



# Government eProcurement System

## eProcurement System Government of India

### Tender Details

Date : 30-Jan-2026 02:42 PM

Print

#### Basic Details

Organisation Chain	National Book Trust-India-Dept of Higher Education  Head Quarters - NBT		
Tender Reference Number	26/NBT/PROD/EMPL-OFFPRTS/2026		
Tender ID	2026_NBT_896218_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Empanelment
Tender Category	Works	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

#### Payment Instruments

Offline	S.No	Instrument Type
	1	R-T-G-S
	2	NEFT

#### Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/ Technical	.pdf	Empanelment of Offset Printers for Printing of NBT publications and miscellaneous jobs with paper.
2	Finance	.xls	Empanelment of Offset Printers for Printing of NBT publications and miscellaneous jobs with paper.

#### Tender Fee Details, [Total Fee in ₹ \* - 0.00]

Tender Fee in ₹	0.00	
Fee Payable To	Nil	Fee Payable At
Tender Fee Exemption Allowed	No	

#### EMD Fee Details

EMD Amount in ₹	5,00,000	EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	National Book Trust, India	EMD Payable At	New Delhi

#### Work /Item(s)

Title	Empanelment of Offset Printers for Printing of NBT publications and miscellaneous jobs with paper.				
Work Description	National Book Trust, India under the Ministry of Education, Government of India, engaged in book promotion activities, intends to enlist offset printers having a minimum of five (05) years experience in the book production.				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	NA				
Tender Value in ₹	NA	Product Category	Publishing/ Printing	Sub category	Empanelment of Offset Printers for Printing of NBT
Contract Type	Empanelment	Bid Validity(Days)	195	Period Of Work(Days)	NA

<b>Location</b>	Delhi NCR	<b>Pincode</b>	110070	<b>Pre Bid Meeting Place</b>	NA
<b>Pre Bid Meeting Address</b>	NA	<b>Pre Bid Meeting Date</b>	NA	<b>Bid Opening Place</b>	NBT, India Head Office
<b>Should Allow NDA Tender</b>	No	<b>Allow Preferential Bidder</b>	No		

**Critical Dates**

<b>Publish Date</b>	30-Jan-2026 02:00 PM	<b>Bid Opening Date</b>	23-Feb-2026 11:00 AM
<b>Document Download / Sale Start Date</b>	30-Jan-2026 02:15 PM	<b>Document Download / Sale End Date</b>	21-Feb-2026 04:00 PM
<b>Clarification Start Date</b>	30-Jan-2026 02:15 PM	<b>Clarification End Date</b>	31-Jan-2026 04:00 PM
<b>Bid Submission Start Date</b>	31-Jan-2026 04:30 PM	<b>Bid Submission End Date</b>	21-Feb-2026 04:00 PM

**Tender Documents**

<b>NIT Document</b>	<b>S.No</b>	<b>Document Name</b>	<b>Description</b>	<b>Document Size (in KB)</b>
	1	Tendernotice_1.pdf	National Book Trust, India under the Ministry of Education, Government of India, engaged in book promotion activities, intends to enlist offset printers having a minimum of five (05) years experience in the book production.	3476.06

<b>Work Item Documents</b>	<b>S.No</b>	<b>Document Type</b>	<b>Document Name</b>	<b>Description</b>	<b>Document Size (in KB)</b>
	1	Additional Documents	AnnexureBandCScheduleofOffsetPrintingRatesandPaperrates.xls	Financial Bid rates for printing and binding (Sheet1) Rates for Paper (Sheet2).	75.00
	2	Tender Documents	EmpanelmentofOffsetPrinters2026.pdf	Empanelment document.	3458.85

**Tender Inviting Authority**

<b>Name</b>	Assistant Director (Production)
<b>Address</b>	National Book Trust, India 5, Institutional Area, Vasant Kunj, New Delhi 110 070

**The Tender Documents are shown here for viewing purpose only.**  
**The e-tender documents are to be downloaded from CPP portal**  
**<http://eprocure.gov.in/eprocure/app> and duly completed documents**  
**are to be uploaded only on <http://eprocure.gov.in/eprocure/app>**

**NOTICE INVITING TENDER**

**IF THERE IS DIFFERENCE IN ANY INFORMATION/DATA MENTIONED IN THE TENDER DOCUMENT AND UPLOADED IN THE CPP PORTAL, THE INFORMATION/DATA UPLOADED IN CPP PORTAL SHOULD BE TREATED AS FINAL**

Tender Reference No: 26/NBT/PROD/EMPL-OFFPRTS/2026

Dated 30.01.2026

Separate Online Technical & Financial Bids are invited from eligible offset printers situated in Delhi and NCR on behalf of the Director, **National Book Trust, India** for Empanelment of Offset Printers for Printing of NBT publications and miscellaneous jobs with paper.

<b>Nature of Work</b>	<b>Empanelment of Offset Printers for Printing of NBT publications and miscellaneous jobs with paper.</b>
Estimated Average Work	₹ 60,00,00,000/- per year (Rupees Sixty Crores only)
Period of Contract	02 years (24 months)
Earnest Money Deposit (EMD to be submitted through NEFT/RTGS only as per following details:  <b>Account No.: 3159101000021</b> <b>IFSC Code : CNRB0003159</b> Name of Bank : Canara Bank (Address of the Bank : National Book Trust, India, 5 Institutional Area, Vasant Kunj New Delhi-110070)	₹ 5,00,000/- (Rupees Five Lakhs only).
Date of Publishing e-tender	30.01.2026 (14:00 Hrs)
Clarification Start Date and Time	30.01.2026 (14:15 Hrs)
Clarification End Date and Time	31.01.2026 (16:00 Hrs)  No queries shall be entertained after clarification end date and time.
Starting Date & Time of Uploading of Bids	31.01.2026 (16:30 Hrs)
Last Date and Time of uploading of Bids	21.02.2026 (16:00 Hrs)
Date and Time of opening of Technical Bid	23.02.2026 (11:00 Hrs)
<b>NOTE : IF THERE IS DIFFERENCE IN DATE AND TIME MENTIONED ABOVE AND MENTIONED ANY WHERE IN TENDER DOCUMENT, THE ABOVE DATES SHOULD BE TREATED AS FINAL.</b>	

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

**MANUAL/PHYSICAL BIDS SHALL NOT BE ACCEPTED**

Bidders should regularly visit the website to keep themselves updated.

## **Instructions for Online Bid Submission**

***(Department User may attach this Document as an Annexure in their Tender Document which provides complete Instructions for on line Bid submission for Bidders)***

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, 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.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) 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.
- 2) 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.
- 3) 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

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please 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.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

**Note:** *My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.*

## SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, 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.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI 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. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) 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.

#### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the **Tender Inviting Authority (TIA)** through **NBT e-mail: office.nbt@nic.in**
- 2) 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.

\*\*\*\*

## CHECKLIST FOR APPLICATION

Before uploading, please ensure that you have attached all the following documents (self-attested with stamped copies-scanned and pdfs).

