

**ALL INDIA INSTITUTE OF AYURVEDA (AIIA)**  
(Gautampuri, Sarita Vihar, Mathura Road, New Delhi-1100076)

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

**Email: [central-store@aiia.gov.in](mailto:central-store@aiia.gov.in)**

**Phone Number 011-26950401(Ext 2206)**

**Tender No.: I-24/1/2022-AIIA**

**Dated: /03/2023**

Sub:-<sup>re</sup> Tender enquiry for empanelment of printer for different printing works and allied jobs with paper and without paper-reg

**Schedule of Activities**

Sl. No.	Activity Description	Schedule	
a.	Tender No.	I-24/1/2022-AIIA	
b.	Availability of Tender Document	The tender document can be downloaded from the AIIA web site <a href="http://www.aiia.gov.in">http://www.aiia.gov.in</a> or from the procurement portal <a href="http://eprocure.gov.in/epublish/app">http://eprocure.gov.in/epublish/app</a>	
		Schedule	Time
c.	Document download start date	27/03/2023	1855 Hrs
d.	Bid submission start date	27/03/2023	1800 Hrs
e.	Pre-bid meeting	03/04/2023	1500 Hrs <a href="https://meet.google.com/pmy-dmpe-rkn">https://meet.google.com/pmy-dmpe-rkn</a>
f.	Seeking clarification end date	05/04/2023	1800 Hrs
g.	Bid submission end date	17/04/2023	1500 Hrs
h.	Bid opening date	17/04/2023	1530 Hrs
i.	Minimum Validity of tender offer	120 days from the date of opening of technical bid	
j.	Services/Product to be offered	<b>Printing Services</b>	
k.	Tender Document fee	<b>NIL</b>	
l.	Performance Security	<b>3%</b> of the bid amount after award of contract.	

  
(Dr. Umesh Tagade)  
Joint Director

## GENERAL TERMS & CONDITIONS FOR EMPANELMENT OF PRINTERS

1. All India Institute of Ayurveda, Delhi intends to prepare a panel of Printers for designing and printing jobs. The panel would be valid for a period of two years in the first instance, which may further be extended further for a period two years (year by year) on satisfactory performance, mutual consent of both parties and on similar terms and conditions. **These services will be required for All India Institute of Ayurveda (AIIA), Gautampuri, Sarita Vihar, New Delhi-110076.**
2. Bidder must ensure timely submission of bids. Late bids shall not be accepted.
3. Reputed Printers experienced in conceptualizing, designing, printing of documents etc. who have sound back-up for excellent designing, scanning, planning etc. of publication of various descriptions/literature for black & white, multi-color jobs and in bilingual are eligible to apply. The printing and designing jobs broadly include designing and printing of in-house books, magazines, newsletters, brochures, reports, posters, pamphlets, letter heads, envelopes, visiting cards, greeting cards, files, folders, bags, scanning, silk screen printing, block-making, sticker making, badges making, ID cards printing, File cover printing, Book Packet making, Library Ticket printing, art printing of objects, Trans-light boards, Branding Services, Signage Branding, photo printing and other allied jobs with paper or without paper etc. on the basis of modern facilities and standards available in the industry. However, Size, GSM and quality of paper may vary depending on the requirement of the job. In case the paper is not provided by the Institute, required paper shall be arranged by the printers as per the prescription of the Institute.
4. The Printers will be required to provide services like processing, printing by offset process, lamination of main cover by matt/gloss, binding by center stitch/ section sewing/perfect binding process etc. The requisite quantity/ quality of paper to be used for printing of text cover and illustrations are to be arranged by the interested Agencies/Printers as per the information provided by the Institute in (Appendix-E).
5. **Parties:** The parties to the Contract are the Tendering Firm and the All India Institute of Ayurveda (AIIA).
6. **Eligibility criteria:**
  - a) The company should be in existence for at least three years (Certificate of Registration/Incorporation should be enclosed).
  - b) The Printer should have at least three years' experience in successfully handling similar nature of work.
  - c) The Printer should have average annual turnover of at least Rs.25 Lakhs each during the previous three financial years i.e. 2019-20, 2020-21, 2021-22.
  - d) The Printer should have its own printing facility. The printers should fulfill the

following minimum criteria of equipment/machines:

