A: Qualification Criteria<br>Part B : Instructions to Bidders<br>Part C : Schedule of Requirement and Specifications |
| 3 | Section III | Bidding Data Sheet                                                                                                        |

**Part 2: Application**

- Section IV Application form for Empanelment of Offset Printers

**Part 3: Bid Submission**

- Section V Part A: Bid Submission Letter

**Part 4: Contract**

- Section VI Conditions of Contract
- Section VII Contract Agreement
- Annexure I to VI

05.02 NCERT is not responsible for the completeness of the Bidding Documents and their addendum if they were not downloaded directly from NCERT website or from the Central Public Procurement (CPP) Portal: <http://eprocure.gov.in/eprocure/app>.

05.03 The Applicant and Bidder is expected to examine/study all the instructions, forms, terms, and specifications in the Application Form and Bidding Document. Failure to furnish all information or documentation required with the Application Form and Bidding Documents may result in the rejection of the Bid.

**06. Pre-Bidding meeting**

06.01 The Applicant and Bidder requiring any clarification about the Application and Bidding Documents may notify its request to the NCERT by email at the address [pd.ncert@nic.in](mailto:pd.ncert@nic.in) indicated in the **Application and Bidding Data Sheet**. All requests for clarification received by NCERT, will be clarified in the pre-Bidding meeting scheduled to be held as per details in the Application and Bidding Data Sheet.

06.02 Applicant and Bidder can request to attend the Pre-Bidding meeting through e mail. Format of the same is given in **Annexure III**.

**07. Amendment of Application and Bidding Documents**

07.01 At any time prior to the deadline for submission of application and Bid, NCERT may amend the Application and Bidding Documents **like extension of Date/Time of submission of bid, etc** by issuing an addendum.

07.02 The amendment will be displayed on the website of the NCERT and as well as CPP Portal and can be downloaded from the Central Public Procurement (CPP) Portal: <http://eprocure.gov.in/eprocure/app>. The amendment will be binding on all the Applicants and Bidders.

07.03 In order to afford Applicants and Bidders reasonable time in which to take the amendment into account in preparing their Bids, NCERT may, at its discretion, extend the deadline for the submission of Applications and Bids.

**C. PREPARATION OF APPLICATION AND BID**

**08. Language of Application and Bid**

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

**09. Documents Comprising the Application and Bid**

09.01 **“Application for Empanelment of Offset Printers and Bidding Document for Formulation of Schedule of Rate for Offset Printing and Allied Services - 2021”** shall consist of documents specified in 09.04

09.02 Shall be sealed and marked in accordance with Sealing and Marking Instructions in Clause 15.

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

Section I Guidelines to Applicants for Empanelment and Inviting Bids to Formulate the Schedule of Rates for Printing.

Section II Part A: Qualification Criteria  
Part B : Instructions to Bidders  
Part C : Schedule of Requirement and Specifications

Section III Bidding Data Sheet

Section VII Contract Agreement

09.04 The Bid submitted by the Bidder shall be in two separate covers:

**Submission of Document (Documents to be uploaded online on <http://eprocure.gov.in/eprocure/app>)**

### **Cover 1 —Technical Bid**

- i. **Scanned copy of Application for Empanelment (Section IV)** duly filled and signed by the authorized Signatory and stamped on each page along with the supporting documents.
- ii. **Scanned copy of Bid Submission Letter (Section V Part A)** duly filled and signed by the authorized Signatory and stamped on each page.
- iii. **Scanned copy of Conditions of Contract (Section VI)** duly signed by Authorized Signatory and Stamped on each page.
- iv. Scanned copy of PAN, GSTIN, Press registration certificate and copy of the audited balance sheet for the three years **i.e. Financial Year 2017-18, 2018-19, & 2019-20** duly signed by authorized Signatory and stamped on each page. DD/Pay order of Rs. 20,000 towards processing fees and Rs. 2,000 towards the cost of application form in favour of Publication Division, NCERT payable at Delhi/New Delhi and **other documents mentioned in the Checklist of Documents (Annexure –I)**
- v. Scanned Copy of the Checklist of Documents (Annexure - I) duly filled, signed and stamped.

### **Cover 2 —Price Bid in BoQ\_XXXX.xls**

A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file “V3\_BOQ\_PtgRates\_2021” and enter their financial quotes and other details (such as name of the bidder) in all the 4 sheets

BoQ1: Bid for Schedule of Rates for Offset Printing and Allied Services -2021 (Platemaking)

BoQ2: Bid for Schedule of Rates for Offset Printing and Allied Services -2021 (Printing)

BoQ3: Bid for Schedule of Rates for Offset Printing and Allied Services -2021 (Binding and Lamination)

BoQ4: Bid for Schedule of Rates for Offset Printing and Allied Services -2021 (Packing and forwarding)

No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the Bid Id and the date & time of submission of the bid with all other relevant details. The bid summary has to be printed and kept



as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

**Documents to be submitted physically:**

Sealed Envelope super scribed as **Documents for the Empanelment of Printers and Formulation of Schedule of Rate for Offset Printing and Allied Services – 2021** should carry:

- a. DD/Pay order of Rs.20,000 towards processing fees and Rs.2,000 towards the cost of application form in favor of Publication Division, NCERT payable at Delhi/New Delhi in physical form.
- b. 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.
- c. Affidavit in original given by authorized signatory on non-judicial stamp paper of Rs. 100/- (one hundred) in the format enclosed (Annexure-VI).

09.05 Any application and bid from the printer not secured in accordance with clauses 09.01 and 09.04 will be summarily rejected by the NCERT as non-responsive, pursuant to Clause 20.

09.06 Written confirmation authorizing the signatory of the Applicant and Bid to commit the Applicant and bidder.

**10. Application and Bid Submission Letter**

10.01 The Applicant and Bidder shall complete and submit the Application and Bid Submission Letter by using the forms furnished in **Sections IV and V (Part A)**. These forms must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

**11. Bid Prices**

- 11.01 The Bidder shall indicate on the **Form of Bid** and the Unit Price of each operation of printing and for other items as asked for;
- 11.02 Only Printers having Web Offset Machines and Heat set machines should give the rebate in the columns specified. Minimum Rebate percentage for Web Offset printing & Binding is 20% and Heat set printing & binding is 10%.
- 11.03 Prices indicated on the **Form of Bid** shall be entered separately taking into account Clauses 11.04 & 11.05 and any other charges (e.g., Insurance), and the Total Unit Price. The BoQ\_XXXX.xls file shall be saved in the same name and uploaded as Cover 2.
- 11.04 Bid Prices will not be adjusted for any conditional or unconditional discount offered by the Bidder.
- 11.05 A Bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

**12. Bid Currencies**

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

**13. Period of Validity of Application and Bid**

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

- 13.02 In exceptional circumstances, the NCERT may solicit the Bidder's consent to an extension of the period of Bid validity for a period not exceeding 60 (Sixty) days. The request and the responses thereto shall be made in writing or by e mail. Bidder may refuse the request. Bidder accepting the request for extension of Bid validity will not be required nor permitted to modify his/her Bid.
- 13.03 NCERT will refund the processing fee if it seeks Bid validity period in excess of the period specified in clause 13.01 and 13.02, to those bidder who do not agree to extension.