S. No.	Details of the Documents to be submitted on line (Please ensure that all the documents are numbered before scanning)	Clause No.	Yes/ No	Page No.
1.	Establishment details: Application Form – Annexure A	9		
2.	Mandatory Undertaking: Scanned/pdf copy of Affidavit in prescribed format	10		
3.	Acceptance of Tender: Terms & Conditions-Each page of T&C duly signed & stamped	13(I)		
4.	Scanned copies of documentary evidence in support of a <b>minimum of five (05) years' experience</b> in book production.	8(I)		
5.	Scanned copies of audited balance sheets of last three financial years	8(II)		
6.	Scanned copy of <b>PAN</b> number issued by the income-tax department.	8(III)		
7.	Scanned copy of <b>GSTIN</b>	8(IV)		
8.	Scanned copy of <b>Press Declaration</b> under Press and Registration of Books Act, 1867 issued by Local Municipal Body/SDM/Police Commissioner.	8(V)		
9.	Legal status of firm: ROC / Registrar of Firms certificate	8(VI)		
10.	Factory Registration: Scanned copy of <b>Valid Factory License</b> Certificate issued under the Factories Act, 1948 by the labour department of respective state government.	8(VII)		
11.	Scanned copy of the Pollutions certificate: Valid Consent (s) (CTE) and/or CTO) covering the declared printing unit and activities from corresponding State Pollution Control Board.	8(VIII)		
12.	Sheet-fed offset Printing machineries- Details & proofs such as Purchase Invoices	8(IX-B (1-2)		
13.	Post-press machineries: Details & proofs such as Purchase Invoices	8(IX-C (1-8)		
14.	Generator / power backup details	8(IX-C (9))		
15.	Acknowledgement /Reference in respect of payment details (RTGS or NEFT) Of EMD of <b>₹ 5,00,000.00</b>	13 (III)		
16.	Premises on lease/Rented: Registered rent/lease deed (if applicable)	34		
17.	EMD exemption MSME / NSIC certificate (if applicable)	35		



## **NATIONAL BOOK TRUST, INDIA**

5, Institutional Area, Vasant Kunj, New Delhi – 110 070

E-mail: [office.nbt@nic.in](mailto:office.nbt@nic.in)

Website: [www.nbtindia.gov.in](http://www.nbtindia.gov.in)

### **Enlistment of offset printers for printing of books with paper**

#### **NOTE**

- 1. Please read and note each and every term and condition carefully before filling up of the Tender Documents.**
- 2. Bidders must upload Technical and Financial Bid in the respective covers as provided in CPP portal.**

#### **e-TENDER: TERMS AND CONDITIONS**

National Book Trust, India (NBT), an autonomous organisation under the Ministry of Education, Government of India, engaged in book promotion activities, intends to enlist offset printers having a **minimum of five (05) years' experience in the book production** and possessing professional and modern facilities for Pre-press, Printing, and Post-press operations.

The presses should be situated in Delhi and NCR for the printing of NBT publications and miscellaneous jobs such as catalogues, bulletins, publicity materials, etc., with paper, within the stipulated time schedule and with good quality.

The printers are required to print and supply books and other assigned jobs within a period of 30 to 60 days from the date of assignment of the job. Certain jobs may be required to be executed on a priority basis, involving round-the-clock operations.

NBT also receives bulk orders for the supply of books from agents, distributors, and Government institutions, often with short delivery deadlines. The enlisted printers shall, therefore, be assigned the work of printing books and other miscellaneous items as per requirement.

The requisite quantity and quality of paper to be used for printing text, cover, and illustrations shall be arranged by the printers, strictly in accordance with the specifications prescribed by NBT.

## **SCOPE OF WORK**

1. National Book Trust, India (NBT) publishes **approximately 3,000 books every year** in English, Hindi, and various regional languages. The books are printed in the following **standard trim sizes**, in both **portrait and oblong (landscape) formats**, depending upon the design and content requirements:

### **Portrait Formats:**

- 26" x 34" / 16 — 6" x 8"
- 23" x 36" / 16 — 5½" x 8½"
- 23" x 36" / 8 — 8½" x 11"
- 20" x 30" / 8 — 7¼" x 9½"
- 20" x 30" / 16 — 4¾" x 7"
- 20" x 26" / 8 — 6¼" x 9½"

In addition to the above standard formats, NBT also publishes books in **special or non-standard sizes**, as per specific project requirements or editorial/design needs.

The usual print runs are **1,100; 2,100; 3,100; and 5,100 copies**. However, the print quantity may vary from title to title and may range from **1,100 copies to 10,100 copies or more**, depending on the requirement.

Generally, the paper used for printing of text includes the following:

- 20" x 30" / 130 GSM matt or gloss art paper
- 23" x 36" / 130 GSM matt or gloss art paper
- 23" x 36" / 70, 80, 90, and 120 GSM Maplitho / NS Maplitho
- 20" x 30" / 70, 80, 90, and 120 GSM Maplitho / NS Maplitho
- 26" x 34" / 80 and 90 GSM Maplitho
- 20" x 26" / 80 and 90 GSM Maplitho
- 23" x 36" / 70, 80, 90, and 120 GSM Super Printing Paper
- 20" x 30" / 70, 80, 90, and 120 GSM Super Printing Paper
- 23" x 36" / 70 and 80 GSM NS / White High Bulk Paper
- 20" x 30" / 70 and 80 GSM NS / White High Bulk Paper
- 20" x 26" / 70 and 80 GSM NS / White High Bulk Paper

**Matt or gloss art card of 250 GSM and 300 GSM** is generally used for printing of book covers. In addition, **SBS card (C1S) in the range of 220 GSM to 300 GSM** is also used, as per the requirements of specific titles. The **size, GSM, and quality of paper may vary** depending on the job requirements.

Besides books, **catalogues, bulletins, folders, and various other miscellaneous jobs** related to the activities of NBT are also printed, for which the required paper shall be arranged by the printers.

2. The printers are expected to complete the jobs of printing of books and miscellaneous jobs with good quality strictly within the given time schedule. The printed books etc. shall be supplied with proper packing at NBT office, Vasant Kunj, New Delhi or at Sahibabad (UP) Godown as and when required. The Printers shall use good quality paper and card, which are free from specks, blemishes with proper brightness, opacity and smoothness.
3. The panel of printers shall be valid for a period of two (02) years from the date of approval of the panel by the Director, National Book Trust, India. The panel may be extended, at the sole discretion of NBT, until the next empanelment process is undertaken. The performance of the empanelled printers shall be reviewed annually, and continuation on the panel shall be subject to satisfactory performance. The approved printing rates and paper rates shall remain valid up to the next empanelment.

4. Certain jobs are required to be printed on priority basis working round of clock. Appropriate penalties and costs as mentioned in the agreement form (Annexure-F) shall be recovered from the printers, in case of failure to meet the quality as well as deadline specified by NBT. The conditions stated in the agreement form shall be strictly adhered to by the enlisted printers.

5. Payment to the printers shall be released within a period of 60-90 days from the date of receipt of proper pre-receipted bill in duplicate complete in all respect along with the signed delivery challans and other supporting documents as demanded by NBT. No advance either for printing or paper would be paid to the printers for printing of books and miscellaneous jobs. **The requisite quantity/quality of paper required for printing are to be arranged by the printer and under no circumstance the period of delivery shall be extended for want to requisite quantity / quality of paper.**

6. The printer shall submit 2 digitally printed copies of the original edition of each NBT title for approval of the competent authority prior to the bulk printing,

7. Advance copies shall be submitted to the NBT for approval before binding and supply of bulk stocks at NBT godown. In case of any error or defects noticed in the finished books, the necessary rectification shall be carried out by the printers at their own cost. The bulk stock received from the printers shall be verified randomly by the concerned Production officer and staff of the warehouse. If any shortcoming is found, NBT will decide whether to accept the stock after imposing penalty or to reject the whole stock. In case of rejection, the complete stock should be reprinted by the printer at their own cost and the decision of NBT in this regard shall be final and binding on the printer.

## 8. **ELIGIBILITY CRITERIA**

### **Required Documents along with the application**

- I. Copies of documentary evidence such as work orders or Experience certificates issued by reputed publishers/Govt. institutions in support of a **minimum of five (05) years' experience** in book production.
- II. The printer should have **average annual turnover of ₹ 10.00 crore** during the last three financial years. Copy of audited balance sheets of said period may be provided.
- III. Copy of **PAN** number issued by the Income-tax department.
- IV. Copy of **GSTIN**
- V. Copy of **Press Declaration** under Press and Registration of Books Act, 1867 issued by Local Municipal Body/SDM/Police Commissioner.
- VI. Copy of Certificates issued by Registrar of Companies, MoCA or Registrar of Firms of concerned state government as the proof of **Company Status** such as Private Ltd., Partnership or Proprietorship or others.
- VII. Copy of Valid **Factory License** Certificate issued under the Factories Act, 1948 by the labour department of respective state government.
- VIII. **Pollution Certificate:** A copy of the valid Consent(s) (CTE and/or CTO) covering the declared printing unit and activities from corresponding State Pollution Control Board. The consent copy must show the unit name, site address, consent number, activity description and validity/expiry date.