**i) Essential Equipment**

S.No.	Machines/Equipment	Minimum Size	Number
1	Computers (DTP System)		2
2	Computer to Plate(CTP)		1
3	<b>Sheet fed Offset Printing machines</b>		
a	4-colour	20"X30"&above	1
b	1- colour	23"X36"&above	1
4	Perfect Binder		1
5	Lamination Machine		1

**ii) Optional Equipment**

S.No.	Machines/Equipment	Minimum Size	Number
1	Digital Printing Machine/POD	10"x18"andabove	1
2	Image Setter		1
3	Gathering Machine		1
4	Case Making Machine		1
5	Shrink Packing Machine		1
6	Hard Case Line Machine		1
7	Scanners(Drum/flat-bed)		1
8	Folding machine		1
9	Section Sewing Machine		1
10	Stitching Machine		1
11	Generator		1
12	Lamination Machine and etc. required for accomplished of work		

- e) The Printer should have technically experienced personnel with experience in the field of designing, printing and binding.
- f) The Firm should be capable of undertaking the entire work and supplying the entire ordered stock to the satisfaction of AIIA. No sub contracts of the work either full or part to any other Firm or person would be permissible.
- g) The Printer should be on the approved panel of at least 2 reputed Firms, out of which at least one should be a central/ state Government organization or Public Sector Undertaking.
- h) The Printer should have full-fledged unit of their own for visual design facility, preparation of art work, proof reading, designing, composing, printing, translation in

English, Hindi etc.

- i) If the Printer Firm has different facilities located at different premises, the address of all the premises should be mentioned in the Technical Bid.
- j) The Printer Firm should have registration with state or local authorities for under taking the profession (Copies of all such registrations to be enclosed).
- k) Copy of GST Registration and PAN Number must be enclosed with the quotation.
- l) The Printer Firm applying for empanelment should furnish all the particulars as per Appendix A.
- m) The applicant Firm must be an **Income Tax Assesee**, having filed returns in the last three assessment years.(Attach Copies of Return filed during the last three years).
- n) The Printer Firm should not have been placed in defaulter category/blacklisted by any Central/ State Govt. department.

#### 7. Scope of work:

- a) The empanelment of printer shall be valid for 02 (two) years which may be extended for further period of 02 (two) years on annual extension basis subject to approval of the Competent Authority of the Institute
- b) The Printer is expected to handle complete design and print orders of in-house books, magazines, newsletters, brochures, reports, posters, pamphlets, letter heads, flyers envelopes, visiting cards, greeting cards, files, folders, bags, scanning, silk screen printing, block-making, sticker making, badges making, ID cards, File cover printing, Book Packet making, Library Ticket printing, art printing of objects, Trans-light boards, Branding Services, Signage Branding, photo printing and other allied jobs with paper or without paper etc and any other publications as and when assigned and supply with proper packing at AIIA, Delhi premises as per the specified deadline.
- c) The order may vary in number of title, language and copies of the print material for the following items which may be likely to be printed from time to time:-

**Offset printing jobs**

<b>S.No.</b>	<b>Name/Printing Jobs</b>
	<b>Paper Size 20"x30"/8, 23"x36"/8, 23"x36"/16</b>
<b>1.</b>	<b>Laser Composing</b>
a)	English
b)	Hindi