#### **14. Format and Signing of Application and Bid**

- 14.01 The Application Section IV shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons authorised to bind the Applicant and Bidder to the **Conditions of contract and Contract Agreement**. The letter of authorization shall be indicated by the written power of attorney accompanying the Application and Bid.
- 14.02 All the pages of the **Application form for Empanelment of Offset Printers (Section IV), Bid Submission Letter (Section V Part A), Conditions of Contract (Section VI), and Annexure 1** except for unamended printed literature, shall be signed and stamped on each pages.
- 14.03 The Bid shall not contain any interlineation, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be counter signed by the persons or persons signing the Bid. All the documents should be numbered.

#### **D. SUBMISSION OF APPLICATION AND BID**

15. The detailed Application documents may be downloaded from <http://eprocure.gov.in/eprocure/app> till the last date of submission of tender. The Application and Bid may be submitted online through CPP Portal <http://eprocure.gov.in/eprocure/app>.

The bidder should submit the bid online in two parts viz. Technical Bid and Financial Bid. Technical Bid consisting of Application Fee&Processing Fee along with required documents should be uploaded online in Cover 1 and Financial Bid in “.xls” should be uploaded online in Cover 2.

**Please note that one firm/printing press can submit only one application form.**

**Technical Bid:** To be opened on 28/12/2021 15:00 Hrs. as specified in the Bidding Data Sheet.

**Financial Bid: The date of opening of financial bid will be decided later on after finalization of technical bid.**

- a) The currency of all quoted rates shall be Indian Rupees. All payment shall be made in Indian Rupees.
  - b) In preparing the financial bids, bidders are expected to take into account the requirements and conditions laid down in this Application Form. The financial bids should be uploaded online as per the specified “.xls” format i.e. BoQ\_XXXX.xls Excel sheet attached as ‘.xls’ with the Application form and based on the qualification criteria and terms and conditions of the Application Form.
  - c) The Financial bid should be inclusive of all applicable taxes, duties, fees, levies, and other charges imposed under the applicable laws. The rates quoted in the bid are inclusive of all applicable taxes, duties, green tax etc.
- 15.01 The Technical Bid and Financial Bid shall be uploaded as per procedure mentioned in “Instructions for Online Bid Submission”
- 15.02 The Applicant and Bidder shall mark the envelope as **“Technical Bid for Empanelment of Offset Printers and Bidding Document for Formulation of Schedule of Rate for Offset Printing and Allied Services - 2021”** and is to be properly sealed.*The contents of envelop is specified in Clause 09.04.*
- 15.03 This shall be addressed to the NCERT at the address specified in Clause 16.03.

- 15.04 The envelope shall indicate the name and address of the Bidder to enable the NCERT to return Bid (unopened) in case it is declared "late" and if the NCERT has not found the Applicant and Bidder eligible for empanelment.
- 15.05 If the envelope is not sealed and marked as required by Clause 15.02, the NCERT will assume no responsibility for Bid's misplacement or premature opening and will be rejected.

#### **16. Deadline for Submission of Application and Bid**

- 16.01 Online bids complete in all respects, must be submitted on or before the last date and time specified in the tender. Documents of the Technical Bid must be received by the Purchaser at the address specified under Sec. III not later than the time and date specified in the Bidding Data Sheet. In the event of the specified date for the submission of Bids document being declared a holiday for the Purchaser, the Bids document will be received up to the appointed time on the next working day.
- 16.02 NCERT may, at its discretion, extend this deadline for submission of Application and Bid by amending the Bid Documents in accordance with Clause 07, in which case all rights and obligations of NCERT and Printers previously subject to the deadline will thereafter be subject to the deadline as extended.
- 16.03 It shall be the responsibility of the Applicant to ensure that the Sealed Envelope super scribed as **Documents for the Empanelment of Printers and Formulation of Schedule of Rate for Offset Printing and Allied Services – 2021** carrying DD/Pay order of Rs.20,000 towards processing fees and Rs.2,000 towards the cost of application form is dropped in the sealed tender box available with the Administrative Officer, Publication Division, NCERT, if it is to be delivered by hand. Out station Printers may, however, send their sealed envelope by registered post or by speed post to the Administrative Officer of the Publication Division, NCERT, Sri Aurobindo Marg, New Delhi 110 016 by the time and date stipulated for receipt of the Bid. Any delay, even postal delay, in the receipt of Bids would be considered late submission and the Bid shall be rejected. Mere handing over of the sealed envelope at the Reception Counter or at any other counter or room or person shall not be considered as submission of Bid.

#### **17. Late Application and Bid**

- 17.01 Any Application and Bid received by NCERT after the deadline for submission of Bids as specified in Section III, Bidding Data Sheet, will be rejected and returned unopened to the Bidder.

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

#### **18. Opening of Form of Bids**

- 18.01 NCERT will open the Applications received online (except those received late) in the presence of the Applicants' representatives who choose to attend at the time, date and place specified in Section III, Bidding Data Sheet. In the event of the specified date for the submission of Bid being declared a holiday for the NCERT, the Bids will be opened at the scheduled time and location on the next working day.
- 18.02 First, the applications received online will be downloaded. The envelope super scribed as Application for Enlistment of offset printers for printing 2021 will be opened only for those applicants who have applied online.
- 18.03 In all cases, the amount of the cost of bidding document, processing fee and validity period will be announced by NCERT.
- 18.04 NCERT will prepare minutes of the Bid Opening, including the information disclosed to those present in the meeting.

- 18.05 The scrutiny of Application will be made w.r.t. cost of bidding document, processing fee, qualification criteria and other information furnished in the Application and availability of the documents mentioned in the Annexure I (Printer's Checklist for Application Form) . On the basis of the scrutiny, NCERT will draw a list of the eligible applicants for inspection of their printing presses. The bids of those applicants who qualify in the eligibility criteria after inspection will be considered for opening of financial bid.
- 18.06 NCERT will appoint inspection teams who will visit the premises of applicants to verify the contents of the application.
- 18.07 At the time of the opening of the 'Financial Bid', the names of the applicants who were found eligible for empanelment will be announced and the financial bids of only those applicants will be opened. The remaining bids will be returned unopened to the respective applicant.

## **19. Clarification of Bids**

- 19.01 To assist in the examination and evaluation of Bids, NCERT may, at its discretion, ask the Bidder for any clarification about his/her Bid. The request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetical errors discovered by the NCERT in the Evaluation of the Bids, in accordance with Clause 20.
- 19.02 No Applicant and Bidder shall contact NCERT on any matter relating to his/her Application and Bid from the time of the Bid opening to the time of the Contract Agreement is signed. Any attempt by the Applicant to influence the NCERT's Bid Evaluation, Bid Comparison etc. may result in the rejection of his/her Application and or Bid or both.

## **20. Responsiveness of Bid**

- 20.01 NCERT will evaluate each Bid to determine that the Bidder:
- (a) Has been properly marked and sealed.
  - (b) Has been submitted all the documents mentioned in clause 09.04 and in the Checklist of Documents (Annexure I)
  - (c) Has been properly numbered, signed and stamped.
  - (d) fulfils the eligibility criteria laid down in Section II (Part A).
- 20.02 On the basis of evaluation as per clause 20.01, NCERT will prepare a tentative list of Applications (TLA) found substantially responsive to the Requirement and Specification as per Section II Part C.
- 20.03 NCERT will appoint one or more Team of Experts (TOE) to inspect the printing press premises of each of the names appearing in TLA. The TOE will visit the premises to check the age of machinery, check if the machines are in working order and the printing jobs running on machines, verify the godown space shown in the application matches with the actual space and such other aspects as the TOE deems fit. TOE will submit a written report for each premises visited, duly signed by all the members who visit the premises.
- 20.04 Based on the reports of TOEs, the NCERT will prepare a list of Substantially Responsive Applications (LSRA). The list will be prepared on the basis of the evidence from the documents and inspection reports that the applicant substantially meet the Requirement and specifications as per Section II Part C for the printing work.
- 20.05 NCERT will keep a record of short comings in each Application not included in LSRA, signed by all the members of the Evaluation Committee.