IX. The printer should fulfill the following essential minimum criteria of machineries:

S. No.	Machinery / Equipment	Minimum Requirement / Specification	No. of Machines
<b>A. PRE-PRESS EQUIPMENT/MACHINERY:</b>			
1.	Computers (DTP Systems)	Installed with publishing software such as InDesign, CorelDRAW, Photoshop, Illustrator, PDF workflow tools, and for pre-press utilities	2
2.	Scanner	Flat Bed Scanner	1
3.	Computer to Plate (CTP)		1
4.	Colour Printer or Proofing Machine		1
<b>B. SHEET-FED OFFSET PRINTING MACHINES:</b>			
1.	Four-Colour Offset Printing Machines ( <b>Manufactured in 2005 or thereafter</b> )	Size: 20" x 30" or bigger Equipped with Computerised Print Control (CPC) system	3
2.	Single/Two Colour Offset Printing Machines	Size: 23" x 36" or bigger	2
<b>C. POST-PRESS/BINDING MACHINES:</b>			
1.	Folding Machines	Automatic Folding Machines (Fully Automatic Paper Folding Machines with multiple folding units)	3
2.	Section Sewing Machines	Automatic Section Sewing Machine Semi-Automatic Section Sewing Machines	1 2
3.	Perfect Binding Machines	6 Clamps or more	2
4.	Center Stitching Machines	Centre Stitching Machines driven by electric motor with two or more heads and adjustable stitch positions.	2
5.	Paper Cutting Machines	Automatic Paper Cutting machines (Fully Automatic Programmable Hydraulic Paper Cutting machines, automatic backgauge movement, hydraulic clamp and knife drive, and infrared safety guard.)	2
6.	Thermal Lamination Machine		1
7.	Three Knife Trimmer machine	Automatic 3-knife Trimmer	1
8.	Flowline machine	Flowline machine with facility of gathering, stitching and 3 side trimmers (minimum of 4 Stations)	1
9.	<b>Generator/Power Backup</b>	Installed in compliance with CPCB IV norms and all amendments thereto. Or any other Power Backup suitable to operate the installed offset printing/binding machinery during power failure.	1

<b>D. OPTIONAL:</b>		
1.	Shrink packing machine as per Government norms of usage of films	1
2.	Image Setter	1
3.	Gathering Machine	1
4.	Case Making Machine	1
5.	Hard Case Line Machine	1

9. The applicant printers are invited to provide the detail of establishment, printing machines, equipments and manpower in the prescribed application form (Annexure- A) which may be downloaded for providing the required details. The tender form and other documents, if any, may be filled in English or Hindi and all entries must be typed and clearly readable.

10. The bidder/printer shall submit copy of a duly executed Affidavit, in the prescribed format as provided along with Application Form (Annexure-A), valid for the entire duration of the empanelment process, along with all other requisite tender documents at the time of submission of the application for empanelment. Non-submission of the Affidavit in the prescribed format shall render the application liable to rejection.

11. Incomplete, ambiguous and conditional tender and tenders not uploaded in the prescribed format of the CPP portal shall not be considered. The financial bid which is not uploaded as per the format provided in the CPP portal shall not be considered. The decision of NBT shall be final and binding.

12. Canvassing in any form shall be a dis-qualification and the NBT reserves the right to reject the tender of such printers.

13. The bidders are supposed to upload the tender form in two parts with in the specified date and time.

**Cover 1—Technical Bid**

**Cover 2—Financial Bid**

**Cover 1—Technical Bid** shall be uploaded with scanned/pdf copy of following documents as informed for in the Technical Bid Form as per Annexure-A.

- i) Tender: Terms and conditions: each and every page signed and stamped by the Printer along with the supporting documents i.e. copy of PAN, GSTIN, Press Declaration certificate, Factory License Certificate, Document of Company Status, Pollution Certificate and audited Balance sheets.
- ii) Application Form (Annexure-A) duly filled-in along with the supporting documents and copy of the Affidavit.
- iii) Acknowledgement/Reference in respect of payment details (RTGS or NEFT) of EMD of **₹ 5,00,000.00** (Rupees Five lakhs only) (**Refundable**) to NBT Account No. provided in the Terms and Conditions documents (Refer NIT at page 1).

**Cover 2—Financial Bid** shall be uploaded as per the XLS format provided along with tender documents (in financial bid cover) in the CPP portal. The Financial Bid shall consist of following: (two .xls work-sheets in one file)

- i) schedule of rates for offset printing and binding. (Annexure-B) duly filled in. (sheet1)
- ii) schedule of rates for paper (Annexure-C) duly filled in. (sheet2)

14. The authorized CPP portal bid openers of NBT shall open the technical bids received, in the presence of the printers or their representatives, who choose to attend the opening of the Technical Bids on the given date and time. No separate communication / intimation shall be given in this regard. Any shortcoming noticed in the Technical Bids shall be informed to the concerned printers on the spot. However, complete list of shortcomings shall be prepared after the complete screening/examining the Tender documents submitted by the printers.

The internal committee members will examine and evaluate each application to ensure that the printer:

- i) qualify the minimum criteria laid down in respect of the machinery and equipments;
- ii) signed each and every page of terms and conditions;
- iii) signed each and every page of the application form (Annexure – A);
- iv) Payment details (RTGS or NEFT) of EMD of **₹ 5,00,000.00** (Rupees Five lakhs only) (**Refundable**) to NBT Account No. provided in the Terms and Conditions documents (Refer NIT at page 1).
- v) attached all documentary evidence **in support of the information submitted**.

15. On the basis of evaluation, a tentative list of those printers who fulfil the requirements as mentioned in the tender shall be prepared. A technical committee will inspect the printing units to verify, if the machines are in working conditions and will also verify the other details mentioned in the application form. Thereafter, a list of printers qualified in the technical bid shall be finalized and shall be finally thoroughly examined by the committee members.

16. The financial bids of those printers shall be considered and opened, who qualify in the technical bid. The financial bids will be opened at specified 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 about the date and time of opening of financial bids.

17. PPC will prepare a comparative chart of the rates of paper, printing and related work offered by the printers. PPC will examine and finalize the rates for various items based on the comparative chart of rates quoted by the printers and the rates prevalent in the paper and printing industry. PPC will finalize the justified and realistic rates of Printing & Binding and papers, keeping in mind the required number of printers, who could take the workload of printing jobs and complete them within the given deadline as per the standard of the NBT. These rates shall be offered to the printers for their acceptance and shall be allowed to the enlisted printers for the printing of books and other miscellaneous jobs.

18. **The number of printers required for enlistment shall be as per the discretion of NBT.**

19. NBT shall offer the printing/binding and paper rates to the printer's qualified in the financial bids and seek unconditional acceptance on them. NBT will not consider any conditional acceptance. The format of the letter seeking acceptance is at Annexure – D.

**The EMD submitted by those printers shall be forfeited, who do not accept the rates offered by NBT.**

20. The printers accepting the rates offered by NBT shall convey their acceptance which shall be in the format given at Annexure–E along with the following documents:

- i) **Security Deposit** (through RTGS/NEFT) of **₹ 7,00,000.00** (Rupees Seven Lakhs only) to NBT Account No. provided in the Terms and Conditions documents (Refer NIT at page 1). The security deposit shall remain with the NBT till the printer remains enlisted on the panel of printers. No interest shall be payable to any printers for the Security Deposit.
- ii) Two copies of the contract agreement (Annexure – F) duly signed and witnessed.

