

**Tender document  
for  
Typesetting,  
Proof Reading,  
Editing/ Vetting,  
Designing & Lay outing,  
Illustration Making &  
Photocopying**

*(To be furnished in a separate envelope)*

**Financial Bid**



**STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING  
Varun Marg, Defence Colony  
New Delhi-110024**

**STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING**  
**Varun Marg, Defence Colony, New Delhi-110024**

Dated.....

To.....

M/s.....

Subject: Rate contract for the Typesetting, Proof Reading, Editing/ Vetting , designing & layouting , illustration making and photocopying for SCERT various Publications,in different sizes in English, Hindi, Urdu and Punjabi - Inviting of Tender.

Sir,

1. You are requested to send your rates for the Typesetting, Proof Reading, Editing/ Vetting , designing & layouting, illustration making and photocopying for SCERT various publications in different sizes by professionals preferably empannelled with either of reputed agencies as'NIOS, NCERT, NBT, and IGNOU
2. The rates of the firm or professional should be valid for One year in the first instance. Once the rates are submitted and accepted, requests for any increase in them will not be considered during the period.
3. Detailed specifications of the jobs may please be seen at separate to this letter. The rates for the job should be quoted separately for different jobs strictly on the basis of the 'Forms of Quotations' as the case may be, enclosed to this letter. If the quotations are not complete in any respect or are not given item-wise as in the prescribed Form of Quotation, they may not be considered.
4. The firm or professional will be provided Raw manuscript and/ made-up pages (hard copy) or soft copy in the form of floppy, ZIP floppy or in CD of text of the publications complete in all respects, in the form of Laser Print Out for Typesetting , Proof Reading , Editing/ Vetting , designing & layouting , illustration making . In the case of change, the Council may also issue separate guidelines regarding the job.
5. The Bank Draft of **Rs. 2,500/- (Rupees Two thousand & five hundred only)**, in favour of **Director SCERT** is to be submitted with quotation for Typesetting, Proof Reading, Editing/ Vetting , designing & layouting , illustration making and photocopying which is to be payable at New Delhi.
6. In case your rates are accepted by the SCERT, either the amount of earnest money will be retained with the Council as 'Security Deposit' for the job, or a fresh Security Deposit as further decided by the SCERT will be called for from you for the period of contract for Typesetting , Proof Reading , Editing/ Vetting, designing & layouting, illustration making arrangement. In the event of failure to undertake the job/jobs after your rates are accepted and Typesetting, Proof Reading, Editing/ Vetting, designing & layouting, illustration making arrangement made, the amount of security deposit will be forfeited by the Director, SCERT. Her decision in all these matters shall be final and binding on you. No interest will be paid to you by the Council on Earnest Money/ Security Deposit for the period of their retention in the Council.
7. The SCERT also reserves the right to withdraw any part of the job or the whole of it at any stage, even after acceptance of the quotations/finalisation of the rates of the Typesetting, Proof Reading, Editing/ Vetting , designing & layouting, illustration making and photocopying arrangement and assignment of the job without assigning any reason therefore. The decision of the Director (SCERT), in all these matters shall be final and binding on you.
8. The SCERT reserves the right to offer the lowest rates received from any press and accepted by it, to any of the other professionals to enter into parallel Typesetting, Proof Reading, Editing/ Vetting, designing & layouting, illustration making and photocopying arrangements, if it so decides whatever be the reason, Any objection, in this connection, will not be considered by the SCERT. The decision of the Director (SCERT), in all these matters shall be final and binding on you.

9. In case of any item of work not covered under the Typesetting , Proof Reading , Editing/ Vetting , designing & layouting, illustration making and photocopying arrangement, the rates decided by the SCERT therefore, will be final and binding on the professionals.
10. The Typesetting, Proof Reading, Editing/ Vetting , designing & layouting, illustration making and photocopying arrangement may be extended on the existing rates, terms and conditions etc. up to three years or for such a period as the SCERT may decide in consultation with you,
11. Submission of the quotations for these jobs imply that you have agreed to abide by the terms and conditions governing the Typesetting, Proof Reading, Editing/ Vetting , designing & layouting, illustration making and photocopying work of the SCERT as well as in this letter. Your quotations should be sent to this Office in a sealed cover superscribed '**Rates for the Typesetting , Proof Reading , Editing/ Vetting , designing & layouting , illustration making for SCERT** various Publications, in different sizes in English, Hindi, Urdu and Punjabi', due date 23.03.2010, 3:00 PM.
12. No separate contract, as such, will be drawn up, and acceptance by this Office of the quotations of the selected professionals will constitute a valid contract for the enforcement of the enclosed terms and conditions (Annexure-IV), for one year or for such period upto which the Typesetting, Proof Reading , Editing/ Vetting , designing & layouting, illustration making and photocopying arrangement is extended.
13. In absence of suitable academic persons the Typesetting, Proof Reading , Editing/ Vetting , designing & layouting, illustration making and photocopying may be carried out from the persons empanelled with NCERT / NIOS/ IGNOU / NUEPA/ Delhi Govt. in extraordinary conditions on rules of SCERT pannel. Subject to approved from Director SCERT.

Yours faithfully,

Dr. Nahar Singh  
Secretary

## TYPE SETTING CHARGES

### **ENGLISH**

(Running Matter in 12 Pt with 2 Pt inter spacing)

Size:	Rate Per Page	Tabular Matter	Scientific Matter
8½" × 11"	_____	_____	_____
6¼" × 9½"	_____	_____	_____
8" × 13½"	_____	_____	_____

### **HINDI**

( Running Matter in 12 Pt with 3 Pt inter spacing)

Size:	Rate Per Page	Tabular Matter	Scientific Matter
8½" × 11"	_____	_____	_____
6¼" × 9½"	_____	_____	_____
8" × 13½"	_____	_____	_____

### **URDU & PUJABI**

Size:	Rate Per	Page	Tabular Matter	Scientific Matter
8½" × 11"	_____	_____	_____	_____
6¼" × 9½"	_____	_____	_____	_____
8" × 13½"	_____	_____	_____	_____

**All rates are inclusive of all taxes.**

### **The criteria for empanelment of Lasertypesetters:**

**For Lasertypesetting unit, the firm should have minimum four Pentium base computers with CD / DVD Writer and ZIP drive facility, E-Mail/ High speed Internet connectivity, 600 DPI B/W Laser Printer, Colour printer, High Quality Flatbed Scanner and U.P.S (Minimum 3 hrs. backup facility),**