2.	<b>Offset Printing</b> a. Negative per Page, b. Plate Making/Per Colour /per plate Deep-etch PS Helio Winpon c. CTP Charges, Per Colour/ (Per Plate)
3.	<b>Printing of Text</b> Per Colour Offset machine Subsequent 1000 copies
4.	<b>Printing of Text and Cover on Art Paper / Art Card</b> Colour printing/per colour/Per Page /1000
5.	<b>Color processing for cover</b> Line processing /col. Half line processing/col. Scanning/col. planning/col. Minimum scanning charges/col Additional up charges (colour printing)
6.	<b>BINDING</b> a) Paper back perfect binding (including paper folding, gathering, collating, trimming, cutting, end page pasting, and stitching) Up to 200 201-400 401-600 601-800 801-1200 1201-1601 b) Folding, gathering, collating and trimming of 8 pages form or part thereof c) Wire stitching
7.	Lamination
8.	Mat finish
9.	Cartage charges of Printed material
10.	Design / Diagram Preparation of each design / diagram ¼ page Preparation of each design/diagram ½ page



21. Punching
22. (a) Perforation (straight)  
(b) Perforation on one part of the form per 1000 or part thereof
23. (a) Numbering (by Hand) on forms  
(b) Numbering (by Hand) on books  
(c) Numbering (by Hand on sheet) with in bound book
24. Color Processing: Minimum Size Scanning with Planning)
  - (i) Four color
  - (ii) For outputting
25. Printing on small mini offset machine
26. SILK SCREEN PRINTING  
  
Printing per colour:
  - (i) Visiting cards (single side)
  - (ii) Visiting cards (both side)
  - (iii) Letterheads (only Header)
  - (iv) Letterheads ( Header & Footer)
  - (v) Greeting cards (5"x7")
  - (vi) Invitation cards (5"x7")
27. BLOCK-MAKING
28. Badges
29. Identity card
  - Cloth
  - Folding
  - Four color
  - Plastic cover with printing
  - PVC ID Card with printing
30. Stickers :
31. File covers with 2" cloth patti in centre
32. Book pocket
33. Book Tag
34. Library Ticket Plastic
35. Visiting card with digital printing (single/both side)
  - a. Ivory
  - b. Handmade
  - c. Plastic



- 36. Volunteer Card (multi colour)
- 37. Card plastic cover each
  - a. With dori without print
  - b. With print dori
- 38. Letter head with digital printing
- 39. Die embossing (seal)
- 40. Die embossing (degree)
- 41. Envelopes printing (Letter Press) Plain/ Window With cloth/Jali

(Different sizes of envelopes)

- Pink – 4"x6"
- Blue – 4"x6"
- White plain – 11"x5"
- White window – 11"x5"
- Orange – 11"x5"
- White plain – 9"x4"
- White window – 9"x4"
- Yellow with jali – 12"x6"
- Yellow with jali – 10"x12"
- Yellow with lamination – 10"x12"
- Brown with jali – 12"x6"

42. Tabulation file board:

- a) 17"x22"
- b) 24"x15½"
- c) 17½"x16½"
- d) 15"x30"
- e) 14"x17"
- f) 16½"x11½"
- g) 13"x17½"

43. Alteration of old answer sheets which will include tearing off two old sheets and inserting two new sheets without paper:

**A) BINDING**

Size	1/8 of 18 x 23	1/4 of 18 x 23	1/8 of 15 x 20	1/4 of 15 x 20	1/8 of 20 x 26	1/4 of 20 x 26	1/8 of 17 x 27	1/4 of 17 x 27
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- 1. Folding (8 pp.)
- 2. Folding (16 pp.)
- 3. Gathering (8 pp.)
- 4. Gathering (16 pp.)
- 5. Loose leaf gathering
- 6. Wire Stitching

- 7. Stapling (by hand)  
per 1000 stitches or part thereof
- 8. Hard/soft/spiral Binding per copy (including pasting of cover)
- 9. Section-sewing
- 10. Single sheet pasting
- 11. Cover Pasting
- 12. Cover Pasting with end papers
- 13. Case-making with full cloth (Zenda or Popline) binding without gold-tooling or silk-screen printing
- 14. Case-making with full Rexine
- 15. Gold-tooling or Silk-screen
- 16. Dust-jacket wrapping
- 17. Type high numbering Machine
- 18. Ruling

Go-through  
13" x 17"  
18" x 23"  
20" x 30"

Stop :  
13" x 17"  
18" x 23"  
20" x 30"