21. On receipt of the contract agreement, the authorized officer of NBT will sign both the copies of the contract agreement. One copy of the agreement will be issued to the enlisted printer. The Earnest money of **₹ 5,00,000.00** (Rupees Five lakhs only) received from the printers at the time of submitting the Tender, shall be returned to the printers without any interest.

22. **The printers who submit the security deposit and sign the contract agreement only will be placed on the panel of offset printers.**

23. The following sizes of paper for text and cover shall be used for the NBT publications and cost of paper shall be allowed on the basis of these sizes only. Hence, the printers are supposed to procure the paper in the given sizes well in advance, in consultation with NBT, so that the printing of books shall be executed on time. The NBT shall not allow extra charges on paper cost, if printer use bigger size paper than what is specified.

S.No.	Sizes of Publication	Text Paper sizes	Cover Paper sizes
1	20" X 30"/8 pages [7 1/4" X 9 1/2" / 7" X 9 1/2"]	20" X 30"	22" X 31"/ 4 covers
2	20" X 30"/16 pages [4 3/4" X 7"]	20" X 30"	22" X 31"/ 8 covers
3	23" X 36"/8 pages [8 1/2" X 11"]	23" X 36"	22" X 28"/ 2 covers (for section sewing books) 26" X 36"/ 4 covers (for center stitch books)
4	23" X 36"/16 pages [5 1/2" X 8 1/2"]	23" X 36"	22" X 28"/ 4 covers (for section sewing books) 26" X 36"/ 8 covers (for center stitch books)
5	26" X 34"/16 pages [6" X 8"]	26" X 34"	26" X 36"/ 8 covers
6	20" X 26"/8 pages [6 1/4" X 9 1/2"]	20" X 26"	22" X 31" or 22" x 28"/ 4 covers

\*For any other size of books apart from the sizes mentioned above, the cost of paper shall be allowed taking the size of paper and card with minimum wastage.

24. Printers shall ensure to use good quality Indian paper and card free from specks, blemishes with proper brightness, opacity and smoothness etc. Wastage allowance on actual consumption of paper for printing shall be allowed as under:

Range of Print Run	% of wastage (per colour)
1000 – 2000 copies	4%
3000 – 4000 copies	3%
5000 – 9000 copies	2%
10,000 copies and above	1%

25. Printers shall submit a paper consumption certificate along with the bill in the given format. The paper consumption statement shall be signed and stamped by the printer certifying the quality and quantity of paper and card used for the printing of book. NBT shall go for the paper testing of GSM of paper varieties used from a government laboratory for the 10% of total number of titles printed by each printer i.e. 1-book out of 10-books taken at random. In case of inferior quality of paper, if found to be used by any printers, the complete stock of books may be liable for rejection. In case of failure in GSM test, payment for paper cost shall be released on the basis of actual weight of paper, with an additional penalty of 5% on paper cost. In case of minor variations of physical parameters of paper within the acceptable limit, NBT may consider to accept the stock after imposing appropriate penalties @ 1% per parameter or as decided by the Director, National Book Trust, India. In case of delay in completion of any assigned job, a penalty of 5% on printer's bill shall be applicable for every 15 days beyond the deadline. The decision of NBT shall be final and binding.

26. For all printing jobs, approved schedule of rates for printing and approved schedule of rates for paper shall be applicable. No hike in the rates shall be entertained. If the work order includes any items not provided in the schedule of rates, payment shall be allowed on reasonable basis at the rates decided by NBT. Only printing rates shall be applicable if paper is available and supplied by the NBT. At any point of time, NBT may take a decision to supply paper from their stock for any/all jobs.

27. The assignment of printing work shall be made by NBT purely **on the basis of the overall performance of the printers**, in terms of quality and the deadline of the books assigned. In case of any delay or poor quality of printing, noticed by NBT on the part of the enlisted printers, NBT shall reduce the quantum of work to such printers as per its own discretion.

28. NBT may discontinue the panel of printers or may remove any printer from the panel after giving one month's notice at any point of time. Any printer may withdraw their name from the panel after giving one month's notice at any time provided there is no pending job.

**29. Secrecy of contract document**

- a. The Printer shall not, without the prior written consent of the NBT, disclose the contents of the Tender, or any provision thereof or any specification, data, maps, or other information furnished by or on behalf of NBT in connection therewith to any person or third party other than a person employed and duly authorized by the Printer. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary.
- b. The Printer shall not without NBT's prior written consent make use of contract document or any information relating to the contract in any manner whatsoever.

**30. Confidentiality of information**

All data obtained by Printer from NBT during and after completion of its obligations contained herein shall remain the property of NBT and treated as confidential and should not be divulged by the Printer or his employees and affiliates to any third party other than the NBT's personnel. This obligation of Printer shall prevail even after termination of contract. The Printer shall keep NBT fully indemnified in this regard.

The Printer undertakes to strictly observe all the applicable laws including the laws against fraud and corruption in force in India from time to time for instance "Prevention of Corruption Act 1988".

31. The National Book Trust, India reserves the right to suspend, accept or reject any or all the tenders and accept the whole or any part of any tender without assigning any reason.

32. The land of the Printing Press/ Factory should be free from any encumbrances. The firm with regard to offset should have a generator for power backup in the unit.

33. The printer shall possess and operate all the specified printing and allied machinery at his own/rented/leased premises, and such machinery shall be owned by the printer. Engagement in any form of working arrangement, working partnership, subcontracting, or any other operational dependency of those machineries with another printing press for execution of NBT work shall not be permitted.

34. Where the printing unit is operating from rented or leased premises, the printer shall be required to submit a copy of the valid and subsisting registered Rent Deed.

35. MSEs registered under MSME/Udyam or with NSIC are exempted from EMD on submission of valid registration certificate.

36. The printers shall maintain a dedicated Quality Control system and team to ensure the highest quality of printed books prior to supply.

37. The printer shall strictly adhere to the approved print run as specified in the work order and shall not print or retain any copies in excess of the sanctioned quantity under any circumstances. In the event of any deviation or unauthorised printing of copies beyond the prescribed print run, the printer shall be liable for appropriate legal action, including termination from the panel, forfeiture of security deposit, blacklisting, and initiation of proceedings under applicable laws.

38. National Book Trust, India (NBT) shall not be held responsible or liable, directly or indirectly, for any accident, injury, loss of life, damage, or mishap to any person, including the printer's employees or any third party, in the course of execution of the work assigned by the Trust. The entire responsibility for compliance with statutory safety requirements, labour laws, and insurance coverage shall rest solely with the printer.

39. The printers shall ensure full compliance with all applicable labour laws, tax regulations, and GST provisions as per the Government of India norms.

40. The printer shall not employ child labour in any form and shall strictly comply with the provisions of the Child and Adolescent Labour (Prohibition and Regulation) Act, 1986, as amended from time to time.

41. The printers are expected to adhere to all eco-friendly practices and environmental guidelines prescribed by the concerned state governments and the Government of India.

42. The printer shall obtain and maintain throughout the enlistment period a **valid Fire Insurance Policy** and such other relevant insurance policies and shall provide copies of the same at the time of physical verification.

43. Acceptance of offer will be communicated in writing by letter or by formal "Acceptance of Tender". In case, acceptance is communicated by Express Letter, formal "Acceptance of Tender" will follow in due course and in the meanwhile, the tenderer will act upon the instructions contained in the Express Letter.

Award of contract shall be within the sole discretion of NBT. The NBT is not bound to award the contract on the basis of bids received. It shall be opened to the NBT not to accept any bid and to abandon the contract without disclosing any reason. The NBT reserves the right to reject or accept whole or any part of the tender. The interest of the NBT shall be paramount. No bidder shall have any indefeasible right to the awarded to a contract even if his price is the lowest. The decision of the NBT on the tender contract shall be final and binding on the tenderer/contractor.

**44. Earnest Money Deposit (EMD) of unsuccessful Bidders**

- Earnest money of the unsuccessful tenderers shall be refunded.
- No interest shall be paid on Earnest money to the unsuccessful tenderers.