**PROOF READING CHARGES ( 3 Readings)**

**1 Per 1000 words(English/Hindi) \_\_\_\_\_**

**VETTING & REVIEWING / TYPE MARKING CHARGES**

**2 Per 1000 words(English/Hindi) \_\_\_\_\_**

**CONTENT EDITING/ACADEMIC EDITING CHARGES**

**3 Per 1000 words(English/Hindi) \_\_\_\_\_**

**PREPARATION OF INDEX CHARGES**

**4 Per 1000 words(English/Hindi) \_\_\_\_\_**

**TRANSLATION CHARGES**

**5 Per 1000 words(English/Hindi) \_\_\_\_\_**

**6 Per 1000 Words English / Hindi to \_\_\_\_\_  
Punjabi / Urdu**

**All rates are inclusive of all taxes.**

**ILLUSTRATION MAKING CHARGES****LINE****LINE &  
TONE****MONOCOLOUR  
(FIGURATIVE & NONEFIGURATIVE)****TWO COLOUR  
(FIGURATIVE & NONEFIGURATIVE)****MULTI COLOUR  
(FIGURATIVE & NONEFIGURATIVE)****COVER DESIGNING CHARGES****ONE COLOUR** \_\_\_\_\_**TWO COLOUR** \_\_\_\_\_**FOUR COLOUR** \_\_\_\_\_**PAGE LAYOUTING CHARGES****SINGLE COLUR** \_\_\_\_\_**TWO COLOUR** \_\_\_\_\_**MULTI COLOUR** \_\_\_\_\_**All rates are inclusive of all taxes.**

## Photocopy Charges

Inclusive paper / Card cost (80 GSM / 300 GSM respectively)

### 1. Photocopy

Up to 50 pages Rs. \_\_\_\_\_ Per Page (Single Side)

More than 50 pages Rs. \_\_\_\_\_ Per Page (Single Side)

### 2. Colour Photocopy

Upto 25 pages Rs. \_\_\_\_\_ Per Page (Single Side)

More than 25 pages Rs. \_\_\_\_\_ Per Page (Single Side)

### 3. Colour Print Out

Upto 25 pages Rs. \_\_\_\_\_ Per Page (Single Side)

More than 25 pages Rs. \_\_\_\_\_ Per Page (Single Side)

Inclusive paper / Card cost (80 GSM / 300 GSM respectively)

### 4. Spiral Binding

Up to 32 Pages Rs. \_\_\_\_\_ Per Copy

Up to 64 Pages Rs. \_\_\_\_\_ Per Copy

Up to 128 Pages Rs. \_\_\_\_\_ Per Copy

**and more per forme of 8 pages** Rs. \_\_\_\_\_ Per Copy

**All rates are inclusive of all taxes.**

# **Tender document for offset printing**

## ***Financial Bid***

*(To be furnished in a separate envelope)*



स्वाध्यायान्मा प्रमदः

**STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING**

**Varun Marg, Defence Colony**

**New Delhi-110024**

**STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING**  
**Varun Marg, Defence Colony, New Delhi-110024**

Dated.....

To.....

M/s.....

Subject: Rate contract for the Typesetting / processing / scanning and printing of SCERT various Publications, in different sizes/Journals etc. in English, Hindi, Urdu and Punjabi language in different sizes by Offset Process - *Inviting of*

Sir,

1. You are requested to send your rates for the printing of SCERT various publications in different sizes by Photo Process as per details given in the ANNEXURE I.
2. **The rates to be tendered by the firm should be valid for One years** in the first instance. Once the rates of the press are submitted and accepted, requests for any increase in them will not be considered during the period of the printing arrangement. It can be extended up to 3 years on the approved rates and terms and conditions.
3. Detailed specifications of the jobs may please be seen at the SCERT H Q. The rates for the job should be quoted for job strictly on the basis of the 'Forms of Quotations' as the case may be, enclosed to this letter. If the quotations are not complete in any respect or are not given item-wise as in the prescribed Form of Quotation, they may not be considered. A copy of the Terms and Conditions governing the Printing Work of the SCERT is enclosed (Annexure V).
4. The press will be provided Raw manuscript and made-up pages (hard copy) or soft copy in the form of floppy, ZIP floppy or in CD of text of the publications complete in all respects, in the form of Laser Print Out for processing (negative/positive making) and printing and binding. In the case of reprinting of a job, the Council may also supply the complete negatives/positives of the job, for printing and binding or hard copy.
5. All the page negatives/positives (Text as well as plates, covers, jackets etc.) will become the property of the SCERT. As such all the negatives/positives duly arranged in sequence and interleaved with butter paper will have to be returned to the SCERT in good condition immediately after the jobs have been completed and their bulk copies supplied to the SCERT. In case of printing through CtP (Computer to Plate), the press will not be liable to submit the negative/ positives of the job done. However, the press has to submit the complete backup of the final version printed book in a good quality writable C.D to the council.
6. Your quotations should be sent to this Office in a sealed cover superscribed '**Rates for the printing of SCERT different Publications in English, Hindi, Urdu and Punjabi in different sizes by offset process**', due date **23.03.2010**. The cover containing the quotations and other enclosures should be addressed to the undersigned by name so as to reach him/her before 3.00 p.m. on 23.03.2010. The quotations will be opened at 4.00 p.m. on 23.03.2010. in the presence of such of the tenderers or their authorised representatives, who may like to be present. Quotations received after the specified time and date will not be considered.
7. The Bank Draft of Rs.75,000/- (Rupees Seventy five thousand only), in favour of Director, SCERT should be deposited alongwith the Technical Bids as Earnest monay deposit. The same will be returned to the firms if rates are not accepted.

8. Requisite quantity of paper for printing text, covers, plates, jackets, end leaves etc., will be supplied by the Printer itself. Wastage will be allowed on admissible consumption of paper in accordance with the ISI Standard, 'Guide for Paper Spoilage and Wastage for Printing Industry IS : 12000 (Part I) 1987. Similarly the binding cloth for cloth casings. Rates are inclusive of wastage also.
9. The Presses are required to use the requisite quantity of paper and binding cloth etc. from its own stock. Accordingly, they are requested not to quote their rates for Paper and other materials separately.
10. The SCERT will insist upon the timely printing of jobs. Tentative printing schedules have been given for each job separately. Within time frame, fresh date-wise printing schedule can also be prepared if so desired by the Press. Once finalised the printing schedule will have to be adhered to strictly. Failure on this account, in respect of journals will result in full rate posting and the printer will have to pay the difference of concessional rate and full rate of posting. Besides, the Printer will also be liable to penalty as further decided by the SCERT in respect of delay in printing journals and other publications on job to job basis.
11. In the event of press being not able to complete the job and leaving it unfinished in between for whatever reason, no payment whatsoever will be made to the Press by the SCERT for the part of the work done irrespective of its nature and quantum.
12. If the SCERT feels at any time that any job is being delayed at your Press for whatsoever reason, it will have the right to withdraw the same and entrust the same to any other Press for urgent execution. You will be required to extend fullest cooperation to the SCERT as well as the press to whom the job is further entrusted.
13. Complete ferro/ammonia proofs/ laser printouts in colour and black and white of the jobs, will have to be shown to the SCERT for its approval before undertaking the final printing without any extra cost to the Council. The instructions/corrections marked by the SCERT on the ferro/ammonia proofs / laser printouts in colour and black and white will have to be carried out very carefully by the Press without any extra cost to the SCERT. In some cases, wherever essential another set of corrected ferro/ammonia proofs / laser printouts in colour and black and white will also have to be shown without any extra cost to the SCERT. On the contrary, in urgent publications the SCERT may decide not to see the ferro/ammonia proofs at all. In that case the printer will have to print the publications taking full responsibility of the compliance of instructions given by the SCERT.
14. The selected press/presses will be required to collect all the material i.e. Manuscript /composed pages/ illustrations/ transparencies/colour prints etc. from the SCERT in one or more lots.
15. The presses will have to process/scan/plan the colour, B&W, Line illustrations of the SCERT publications, for this work the conventional and modern methods of processing will be used as decided by the SCERT. The rates of processing for both the conventional and modern methods may be given mandatorily by the presses as per Annexure II. The presses are required to give Complete back up of the SCERT finished jobs in digital format on CDs, for this rates of the blank CDs of good quality as per the specifications may be quoted.
16. Failure on your part to observe the prescribed procedure and any attempt to canvass for the work is liable to lead to the rejection of your quotations.