- 19. Lamination
  - (i) Gloss/Matt
  - (ii) Thermal
- 20. Spiral Binding
- 21. Spico Binding

Size	1/8 of 18 x 23	1/4 of 18 x 23	1/8 of 15 x 20	1/4 of 15 x 20	1/8 of 20 x 26	1/4 of 20 x 26	1/8 of 17 x 27	1/4 of 17 x 27
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- 22. Pad Making
- 23. Kachchi Binding  
(Good quality cover  
on top and 14 ons gatta  
on bottom with cloth  
patti on side)

- 24. Pakki Kitab  
(24 ons gatta on both side & tor on one side & cloth binding with cover on top of the gatta)
- 25. Re-binding of books
- 26. Fancy Pads
- 27. Creasing charges per 1000 or part thereof  
Die-cutting
- 28. Binding of Miscellaneous Items to be bound with jean on spine & good quality raxine on top & bottom as per our specimen
  - A) Agenda Binding
  - B) Balance Sheet Binding
  - C) Enrolment List Binding

**Register Binding with material**  
(including ruling & numbering)

Size

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8½x13	13½ x 17	10x 15	15x20	9x11½	11½ x18	18x13
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- 29. Quarter Bound
  - 50 Folio or 100 pages
  - 100 Folio or 200 pages
  - 150 Folio or 300 pages
  - 200 Folio or 400 pages
- 30. Full Cloth Bound
  - 50 Folio or 100 pages
  - 100 Folio or 200 pages
  - 150 Folio or 300 pages
  - 200 Folio or 400 pages
- 31. Half Leather Bound
  - 50 Folio or 100 pages
  - 100 Folio or 200 pages
  - 150 Folio or 300 pages
  - 200 Folio or 400 pages

32. Re-binding of Register

33. Indexing Charges

**B) SPOILAGE FOR PRINTING & BINDING**

Offset & Silk Screen printing per color

- i. For 100 Copies
- ii. For 101 to 500 copies
- iii. For 501 to 1000
- iv. For 1001 to 5000
- v. For 5001 onwards
- vi. Ruling -

Folding -

Wire-stitching -

Numbering -

**C) FLEX AND DIGITAL PRINTING**

<b>Item</b>
Flex (Ordinary) without wooden frame
Flex (Ordinary) with wooden frame
Flex (Ordinary) with Iron Frame
Flex (Star) without wooden frame
Flex (Star) with wooden frame
Flex (Star) with Iron Frame
Vinyl Pasting
Vinyl Posters
Standee (Star) with wooden stand and frame
Standee (Star) with Iron stand and frame
<b>Item</b>
Digital Print (A5)
Digital Print (A4)
Digital Print (A3)
Digital Print (A2)
Digital Print (A1)
Digital Print (A0)

7. Any other printing works may also be asked to complete as and when required to Institute.
8. No proposal will be entertained/received after the prescribed due date and time.
9. **Validity:** The bids shall be valid for a period of 180 days from the date of opening of the tender.
10. The Firms are advised to study the tender document carefully before submitting the bid. It will be presumed that the Agencies/Firms have considered and accepted all the terms and conditions of this tender. No enquiry, whatsoever verbal or written, shall be entertained in respect of acceptance/rejection of the tender. Bids must be unconditional.

11. Any inquiry after submission of the tender will not be entertained.

12. **Security Deposit:** All empaneled Printers would be required to furnish a Security Deposit of Rs 50,000/- (Rupees Fifty thousand only) in the form of Demand Draft/FDR/Bank Guarantee from any Scheduled Bank in favour of " Director, All India Institute of Ayurveda, Delhi" payable at Delhi. In case the Security Deposit is submitted in the form of Bank Guarantee, the same should be valid for a period of 3 (three) months beyond the date of expiry of the term of empanelment. AIIA reserves the right to ask for Performance Guarantee extension if contractual obligations are not fulfilled.

**13. Criterion for Evaluation of Tenders:** The evaluation of the tenders will be made first on the basis of technical information furnished in form given at Appendix-A and then on the basis of inspection of the facilities/ place of work of the Printer by a Tender Evaluation Committee. Any inferences drawn by the tenders or their representatives during the opening of the bids will be their own view and AIIA will not be responsible/required to abide by the same.

**14. Right of Acceptance and Other Provisions:**

(a) AIIA reserves the right to reject/cancel any or all the tenders at any time, including of those bidders who fail to comply with the instructions without assigning any reason whatsoever. All India Institute (AIIA) also reserves the right to modify and/ or relax, any terms & conditions of this tender document to safeguard its interest. The decision of AIIA, Delhi in this regard shall be final and binding.

(b) Any failure on the part of the bidder to observe the prescribed procedure will prejudice the Firm's quotation.

(c) AIIA, Delhi reserves the right to relax/ amend/ withdraw any of the terms and conditions as contained in the tender documents without assigning any reason, thereof.

(d) Bidders must regularly check the CPP portal for any corrigendum

15. Successful bidders will have to sign a contract agreement with All India Institute (AIIA), as given at the end of this document at Appendix D.

16. Additional/ modified/ revised terms & conditions can also be made applicable to the empaneled Printers including those who are being awarded any job/ work by the All India Institute (AIIA) at any stage, based on requirements of the Institute, if felt necessary.

17. All India Institute (AIIA) reserves the right to keep or remove any Firm on the approved panel for designing and printing jobs etc. for any administrative reason.

18. Whenever any print work is required to be undertaken by the Institute, price bids will be called from all empaneled Printers as per GFR rule applicable. The bid, which doesn't meet specifications given in the schedule of work, will be rejected.

19. The acceptance of the price/ commercial bids rests with All India Institute (AIIA). However, the Competent Authority reserves the right to accept or reject any tender (including the L1 bidder) without any reason thereof.

20. **Penalty:** In the event of the Firm failing to (i) Observe or perform any of the conditions of the work order as set out herein; or (ii) Execute the order to the satisfaction of Institute or by

the time fixed by All India Institute (AIIA):

(a) It shall be lawful for All India Institute(AIIA),in its discretion, in the former event to remove or with hold any part of the order, until such times as it may be satisfied that Firm is able to do and will duly observe the said conditions and in the latter event to reject or remove, as the case may require any order executed otherwise than in a good condition and to the satisfaction of All India Institute(AIIA) in terms of design, quality of paper, printing and binding work etc, and by the time fixed by it and in both or either of the events aforesaid to make such arrangements as it may think fit for the execution of the orders or removed or order in lieu of that so rejected or removed as aforesaid on account and at the risk of the Firm.

(b) Provided further that if in either event any excess cost be incurred by reason of the difference between the prices paid and the accepted rates, All India Institute(AIIA) may charge the amount of such excess cost to the Printer and the same may at any time thereafter be deducted from any amount that may become due to the Firm under this or any other contract, or maybe demanded from the Firm to be paid within fourteen days to the credit of the All India Institute(AIIA).

(c) If the vendor fails to deliver any or all of the work within the time frame(s) incorporated in the contract, All India Institute(AIIA) shall, **without prejudice to other rights and remedies available to it under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to .50% per week of delay or part thereof on delayed supply of work until actual delivery or performance, subject to a maximum of 10% of the contract price.** Once the maximum is reached, All India Institute (AIIA) will cancel the supply order and may remove the Printer from the empaneled list.

(d) In the event of work being wholly rejected, All India Institute (AIIA) may at its discretion may either:

- i. Permit the Firm/vendor to re-do the same within such time as it may specify at Firm's own cost;
- or
- ii. Arrange to get the additional work done elsewhere and by any other person or from any other source than the Firm/vendor in which case the amount of extra cost, if any, shall be recovered from the Printer in the manner provided in sub-clause(b) of this clause.

21. Any Firm, if having any dispute with All India Institute (AIIA), will not be considered for any further job/work order till settlement of the dispute. In case of a dispute, the decision of the All India Institute (AIIA) would be final and binding.

22. The Printer shall accept all the designing and printing jobs as and when assigned.
23. The quantity/ quality of paper required for printing will be arranged by the Printer. The quality of paper used for the work will be the same as attached with the price bid and approved by All India Institute (AIIA).
24. Printer shall submit first-, second-, third-proof and final pre-print copy of job for approval to the All India Institute (AIIA) before undertaking the job for final printing.
25. On approval of advance copies, complete binding may be started and the bound copies to be supplied to All India Institute (AIIA) as per the specified time schedule.
26. The Printed copies are required to be delivered within 14 days or earlier as specified after the date of receipt of final approval from the authorized official of All India Institute (AIIA). All printed material will have to be delivered in the premises of the All India Institute (AIIA), Delhi by the Printer.
27. In case of any errors or defects noticed in the finished print material, the necessary rectification must be carried out at the own cost of the Printer.
28. In the event of delivery of any defective works/ materials, All India Institute (AIIA) shall have the power to deduct such suitable sum as penalty from any payment due to the Printer as per the penalty clause of the tender document.
29. Rejected material has to be taken back within one week from the store at Printer's expense failing which it will be disposed of by the Institute and Printer shall no claim for the same.
30. All documents submitted (including manuscript, art-work, photographs, CDs/ DVDs etc.) by All India Institute (AIIA) should be treated as confidential. Any use of these documents for private or public use by the Printer is not permitted. It will be responsibility of the Printer to return all material stated above, after completion of the job, failing which the costs of such items will be recovered from the Printer.
31. The bulk stock received from the Printer will be physically verified, randomly, by the internal committee in respect of its quality of production and the quality of paper used. Any shortcomings at this stage, if noticed, will be examined and the Competent Authority, All India Institute (AIIA) will decide whether to accept the stock with suitable penalty to compensate the loss or to reject the whole stock. In case of rejection of any stock due to bad printing or any such serious lapse resulting in rejection, then, the whole work has to be reprinted at the own cost of the Printer. The decision of the Competent Authority, All India Institute (AIIA) in this regard will be final.
32. No advance would be paid to the Printer for execution of the order. However, the payment



would be released only through NEFT/ RTGS/PFMS transfer after successful delivery of order and receipt of bills.

33. Notice inviting price bids for the printing job can be sent/ informed to the empaneled Printers through fax/mail/e-mail/voice telephone/by-hand in addition to speed post /registered post/courier etc as per GFR.

34. **Right to Call upon Information Regarding Status of work:** All India Institute (AIIA) has the right to call upon information regarding status of work at any point of time.

**35. Force Majeure:**

The term "Force Majeure" as employed herein shall mean Act of God, Floods, Tempest, war, civil riot, fire and Arts, Rules and Regulations of respective Government of the two parties namely Institute and the bidder, directly affecting the performance of the contract.

In the event of either party being rendered unable by Force Majeure to perform any obligation required in the performed by them under this Agreement, the relative obligation of the party affected by such Force Majeure shall, upon notification to the other party be suspended for the period during which cause lasts. Time for performance of the relative obligation suspended by the Force Majeure, shall then stand extended by the period for which such clause lasts.

If deliveries are suspended by force majeure conditions lasting for more than 60 days, the Institute shall have the option of cancelling the contract in whole or part, without financial consequences to or entitlement in either party resultant upon such cancellation, which will operate as a discharge of all future obligations under the contract, but without any rights or obligations arising out of any antecedent breach.

**36. Arbitration:**

(a) If dispute or difference of any kind shall arise between All India Institute (AIIA) and the Printer in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.

(b) If the parties fail to resolve their dispute or difference by such mutual consultation, the same shall be referred to the sole arbitrator, to be appointed by the Director, All India Institute (AIIA) at Delhi as per the provisions of the Indian arbitration and Conciliation Act, 1996 and the rules framed there under. His/ Her decision will be final & binding on both the parties.

(c) The agreement shall be deemed to have been concluded in the National Capital Territory of Delhi and all obligations hereunder shall be deemed to be located at the NCT of Delhi and the Court within NCT of Delhi will have jurisdiction to the exclusion of all other Courts.

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Appendix-ATechnical & Financial Details of the Firm

## 1. Name &amp; Postal address of Agency:

a) Office Address:

b) Printing Press

Address:

i)

ii)

iii

i)

c) Other Details:

Telephones/Mobile Nos.:

E-mail:

Fax Nos.:

Website:

## 2. Name &amp; address of Owners/Partners/Directors:

a) Owner/CEO/MD/Partner/Director Name &amp; Address:

b) Co-Owner/Co-Partner/other Directors, if any, Name &amp; Address:

## 3. If Registered, Regn. No with validity of registration with appropriate authority:

## 4. Whether the Firm is a:

a) Private Company established under Companies Act1956-Yes/No

b) Firm established under Indian Partnership Act 1932 -Yes/No

c) Proprietary Concern -Yes/No

Attach proof of the same

## 5. Sales/Service Tax Regn No.:

6. TIN/VAT/GST No.:
7. PAN No. of the Firm:
8. Bank A/c No.:
9. Details of Bankers with address:
10. Machinery available (Give details):

S.No.	Machines/Equipment	Minimum Size	Number	Held with the Printer Yes/No
	<b>Essential Items</b>			
1	Computers(DTP System)		2	
2	Computer to Plate(CTP)		1	
3	<b>Sheet fed Offset Printing machines</b>			
a	4-colour	20"X30"&above	1	
b	1- colour	23"X36"&above	1	
4	Perfect Binder		1	
5	Lamination Machine		1	
	<b>Optional Items</b>			
1	Digital Printing Machine/POD	10"x18"andabove	1	
2	Image Setter		1	
3	Gathering Machine		1	
4	Case Making Machine		1	
5	Shrink Packing Machine		1	
6	Hard Case Line Machine		1	
7	Scanners(Drum/flat-bed)		1	
8	Folding machine		1	
9	Section Sewing Machine		1	
10	Stitching Machine		1	
11	Generator		1	

11. Details of the turnover for the last three financially years **(indicate year-wise)**:
- (i)
- (ii)
- (iii)

12. List of 3 reputed clients with at least one client belonging to GOI/State Govt. Dept./PSUs with telephone No.(Attach copies of work orders):

- (i)
- (ii)
- (iii)

13. Has your organization been placed in defaulter/blacklisted category by any Govt. Department? If not, please submit a self-attested certificate to this effect.

14. Sample of work done to show creativity and designing capability.

- (i)
- (ii)
- (iii)

Signature of the Proprietor/Authorized Signatory

Rubber Seal indicating complete address

Place:

Date:

**Appendix-B****List of Documents/Certificates to be attached:**

1. Copy of License/Registration certificate.
2. Certificate in support of the details filled in the Para4 of Appendix-A.
3. Copy of Audited Balance Sheet and/or Auditor's Certificate for the last three years.
4. Copies of work orders of three reputed clients.
5. Copy of Service/Sales Tax Registration Number.
6. Copy of PAN Number.
7. Copy of TIN/VAT/GST Registration Number.
8. Copy of IT Return filed during the last three years.
9. Self attested certificate that your organization has not been placed in defaulter/Blacklisted category by any central/state Govt. Department.

Appendix-C

**UNDERTAKING**

It is certified that my Firm/ Agency/ Company has never been **black listed/ placed in defaulter category** by any of the Departments/ Autonomous Institutions/ Universities/ Public Sector Undertakings of the Government of India or State Governments or any other PSU/Statutory Bodies and no criminal case is pending against the said Firm/agency as on

\_\_\_\_\_.

Signature of the Tenderer \_\_\_\_\_

Name of the Signatory \_\_\_\_\_

Name of the Firm/agency \_\_\_\_\_

Seal of the Firm/Agency \_\_\_\_\_

Place:

Date: \_\_\_\_\_

**Appendix-D**

(Stamp paper of requisite amount)  
**AGREEMENT**

This agreement is made on \_\_\_\_\_ 2023 between The Director, All India Institute(AIIA)  
And  
M/s \_\_\_\_\_ (Name of Contractor/Sole  
Proprietorship/Company/Partnership) herein after referred to as the “**Printer**”) having its  
registered/principal office at \_\_\_\_\_ through its  
authorized signatory which expression unless repugnant to the context or the meaning there of  
shall include its permitted assigns and successors; on the other part

Collectively referred to as the “**Parties**”;

Whereas, All India Institute(AIIA) in the course of its activities, grants contract to Printer for  
undertaking printing jobs and assignments in connection with the activities undertaken by All India  
Institute(AIIA).

Whereas, the Printer has been selected/ approved for award of contract, for printing work, herein  
after referred to as the “**Contract**”, for a period of \_\_\_\_\_ months/years in accordance  
with letter No. \_\_\_\_\_ dated \_\_\_\_\_.

Whereas the Printer and All India Institute(AIIA) desire to define their respective rights and  
obligations with respect to the Contract and its execution;

Now therefore, in view of the foregoing premises and in consideration of the mutual covenants,  
All India Institute(AIIA) and the Printer hereby agree as follows:-

1. The Printer has accepted the contract on the terms and conditions set out in the tender  
notice no. \_\_\_\_\_ dated \_\_\_\_\_, which shall hold good  
during period of this agreement.
2. Upon breach by the Printer of any of the conditions of the agreement, the All India  
Institute(AIIA) may issue a notice in writing, determine and put an end to this agreement without  
prejudice to the right of the All India Institute(AIIA) to claim damages for antecedent breaches thereof  
on part of the Printer and also to reasonable compensation for the loss occasioned by failure of  
the Printer to fulfill the agreement as certified in writing by the Tendering Authority which certificate  
shall be conclusive evidence of the amount of such compensation payable by the Printer to the All  
India Institute(AIIA).
3. Upon the determination of this agreement whether by effluxion of time or otherwise, the

said deposit shall after the expiration of two months from the date of such determination be returned to the Printer but without interest and after deducting there from any sum due by the Printer to the Government under the terms and conditions of this agreement.

4. This agreement shall remain in force until the expiry of 24 months from the date of entering into the contract but the Tendering Authority may cancel the contract at any time upon giving one month notice in writing without compensating the Printer.

5. The Tendering Authority may give notices in connection with the contract. In consideration of the payments to be made by the All India Institute(AIIA) to the Printer as here in after mentioned the Printer hereby covenants with the All India Institute(AIIA) to provide the Services and to remedy defects there in conformity in all respects with the provisions of the Contract.

6. The Tendering Authority hereby covenants to pay the Printer in consideration of the provision of the Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

7. If subject to circumstances beyond control (Force Majeure the contract fails to deliver the services in accordance with the conditions mentioned in the tender, the Tendering Authority shall be entitled to render services from else other organization after giving due notice to the Printer on the amount and at the risk of the Printer without canceling the contract in respect of the consignment not yet due for delivery, or to cancel the contract.

8. In the event of action to be taken, the Printer shall be liable for any losses, which the Tendering Authority, may sustain on that account. The recovery by way of penalty shall be made by deducting the amount from the bills be made good by a credit note within the stipulated period for the purpose.

IN WITNESS WHERE OF the parties have caused this Agreement to be executed by the hands of duly authorized representatives on the day, month and year first before written.

Signed:

For and on behalf of  
All India Institute(AIIA)

\_\_\_\_\_

Witness1\_\_\_\_\_

Witness2\_\_\_\_\_

Authorised Signatory

For and on behalf of

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

Authorised Signatory

Witness1\_\_\_\_\_

Witness2\_\_\_\_\_



**Appendix-E****Details of the paper mills:-**

1. JK Paper Mills
2. Century Pulp and Paper
3. Ballarpur Industries Limited
4. Sirpur Paper Mills Limited
5. Setia Industries Limited
6. Shriyans Industries Limited
7. Khanna Paper Mills Limited
8. Hindustan Paper Corporation Limited (HPC)