**45. Security Deposit**

- a) The Security Deposit can be forfeited by the order of the Director, NBT any time, on the recommendations of the Publication Production Committee **in the event of any breach or non-observance** of any of the conditions of the contract. On the expiry of the contract, such portion of the said security as may be considered by the Director, NBT sufficient to cover an incorrect or excess payment made on the bills of the printer, shall be retained by the NBT until the final settlement is made on the account of the bills.
- b) The security deposit shall be released by the NBT only after successful completion of the contract period.

The NBT reserves its right to take any such actions as deem fit against the Tenderer in the case of failure on the part of the tenderer for fulfilling the contract apart from forfeiture of Security Deposits.

46. **Other Conditions:**

- The printer shall not entrust the work or any portion thereof to any other unauthorized party.
- No extra charges for minor corrections/alterations will be allowed.
- CD's and films of books shall be the property of NBT. The printer shall return them to the NBT at the time of delivery of printed books.
- The printer shall be required to submit the complete soft copy of final document of text, plate and cover to NBT.

**ANNEXURE – A**



**NATIONAL BOOK TRUST, INDIA**  
**5 INSTITUTIONAL AREA, VASANT KUNJ, NEW DELHI 110070**

**Application form for Enlistment of Offset Printers**

**GENERAL**

**Note to fill the Application Form:**

1. It is essential to fill all columns of the application.
2. Each page of the application form to be signed by the authorized signatory.
3. Attach separate sheets to fill the details, wherever required.

1. Name of the Printer: \_\_\_\_\_
2. Printing Press Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Office Address: \_\_\_\_\_  
\_\_\_\_\_
4. Telephone Numbers: \_\_\_\_\_
5. E-mail address: \_\_\_\_\_
6. Fax Number: \_\_\_\_\_
7. Status of the Press:  
(Attach Documentary proofs)  
(a) The Companies Act 1956 \_\_\_\_\_  
(b) The Indian Partnership Act 1932 \_\_\_\_\_  
(c) Proprietary Concern \_\_\_\_\_

8. Ownership Details:

(a) If company, name of the Managing Director \_\_\_\_\_

(b) If partnership concern, name of the Partners \_\_\_\_\_

(c) If Proprietary concern, name of the Proprietor \_\_\_\_\_

9. Name and address of bankers \_\_\_\_\_

10. Whether insured against fire, theft and burglary, if so state the amount for which insured, name of the insurance company and policy no. \_\_\_\_\_

11. Is the press, on the panel of any other govt. organisation \_\_\_\_\_

12. Total number of employees

(a) Managerial and Supervisory \_\_\_\_\_

(b) Skilled & Semi-skilled \_\_\_\_\_

(c) others \_\_\_\_\_

13. Distance of Press from the office of NBT at Vasant Kunj (in Kms.) \_\_\_\_\_

14. Date of Establishment of Press \_\_\_\_\_

15. PAN No. issued by Income Tax Deptt. \_\_\_\_\_

16. GSTIN number. \_\_\_\_\_

17. Does any case pending under the Copyright Act? \_\_\_\_\_

18. Has printer been black listed by any government organization? \_\_\_\_\_

**19. Details of essential minimum criteria of Machineries and other equipment**

S.No.	Machines/equipment	Number of Machines	Company Name	Model	Serial No. of the machine	Size	Year of make	Salient Features of the machine
1.	<b>Computers (DTP System)</b>							
2.	<b>Flat Bed Scanner</b>							
3.	<b>Computer to Plate (CTP)</b>							
4.	<b>Colour printer or any other proofing machine</b>							
	<b>Sheet-Fed Offset Printing machines:</b>							
5.	<b>Four-Colour Offset Printing Machines (Manufactured in 2005 or thereafter)</b> <b>Size: 20" x 30" or bigger; Equipped with Computerised Print Control (CPC) system</b>							
	Machine 1							
	Machine 2							
	Machine 3							
6.	<b>Single or Two Colour Offset Printing Machines</b> <b>Size: 23" x 36" or bigger</b>							
	Machine 1							
	Machine 2							
7.	<b>Folding machines</b>							
	Machine 1							
	Machine 2							
	Machine 3							
8.	<b>Section Sewing machines</b>							
	Machine 1 (Automatic)							
	Machine 2 (Semi-Automatic)							
	Machine 2 (Semi-Automatic)							
9.	<b>Perfect Binding machines (6 clamps)</b>							
	Machine 1							
	Machine 2							
10.	<b>Centre Stitching Machines</b>							
	Machine 1							
	Machine 2							
11.	<b>Automatic Paper cutting machine</b>							
	Machine 1							
	Machine 2							
12.	<b>3-Knife Trimmer machine</b>							
13.	<b>Flow Line machine with facility of gathering, stitching and 3 side trimmer (minimum of 4 stations)</b>							
14.	<b>Thermal Lamination machine</b>							
15.	<b>Generator or Power Backup</b>							
	<b>OPTIONAL</b>							
1.	Image setter							
2.	Shrink packing machine							
3.	Gathering machine							
4.	Case making machine							
5.	Hard case line machine							

	<b>ANY OTHER MACHINES</b>							

20. Additional information, if any \_\_\_\_\_

Affix self attested  
Colour Photo of  
Authorized  
Signatory of Firm

SIGNATURE\_\_\_\_\_

NAME: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

DATE: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Company Stamp\_\_\_\_\_

## **UNDERTAKING / AFFIDAVIT**

*(To be submitted on non-judicial stamp paper of ₹ 100.00, duly notarised)*

I/We, \_\_\_\_\_, Proprietor/Partner/Director/Authorised Signatory of  
M/s \_\_\_\_\_, a printing unit legally constituted under the  
applicable laws of India, hereby solemnly affirm and declare as under:

### **1. Details of the Printing Unit**

#### **(a) Name of the Printing Unit:**

---

---

---

**(b) Factory Address (Printing Premises):**

---

---

---

#### **(c) Registered Office Address:**

---

---

---

### **2. Details of Offset Printing Machines Installed at the Above Premises**

<b><u>S. No.</u></b>	<b><u>Manufacturer</u></b>	<b><u>Model</u></b>	<b><u>No. of Colours</u></b>	<b><u>Size</u></b>	<b><u>Machine Serial No.</u></b>	<b><u>Year of Manufacture</u></b>
----------------------	----------------------------	---------------------	------------------------------	--------------------	----------------------------------	-----------------------------------

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

### **3. Details of Other Machineries / Equipment**

<b><u>S. No.</u></b>	<b><u>Machine / Equipment Name</u></b>	<b><u>Model</u></b>	<b><u>Manufacturer Name</u></b>
1.	Computer (DTP System)		
2.	Scanner		
3.	Computer-to-Plate (CTP) System		
4.	Colour Printer / Proofing Machine		
5.	Folding Machine		
6.	Section Sewing Machine		
7.	Centre/Wire Stitching Machine		
8.	Perfect Binding Machine		
9.	Paper Cutting Machine		
10.	Thermal Lamination Machine		
11.	Shrink Packing Machine		
12.	Generator		

### **4. Additional Machineries / Equipment (if any)**

<b><u>S. No.</u></b>	<b><u>Machine Name</u></b>	<b><u>Model</u></b>	<b><u>Manufacturer Name</u></b>
1.			
2.			
3.			
4.			
5.			

### **5. Declaration**

I/We hereby declare and certify that:

1. All the machineries/equipment listed above are owned by us/me and are installed at the declared factory premises.
2. The said machineries are not leased, hired, or operated under any third-party or working partnership arrangement.