17. The Director (SCERT), is not bound to accept the lowest quotations or any quotation or to assign any reason for rejection of any or all the quotations. He also reserves to himself the right of accepting the whole or any part of the quotations. His decision in these matters shall be final and binding on you.
18. Preference would be given to those firms who are operating in shifts i.e. round the clock service. In case of emergency, the firm has to work on off adys also to complete the work.
19. The printing arrangement may be terminated at any stage of the work at the discretion of the Director (SCERT), without assigning any reason and payment will be made for the work if considered satisfactory by him. The decision of the Director (SCERT), in all these matters shall be final and binding on you.
20. The SCERT also reserves the right to withdraw any part of the job or the whole of it at any stage, even after acceptance of the quotations/finalisation of the printing arrangement and assignment of the job without assigning any reason therefore. The decision of the Director (SCERT), in all these matters shall be final and binding on you.
21. The SCERT reserves the right to offer the lowest rates received from any press and accepted by it, to any of the other press or presses to enter into parallel printing arrangements, if it so decides whatever be the reason. Any objection, in this connection, will not be considered by the SCERT. The decision of the Director (SCERT), in all these matters shall be final and binding on you.
22. In case of any item of work not covered under the printing arrangement, the rates decided by the SCERT therefore, will be final and binding on the press.
23. The printing arrangement may be extended on the existing rates, terms and conditions etc. after one year maximum up to 3 years, for such a period as the SCERT may decide in consultation with you.
24. Submission of the quotations for these jobs imply that you have agreed to abide by the terms and conditions governing the printing work of the SCERT as well as in this letter.
25. No separate contract, as such, will be drawn up, and acceptance by this Office of the quotations of the selected press will constitute a valid contract for the enforcement of the enclosed terms and conditions (Annexure-IV), for two years or for such period upto which the printing arrangement is extended.

Yours faithfully,

Dr. Nahar Singh  
Secretary

**OFFSET**  
**ANNEXURE-I**  
**FORM OF SPECIFICATIONS FOR PUBLICATIONS**

1. Nature of the Publications : Printing/Reprinting of Council's Publications/Reports and other quality publications (i.e Handbook, Textbook, Performae, Reports, Price list and other similar jobs falls in this category)
2. Size of the Publications :  $8\frac{1}{2}'' \times 11''$   
:  $6\frac{1}{4}'' \times 9\frac{1}{2}''$   
:  $8'' \times 13\frac{1}{2}''$
3. Language in which to be printed : English, Hindi, Urdu and Punjabi
4. Volume of Work : 1. Approximately 15-20 titles of 80-200 pages per title per year, with print order of 250-10000  
: 2. Performae 15-20 Nos of 1 -4 pages with print order of 1,000-50,000  
: 3. Answer Copies 4 to 36 Pages & with print order of 50,000-2,00,000
5. Number of copies to be printed : 1. 250 to 20000 copies per title. The number of copies per title may be increased or decreased according to the requirements of the SCERT.  
: 2. Performae 15-20 Nos of 1 -4 pages with print order of 1,000-1,00,000  
: 3. Answer Copies 4 to 36 Pages & with print order of 40,000-2,00,000
6. Process of Printing : **Photo Offset Process**  
1. B/W text Helio Process / Wipe-on  
Or P S Plate Process – from  
Negative / Positives  
2. Multicolour Covers, Colour From Positives  
By PS Plates  
Plates, Jackets etc
- General style, format and layout : (a) The press will be provided manuscript pages of text, covers, in the form of Laser Print Outs or in the form of soft copy on floppy, MO, CD or any other media will be supplied by the SCERT to the Press for processing (Negative/Positive making or imagesetting, as the case may be) & printing and binding.  
(b) Some pages of plates may be printed in one or more colours separately on art paper or any other paper by Positives by P.S. Plate. These plate pages after printing may be interleaved, wrapped over or inserted or tipped in or tipped on the text forms at the time of Binding. Interleaving, wrapping over or inserting the operations at the time of binding and no extra payment will be made thereof. Payment for tipping in/on the plates, will however, be regulated as per the rate quoted for the job.

(c) The Covers, Jackets or Plates will be printed in one or more colours, by positives by P.S. PLATES. The matter/design will be provided by the SCERT containing illustrations or typeset matter or both. The art work /transparency /colour bromides will necessarily be scanned on a colour drum scanner or to be inputted and outputted as the case may be as per the SCERT instructions. The machine proofs of the illustrations of colour plates, jackets and covers will have to be shown to the Council for approval before undertaking the final printing without any extra cost to the Council, (e) Spine / face of Cloth Casings will be printed by Silk

**8. Illustrations for Text, Cover, :**

(a) Illustrations for text and art work transparency Illustrations for Covers/Jackets/Colour Plate Pages etc. will be provided by the Council. The Transparencies Colour Bromides etc. for covers will invariably be processed on a colour scanner. Halftones may be scanned or processed as per SCERT instructions and line illustrations for printing text will reprocessed on a Process Camera for Negative or Positive making, as the case may be. After processing / scanning the illustrations will be inserted in the text, colour plate pages, or cover or jacket etc. as per SCERT instructions in this regard, without any extra cost to the SCERT. Invariably good photographs, line drawings and transparencies are supplied by the SCERT for processing/scanning. The printer has the right to refuse to accept the photograph, line drawings or transparency which are not considered fit for good reproduction. But once they are accepted by the printer (excepting insisted upon by the SCERT), the printer is responsible for its good reproduction and if the scanning/ processing is not of the desired standard, the Council will have the right to reject them. The illustrations, text and cover etc. may also be provided in the form of soft copy (on Floppy, MO, CD or any planning etc. as the case may be and as required by the SCERT.

(b) The complete back-up (soft copy) of the text, colour plates and covers, if any, will become the property of the Council. As such the complete back-up of the job may be taken on a CD or any other media as directed by the SCERT will have to be returned to the Council in good condition immediately after the jobs have been printed and copies are supplied to the SCERT

(c) All the page Negatives/Positives (text, colour plates and covers) will become the property of the SCERT. As such all the negatives/positives duly arranged in sequence and inter-leaved with butter paper will have to be returned to the SCERT in good condition immediately after the jobs have been printed and copies supplied to the SCERT.

## 9. Styles of Binding

- : (a) After folding, gathering, collating etc. the publications will be section sewn with thread, cover pasted on to the spine with end-papers pasted on to the Inner Covers and cut-flush.