## **21. Opening Bids (Financial)**

- 21.01 NCERT will inform the Applicants on the LSRA of the date , time and venue of opening of their financial bids. The bids will be opened at the appointed time and date in the presence of the Applicants on the LSRA, or their authorized representatives, who may wish to attend.
- 21.02 Bids will be opened in the order of serial number on the LSRA. Name of the Bidder, the rates quoted, and such other information NCERT deem necessary will be announced. Minutes of the meeting will be drawn up.

## **22. NCERT's Right to accept any Bid or to reject any or all Bids.**

- 22.01 NCERT reserves the right to accept or reject any Application and or Bid, and to annul the invitation of Application and Bidding Process and reject all the Applications and Bids for empanelment of printers without thereby incurring any liability to the affected applicants or Bidders. Or any obligation to inform the affected Applicants and Bidders of the grounds for NCERT's action. In case of annulment of the process, the Processing fee will be returned to each applicant.

## **23. NCERT's Offer of Rates**

- 23.01 NCERT will prepare a comparative chart of the rates of printing and related work offered. It will then decide the rates for various items, based on the comparative chart. NCERT will prepare its rate list in the format similar to the format in Section V in which the bids were received. These rates will be used to get the textbooks and other material printed and supplied by the empaneled printers on NCERT request.
- 23.02 NCERT will offer its rates by email, registered post or in person as the case may be, to each firm on its List of Printers, asking them to convey to NCERT the firm's unconditional acceptance, in entirety to the rates offered by NCERT. NCERT will not consider any conditional acceptance of its offer. The firm will have fifteen days' time to ensure that its acceptance reaches the NCERT in time. The format of the letter is at Annexure II. Printers who did not accept rates unconditional their names will not be considered for empanelment.
- 23.03 The firm accepting the NCERT's rates will convey its acceptance through letter which shall be in the format at Annexure II attaching with the letter the following documents:
- a. Security Money in accordance with Clause 31 of the Conditions of the Contract (Section VI).
  - b. Two copies of the Contract agreement in Section VII duly signed by the authorized signatory.
- 23.04 On receipt of the Contract Agreement signed by the firm as per clause 23.03, the authorized officer of NCERT will sign both the copies of the Contract Agreement and one copy will be returned to the printer for their record, by Registered Post or speed post or in person as the case may be.

## **24. Empanelment**

- 24.01 The firms who accept NCERT's offer of rates, submit the required Security money and sign the Contract Agreement will be placed on NCERT's panel of Offset Printers initially for a period of three years i.e. from the date of empanelment. The period of empanelment may be extended up to 2 (two) years after yearly assessment of the performance of the printer.

## **25. Corrupt or Fraudulent Practices.**

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

## SECTION II (PART C)

### **SCHEDULE OF REQUIREMENTS AND SPECIFICATIONS**

#### **01. 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 is provided by the NCERT and lifted by the Printer. The paper sizes and their subsequent trimmed sizes noted against each are given below:

#### **02. Text Paper and Book Sizes**

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

#### **03. Specifications**

##### **Printing Ink Quality:**

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

- 03.01 The ink should be of a good standard in quality having sufficient quantity of finely grind pigments.
- 03.02 The ink should be adequately viscous to fully transfer and stick on paper but should not fully penetrate in the paper reflecting “See Through”.
- 03.03 The ink should have good drying quality particularly on smooth or glazed paper to avoid “Set off”
- 03.04 The ink should not be so tacky to snatch/pick up the paper or coating on paper while printing.

#### **04. 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:

- 04.01 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.
- 04.02 (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.
- 04.03 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.
- 04.04 There should be uniform/even inking through out the book without patches of over/under inking and fluff traces/spots.
- 04.05 There should be no roller marks in shape of lighter/heavier colour strips on solid or screen grounds visible when printed.
- 04.06 The printing impression through out 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.
- 04.07 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.
- 04.08 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.

#### **05. Binding Quality**

- 05.01 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.
- 05.02 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.
- 05.03 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.
- 05.04 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.

- 05.05 The books to be center or side stitched should have two wire staples of appropriate gauge (suited to the bulk of the book) and length to hold all the Sections of the book firmly.
- 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.
  - 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.
- 05.06 While section sewing the book, it should be ensured that the thread and string/catgut are tough and the grooves for catguts are appropriate in depth.
- 05.07 Before drawing on the cover on the side stitched or Section Sewn books, all the covers should be properly creased at the two edges of the spine and also on 1<sup>st</sup> and 4<sup>th</sup> 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.
- 05.08 In Side Stitched/Section 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.
- 05.09 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.
- 05.10
- 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.
  - 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.
  - 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.
- 05.11 All the three sides of the books, to its full thickness should be trimmed smoothly at right angle.
- 05.12 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.

## **06. Packing and Forwarding**

The books either center stitched or side stitched, Section Sewn or Perfectly Bound as per specifications given in the Job Order should be packed pursuant to clause 06 of section VI (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:

| <b>Sr.No.</b> | <b>Books containing pages</b> | <b>Books per Packet/Bundle</b> |
|---------------|-------------------------------|--------------------------------|
| a)            | Up to 64 pages                | 50                             |
| b)            | 65 pages to 120 pages         | 25                             |



|    |                        |    |
|----|------------------------|----|
| c) | 121 pages to 180 pages | 20 |
| d) | 181 pages to 360 pages | 10 |
| e) | Above 360 pages        | 05 |

**07. 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 (whatever 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.

**08. 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.

**09. 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 shall issue the requisite quantity of Text and Cover paper for printing of job assigned to the Printer. The paper shall be lifted by 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.



Application Number \_\_\_\_\_

#### Section IV

#### Application Form for Empanelment of Offset Printers

1. **Name of the Printer** : .....
2. **Address**  
**Registered Office:** ..... **Works:** .....  
.....  
.....  
.....  
**Telephone No./s** ..... **Telephone No./s** .....  
.....  
**Email Address** ..... **Email Address** .....
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 ☐
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**

Photo of  
Proprietor/Managing  
Director

.....

6. Number of Units of the Press : \_\_\_\_\_
7. Licence/Registration No. : \_\_\_\_\_  
(of all the premises where the machineries etc. are installed)  
issued by concerned local Govt. body
8. PAN No. : \_\_\_\_\_
9. VAT registration with TIN no : \_\_\_\_\_
10. Sales Tax Registration No. : \_\_\_\_\_
11. GST No. : \_\_\_\_\_
- 11 Status of Printer's Premises Total Covered Carpet Area: \_\_\_\_\_ Sq. Mts.
- (UNIT – I) : Storage Space: \_\_\_\_\_ Sq. Mts.  
Height: \_\_\_\_\_ Mts.  
Belongs to the owner of the Press Yes/No  
On lease/rent Yes/No
- (Unit – II) : Total Covered Carpet Area: \_\_\_\_\_ Sq. Mts.  
Storage Space: \_\_\_\_\_ Sq. Mts.  
Height: \_\_\_\_\_ Mts.  
Belongs to the owner of the Press: Yes/No  
On lease/rent : Yes/No
12. 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
13. Details of Machinery and Equipment  
(I) Plate Making
- Details of the machinery and equipment  
(i) Pasting Table : No. of Tables.....  of Pastors.....   
Size/s \_\_\_\_\_
- (ii) Printing Down Frame : No. of Machines ....  of exposures .....   
Size/s \_\_\_\_\_

(iii) **CTP Machines**

No. of Machines.....