3. The printing unit is fully functional and capable of executing printing and binding works as per the specifications of National Book Trust, India.
4. Any addition, deletion, replacement, or relocation of the above machineries shall be intimated to NBT in writing in advance.
5. NBT or its authorised representatives shall have the right to inspect the premises and verify the machineries at the time of enlistment and during the empanelment period.
6. The information furnished herein is true and correct to the best of my/our knowledge and belief.
7. In the event of any information being found false, misleading, or suppressed, NBT shall be at liberty to reject the bid, cancel the empanelment, forfeit the security deposit, and take any other action deemed fit, without prejudice to any other legal remedies available.

#### **6. Verification**

I/We do hereby verify that the contents of this Undertaking/Affidavit are true and correct and nothing material has been concealed therefrom.

**Place:**

**Date:**

**Signature of the Authorised Signatory**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal of the Firm: \_\_\_\_\_

## Itemwise BOQ

## SCHEDULE OF OFFSET PRINTING AND BINDING RATES

## ANNEXURE-B

## A] SCANNING:

1. Scanning from Art Work/Bromide/TP's	Rs.	per sq. inch/per colour (negative or positive)
2. Output from Image Setter from CD/Pen drive etc.	Rs.	per sq. inch/per colour (negative or positive); (without scanning & planning)

a) Minimum Area for Scanning = 20 sq. inch/per colour b)  $\frac{1}{4}$ " extra would be allowed on all four sides of print area

## B] PROCESSING: (for text &amp; line drawings)

1. Negatives making	Rs.	per sq. inch/per colour
2. Positives making	Rs.	per sq. inch/per colour

a) Minimum area for processing = 16 sq. inch/per colour b)  $\frac{1}{4}$ " extra would be allowed on all four sides of print area:

c) Pages less than half would be treated as half page and pages more than half page would be treated as full page

## C] PLATEMAKING: (Rate in Rs. Per plate)

23"x36"/26"x34" 20"x30"/20"x26"	18"x23"/17"x26" 15"x20"/13"x20"/ Cover
------------------------------------	--

1. Surface Plates		
2. P.S. Plates		
3. CTP Plates		

D] PRINTING: (Rate in Rs. per colour)	SINGLE COLOUR (B/W)*			FOUR COLOUR (Rate per colour)		
	Upto 1000 copies	Additional Per 1000 copies upto 10,000	Additional Per 1000 copies above 10,000	Upto 1000 copies	Additional Per 1000 copies upto 10,000	Additional Per 1000 copies above 10,000
1. For sizes 23"X36"/26"X34"/20"X30"/20"X26"						
2. For sizes 18"x23"/17"x26"/15"x20"/13"x20"						
3. For sizes 11 1/2" x 18" / 13" x 17" / 10" x 15" / 10" x 13"						
4. Cover of all sizes (including inside cover)						

\*Rate for 2/3 colours shall be calculated on the basis of rates of single colour (B/W)

E] THERMAL LAMINATION:	Gloss: Rs.	per sq.inch
	Matt: Rs.	per sq.inch
	UV: Rs.	per impression per side (upto 20 sq.inch)

## F] BINDING:

	20"X30"/16vo (4-3/4"x7")	23"X36"/16vo (5-1/2"x8-1/2")	26"X34"/16vo (6"x8")	Quote one rate for above 3-sizes Rs.	20"x26"/8vo (6-1/2"x9-1/2")	20"x30"/8vo (7-1/4"x9-1/2")	23"x36"/8vo (8-1/4"x11")	Quote one rate for above 3-sizes Rs.
<b>1. Centre Stitching: (Rate in Rs. Per 1000 copies)</b>								
a. 16 pages forme (folding/gathering)								
b. 8/4 pages forme								
c. Cover Creasing & Stitching								
<b>2. Section Sewing: (Rate in Rs. Per 1000 copies)</b>								
a. 16 pages form (folding/gathering/sewing)								
b. 8/4/2 pages forme								
c. Pasting of Cover on perfect binding machine								
<b>3. Hard bound</b>								
i) Case Making per copy with cloth (in Rs.)								
ii) Case Making per copy without cloth (in Rs.)								
<b>4. Perfect Binding: (including folding/gathering)</b>								
a. Rates per copy upto 100 pages (in Rs.)								
b. Rates per copy per additional 16/8/4 page form								

## G] CARTAGE FOR COLLECTION OF PAPER:

1. Upto 200 Kg (min charges)	Rs.	
2. 201-1000 Kg	Rs.	/ Per Kg.
3. 1001 – 3500 Kg	Rs.	/ Per Kg.
4. 3501 Kg. & above upto 9000 kg	Rs.	per vehicle

(Cartage would be applicable if paper is supplied by NBT)

## H] PACKING AND FORWARDING: (Rate (in Rs.) Per 1000 copies)

1. Upto 160 Pages	Rs.	
2. Above 160 Pages	Rs.	
3. Minimum Charges	Rs.	

4. For miscellaneous jobs rates to be allowed on reasonable basis

Books to be packed in craft/shrink wrap film of 10 Micron Upto 64 pages – packet of 15 books

Upto 160 pages – packet of 10 books

Above 160 pages – packet of 5 books

Name of the  
Bidder/Bidding  
Firm/Company:

Itemwise BOQ

Rates for paper and card

to be used for the NBT books/miscellaneous jobs

ANNEXURE-C

**(Valid for two Years from the date of Empanelment or or till the validity of contract period)**

Printers shall ensure to use good quality paper and card free from specks, blemishes with proper brightness, opacity and smoothness.

S.No.	Quality of paper	Basic rate per KG (in ₹.)	GST (in ₹.)	Net rate per KG (in ₹.)
1	White Maplitho			
2	Natural-Shade Maplitho			
3	Super Printing Paper			
4	High Bulk Paper--White			
5	High Bulk Paper—Natural Shade			
6	Matt Art Paper			
7	Matt Art Card			
8	Gloss Art Paper			
9	Gloss Art Card			
10	SBS (C1S) Card			

• While submitting the quotation, the basic rate/kg must be stated for each items separately inclusive of education cess, excise duty, packing and any other expenses and cartage etc. The GST may be mentioned separately. The increase or decrease in the GST shall be applicable. The final Net rate/kg would be considered. The rates quoted in any other form shall not be considered.

• Printers shall submit a paper consumption certificate along with the bill in the format given along with tender documents.

The paper consumption statement shall be signed and stamped by the printer certifying the quality and quantity of paper and card used for the printing of book.

**ANNEXURE – D**

**FORMAT OF LETTER OFFERING SCHEDULE OF RATES TO THE PRINTERS**

To

M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam

In response to your application for the enlistment on the approved panel of the printers of NBT, you are advised to complete the following requirement.

1. Confirm your unconditional acceptance after studying the schedule of offset printing and paper rates. Two copies of schedule of rates and paper are enclosed. One copy may be returned to us duly signed and stamped alongwith your letter as per the format given in Annexure E.
2. Submit **Security Deposit** (through RTGS/NEFT) of **₹ 7,00,000.00** (Rupees Seven Lakhs only) to NBT Account No. provided in the terms and conditions documents (Refer page NIT at page 1). The security deposit shall remain with the NBT till the printer remains enlisted on the panel of printers. No interest shall be payable to any printers for the Security Deposit.
3. Sign and stamp two copies of the agreement form and return to us. One copy of this agreement will be returned to you after counter signatures by the NBT.

Yours faithfully

NATIONAL BOOK TRUST, INDIA

**ANNEXURE – E**

**FORMAT OF LETTER CONFIRMING ACCEPTANCE OF RATES OFFERED BY NBT**

The Director  
National Book Trust, India  
5 Institutional Area, Vasant Kunj,  
New Delhi 110 070

Ref: NBT's letter no..... dated .....

Sirs,

1. I/We hereby confirm our unconditional acceptance of the schedule of rates offered by NBT in the letter cited above. In token of our acceptance, we return herewith a copy of the rates duly signed and stamped.
2. We have paid Security Deposit of **₹ 7,00,000.00** (Rupees Seven Lakhs only) through RTGS/NEFT vide Ref. No. .... dated.....
3. I/We accept that the Security Deposit of **₹ 7,00,000.00** (Rupees Seven Lakhs only) shall remain with the NBT till our press exists on the panel of NBT Offset Printers. 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 agreement are enclosed for counter signature on behalf of the NBT.
5. I/we agree to the conditions that in case, if our press is found black listed in any of the Government organisation, NBT shall take necessary action against our press for submitting false declaration.