OR

(b) After folding, gathering, collating etc. the publications will be bound in “PERFECT BINDING “ style and cover will be pasted on the spine. End papers may or may not be pasted on to the inner covers (as per Council’s requirements), and cut-flush. Cover should be creased at four places

OR

(c) After folding, gathering, collating etc., the publications will be section sewn with thread and bound in board in full cloth/ rexine with end papers pasted on to the inner sides of the boards/covers. Head and tail bands will be pasted at the spine. Jackets will be wrapped over/pasted on the boundbook. (Please note the binding cloth and paper for end-leaves will be supplied by the Council. All the other binding materials including good quality gutta (German book binding board) of suitable weight, conforming to the bulk of the book, gauze cloth, head and tail bands (Imported quality), etc. will be provided by the Press.)

## 10. Raw Materials

- |                        |          |   |  |
|------------------------|----------|---|--|
| (a) Paper              | (i) Text | : | Super Printing Paper, White Maplitho Paper or any other suitable paper in the size 23” x 36” or any other size as the case may be of a ‘A’ class Paper Mill. |
| (ii) Cover             |          | : | Art Card, Pulp Board, Art Paper, Handmade Paper in 23” x 36” or in any other suitable size of a ‘A’ class Paper Mill.  |
| (iii) Plates & Jackets |          | : | Indian/Imported Art Paper in the of 23” x 36”,etc.) as the case may be.  |
| (b) Binding Cloth      |          | : | Binding Cloth in one single colour or assorted colours will be supplied by the SCERT.  |

Note:

1. The above papers and binding cloth etc. will be supplied by the Printer.
2. Wastage will be allowed on admissible consumption of the paper in accordance with the ISI.Standard “Guide for Paper Spoilage and Wastage for Printing Industry IS ; 12000 (Part 1) 1987.
3. In case the Paper is to be provided by the press itself. The payment therefore will be regulated as per the rates quoted and approved by the SCERT.

11. Printing Schedule : The tentative printing schedule of the publications will be as follows:  
(a) Publications upto 100 pages 2 days  
(b) Publications upto 200 pages 3 days  
(b) Publications upto 400 pages 4 days

However a suitable printing schedule can be drawn up for each job in consultation with the Printer, depending upon the bulk of the publication and the quantum of work involved. The SCERT may ask the Press to print any publication on 'Priority Basis' according to its requirement. The Printer will be bound for this without any obligation to the SCERT.

12. Packaging and Forwarding : Printed and bound copies, packed with strong packing paper, in packing of equal quantities to be supplied to the Council 'FREE OF COST (Packing as well as delivering) at its Publications at SCERT VARUN MARG DEFENCE COLONY .New Delhi 110 024 as per the instructions from the SCERT. In the case of "Shrink Packaging" for which the rates may be quoted, the Shrink packaging rates will be paid as per the approved rates and the delivery in this case will be free of any cost. Any damage to the printed copies in transit will have to be made good by the Printer.

13. Lifting of printing Paper : In case the paper for printing the publications is to be supplied by the SCERT, the Printers will be required to lift the Printing Paper/Art Card/Binding Cloth etc. from the SCERT Paper Store at SCERT VARUN MARG DEFENCE COLONY, New Delhi - 24 The payment therefore will be regulated as per the rates quoted and accepted by the SCERT.

**OFFSET  
ANNEXURE-II  
FORM QUOTATIONS**

(Rates should be quoted on this Proforma only, duly typed. Corrections and overwritings of rates should be avoided, and if any, should be duly initialled. Overwriting without initials will not be considered. Statements like 'At Scheduled Rates, 'As decided by', 'At Actual Cost' etc., should be avoided).

- (1) **Title of Publication** : Printing of/Reprinting of SCERT Publications/Reports and other quality publications as per form and answer copies
- (2) **Size of the Publications** : 8½" × 11" / 6¼" × 9½" / 8" × 13½"
- (3) **Process of Printing** : Photo Offset Process (i) B&W Text will be printed from Negatives—Helio Process/ Wipe-on Process or from Positives by PS. Plates (ii) Covers, Colour Plates, Jackets etc. will be printed from Positives by PS, Plates.

**RATES**

(All rates must be inclusive of all taxes, No additional taxes of any type will be paid later on)  
(TO BE QUOTED BY THE PRESS)

- L Processing of Text : (1) Negative: Rs. \_\_\_\_\_ per page  
(from duly composed and made-up  
Pages (CRC) supplied by the : (2) Positive: Rs. \_\_\_\_\_ per page  
Council in the form of Laser Print Outs)

**II. Processing/Scanning of Illustrations:**

1. Processing & Scanning Rates per page per colour of a text page Rs. \_\_\_\_\_  
(including line and halftone)
2. Processing of line tone illustration per colour Rs. \_\_\_\_\_  
(minimum chargeable area 150 sq. cm)
3. Scanning charges per colour per sq. cm Rs. \_\_\_\_\_  
(minimum chargeable area 150 sq. cm)

- III Plate-making charges
- For a form of 4 page wipe on plate Rs. \_\_\_\_\_
- For a form of 4 page PS on plate Rs. \_\_\_\_\_

**III Printing of Text** (Charges to be paid on pro rata basis in case of change in specification )

**Note:** All the printing rates will include Rate Per forme/colour Rate for printing of  
cost of Paper also 8 Pages (4 front-4back) additional colour  
(70 GSM Maplitho of 'A' class Paper mill & 220 GSM Art card for cover)

Rs. \_\_\_\_\_ Rs. \_\_\_\_\_

#### IV Printing of Text—from Positives by

**P.S. PLATES** (Text contain ing coloured text, illustrations, bands, boxes, screens etc.)

**Note:** **All the printing rates will include cost of Paper also**

**Rate Per forme/colour**  
8 Pages (4 front-4back)

**Rate for printing of additional colour**

Rs. \_\_\_\_\_

Rs. \_\_\_\_\_

**Covers, Jackets, Inner Pages from Positive by P.S. Plates** (Text containing coloured pictures/halftones in combination of: boxes with colour screens, coloured text, coloured illustrations, coloured groundes etc.)

**Note:** **All the printing rates will include cost of Paper also**

**Rate Per forme/colour**  
8 Pages (4 front-4back)

**Rate for printing of additional colour**

Rs. \_\_\_\_\_

Rs. \_\_\_\_\_

#### **A. Colour Plates (Per Colour)**

Rs. \_\_\_\_\_

Rs. \_\_\_\_\_

#### **B. Cover**

1. Per Side per Colour

Rs. \_\_\_\_\_ Rs. \_\_\_\_\_

2. Lamination of Cover (A) Gloss  
(B) Matt

Rs. \_\_\_\_\_ Rs. \_\_\_\_\_

Rs. \_\_\_\_\_ Rs. \_\_\_\_\_

(Lamination charges to be paid on pro rata basis)

#### V **Binding** (Charges to be paid on pro rata basis in case of change in specification )

A. Centre Stitching/Perfect Binding  
(Rates including folding, gathering, collating centre stitching by wire staples at two places along with cover and cut, flush)

Rate per copy

\_\_\_\_\_

1. Rate for first 32 pages (28 pages of text plus 4 pages of cover) of part

Rs. \_\_\_\_\_

2. Rate for first 64pages (60pages of text plus 4 pages of Cover) or part

Rs. \_\_\_\_\_

3. Rate for first 92 pages (88 pages of text plus 4 pages of Cover) or part

Rs. \_\_\_\_\_

4. Rate for first 132 pages (128 pages of text plus 4 pages of Cover) or part

Rs. \_\_\_\_\_

5. Rate for every additional forme of:

- |     |                             |           |
|-----|-----------------------------|-----------|
| (a) | 8 Pages or part             | Rs. _____ |
| (b) | Tipping in Pasting per leaf | Rs. _____ |
| (c) | Creasing of Cover           | Rs. _____ |