Above machines are  
installed at Address

Size/s \_\_\_\_\_ Make & Model \_\_\_\_\_  
.....  
\_\_\_\_\_

**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,Make & Model | Output in Ream | Size, Make & Model | Output in Ream | No. of folds operative |
| 1.                      |                   |                |                    |                |                        |
| 2.                      |                   |                |                    |                |                        |
| 3.                      |                   |                |                    |                |                        |
| 4.                      |                   |                |                    |                |                        |
| 5.                      |                   |                |                    |                |                        |
| 2 Colour Sheet Fed      |                   |                | 2 Colour Web       |                |                        |
| S.No.                   | Size,Make & Model | Output in Ream | Size, Make & Model | Output in Ream | No. of folds operative |
| 1.                      |                   |                |                    |                |                        |
| 2.                      |                   |                |                    |                |                        |
| 3.                      |                   |                |                    |                |                        |
| Single Colour Sheet Fed |                   |                | Single Colour Web  |                |                        |
| S.No.                   | Size,Make & Model | Output in Ream | Size, Make & Model | Output in Ream | No. of folds operative |
| 1.                      |                   |                |                    |                |                        |
| 2.                      |                   |                |                    |                |                        |
| 3.                      |                   |                |                    |                |                        |

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

**Details of Printing Machine Installed  
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,<br>Make & Model | Output in<br>Ream | Size,<br>Make & Model | Output in<br>Ream | No. of<br>folds<br>operative |
| 1.                 |                       |                   |                       |                   |                              |
| 2.                 |                       |                   |                       |                   |                              |
| 3.                 |                       |                   |                       |                   |                              |
| 4.                 |                       |                   |                       |                   |                              |

| 2 Colour Sheet Fed |                       |                   | 2 Colour Web          |                   |                              |
|--------------------|-----------------------|-------------------|-----------------------|-------------------|------------------------------|
| S.No.              | Size,<br>Make & Model | Output in<br>Ream | Size,<br>Make & Model | Output in<br>Ream | No. of<br>folds<br>operative |
| 1.                 |                       |                   |                       |                   |                              |
| 2.                 |                       |                   |                       |                   |                              |
| 3.                 |                       |                   |                       |                   |                              |

| Single Colour Sheet Fed |                       |                   | Single Colour Web     |                   |                              |
|-------------------------|-----------------------|-------------------|-----------------------|-------------------|------------------------------|
| S.No.                   | Size,<br>Make & Model | Output in<br>Ream | Size,<br>Make & Model | Output in<br>Ream | No. of<br>folds<br>operative |
| 1.                      |                       |                   |                       |                   |                              |
| 2.                      |                       |                   |                       |                   |                              |
| 3.                      |                       |                   |                       |                   |                              |

**Total staff on Machines** ...Four Colour .....Two 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

##### (c) Three Side Trimmer

No. of Cutting Machines .....

Unit I .....+ ..... Unit II =.....

Size \_\_\_\_\_ Make \_\_\_\_\_

Size \_\_\_\_\_

No. of Machines \_\_\_\_\_ Size/s \_\_\_\_\_

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



\_\_\_\_\_Clamps(\_\_\_\_\_machines)

- 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 colourset:.....
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.



**SECTION V  
(PART A)**

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

Date .....

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

Sir/Madam,

Having examined the Bidding Documents including Addenda Nos....., the receipt of which is hereby duly acknowledged we, the undersigned quote our rates in the enclosed format (Form of Bid) for the printing operations and allied services as per the details given in the **BoQ\_PtgRates\_2021.xls Excel sheet** BoQ1, BoQ2, BoQ3 & BoQ4 and in conformity with the said Bidding documents.

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

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

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

|             |                                                                                                                                |
|-------------|--------------------------------------------------------------------------------------------------------------------------------|
| Section I   | Guidelines to Applicants for Empanelment and InvitaingBids to Formulate the Schedule of Rates for Printing and Allied Services |
| Section II  | Part A: Qualification Criteria<br>Part B : Instructions to Bidders<br>Part C : Schedule of Requirement and Specifications      |
| Section III | Bidding Data Sheet                                                                                                             |
| Section VII | Contract Agreement                                                                                                             |

As desired we are also submitting the following documents duly signed and stamped.

|                    |                                                                                                                 |
|--------------------|-----------------------------------------------------------------------------------------------------------------|
| Section IV         | Application form for Empanelment                                                                                |
| Section V (Part A) | Bid Submission Letter                                                                                           |
| Section VI         | Conditions of Contract                                                                                          |
| Annexure 1         | Printer's Checklist for Application Form<br>Documents mentioned in the Printer's Checklist for Application Form |

We undertake that assignment of print jobs to us for execution under the above Agreement, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988". We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

We understand that you are not bound to accept any application and or the lowest or any Bid you may receive. We clarify/confirm that we comply with the eligibility requirements as per Clause 3 of Section II (Part B) of the Bidding documents.

Dated this .....day of.....2021.....

(Signature)

Duly authorized to sign Bid for and on behalf of .....

## SECTION V (PART B)

**Format of Form of Bid for reference only  
(to be filled in BoQ...XXX.xls. file only)**

BoQ Sheet 1

[Validate](#)   [Print](#)   [Help](#)   [Form Rate BoQ](#)

**Tender Inviting Authority: NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING**

**Name of Work: Bid for Formulation of Schedule of Rates for Offset Printing and Allied Services-2021 (Platemaking)**

**Contract No: F16/03/2020/Pub/PW**

|                                                                                                                                                                                                                                                                                       |                                                                                        |                                                                                        |                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Name of the Bidder/ Bidding Firm / Company :                                                                                                                                                                                                                                          |                                                                                        |                                                                                        |                                                                                         |
| <b>PRICE SCHEDULE</b><br>( This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only ) |                                                                                        |                                                                                        |                                                                                         |
| NUMBER #                                                                                                                                                                                                                                                                              | TEXT #                                                                                 | NUMBER #                                                                               | NUMBER                                                                                  |
| Sl. No.                                                                                                                                                                                                                                                                               | Item Description                                                                       | BA SIC RATE for PS Plate In <b>Figures</b> To be entered by the Bidder in <b>Rs. P</b> | BA SIC RATE for CTP Plate In <b>Figures</b> To be entered by the Bidder in <b>Rs. P</b> |
| 1                                                                                                                                                                                                                                                                                     | 2                                                                                      | 3                                                                                      | 4                                                                                       |
| 1                                                                                                                                                                                                                                                                                     | <b>Plate Making Charges</b>                                                            |                                                                                        |                                                                                         |
| 1.01                                                                                                                                                                                                                                                                                  | Rate per plate per colour in size 30" x 40" or 28"x40" or 26" x 40" or 27"x34"         |                                                                                        |                                                                                         |
| 1.02                                                                                                                                                                                                                                                                                  | Rate per plate per colour in size 24" x 34" or 23"x36" or 22.8" x 34"                  |                                                                                        |                                                                                         |
| 1.03                                                                                                                                                                                                                                                                                  | Rate per plate per colour in size 20" x 30" or 20"x28" or 20"x26" or 17"x27"           |                                                                                        |                                                                                         |
| 1.04                                                                                                                                                                                                                                                                                  | Rate per plate per colour in size 18" x 23" or 17"x22.8" or 17"x24"                    |                                                                                        |                                                                                         |
| 1.05                                                                                                                                                                                                                                                                                  | Rate per plate per colour of Cover in size 21"x30" or 21"x 28" or 18.8"x28" or 22"x28" |                                                                                        |                                                                                         |
| 1.06                                                                                                                                                                                                                                                                                  | Rate per plate per colour of Cover in size 19" x 24" or 20" x 25"                      |                                                                                        |                                                                                         |

**NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING**

### Revision of Schedule of Rates for Offset Printing and Allied Services-2021 (Printing)

**Adi**

\_\_\_\_\_

### PRICE SCHEDULE

**be modified/replaced by the bidder and the same should be updated after filling the relevant columns, else the bidder is tender. Bidders are allowed to enter the Bidder Name and Values only )**

[illegible]

| Validate                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                          | Print                                                               |                                                                            | Help                                                       |  | <b>Item Rate BoQ</b> |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|----------------------------------------------------------------------------|------------------------------------------------------------|--|----------------------|--|
| Tender Issuing Authority: NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING                                                                                                                                                                                    |                                                                                                                                                                                                                                          |                                                                     |                                                                            |                                                            |  |                      |  |
| Name of Work: Bid for Formulation of Schedule of Rates for Offset Printing and Allied Services-2024                                                                                                                                                                |                                                                                                                                                                                                                                          |                                                                     |                                                                            |                                                            |  |                      |  |
| ID/Division & Lamination                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                          |                                                                     |                                                                            |                                                            |  |                      |  |
| Contract No: P/16/03/2020/P-L/PW                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                          |                                                                     |                                                                            |                                                            |  |                      |  |
| Name of the Bidder/ Bidding Firm                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                          |                                                                     |                                                                            |                                                            |  |                      |  |
| <b>PRICE SCHEDULE</b>                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                          |                                                                     |                                                                            |                                                            |  |                      |  |
| <p>[This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Volume only.]</p> |                                                                                                                                                                                                                                          |                                                                     |                                                                            |                                                            |  |                      |  |
| Sl. No.                                                                                                                                                                                                                                                            | Item Description                                                                                                                                                                                                                         | BASIC RATE per 1000 in Figures To be entered by the Bidder in Ru. P | Rate in percentage [X] for folding on normal web Machine Minimum Rate 20%. | Rate in percentage [X] for folding on Heat set web Machine |  |                      |  |
| 1                                                                                                                                                                                                                                                                  | 2                                                                                                                                                                                                                                        | 3                                                                   | 4                                                                          | 5                                                          |  |                      |  |
| 1                                                                                                                                                                                                                                                                  | <b>Binding Charges</b>                                                                                                                                                                                                                   |                                                                     |                                                                            |                                                            |  |                      |  |
| 1.01                                                                                                                                                                                                                                                               | Rate per 1000 forms for Folding and gathering of forms of 16 pages for                                                                                                                                                                   |                                                                     |                                                                            |                                                            |  |                      |  |
| 1.02                                                                                                                                                                                                                                                               | Rate per 1000 forms for Folding and gathering of forms of 8 pages for binding                                                                                                                                                            |                                                                     |                                                                            |                                                            |  |                      |  |
| 1.03                                                                                                                                                                                                                                                               | Rate per 1000 forms for Folding and gathering of forms of 4 pages for binding                                                                                                                                                            |                                                                     |                                                                            |                                                            |  |                      |  |
| 1.04                                                                                                                                                                                                                                                               | Rate per 1000 forms for Folding and gathering of forms of 2 pages for binding                                                                                                                                                            |                                                                     |                                                                            |                                                            |  |                      |  |
| 2                                                                                                                                                                                                                                                                  | Rate for Centre Stitching of Books per 1000: Cover drawn on duly creased and centrally stitched by wire at two places.                                                                                                                   |                                                                     |                                                                            |                                                            |  |                      |  |
| 3.01                                                                                                                                                                                                                                                               | Rate for Side Stitching of Books per 1000: Side Stitching by wire at two places upto 200 pages.                                                                                                                                          |                                                                     |                                                                            |                                                            |  |                      |  |
| 3.02                                                                                                                                                                                                                                                               | Rate for Side Stitching of Books per 1000: Side Stitching by wire at two places above 200 pages.                                                                                                                                         |                                                                     |                                                                            |                                                            |  |                      |  |
| 4.01                                                                                                                                                                                                                                                               | Rate for Perfect Binding of books up to 200 pages (Rate per 1000 books) in Size Category 1. (Crown 8vo or Demy 8vo or Foolscap 4to size). Cover drawn on Perfect binding machine with creasing for Side Stitched or Section Sewn or      |                                                                     |                                                                            |                                                            |  |                      |  |
| 4.02                                                                                                                                                                                                                                                               | Rate for Perfect binding of Books above 200 pages (Rate per 1000 books) in size Category 1. (Crown 8vo or Demy 8vo or Foolscap 4to size). Cover drawn on Perfect binding machine with creasing for Side Stitched or Section Sewn or      |                                                                     |                                                                            |                                                            |  |                      |  |
| 4.03                                                                                                                                                                                                                                                               | Rate for Perfect Binding of Books up to 200 pages (Rate Per 1000 books) in size category 2. (Crown 4to or Royal 8vo or A4 size). Cover drawn on Perfect binding machine with creasing for Side Stitched or Section Sewn or Perfect Bound |                                                                     |                                                                            |                                                            |  |                      |  |
| 4.04                                                                                                                                                                                                                                                               | Rate for Perfect Binding of Books above 200 pages (Rate per 1000 books) in size category 2. (Crown 4to or Royal 8vo or A4 size (Per 1000 books)). Cover drawn on Perfect binding machine with creasing for Side Stitched or Section      |                                                                     |                                                                            |                                                            |  |                      |  |
| 5                                                                                                                                                                                                                                                                  | <b>Section Sewing</b>                                                                                                                                                                                                                    |                                                                     |                                                                            |                                                            |  |                      |  |
| 5.01                                                                                                                                                                                                                                                               | Rate for Section Sewing of forms 16 and 32 pages (Section Sewn Books only)                                                                                                                                                               |                                                                     |                                                                            |                                                            |  |                      |  |
| 5.01                                                                                                                                                                                                                                                               | <b>Lamination Charges (Gloss) per 100 sq.cm.</b>                                                                                                                                                                                         |                                                                     |                                                                            |                                                            |  |                      |  |
| 5.02                                                                                                                                                                                                                                                               | <b>Lamination Charges (Mat finish) per 100</b>                                                                                                                                                                                           |                                                                     |                                                                            |                                                            |  |                      |  |



| <div> <div>Validate</div> <div>Print</div> <div>Help</div> </div> <div>Item Rate BoQ</div>                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <b>Tender Inviting Authority: NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING</b><br><b>Name of Work: Bid for Formulation of Schedule of Rates for Offset Printing and Allied Services-2021 (Packings &amp; Forwarding)</b><br><b>Contract No: F16/03/2020/Pub/PW</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                       |
| <b>Name of the Bidder/ Bidding</b>                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                       |
| <b>PRICE SCHEDULE</b>                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                       |
| <p>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant column, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Value only.)</p>            |                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                       |
| NUMBER                                                                                                                                                                                                                                                                      | TEXT \$                                                                                                                                                                                                                                                                                                                                                                                                                             | NUMBER \$                                                             |
| Sl. No.                                                                                                                                                                                                                                                                     | Item Description                                                                                                                                                                                                                                                                                                                                                                                                                    | BASIC RATE for Packing & Forwarding per 1000 in Figures To be entered |
| 1                                                                                                                                                                                                                                                                           | 2                                                                                                                                                                                                                                                                                                                                                                                                                                   | 3                                                                     |
| 1                                                                                                                                                                                                                                                                           | <b>PACKING AND FORWARDING: Supply of books to NCERT quadras at Delhi/MCR or RPDC quadras at Ahmedabad, Bangalore, Kolkata and Guwahati. duly packed; using duplex board of at least 150 GSM on the top and bottom of the bundle and information slip duly printed should be pasted/printed on the duplex board at the both sides of bundle, thereafter it should be tied with strips making cross on the bundle. (strip packing</b> |                                                                       |
| 1.01                                                                                                                                                                                                                                                                        | <b>Minimum Charge for Packing and Forwarding</b>                                                                                                                                                                                                                                                                                                                                                                                    |                                                                       |
| 1.02                                                                                                                                                                                                                                                                        | <b>Books up to 64 pages containing 50 books in a packet in Size Category 1 [Crown 8va (12 cm x 17.8 cm) or Demy 8va (14 cm x 21.5 cm) or Foolscap 4ta (16.5 cm x 20.3 cm)]</b>                                                                                                                                                                                                                                                      |                                                                       |
| 1.03                                                                                                                                                                                                                                                                        | <b>Books up to 64 pages containing 50 books in a packet in Size Category 2 [Crown 4ta (17.0 cm x 24.0 cm) or Royal 8va (15.8 cm x 24.0 cm) or A4 NCERT (21 cm x 27.5 cm)]</b>                                                                                                                                                                                                                                                       |                                                                       |
| 1.04                                                                                                                                                                                                                                                                        | <b>Books of 65 to 120 pages containing 25 books in a packet in Size Category 1 [Crown 8va (12 cm x 17.8 cm) or Demy 8va (14 cm x 21.5 cm) or Foolscap 4ta (16.5 cm x 20.3 cm)]</b>                                                                                                                                                                                                                                                  |                                                                       |
| 1.05                                                                                                                                                                                                                                                                        | <b>Books of 65 to 120 pages containing 25 books in a packet in Size Category 2 [Crown 4ta (17.0 cm x 24.0 cm) or Royal 8va (15.8 cm x 24.0 cm) or A4 NCERT (21 cm x 27.5 cm)]</b>                                                                                                                                                                                                                                                   |                                                                       |
| 1.06                                                                                                                                                                                                                                                                        | <b>Books of 121 to 180 pages containing 20 books in a packet in Size Category 1 [Crown 8va (12 cm x 17.8 cm) or Demy 8va (14 cm x 21.5 cm) or Foolscap 4ta (16.5 cm x 20.3 cm)]</b>                                                                                                                                                                                                                                                 |                                                                       |
| 1.07                                                                                                                                                                                                                                                                        | <b>Books of 121 to 180 pages containing 20 books in a packet in Size Category 2 [Crown 4ta (17.0 cm x 24.0 cm) or Royal 8va (15.8 cm x 24.0 cm) or A4 NCERT (21 cm x 27.5 cm)]</b>                                                                                                                                                                                                                                                  |                                                                       |
| 1.08                                                                                                                                                                                                                                                                        | <b>Books of 181-360 pages containing 10 books in a packet in Size Category 1 [Crown 8va (12 cm x 17.8 cm) or Demy 8va (14 cm x 21.5 cm) or Foolscap 4ta (16.5 cm x 20.3 cm)]</b>                                                                                                                                                                                                                                                    |                                                                       |
| 1.09                                                                                                                                                                                                                                                                        | <b>Books of 181-360 pages containing 10 books in a packet in Size Category 2 [Crown 4ta (17.0 cm x 24.0 cm) or Royal 8va (15.8 cm x 24.0 cm) or A4 NCERT (21 cm x 27.5 cm)]</b>                                                                                                                                                                                                                                                     |                                                                       |
| 1.1                                                                                                                                                                                                                                                                         | <b>Books of 361 pages and above containing 5 books in a packet in Size Category 1 [Crown 8va (12 cm x 17.8 cm) or Demy 8va (14 cm x 21.5 cm) or Foolscap 4ta (16.5 cm x 20.3 cm)]</b>                                                                                                                                                                                                                                               |                                                                       |
| 1.11                                                                                                                                                                                                                                                                        | <b>Books of 361 pages and above containing 5 books in a packet in Size Category 2 [Crown 8va (12 cm x 17.8 cm) or Demy 8va (14 cm x 21.5 cm) or Foolscap 4ta (16.5 cm x 20.3 cm)]</b>                                                                                                                                                                                                                                               |                                                                       |





**SECTION VI**  
**CONDITIONS OF CONTRACT**

**01. Definitions**

01.01 In this contract, the following terms shall be interpreted as indicated:

- (a) The “NCERT” means the National Council of Educational Research and Training, New Delhi and includes its successor and assignees.
- (b) “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.

**02 Entire Agreement**

02.01 The Contract Agreement constitutes the entire agreement between the NCERT and the Printer and supersedes all communications, negotiations and agreements (whether written or verbal) of the parties with respect thereto made prior to the date of Contract Agreement. The validity of Contract Agreement will be for three years. Which can be extended up to 2 years on the same rates and conditions of contract.

02.02 No amendment or other variation of the Contract Agreement shall be valid unless it is in writing, is dated, expressly refers to the Contract Agreement, and is signed by a duly authorized representative of each party thereto.

### **03 Specifications and Standards**

03.01 The jobs performed under this Contract Agreement shall conform to the standards mentioned in Schedule of Requirements and Specifications Section II (Part C).

### **04 Patent Rights**

04.01 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.

### **05 Inspections and Tests**

05.01 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 co-operation to facilitate the inspection and answer the queries of the inspecting official(s) to his/their fullest satisfaction.

05.02 The inspections and tests by the inspecting official(s) 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.

05.03 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.

05.04 The NCERT's right to inspect, test and where necessary, reject the Goods after the Goods' arrival at the final destination shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by the NCERT or its representative(s) prior to the Goods despatch from the place of the Printer.

05.05 Nothing in Clause 07 shall in any way release the Printer from any warranty or other obligations under the Contract Agreement.

### **06. Packing and Documents**

06.01 The packing of goods should be as per the specifications laid down in Section II (Part C), Schedule of Requirements and Specifications.

06.02 The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be provided in the Job Order and subject to clause 07.01, or any subsequent instructions given by the NCERT.

06.03 The books should be packed using 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.

06.04 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 back to the respective printer.

## **07 Delivery and Documents**

- 07.01 Advance copies of the printed book 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.
- 07.02 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.
- 07.03 24 hours before the dispatch, the Printer shall notify the NCERT and the consignee, the full details of dispatches.

## **08. Security and Insurance against Paper Issued by the NCERT**

- 08.01 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.
- 08.02 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.

## **09. Incidental Services**

- 09.01 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)
- 09.02 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 Check list duly filled in (Annexure III).*

- i. Delivery Challans in original duly signed and stamped by the NCERT's BookStores, in confirmation of receipt of goods.
- ii. Original Challans for the return of Positives/CRC's/CD and or Press copies etc. duly signed by the NCERT in confirmation of return of the said materials.
- iii. Original Challan duly signed by Paper Stores of the NCERT if any balance paper has been returned to the NCERT's Store.
- iv. Copy of the Challan showing the quantity of paper supplied to the printer.

11.02 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.

11.03 *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.

11.04 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 resubmission by the Printer.

11.05 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 executive after 7 days the printer is liable to pay Rs. 10000 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 printer request not to assign any job on the pretext that he is 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. Delays in the Printer's Performance**

- 15.01 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.
- 15.02 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.

15.03 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.

## **16. Liquidated Damages and Recoveries**

16.01 *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 damages 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 **25% (twenty five 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.

16.02 In case printer delays two or more jobs more than 5 weeks in a reprint session and falls under the total penalty of 25% 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***

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

| <b>Sr No.</b> | <b>Particulars</b>                                                                                                                                                          | <b>Deduction for unsatisfactory work</b>              |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| 1             | <b>Defective Printing</b>                                                                                                                                                   |                                                       |
|               | 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             | <b>Defective Binding</b>                                                                                                                                                    |                                                       |
|               | 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             | <b>Over Trimming</b>                                                                                                                                                        |                                                       |

|      |                                                                           |                                                                                                                                                  |
|------|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| (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.

#### 17. 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 unpriced publications if supplied short shall be recovered on the actual cost of production of the book including cost of paper (determined by NCERT). |

#### 18. 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.                                                                                                                                                   |

#### 19. 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 | : | @ 125% of the cost of paper fixed by the NCERT after establishing the validity of the reasons and |
|--|--------------------------------------------------------------------------------------------------|---|---------------------------------------------------------------------------------------------------|

|  |                                                                                                     |                                                                                                                                                                                   |
|--|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | against exigencies, Force Majeure and against established printing defect. (On inspection by NCERT) | 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. |
|--|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**20. 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. |
|--|------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|

**21. 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>

**22. 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 tabba 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%                   |

**23. 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.



**24. 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 day of default shall be made.

**25. Termination for Default**

25.01 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 30.01, the NCERT may get the job done upon such terms and in such a manner as it deems appropriate, Goods or Services similar to those undelivered, and the 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.

**26. Force Majeure**

26.01 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.

26.02 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:

- (i) War, hostilities (whether war be declared or not), invasion, act of foreign enemies,
- (ii) rebellion, terrorism, sabotage by persons other than the Printer's Personnel, revolution, insurrection, military or usurped power, or civil war,
  - a. riot commotion, disorder, strike or lockout by persons other than the Printer's Personnel,
  - b. munitions of war, explosive materials, ionising 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
  - c. Natural catastrophes such as earthquake, hurricane, typhoon or volcanic activity.

26.03 If a Force Majeure situation arises, the Printer shall promptly notify the NCERT in writing 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.

**27. Enhanced /additional Print Order**

- 27.01 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:
- 27.02 By revising the job order placed with the Printer.
- 27.03 By placing fresh job order to the Printer for the enhanced/additional quality of print order.

## **28. Reduced/Restricted Print Order**

- 28.01 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.

## **29 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.

## **30. Termination for Convenience**

- 30.01 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.
- 30.02 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.

## **31. Removal from the Panel of Printer**

- 31.01 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 an opportunity to do so.

- 31.02 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.
- 31.03 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 31.01 above.
- 31.04 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.
- 31.05 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.
- 31.06 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.
- 31.07 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.
- 31.08 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.

## **32. Security Money**

- 32.01 Within 7 (seven) 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. 1,00,000/- (Rupees One 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.
- 32.02 The proceeds of the Security Money shall be payable to the NCERT as compensation for any loss resulting from the printers 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.
- 32.03 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.

32.04 Any unauthorised use of NCERT water marked paper (containing NCERT crest 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.

### **33. Resolution of Disputes**

33.01 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.

33.02 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.

33.03 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 Indian Arbitration and Conciliation Act, 1996, the rules thereunder and any statutory modifications or re-enactments thereof, shall apply to the arbitration proceedings.

All disputes arising under the Agreement except those covered under Clauses 16 to 20 of this Agreement may be referred for arbitrations.

33.04 The venue of arbitration shall be New Delhi.

### **34 Governing Language:**

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

### **35. Notices**

35.01 Any notice given by one party to the other pursuant to Contract Agreement shall be in writing and be delivered to the other party. If a notice is faxed then it will be confirmed in writing to the other Party's address specified for the purpose in the Contract Agreement. 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

### **36. Taxes and Duties**

The Printer shall be entirely responsible for all taxes, duties, License fees, octroi, road permits, etc., incurred until delivery of the contracted Goods to the NCERT. However, GST/Sales tax/VAT (not surcharge in lieu of Sales tax) in respect of the transaction between the NCERT and the Printer shall be payable extra .

**Printer's copy**

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

**CONTRACT AGREEMENT**

THIS AGREEMENT made on the..... day of....., 2021 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.

| Section                  | Particulars                                        |
|--------------------------|----------------------------------------------------|
| Section-I                | Guidelines to Applicants                           |
| Section – II<br>(Part-C) | Schedule of Requirements and specifications        |
| Section – V<br>(Part-B)  | Schedule of Rates for Printing and Allied services |
| Section - VI             | 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 covenants 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 Contract Agreement will be valid for three years.
6. GST where applicable will be reimbursed if claimed.

Authorized Signatory of the Firm

Head  
Publication Division  
NCERT

Witness

**SECTION VII**

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

**CONTRACT AGREEMENT**

THIS AGREEMENT made on the..... day of....., 2021 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.

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| Section – V<br>(Part-B)  | Schedule of Rates for Printing and Allied Services |
| Section - VI             | 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 covenants 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 Contract Agreement will be valid for three years.
6. GST where applicable will be reimbursed if claimed.

Authorized Signatory of the Firm

Head  
Publication Division  
NCERT

Witness

Annexure-I

## PRINTERS' CHECK-LIST FOR APPLICATION FORM

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

Before submitting the Application Form (duly filled in) 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<br>(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 machineries etc. are installed) issued by concerned local Govt. body and Declaration before the Police Commissioner/Magistrate for running /having a press.                                                                                                                                                        |        |          |
| 2.    | Scanned copy of Two Demand Draft of Rs. 2000/- and Rs. 20,000/- each in favor of Publication Division, NCERT payable at Delhi/New Delhi 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 2 (two) 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.                                                                                                                                                             |        |          |
| 6.    | Scanned Copy of the Pan Card of the firm (in case of proprietorship firm PAN card of proprietor will work), GST Registration. Copy of the audited balance sheet for the last three years.                                                                                                                                                                                                                                          |        |          |
| 7.    | <ul style="list-style-type: none"> <li>Scanned Copies of the Purchase documents of the Printing machineries confirming make and model of the machines and equipments.</li> <li>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.</li> </ul>                                                     |        |          |
| 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. <ul style="list-style-type: none"> <li>a. Copy of the latest House Tax payment receipt if the premises is/are owned by the printer.</li> <li>b. Copy of the Lease Deed/Rent Agreement if the premises is hired.</li> </ul>                                             |        |          |
| 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-VI) declaring the following: <ul style="list-style-type: none"> <li>No case is pending against the firm/printing press with regards to the Copy Right Act and the press/concern has never been black-listed by any Government/Semi Govt./Govt. Undertaking or by any</li> </ul> |        |          |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |  |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
|     | <p>Autonomous Organization.</p> <ul style="list-style-type: none"> <li>• All the information provided in the Application are correct to the best of his/her knowledge and belief.</li> <li>• Application and Bid shall remain valid for a period of 180 (One hundred and Eighty) days reckoned from the last date of submission of Bid.</li> <li>• Printer will not refuse any assigned job irrespective of number of colours, pages and size</li> </ul> |  |  |
| 10. | Application for empanelment Section IV duly filled, Bid Submission Letter Section V (Part A), Conditions of Contract Section VI , 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.                                                                                                                                                                                                                                                                                                     |  |  |

**Documents to be submitted Physically in original:**

Sealed Envelope super scribed as **Documents for the Empanelment of Printers and Formulation of Schedule of Rate for Offset Printing and Allied Services – 2021** should carry:

- d. DD/Pay order of Rs.20,000 towards processing fees and Rs.2,000 towards the cost of application form in favor of Publication Division, NCERT payable at Delhi/New Delhi in physical form.
- e. 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.
- f. Affidavit in original given by authorized signatory on non-judicial stamp paper of Rs. 100/- (one hundred) in the format enclosed (Annexure-VI)

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. A crossed DD/Pay order for a sum of Rs.1,00,000 no..... dated.....drawn on ..... infavour of Publication Division, NCERT payable at Delhi/New Delhi is enclosed as Security Money..
3. I/We accept that this Security Money (Rs. 1,00,000) 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

**Request Letter from the Printer to attend the Pre-Bidding meeting**

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

Ref: Clause no 06, Section II (Part B) of the Empanelment of Printers and  
Formulation of Schedule of Rate for Offset Printing and Allied Services - 2021

Sir,

1. We would like to attend the Pre-Bid meeting to be held on 06.12.2021 at 2:30 pm in the Conference Hall of the Publication Division, NCERT to seek clarification about some clauses of the Document.
2. Our firm will be represented by Shri .....  
whose signature is attested below.
3. Please keep the clarification on the following point ready:
4. We may also seek further clarifications at meeting.

Thanking You

Yours faithfully

( ..... )  
Authorized Signatory of the Firm

(.....)

Signature of Shri ..... is attested.

**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.<br>No. | Name of Machines | Size | Colour | Make | Model (year of<br>manufacture) |
|------------|------------------|------|--------|------|--------------------------------|
|            | 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.....2021 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

**Printing bill Check List****Payment request for Full Payment**

From : M/s. ....

.....

.....

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

**Subject :** .....**Ref.: Order No.** ..... **dated** .....**Print Order** .....**copies (by Web / by Sheets Fed)**

Sir,

Enclosed please find the Bill No. .... dated ..... for Rs. ....  
pertaining to the subject title with the request to kindly arrange payment to our bill as, we have  
completed the order.

The details of supply of books to your Godown are as under :

| Sl. No.                                                       | Challan No. | Date | NIE Godown | Noida Godown | No. of Copies Supplied |
|---------------------------------------------------------------|-------------|------|------------|--------------|------------------------|
| 1.                                                            |             |      |            |              |                        |
| 2.                                                            |             |      |            |              |                        |
| 3.                                                            |             |      |            |              |                        |
| 4.                                                            |             |      |            |              |                        |
| 5.                                                            |             |      |            |              |                        |
| 6.                                                            |             |      |            |              |                        |
| 7.                                                            |             |      |            |              |                        |
| 8.                                                            |             |      |            |              |                        |
| 9.                                                            |             |      |            |              |                        |
| 10.                                                           |             |      |            |              |                        |
| 11.                                                           |             |      |            |              |                        |
| 12.                                                           |             |      |            |              |                        |
| 13.                                                           |             |      |            |              |                        |
| 14.                                                           |             |      |            |              |                        |
| 15.                                                           |             |      |            |              |                        |
| 16.                                                           |             |      |            |              |                        |
| 17.                                                           |             |      |            |              |                        |
| 18.                                                           |             |      |            |              |                        |
| 19.                                                           |             |      |            |              |                        |
| 20.                                                           |             |      |            |              |                        |
| <b>Total Supply</b>                                           |             |      |            |              |                        |
| <b>Short Supply</b>                                           |             |      |            |              |                        |
| <b>The cost of short supply may be deducted from our bill</b> |             |      |            |              |                        |

The copies of the Challans for the supply of books duly signed and stamped by Book Stores in confirmation of receipt of books are enclosed with the bill.

**PAPER ACCOUNT**

| Quality Text Paper : Size<br>GSM                               |             |       |      | Quality Cover Paper/Board : Size<br>GSM |             |       |      |
|----------------------------------------------------------------|-------------|-------|------|-----------------------------------------|-------------|-------|------|
| Receipt of Paper                                               |             |       |      | Receipt of Paper/Board                  |             |       |      |
| Sl. No.                                                        | Challan No. | Date  | Qty. | Sl. No.                                 | Challan No. | Date  | Qty. |
| 1.                                                             |             |       |      |                                         |             |       |      |
| 2.                                                             |             |       |      |                                         |             |       |      |
| 3.                                                             |             |       |      |                                         |             |       |      |
| 4.                                                             |             |       |      |                                         |             |       |      |
| 5.                                                             |             |       |      |                                         |             |       |      |
| 6.                                                             |             |       |      |                                         |             |       |      |
| 7.                                                             |             |       |      |                                         |             |       |      |
| 8.                                                             |             |       |      |                                         |             |       |      |
| 9.                                                             |             |       |      |                                         |             |       |      |
| 10.                                                            |             |       |      |                                         |             |       |      |
| Total Receipt                                                  |             |       |      | Total Receipt                           |             |       |      |
| Total Consumption                                              |             |       |      | Total Consumption                       |             |       |      |
| Balance Returned if any vide                                   |             |       |      | Balance Returned if any vide            |             |       |      |
| Challan No.                                                    |             | Dated |      | Challan No.                             |             | Dated |      |
| Balance Paper, if any                                          |             |       |      | Balance Paper/Board, if any             |             |       |      |
| The cost of balance paper if any may be deducted from our bill |             |       |      |                                         |             |       |      |

The photocopies of the Challan vide which the paper has been received are enclosed.

The positives, illustration, print outs, press copy, checked Ferro proofs, CD whatever given to us in respect of this job has/have been returned by us vide Challan No. and date given below:

| Sl. No. | Item                       | Challan No. | Date |
|---------|----------------------------|-------------|------|
| 1.      | Positives (Text and Cover) |             |      |
| 2.      | Illustrations              |             |      |
| 3.      | Print Outs and CD          |             |      |
| 4.      | Press Copy                 |             |      |
| 5.      | Check Ferro Proofs         |             |      |

Thanking you,  
Yours faithfully,

( )

for .....

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**For Official Use only**

The bill of the printer, details of which are given above at page-1 (Printer's Check List) along with the enclosures is forwarded to Paper Stores/Book Stores for release of necessary certificates on the back of the bill.

S.O. (Paper Stores) / B.M.

**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:

- No case is pending against the firm/printing press with regards to the Copy Right Act and the press/concern has never been black-listed by any Government/Semi Govt./Govt. Undertaking or by any Autonomous Organization.
- All the information provided in the Application are correct to the best of my/our knowledge and belief.
- Application and Bid shall remain valid for a period of 180 (One hundred and Eighty) days reckoned from the last date of submission of Bid.
- I/We will not refuse any assigned job irrespective of number of colours, pages and size.

DEPONENT

**VERIFICATION**

Verified on this.....day of.....2021 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