Yours faithfully

Signature of the Authorized Signatory

with stamp



**NATIONAL BOOK TRUST, INDIA**  
5 Institutional Area, Vasant Kunj, New Delhi 110070

**Agreement for the enlistment of Offset Printers for printing with paper**

**Agreement No. \_\_\_\_\_**

MEMORANDUM OF AGREEMENT made in Delhi this \_\_\_\_\_ day of \_\_\_\_\_ Two Thousand and \_\_\_\_\_ between \_\_\_\_\_

(hereinafter called the PRINTER, which expression shall, where the context so admits, include its legal representatives, successors and assigns) of the one part and the National Book Trust, India (hereinafter called the NBT, which expression shall, where the context so admits, include its successors and assigns) of the other part.

WHEREAS the PRINTER desires to get itself registered with the NBT for printing (including binding) of books and miscellaneous jobs with paper (hereinafter called the WORK) and has represented to the NBT that the printer has requisite manpower, plant and machinery to be capable of handling the jobs.

It is hereby agreed by and between the parties:

Printer's signature

Signature on behalf of NBT

(Sign on all the pages)

1. The terms and conditions of this agreement shall be applicable for all jobs, which will be assigned by the NBT, as per its requirements from time to time.
2. The PRINTER shall possess and operate all the specified printing and allied machinery at his own/rented/leased premises, and such machinery shall be owned by the printer. Engagement in any form of working arrangement, working partnership, subcontracting, or any other operational dependency of those machineries with another printing press for execution of NBT work shall not be permitted.
3. Assignment of number of printing jobs to the enlisted printers shall depend mainly on their performance as well as the quality of printing jobs executed by them, understanding and following the instructions of the Production officers and completion of assigned jobs up to the stage of submission of bills along with the negatives/positives/print files (soft copies) and relevant documents within the given time schedule. Other relevant factors are number of machines and manpower available with the printers and speed of execution of jobs, etc.
4. The PRINTER is responsible for the timely collection of all material related to the WORK i.e. manuscript, CDs, CRC, press copy, negatives/positives, print files (soft copies) and others, if any.
5. The PRINTER shall process, print, laminate, bind and deliver the complete quantity of the WORK, in accordance with the job specifications and time limit indicated in the work order. The stocks of books shall be supplied in proper packing at the sales godown at Vasant Kunj, New Delhi and Sahibabad as the case may be. The printer shall arrange the required quantity/quality of paper/card on their own on priority to complete the job within the given time schedule. No extension shall be granted to complete the job entrusted for arranging the required quantity/ quality of paper/card. The PRINTER shall print and supply the books against bulk orders within the given time schedule strictly. The print run may vary from 1100 to 10,100 copies or more. The bulk orders are supposed to be completed within a period of 30 to 60 days or even less depending on the requirement specified by the Trust. There may be occasions where certain jobs are required to be printed on war footing basis. On such cases, the enlisted printers should work round the clock and deliver the stock as per the deadline assigned.
6. The PRINTER shall submit 2 digitally printed copies of the original edition of each NBT title prior to the bulk printing, for approval of the competent authority.
7. Advance copies of the printed books or miscellaneous jobs shall be supplied by the printer for approval by the NBT. The bulk supplies duly incorporating the corrections or improvement, if suggested by the NBT, shall be delivered to the NBT godown at New Delhi/Sahibabad as specified in the work order. The quality of the bulk stock must conform to the advance copies approved by the NBT. In case of any error or defects noticed in the finished books, the necessary rectification must be carried out at the own cost of the printer. Any deviation from the approved advance copy or any delay in completion of job or non completion will be seriously viewed and the decision of the Director, NBT will be final.
8. The bulk stock received from the printer shall be physically verified randomly by the concerned Production officer and Sales officials in respect of quality of printing, binding and the quality of paper. The quality of paper used by the printer in the bulk stock must conform to the advance copy approved by the NBT. The NBT shall have the right to accept the stock of books with suitable penalty or to reject the whole stock in case of shortcomings noticed. In case of rejection of stock, the whole work shall be reprinted at the own cost of the printer on priority within the given time schedule failing which the NBT may get the job printed from some other printer and cost shall be recovered from the printer. Without prejudice to the penalties provided for, the printer can be blacklisted and/or debarred for 5 years. The decision of the Director, NBT shall be final and binding.

9. The panel of printers and rates of printing and paper shall be valid as stated in the tender clause-3 (i.e., valid for two years or till the end of contract). For all printing jobs, approved schedule of rates for printing and approved schedule of rates for paper shall be applicable. No hike in the rates shall be entertained. If the work order includes any items not provided for in the schedule of rates, payment shall be allowed on reasonable basis at the rates decided by NBT, which the decision shall be final. Only printing rates shall be applicable if paper is available and supplied by the NBT.
10. The NBT shall have the right to enter into the premises of enlisted printer at any time for inspection of the printers works to physically verify the progress of assigned jobs. The printer shall extend full cooperation to facilitate the inspection and answer the queries to the officials of NBT.
11. Printer shall be responsible for all taxes, duties and license fee etc. on their own. Only GST shall be paid by the NBT as admissible under the rule. Any excess claim whatsoever by the printer shall be treated as disallowed without any intimation to the printer.
12. The PRINTER shall not assign or sublet the job or any part thereof without obtaining the permission in writing from Director, NBT or person duly authorized by Director, NBT.
13. On completion of the job, the PRINTER shall return to the NBT, manuscript, press copy, art work, positives, negatives, Print files (soft copies), CDs, Pen drives etc. supplied by the NBT or prepared by the PRINTER at the cost of the NBT.
14. No advance payment would be paid to the printer for execution of order. However, the payment of the bills shall be released within a period of 60 to 90 days from the receipt of the proper and complete documents i.e. bill along with signed delivery challans and furnishing of supporting document/other material, etc. to the satisfaction of NBT.
15. Printers shall submit a paper consumption certificate along with the bill in the given format. The paper consumption statement shall be signed and stamped by the printer certifying the quality and quantity of paper and card used for the printing of book. NBT shall go for the paper testing of GSM of paper varieties used from a government laboratory for the 10% of total number of titles printed by each printer i.e. 1-book out of 10-books taken at random. In case of inferior quality of paper is used by the enlisted printer, the complete stock of books may be liable for rejection. In case of failure in GSM test, payment for paper cost shall be released accordingly taking actual weight with an additional penalty of 5% on paper cost. In case of minor variations of physical parameters of paper within the acceptable limit, NBT may consider to accept the stock after imposing appropriate penalties @ 1% per parameter or as decided by the Director, National Book Trust, India. In case of delay in completion of job, a penalty of 5% on printer's bill shall be applicable for every 15 days beyond the deadline.
16. On completion of the job, the PRINTER shall submit to the NBT the duly pre-receipted bill for the job, in triplicate, together with :
  - i) Specimen copies of the WORK;
  - ii) duly receipted delivery vouchers for the supplies made, in original;
  - iii) duly signed delivery challans for the return of negatives and positives, in original;
  - iv) Complete account of paper showing the specifications and quantities in the given format;
  - v) Other material or document(s), if any, in support of the items charged in the bill or provided by the NBT.
17. NBT reserves the right to carry out a post payment audit of the printer's bill including all supporting vouchers. NBT further reserves the right to enforce recovery of any over payment coming to light as a result of such a check, by any method.