**B. Perforation/Numbering**

- |    |                   |           |
|----|-------------------|-----------|
| 1. | Numbering by Hand | Rs. _____ |
| 2. | Perforation       | Rs. _____ |

(Charges to be paid on pro rata basis)

**C. Die Making, Cutting, Creasing & Scoring**

- |    |                             |                             |
|----|-----------------------------|-----------------------------|
| 1. | Die Making                  | Rs. _____ (per square feet) |
| 2. | Cutting, Creasing & Scoring | Rs. _____ (per 1000)        |
| 3. | Pasting/Stitching           | Rs. _____ (per 1000)        |

(Charges for item No. 2&3 will be paid on pro rata basis)

**D. Spiral binding charges**

- |                 |                      |
|-----------------|----------------------|
| (up to 32 Pgs)  | Rs. _____ (Per Copy) |
| (up to 64 Pgs)  | Rs. _____ (Per Copy) |
| (up to 128 Pgs) | Rs. _____ (Per Copy) |

**IX`**

**Up to 50 Pages**

**More than 50 Pages.**

- |    |                               |       |       |
|----|-------------------------------|-------|-------|
| A. | Photo Copy Charges            | _____ | _____ |
| B. | Colour photo copy             | _____ | _____ |
| C. | Colour Print Out<br>(A4 Size) | _____ | _____ |

(Per Copy)

Screen Ptg – Visiting Card (2/C)  
(100 copy) Rs. \_\_\_\_\_

More than 25 copies

Rs. \_\_\_\_\_  
Additional colour

- Invitation Card (2/C )  
(100 copy) Rs. \_\_\_\_\_

Rs. \_\_\_\_\_  
Additional colour

**X Packaging and Forwarding**

Printed and bound copies in good condition, duly packed with strong packing paper (good quality strong craft paper) in 'PACKING' of equal quantities to be supplied to the SCERT at its Publications Store SCERT at SCERT, Varun Marg, Defence Colony ,New Delhi 110 024, free of cost. Any damage to the printed copies, in transit, will have to be made good by the Press. Press may be asked to distribute the printed material to 9 DIETs situated in Delhi and no additional amount will be paid for this.

**XI. VAT / CST**

(All rates must be inclusive of all taxes and no additional taxes of any type will be paid later on)

Signature \_\_\_\_\_

Name \_\_\_\_\_

Dated \_\_\_\_\_

Rubber Stamp of \_\_\_\_\_  
the Press

**TYPE SETTING CHARGES / PHOTOCOPY****ENGLISH**

(Running Matter in 12 Pt with 2 Pt inter spacing)

<b>Size:</b>	<b>Rate Per Page</b>	<b>Tabular Matter</b>	<b>Scientific Matter</b>
8½" × 11"	_____	_____	_____
6¼" × 9½"	_____	_____	_____
8" × 13½"	_____	_____	_____

**HINDI**

( Running Matter in 12 Pt with 3 Pt inter spacing)

<b>Size:</b>	<b>Rate Per Page</b>	<b>Tabular Matter</b>	<b>Scientific Matter</b>
8½" × 11"	_____	_____	_____
6¼" × 9½"	_____	_____	_____
8" × 13½"	_____	_____	_____

**URDU & PUJABI**

<b>Size:</b>	<b>Rate Per Page</b>	<b>Tabular Matter</b>	<b>Scientific Matter</b>
8½" × 11"	_____	_____	_____
6¼" × 9½"	_____	_____	_____
8" × 13½"	_____	_____	_____

**OFFSET**  
**ANNEXURE-IV**  
**BOND TO BE FURNISHED BY APRESS FOR PRINTING AND BINDING MATERIAL ETC. OF**  
**STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING**

The Management of M/s

\_\_\_\_\_ hereby agree for PRINTING and  
BINDING of material valued at Rs. \_\_\_\_\_ (Rupees  
\_\_\_\_\_) for the printing of  
the publications of the **STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING** New Delhi  
110 024 on the following terms:

1. The paper will be used as per specification laid down by STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING
2. The press shall be fully responsible for making good any loss or damage which may occur during the process of printing and would compensate the SCERT fully by replacing whatever stock is damaged or lost, with the paper of the original quality and quantity.
3. In case the press fails to find suitable paper for replacement they may obtain written permission from SCERT for use of alternative papers, if required.
4. The goods received by us will be insured against all risks of loss or damage. The insurance premium will paid by the Printer for that period .
5. No storage and handling charges will be paid by the SCERT.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Dated \_\_\_\_\_

Rubber Stamp of \_\_\_\_\_  
the Press

**OFFSET**  
**ANNEXURE-V**  
**TERMS AND CONDITIONS GOVERNING THE PRINTING WORK OF**  
**THE STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING**

1. The printer will print, bind and generally deliver the work in clear and legible type form in a good and workmanlike manner (all which the SCERT shall be the sole judge) within the limits of time as the SCERT may deem reasonable and specify and in such quantity or quantities as may from time to time before ordered by the SCERT.
2. As a measure of expediency, it may be decided in some cases not to call for checking and passing the proofs shall rest with the printer. It shall be advisable, therefore, for the printer to give the matter a final reading when the forms are in the machine so as to avoid misprints. No remuneration on account of this proof reading or extra care well, however, be admissible.
3. The printed copies shall be supplied by the printer to the SCERT duly tied up into suitable size bundles of an equal number. All delivery shall be made with wrapping paper,
4. The printer shall, however, if called upon to do so full information with regard to the work in hand , and shall also permit the officer deputed by the SCERT to inspect the printer's premises at all reasonable times and shall give assistance and information as may be required by him in connection with the work.
5. If any items of work/operation not provided for are required to be performed by the printer, rates to be paid therefore shall be determined by the SCERT.
6. All jobs shall be carried out by the printer with due regard to economy in paper consumption as well as in production cost without loss of clarity and efficiency.
7. The printer shall take every care to see that the work or any portion there of does not fall into unauthorised hands. Care shall be taken to execute the work under security conditions. All proof and trial and spare copies shall be destroyed by burning in the presence of a responsible person of the press. A certificate to this effect shall be sent by the printer to the SCERT after the completion of the work.
8. The printer shall not assign or sublet the work or any part there of without having first obtained the permission in writing of the SCERT. The SCERT shall be liberty in its discretion, to refuse such request of the printer.
9. Paper and materials: All papers and binding materials necessary for the work shall be arranged by the printer, if not specified otherwise. If paper and binding materials are furnished by the SCERT, the cost of transit of such paper and materials (Other then railway freight and terminal tax, if any) from the supply source to printer's premises, shall be paid by the printer and subsequently claimed from the SCERT. The printer shall provide the necessary staff and transport for this purpose and he shall be entirely responsible for the safe custody of the paper and binding materials have been used for the work. A complete account of the receipt, consumption and balance of the paper and binding materials supplied for the work, shall be rendered to the SCERT. The surplus quantity shall be returned by the printer on demand by the SCERT. For storing paper and binding materials on behalf of the Council, the printer will have to excuse a bond in the prescribed form.
10. After the work has been completed, the bill for the work, in triplicate, prepared on the basis of the accepted rates shall be submitted by the printer to the SCERT within the 15 days together with (i) Receipt/delivery voucher of the supplies made, (ii) account showing the receipt, consumption and balance, if any of the paper and binding materials if supplied by the SCERT (iii) representative specimens of the work done and (iv) any other document\documents in support of the items charged for in the bill. The balance of the paper and binding materials, if any, kept in safe custody by the printer pending the receipt of disposal instruction from the SCERT.

11. All negatives/positives/art work, proofings, CDs, Floppies, etc, Which have been supplied by the SCERT or have been prepared by the printer for the work shall be returned to the SCERT in good condition (duly packed) after completion of the work.
12. A sum not exceeding two percent of the composing, page-making, printing and binding charges, shall be deducted by the SCERT from the amount of the bill of the printer for every week's delay or part thereof for not complying with the date of delivery of the proofs/fair copies, respectively, The SCERT shall have the power to determine the scale of deduction in such cases under this clause and its decision shall be final.
13. **PENALTY:**
  - (a) In the event of the printer failing to (i) observe or perform any of the condition of the work as set out herein OR (ii) to execute the work in a good and workmanlike manner and satisfaction of and by the time fixed by the SCERT it shall be lawful for the SCERT in its discretion, in the former event, to remove or withheld any part of the work until such time as it may be satisfied that the printer is able to done and will duly observe the said condition and, in the events aforesaid, to make such arrangements as it may think fit for the reproduction of the work so remove or in lieu of that so rejected or removed as aforesaid on the account and at the risk and cost of the printer.
  - (b) Provide further, that if in either event any excess cost be incurred by the reason of the difference between the prices paid and the accepted rates (to be certified by the SCERT whose certificate shall be final), the SCERT may charge the amount of such excessive cost of the printer and the same may at any time be deducted from any sum or sums then due or which at any time thereafter may become due to the printer under this or any other work or may be demanded of him to be paid within fifteen days to the SCERT.
  - (c) In the event of the any discovery of error or defect due to the fault of printer at any time after the delivery of the copies ordered the printer shall be bound, if called upon to do so, the rectify such effort or defect at his own cost to the satisfaction of and within the time fixed by the SCERT. In the event of the delivery of any defective work, which owing to urgent or for any other reason can not be wholly rejected the SCERT shall have the power to deduct from any payment due to the printer such as it may deem expedient not exceeding 10% of the value of the particular portion or portions adjudged to be defective.
  - (d) In the event of a work-wholly rejected, the SCERT may at its own discretion either:
    - (i) Permit the printer redo the same within such time as the SCERT may specify at Printer's own cost which shall include the cost of paper and other materials.

OR

  - (ii) arrange to get the work done elsewhere and by any other person or from any other source than the printer, in which case the amount of extra cost, if any, shall be recover by the SCERT from the printer in the manner provided in sub-clause (b) of this clause.
14. In the event of the printer having adjudged insolvent or having a receiving order under the Insolvency Act and in the case of a Company, of the passing of any resolution or making if any order for winding up, whether voluntary or otherwise, or in the event of the printer failing to comply with any of the conditions herein specified, the SCERT shall have the power to cancel the work without previous notice.
15. In the event of lookout/closure of a press of account of liquidate in, strike, fire, accident, or any other circumstances the SCERT reserves the right to withdraw the job, at whatever stage it be, without any obligation of payment or reimbursing, expenditure in respect of work done (including plates/blocks made) and also to withdraw/take possession of the manuscript, photographs, illustration, paper, binding cloth etc. supplied earlier in connection with the printing of the job.
16. In the event of making a supply of the printed copies short of the actual number of copies ordered, the SCERT will deduct the sale price of the copies supplied short from their respective bill.

17. The SCERT reserves the right to entrust the work to other printers on the basis of the lowest quotations accepted by the SCERT.
18. The SCERT also reserves the right to withdraw any part of the job or the whole of it at any stage, even after acceptance of the quotations/finalisation of the printing arrangement and assignment of the job without assigning any reason therefore, The decision of the Director (SCERT) in all these matters shall be final and binding on you.

## ANNEXURE-VI

### FORM OF QUOTATIONS FOR DIFFERENT BRANDS OF PAPER

(Rates should be quoted in this proforma only, duly typed. Corrections and overwriting of rates should be avoided, and if any, should be duly initialled. Overwriting without initials will not be considered)

#### BASIC REQUIREMENTS

1. The rates should be quoted in PER KILOGRAM (Per kg). The lowest rates of paper/ card will be offered to the empaneled presses. These rates will remain operational for a minimum one-year period and extended maximum the up to 3 years.

2. The rates quoted should be inclusive of all tax, if any

S.N.	Specification	Rates per kg
1	White Map Litho Paper	
	a) Ballarpur Mill	_____
	b) Century Mill	_____
	c) J.K. Mill (SHB deluxe)	_____
2	Art Paper (Glossy/Mat Finish)	
	a) Sinar Mas	_____
	b) Ballarpur Mill	_____
	c) Speciality Paper	_____
4	Art Card (Glossy/Mat Finish)	
	a) Sinar Mas	_____
	b) Ballarpur Mill	_____
	c) Speciality Paper	_____

Note: The rates quoted above must include the Sales Tax / VAT, if any.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Dated \_\_\_\_\_

Rubber Stamp of the Press \_\_\_\_\_

# **Tender document for Offset Printing**

## ***Technical Bid***

*(To be furnished in a separate envelope)*



स्वाध्यायान्ता प्रमदः

**STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING**

**Varun Marg, Defence Colony  
New Delhi-110024**

**STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING**  
**Varun Marg, Defence Colony New Delhi-110024**

*financial  
bid for  
offset  
printers*

F.No.....

Dated. ....

To, M/s .....  
.....  
.....

**Subject : Rates for Offset Printing of SCERT different types of jobs**  
*-Inviting of*

Sir,

The SCERT intend to empanel the reputed offset printers of Delhi for the printing and binding of the Councils various publications in different sizes as per the details below :

1. Printing of books and similar other jobs in the different sizes and by photo offset process- Text in B/W from negatives/positives by Helio/Wipe-on/P.S plates/ Process and Multicolour cover & plates from positives by P.S. Plates.
2. Printing of high quality Training Manuals, Answer Copies, Proforma, Newsletter, Annual Report etc and other similar publications in different sizes.

**You are requested to furnish the enclosed technical bid proforma** (relating to available infrastructure).

**The quotations should be accompanied by a Bank Draft of Rs.75,000/- (Rupees Seventy five thousand only),** drawn in favour of Director (SCERT). The EMD of the successful bidders will be kept in the SCERT for the entire empanelled period as security deposit and no interest will be paid to you by the SCERT on security deposit for the period of their retention in the SCERT.

**The criteria for empanelment of Offset Printers:**

Offset Printers

- (i) One, four colour web offset machine of 19" x 25" size and/or  
One C.P.C. four colour offset machine of 19" x 25" size

**and**

Two double colour offset machines of 19" x 25" size and/or  
Three single colour offset printing machines of 23"x36" size,

- (ii) Scanning and Planning facilities  
(iii) Complete processing equipment and plate making equipment  
(iv) Complete binding machinery i.e. automatic folding machine, section sewing machine, perfect binding machine, automatic cutting machine  
(v) Power generator of 10 K.V.A  
(vi) Must be Empaneled with DAVP or Directorate of Printing Govt of India or Ministry of 1& B Govt of India or SCERT, Delhi Govt. as 'A' class or 'B' Class & must have experience of working for a period of atleast 5 Years in Govt Organisation, (attach Certificate) & Proof of publications.  
(vii) Must have a turn over of Rs 35,00,000/- for last 3 Years (attach Proof of - Balance Sheets/ PAN Number)  
(viii) Attach I.T.R for 3 years and PAN number.  
(ix) Attach VAT number.  
(x) Photocopy machine.

The panel of the reputed Offset Printers for the printing of SCERT Publications will be prepared on the basis of criterion laid down by the SCERT. The Technical Bid and financial bids are to be placed in separate envelopes mentioning FINANCIAL BID FOR PRINTING and TECHNICAL BID FOR PRINTING and Both in a big envelop any alteration in this leads to cancellation of tender.

**Firstly technical bids will be opened and of the successful ones financial bids will be opened. The quotations will be opened at 4:00 PM on 23.03.2010 in the presence of such of the tenders or their authorised representations. Who may like to be present.**

**The Last date of receipt of this bid in the SCERT is 23.03.2010 up to 3,00 pm.**

**Most Important Instruction**

We are enclosing a separate Proforma for Technical Bid, for furnishing the details of equipment and machinery of your firm. This proforma should clearly indicate "Proforma of Details of Equipment and Machinery ". It should also clearly indicate the name your firm. In case this Proforma is not furnished separately, your quotation will not be opened at all and will be returned to you in your original cover. This is very important may please be noted with utmost care.

An inspection team would visit the firms for the physical inspection of available infrastructure with the press as furnished in the enclosed proforma, if required . Those bidders who fulfil our requirement and found suitable for the printing of SCERT publications will be empanelled. The Director SCERT reserve the right to relax criteria for empanelment of Offset Printers if required for some exceptionally experienced printers. The decision of the Director (SCERT) in all these matters shall be final and binding on you.

The terms and conditions governing the printing work of the SCERT is enclosed and may be read carefully before filling-up the technical bid.

Your faithfully,  
**(Dr. Nahar Singh)**

**Secretary**

Annexure- I – III

**ANNEXURE-I**  
**STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING**  
**Varun Marg, Defence Colony ,New Delhi-110024**

*TECHNICAL  
BID FOR  
OFFSET  
PRINTERS*

**ESSENTIAL DETAILS FOR OFFSET PRINTING**

1. Name of the firm
2. Full Address
  - i) Head Office
  - ii) Branch Office, if any
3. Telegraphic/e-mail Address
4. Telephone Number (s)
5. Fax No.
6. Date of establishment of the firm
7. Is your firm registered under:
  - a) The Indian Companies Act, 1913?
  - b) The Indian Factories Act, 1932?
  - c) Another Act. If not, who are the owners? (Please give full names)
8. VAT/CST Number (Attach Certificates)
9. Name and address of your Bankers, stating the name in which the account stands
10. Whether insured against fire, Theft, and Burglary if so, please state the amount for which insured, the name of the insurance company and policy No.
11. Total number of employees in your firm /organization.
12. Give details of equipment and manpower of your firm/ unit in Annexure 4 A' attached
13. Any other information which you may consider necessary to furnish

*Certified that:*

1. *We have read the terms and conditions governing the Offset Printing work of the SCERT and hereby agree to abide by them.*
2. *The information provided by us above regarding the details of equipment & Manpower is correct & any information found by the Inspection Team of your office to be incorrect should lead to the cancellation/ rejection or removal of our firm from your panel.*

Signatures \_\_\_\_\_

Name of firm in block letters \_\_\_\_\_

Date:

Stamp of the firm \_\_\_\_\_

**ANNEXURE-II**  
**DETAILS OF EQUIPMENT & MANPOWER OF OFFSET PRINTING FIRM**

( in case the space is less in the form, attach separate sheet duly signed and stamped)

	<b>MACHINES</b>	<b>Make &amp; Year of Manufacture</b>	<b>No. of Machines</b>	<b>Languages in which work</b>
1.	Computers (PCs or Mac)	_____	_____	_____
2.	Image Setter	_____	_____	_____
3.	Laser Printers :			
	Colour	_____	_____	_____
	B/W	_____	_____	_____

  

	<b>B. PROCESSING</b>	<b>Name &amp; Model/ Type</b>	<b>Size</b>	<b>Number</b>
1.	Cameras	_____	_____	_____
2.	Contact Box	_____	_____	_____
3.	Developing equipment	_____	_____	_____
4.	Scanner			
	(a) Drum Scanner	_____	_____	_____
	(b) Flat bed Scanner	_____	_____	_____
5.	Any Other equipment	_____	_____	_____
		_____	_____	_____
6.	STAFF:			
	(a) Number of Camera Operators	_____		
	(b) Number of retouch artists	_____		
	(c) Any other Staff	_____		

  

	<b>C. CtP (COMPUTER TO PLATE UNIT)</b>	<b>Name &amp; Model/ Type</b>	<b>Size</b>
		_____	_____
		_____	_____

  

	<b>D. PASTING</b>	
1.	No. of Retouch Artists	_____
2.	No. of Layout Artist	_____
3.	No. of Pasting Tables	_____
4.	Other staff, if any	_____

  

	<b>E. PLATE MAKING</b>	
1.	No. of Printing Down Frames	_____
2.	No. of Whirlars	_____
3.	Other equipment, if any	_____

**F. MACHINE ROOM**

	Details of offset Machinery				
	Name/Make	Year of	Size	No. of	No. of Units
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____

**STAFF**

(a) No. of Foreman \_\_\_\_\_

(a) No. of Supervisors \_\_\_\_\_

(a) No. of Machinemen \_\_\_\_\_

(a) No. of Feeder men \_\_\_\_\_

(a) No. of Helpers \_\_\_\_\_

(a) Other staff, if any \_\_\_\_\_

**G. BINDING SECTION**

	Name & Model	Size	No. of Machine
1. Paper Cutting Machine	_____	_____	_____
2. Folding Machine	_____	_____	_____
3. Sticking Machine	_____	_____	_____
4. Section Sewing Machine	_____	_____	_____
5. Perforating Machine	_____	_____	_____
6. Punching Machine	_____	_____	_____
7. Hand Numbering Machine	_____	_____	_____
8. Creasing Machine	_____	_____	_____
9. Perfect Binding Machine	_____	_____	_____
10. U. V. Curing Machine	_____	_____	_____

11. Plastic Lamination Machine	_____	_____	_____
12. Any other bindery equipment	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
13. Photo Copier	_____	_____	_____
	_____	_____	_____

**STAFF** *(Please give details of all Bindery staff)*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**H. MISCELLANEOUS EQUIPMENT**

*(Not falling under any of the previous headings)*

Signatures \_\_\_\_\_

Name of firm in block letters \_\_\_\_\_

Date :

Stamp of the Press \_\_\_\_\_

**OFFSET**  
**ANNEXURE-V**  
**TERMS AND CONDITIONS GOVERNING THE PRINTING WORK OF**  
**THE STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING**

1. The printer will print, bind and generally deliver the work in clear and legible type form in a good and workmanlike manner (all which the SCERT shall be the sole judge) within the limits of time as the SCERT may deem reasonable and specify and in such quantity or quantities as may from time to time before ordered by the SCERT.
2. As a measure of expediency, it may be decided in some cases not to call for checking and passing the proofs shall rest with the printer. It shall be advisable, therefore, for the printer to give the matter a final reading when the forms are in the machine so as to avoid misprints. No remuneration on account of this proof reading or extra care well, however, be admissible.
3. The printed copies shall be supplied by the printer to the SCERT duly tied up into suitable size bundles of an equal number. All delivery shall be made with wrapping paper,
4. The printer shall, however, if called upon to do so full information with regard to the work in hand , and shall also permit the officer deputed by the SCERT to inspect the printer's premises at all reasonable times and shall give assistance and information as may be required by him in connection with the work.
5. If any items of work/operation not provided for are required to be performed by the printer, rates to be paid therefore shall be determined by the SCERT.
6. All jobs shall be carried out by the printer with due regard to economy in paper consumption as well as in production cost without loss of clarity and efficiency.
7. The printer shall take every care to see that the work or any portion there of does not fall into unauthorised hands. Care shall be taken to execute the work under security conditions. All proof and trial and spare copies shall be destroyed by burning in the presence of a responsible person of the press. A certificate to this effect shall be sent by the printer to the SCERT after the completion of the work.
8. The printer shall not assign or sublet the work or any part there of without having first obtained the permission in writing of the SCERT. The SCERT shall be liberty in its discretion, to refuse such request of the printer.
9. **Paper and materials:** All papers and binding materials necessary for the work shall be arranged by the printer, if not specified otherwise. If paper and binding materials are furnished by the SCERT, the cost of transit of such paper and materials (Other then railway freight and terminal tax, if any) from the supply source to printer's premises, shall be paid by the printer and subsequently claimed from the SCERT. The printer shall provide the necessary staff and transport for this purpose and he shall be entirely responsible for the safe custody of the paper and binding materials have been used for the work. A complete account of the receipt, consumption and balance of the paper and binding materials supplied for the work, shall be rendered to the SCERT. The surplus quantity shall be returned by the printer on demand by the SCERT. For storing paper and binding materials on behalf of the Council, the printer will have to excuse a bond in the prescribed form.
10. After the work has been completed, the bill for the work, in triplicate, prepared on the basis of the accepted rates shall be submitted by the printer to the SCERT within the 15 days together with (i) Receipt/delivery voucher of the supplies made, (ii) account showing the receipt, consumption and balance, if any of the paper and binding materials if supplied by the SCERT (iii) representative specimens of the work done and (iv) any other document\documents in support of the items charged for in the bill. The balance of the paper and binding materials, if any, kept in safe custody by the printer pending the receipt of disposal instruction from the SCERT.

12. All negatives/positives/art work, proofings, CDs, Floppies, etc, Which have been supplied by the SCERT or have been prepared by the printer for the work shall be returned to the SCERT in good condition (duly packed) after completion of the work.
13. A sum not exceeding two percent of the composing, page-making, printing and binding charges, shall be deducted by the SCERT from the amount of the bill of the printer for every week's delay or part thereof for not complying with the date of delivery of the proofs/fair copies, respectively. The SCERT shall have the power to determine the scale of deduction in such cases under this clause and its decision shall be final.
14. **PENALTY:**
- (a) In the event of the printer failing to (i) observe or perform any of the condition of the work as set out herein OR (ii) to execute the work in a good and workmanlike manner and satisfaction of and by the time fixed by the SCERT it shall be lawful for the SCERT in its discretion, in the former event, to remove or withheld any part of the work until such time as it may be satisfied that the printer is able to done and will duly observe the said condition and, in the events aforesaid, to make such arrangements as it may think fit for the reproduction of the work so remove or in lieu of that so rejected or removed as aforesaid on the account and at the risk and cost of the printer.
- (b) Provide further, that if in either event any excess cost be incurred by the reason of the difference between the prices paid and the accepted rates (to be certified by the SCERT whose certificate shall be final), the SCERT may charge the amount of such excessive cost of the printer and the same may at any time be deducted from any sum or sums then due or which at any time thereafter may become due to the printer under this or any other work or may be demanded of him to be paid within fifteen days to the SCERT.
- (c) In the event of the any discovery of error or defect due to the fault of printer at any time after the delivery of the copies ordered the printer shall be bound, if called upon to do so, the rectify such effort or defect at his own cost to the satisfaction of and within the time fixed by the SCERT. In the event of the delivery of any defective work, which owing to urgent or for any other reason can not be wholly rejected the SCERT shall have the power to deduct from any payment due to the printer such as it may deem expedient not exceeding 10% of the value of the particular portion or portions adjudged to be defective.
- (d) In the event of a work-wholly rejected, the SCERT may at its own discretion either:
- (i) Permit the printer redo the same within such time as the SCERT may specify at Printer's own cost which shall include the cost of paper and other materials.
- OR
- (ii) arrange to get the work done elsewhere and by any other person or from any other source than the printer, in which case the amount of extra cost, if any, shall be recover by the SCERT from the printer in the manner provided in sub-clause (b) of this clause.
16. In the event of the printer having adjudged insolvent or having a receiving order under the Insolvency Act and in the case of a Company, of the passing of any resolution or making if any order for winding up, whether voluntary or otherwise, or in the event of the printer failing to comply with any of the conditions herein specified, the SCERT shall have the power to cancel the work without previous notice.
17. In the event of lockout/closure of a press of account of liquidate in, strike, fire, accident, or any other circumstances the SCERT reserves the right to withdraw the job, at whatever stage it be, without any obligation of payment or reimbursing, expenditure in respect of work done (including plates/blocks made) and also to withdraw/take possession of the manuscript, photographs, illustration, paper, binding cloth etc. supplied earlier in connection with the printing of the job.
18. In the event of making a supply of the printed copies short of the actual number of copies ordered, the SCERT will deduct the sale price of the copies supplied short from their respective bill.

19. The SCERT reserves the right to entrust the work to other printers on the basis of the lowest quotations accepted by the SCERT.
20. The SCERT also reserves the right to withdraw any part of the job or the whole of it at any stage, even after acceptance of the quotations/finalisation of the printing arrangement and assignment of the job without assigning any reason therefore, The decision of the Director (SCERT) in all these matters shall be final and binding on you.

### **The criteria for empaneiment of Lasertypesetters:**

For Lasertypesetting unit, the firm should have minimum three Pentium base computers with CD Writer and ZIP drive facility, E-Mail/ High speed Internet connectivity, 600 DPI BAY Laser Printer, Colour printer, High Quality Flatbed Scanner and U.P.S (Minimum 3 hrs. backup facility)

### **The criteria for empaneiment of Screen Printers:**

**Screen Printer :** That the firm should have at least three Screen Printing Tables, Drying Racks and Artificial Film Exposing Unit.