18. The PRINTER shall be responsible for the safe custody of negatives, positives and all other material issued by the NBT for the job assigned, and the PRINTER shall insure all material against loss by fire, theft, riots, accident, etc. at its own cost and expense. In the event of damage to the material, cost shall be recovered from the printer.
19. The PRINTER shall maintain a dedicated Quality Control system and team to ensure the highest quality of printed books prior to supply.
20. The press shall take every care to see that the work or any position thereof does not fall into the unauthorized hands to avoid PIRACY. The enlisted Printer should take proper care to execute the work under security condition. The printing material should be handed over to the concerned NBT official well in time to avoid any transfer or misuse of the same to give any scope of pirating the NBT publication. Legal action would be initiated against the concerned persons/printer found to be involved in the process of piracy of NBT publications.
21. The PRINTER shall strictly adhere to the approved print run as specified in the work order and shall not print or retain any copies in excess of the sanctioned quantity under any circumstances. In the event of any deviation or unauthorised printing of copies beyond the prescribed print run, the printer shall be liable for appropriate legal action, including termination from the panel, forfeiture of security deposit, blacklisting, and initiation of proceedings under applicable laws.
22. Queries, if any, in respect of the deductions and non payment for the work completed should be made by the Printer, only in the respective financial year. However, in case of non-payments for whatsoever the reason, if the Printer does not inform in writing within a period of one year from the date of completion of work, NBT would not be responsible to reply to any query and the Printer would be deemed to have abandoned his right to in respect of any query on the bills raised.
23. If the PRINTER fails to return the material supplied by the NBT, or if the quantity of the WORK supplied by the PRINTER is found to be short, the NBT shall have the right to recover from the PRINTER, the value of material and the WORK, at rates fixed by the NBT. In the event of short supply of books deductions shall be made on the basis of price of book after allowing 30% discount.
24. If an error or defect is found in the WORK, at any time before or after the delivery of the copies ordered, the PRINTER shall, if called upon to do so, rectify the error/defect at his own cost, to the satisfaction of and within the time limit fixed by the NBT. If, however, the error/defect is of the kind which cannot be rectified, the NBT shall, if it so desires, either reject the WORK and recover the total cost of the WORK including the cost of paper, and/or impose suitable penalty (depending upon the nature of error) recoverable from printers' bills. The decision of NBT in this regard shall be final and binding.
25. Subject to the Clause 7, in the event of the PRINTER failing to
  - (a) abide by any of the conditions laid down in this agreement and/or
  - (b) execute the job according to the specifications given in the work order, to the satisfaction of and within the time limit fixed by the NBT, the NBT shall, if it so desires, rejects the WORK and either
    - (i) permit the PRINTER to reprint the WORK within such time as the NBT may specify, at the PRINTER'S cost including the cost of paper and other material; and/or impose penalty.
    - (ii) arrange to get the WORK printed (with binding) through any other printer, in which case the extra cost, if any, shall be recovered from the PRINTER with or without suitable penalty.
    - (iii) accept the job after imposing penalty decided by the NBT

26. National Book Trust, India (NBT) shall not be held responsible or liable, directly or indirectly, for any accident, injury, loss of life, damage, or mishap to any person, including the printer's employees or any third party, in the course of execution of the work assigned by the Trust. The entire responsibility for compliance with statutory safety requirements, labour laws, and insurance coverage shall rest solely with the printer.
27. (a) If the completion of the job is delayed by the PRINTER, the NBT shall impose suitable penalty (fixed by the NBT depending on the nature and period of delay) which shall be recovered from the PRINTER. If, however, the job is delayed or stopped for reasons not attributable to the PRINTER, such as strikes, the fire and unforeseen accident, or for any other force majeure conditions which were beyond the control of the PRINTER, the NBT if satisfied, decision of NBT being final and binding may not impose any penalty on the PRINTER. The Printer however shall be required to bring such force majeure conditions to the express notice of NBT in writing within 3 days from the happening of such incident and seek confirmation in writing from NBT of such force majeure conditions otherwise this majeure clause shall not apply and PRINTER shall be liable as if no such conditions were prevailing.  
(b) In case of urgent time bound orders, if the printer fails to print, bind and supply the complete stocks at the NBT's godown at New Delhi/Sahibabad, as per the deadline for whatsoever reasons, the NBT shall recover the total loss occurred due to non-supply of books from the PRINTER and/or suitable penalty.
28. The PRINTER shall ensure full compliance with all applicable labour laws, tax regulations, and GST provisions as per the Government of India norms.
29. The PRINTER shall not employ child labour in any form and shall strictly comply with the provisions of the Child and Adolescent Labour (Prohibition and Regulation) Act, 1986, as amended from time to time.
30. The PRINTER is expected to adhere to all eco-friendly practices and environmental guidelines prescribed by the concerned state governments and the Government of India.
31. The printer shall obtain and maintain throughout the enlistment period a valid Fire Insurance Policy and such other relevant insurance policies and shall provide copies of the same at the time of physical verification.
32. Enlisted printer may be removed from the panel of offset printer, in case:
  - (a) any printer is found not diligent and not showing any keen interest in undertaking any work for a period of one year and name will be automatically deleted from the panel of approved Printers without notice.
  - (b) if refuse or is unable to accept and execute the assigned printing job as per the specifications and time limit.
  - (c) serious shortcoming & defects are found in executed jobs.
  - (d) the Printer do not accept or agree to the approved schedule of rate in the middle of the contract.
  - (e) the Printer shift his works somewhere else or removes its plant and machinery without prior intimation to the NBT in writing.
  - (f) the Printer disposes his plant and machinery and runs shortage of machines/manpower.
  - (g) the Printer is found black listed in any of the Government organizations,
  - (h) the printer is found violating any law.

33. If the Printing press is a partnership firm, it should duly registered and furnish a copy of the Partnership Deed to NBT and will undertake that no new or further partners shall be introduced or removed or retire without the consent of NBT. In case of the death of a partner, the remaining existing partners shall continue to remain wholly liable under the agreement signed between the printer and NBT. If any partner or printer commit breach of any of the condition, it shall be lawful for the NBT to cancel the agreement apart from other remedies available to NBT.

34. This agreement can be terminated by either side by giving a notice of one month in writing. However any Printer, if electing to terminate the agreement shall be able to do so and ensure there is no pending job.

35. Any disputes, differences and questions arising out of or in any way touching or concerning the subject matter thereof or the respective rights, duties or liabilities of the parties under or in respect of this contract shall be referred to the Publishing Production Committee. The decision of the Director, NBT on the report of Publishing Production Committee shall be final and binding on the parties.

36. The legal jurisdiction shall be of Delhi Courts alone and exclusively.

IN WITNESS WHEREOF the parties hereto have set their hands and their seal the day and the year first written.

THE PRINTER

Signature \_\_\_\_\_  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**In the presence of:**

1. Signature \_\_\_\_\_  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Signature \_\_\_\_\_  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

THE NBT  
 For and on behalf of  
 NATIONAL BOOK TRUST, INDIA

Signature \_\_\_\_\_  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**In the presence of:**

1. Signature \_\_\_\_\_  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Signature \_\_\_\_\_  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Sign on all the pages)

## **Format of Paper consumption certificate**

(To be submitted by the printer along with the bill)

1. Name of Title:

2. Size:

3. Printrun:

4. Colour: Text \_\_\_\_\_ Cover \_\_\_\_\_ Plates \_\_\_\_\_

5. Bill No. / Date

6. **Paper for text** (in reams)

Variety / Size / GSM \_\_\_\_\_

Actual consumption .....

Wastage .....

Total paper .....

7. **Paper for cover** (in reams)

Variety / Size / GSM \_\_\_\_\_

Actual consumption .....

Wastage .....

Total paper .....

8. **Paper for plates** (in reams)

Variety / Size / GSM \_\_\_\_\_

Actual consumption .....

Wastage .....

Total paper .....

9. **Any other** (in reams)

Variety / Size / GSM \_\_\_\_\_

Actual consumption .....

Wastage .....

Total paper .....

It is certified that the above statement is true and correct.

Signature:

Name:

Date:

Stamp of the press: