



**NATIONAL BOOK TRUST, INDIA**  
Nehru Bhawan, 5, Institutional Area, Phase II  
Vasant Kunj, New Delhi – 110 070  
Tel: +91 11 26707700; Fax: +91 11 26121883  
Website: [www.nbtindia.gov.in/](http://www.nbtindia.gov.in/) E-mail: [office.nbt@nic.in](mailto:office.nbt@nic.in)

## **NOTICE INVITING TENDER**

### **Short Term Empanelment of Offset Printers for printing of books with paper**

National Book Trust, India (NBT), an autonomous organisation under the Ministry of Human Resource Development, Government of India engaged in book promotion activities intends **to empanel offset printers having professional and latest facilities of Pre-press., Printing, Post-press; situated in Delhi- NCR primarily for a short term (6 months) for printing of NBT publications and miscellaneous jobs with paper. This empanelment is an extension to the existing panel of printers in order to meet a short term requirement. Rates, Quality parameters and the Terms & conditions will be as per the existing rates, quality parameters, Terms & Conditions etc. applicable for the already empanelled printers** shortlisted through an open tender conducted in the year 2018. The empanelled printers will be responsible for printing of books within the given time schedule. The requisite quantity/quality of paper to be used for printing of text, cover and illustrations are to be arranged by the printers.

The detailed terms and conditions of the tender may be downloaded from the NBT website [www.nbtindia.gov.in](http://www.nbtindia.gov.in). Interested printers who fulfil the eligibility criteria and accept the rates, terms & conditions and quality parameters along with other aspects mentioned in the tender form may send the sealed tender as prescribed in the tender document addressed to the Director, NBT latest by 11 Aug 2020, 2.00pm. The sealed tender shall be opened by a Evaluation Committee on the same day at 3.00 pm.

## TENDER SUBMISSION FORM

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

Sir

I/We have read and understood the terms and conditions of the Tender and enclosed Annexures.  
I/We agree to abide to the conditions laid down in the Tender Form.

If our press is enlisted on the panel of Offset Printers, I/We undertake to accept and to execute all the printing jobs assigned by the National Book Trust, India on the basis of formulated schedule of offset printing and paper rates. I/We undertake to print and deliver the assigned printing jobs with paper as per the deadline. We undertake that, we will strictly observe the laws against fraud and corruption in force in India i.e. "Prevention of Corruption Act 1988".

I /We agree that the following documents are deemed to be the part of the Tender.

- i) Tender : Terms and conditions
- ii) Annexure – A : Application Form
- iii) Annexure – B : The scheduled rates for printing.
- iv) Annexure – C : The scheduled rates for paper.
- v) Annexure – D : Format of Letter confirming acceptance of rates offered by  
NBT.
- vi) Annexure – E : Agreement Form

I/We confirm that we will comply with the eligibility requirements and other procedures prescribed in the Tender Form.

I/We shall accept the decision of tender committee as final and binding without any demur or protest.

I/We accept that the tender process can be suspended / terminated by NBT at any time without assigning any reason.

Signature of Authorised Signatory  
Name, Address & Stamp



**NATIONAL BOOK TRUST, INDIA**  
Nehru Bhawan, 5, Institutional Area, Phase II  
Vasant Kunj, New Delhi – 110 070  
Tel: +91 11 26707700; Fax: +91 11 26121883  
Website: [www.nbtindia.gov.in/](http://www.nbtindia.gov.in/) E-mail: [office.nbt@nic.in](mailto:office.nbt@nic.in)

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

**Last date for submission of Tender 11 August 2020 by 2.00 p.m.**

**Opening of Tender 11 August at 3.00 p.m.**

**Venue: Conference Room, Second Floor, NBT India HQ, Vasant Kunj, New Delhi -70**

### **NOTE**

1. Please read and note each and every term and condition carefully before filling up of the Tender Documents.
2. Tenderers must sign on each page of the Tender Document along with the seal.
3. Tenderers must submit the supporting requisite documents in a sealed envelope along with the duly signed tender document

### **Introduction/ Background**

National Book Trust, India (NBT), an autonomous organisation under the Ministry of Human Resource Development, Government of India engaged in book promotion activities intends to expand its panel of offset printers having professional and latest facilities of Pre-press, Printing, Post-press, situated in Delhi and NCR for the printing of NBT publications (books) and miscellaneous jobs like Catalogues, Bulletins, Publicity material, etc. with paper within the given time schedule and of good quality as specified in the tender and work order. Certain jobs are required to be printed on priority basis working round the clock. The enlisted printers shall be assigned the job of printing of books and miscellaneous work with paper. The requisite quantity/quality of paper to be used for printing of text, cover and illustrations are to be arranged by the printers.

## SCOPE OF WORK

1. NBT publishes tentatively 1000-2000 books in English, Hindi and other regional languages on an average in a year. The books are printed in size 26"x34"/16 (6"x8"), 23"x36"/16 (5½"x 8½"), 23"x36"/8 (8½"x11"), 20"x30"/8 (7¼"x9½"), 20"x30"/16 (4¾"x7") and 20"x26"/8 (6¼"x9½"). Print run of books may vary order to order and could be between 1100 copies to 50,100 copies or more. Generally, paper of size 20"x30"/130 GSM matt/gloss art paper, 23"x36"/130 GSM matt/gloss art paper, 23"x36"/70,80,90,110 GSM Maplitho, 20"x30"/70,80,90,110 GSM Maplitho, 26"x34"/80 GSM Maplitho and 20"x26"/80 GSM Maplitho are used for the printing of text of books. Matt/gloss art Card of 220 and 250GSM are used for the printing of covers of books. However, Size, GSM and quality of paper may vary depending on the requirement of the job. Other than books, Catalogues, Bulletins, Folder and many other miscellaneous jobs are printed in connection with the various activities of the NBT and 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 within the given time schedule, strictly. The printed books etc. shall be supplied with proper packing (as per guidelines) at NBT warehouse in Vasant Kunj and at Sahibabad(Uttar Pradesh) or any place within Delhi –NCR as specified in the work order to be issued. Printers shall use good quality paper and card free from specks, blemishes with proper brightness, opacity and smoothness.

3. The shortlisted printers will be added in the exiting panel of printers, initially for a period of 6 months from the date of approval by the Director, NBT which may extended further as per the organisational requirements with the mutual consent of NBT and the Printer. The approved printing rates and approved rates of paper shall be valid during the empanelment period mentioned above or till the rates are revised by the NBT. The decision of NBT whether to revise the rates and to what extent shall be final and binding. In case of requirement of paper/card of varieties other than mentioned in Annexure-C, the paper rates shall be invited from the enlisted printers.

4. Printers are required to submit the advance copies to the NBT for its approval before binding and supply of bulk stocks at NBT Godown/Store. In case of any error or defects noticed in the finished books, the necessary rectification shall be carried out by the printers at their cost. The bulk stock received from the printers shall be verified randomly by the concerned Production Officer and staff of the godown. 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 shall be reprinted by the printer at printer's own cost and the decision of NBT in this regard shall be final and binding on the printer.

5. 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-E) shall be recovered from the printers, in case of failure to meet the quality as well as deadline. The conditions stated in the agreement form shall be strictly adhered to.

6. Payment to the printers shall be released within a period of 30-60 days after the supply of complete copies in the store in good condition and from the date of receipt of 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 from his own stock and under no circumstance the period of delivery shall be extended for want to requisite quantity/quality of paper.

7. The existing scheduled rates for Printing of publications (and/ including) papers of the National Book Trust will be applicable for the firms added to the panel of the printers for the short term through this tender.

#### 8. ELIGIBILITY CRITERIA (ESSENTIAL CRITERIA)

1. The firm should have at least three years' experience of producing quality publications, i.e., Books, Magazine and Journals of Govt & Public undertaking organizations.
2. The firm should have PAN number issued by the Income-tax department. (submit copy)
3. The press should have necessary Press Registration certificate.
4. The firm should be located in the conforming areas.
5. Annual Turnover should be minimum of One crore for each year for the last three financial years with copy of audited documents (including balance sheet and P&L) must be submitted.
6. The firm should have GSTIN (submit copy).
7. The printer should fulfil the minimum essential criteria of machinery from Sr. no. 1 to 12.

S.No.	Machines/equipment	Minimum Size	Number
1	Computers (DTP System)		2
2	Scanner (minimum A3 size)		1
3	Computer to Plate (CTP) unit		1
4	Colour printer or any other proofing machine		1
5	Offset Printing machines		
	4 - colour (CPC) ( year 2000 or latest)	20X30 or bigger	1
	4 - colour ( year 2000 or latest)	20X30 or bigger	1
	1 or 2 – colour (any)	23X36 or bigger	2
6	Folding machine		1
7	Section Sewing machine		1
8	Perfect Binding machine (6 clamps)		1
9	Paper cutting machine		1
10	Thermal lamination machine		1
11	Shrink packing machine		1
12	Generator		1
(Optional)			
A	Image setter		
B	3-Knife trimmer machine		
C	Gathering machine		
D	Flow Line machine with facility of gathering, stitching and 3 side trimmer		
E	Case making machine		
F	Hard case line machine		

**9. Documents to be attached with the TECHNICAL BID**

- i. Tender document and terms & conditions (each and every page) duly filled, signed and stamped by the Printer along with the supporting Documents (check list mentioned at point 30) .
- ii. Printing Press Registration certificate from appropriate authority.
- iii. Audited copy ((including balance sheet and P&L) of the annual turnover for last 3 years should be submitted.
- iv. Copy of PAN number issued by the Income-tax department
- v. Copy of GSTIN (last 3 years).
- vi. Income tax return of last 3 years (certified copy is to be submitted with application).
- vii. GST returns of last 3 years.
- viii. Cost of application document of Rs. 2000/-in the form of pay order/DD drawn in favour of National Book Trust, India payable at Delhi/New Delhi. However, the firm(s)/units registered with National Small Industrial Corporation (NSIC) are exempted from submission of Tender cost as per Govt. policy. The firm/unit has to submit a NSIC registration certificates with the technical bids.
- ix. Bank Draft of Rs. 50,000/- (Rupees fifty thousand only), as Earnest Money Deposit (EMD), drawn in favour of National Book Trust, India payable at Delhi/New Delhi.

10. Duly sealed tenders must be sent either under registered post or drop in Tender box available at Security Cabin, Main Entrance at NBT India HQ, 5 Institutional Area, Vasant Kunj, Phase – II, New Delhi 110 070 within the stipulated time and date. The NBT shall not be responsible for any postal/courier delay and any tender received after the last date and time of the tender, shall not be entertained.

11. Authorised Tender Opening & Evaluation Committee of NBT will 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 immediate shortcoming noticed on the spot shall be informed. However, complete list of shortcomings shall be prepared after minute screening of documents. The tender committee will examine and evaluate each application.

12. On the basis of evaluation, a tentative list of those printers who fulfil the requirement shall be prepared. A technical committee will inspect the printing units to verify if the machines are in working order, printing quality from samples and will also verify the other details mentioned in the application form as per convenience of the Committee. Thereafter, a list of printers shall be finalised who may be considered for addition to the existing panel of printers for a short term as specified in the tender document.

13. Printers must submit unconditional acceptance to the printing and paper rates offered by NBT through this tender and convey it through the format given at annexure D along with the following documents. The security money will remain with the NBT till the printer remains enlisted on the panel of printers. No interest shall be payable.

- i. Security money in shape of a DD/Pay order of Rs. 1,00,000 in favour of National Book Trust, India, payable at Delhi/New Delhi.
- ii. Two copies of the contract agreement (Annexure – E) duly signed and witnessed.

14. On receipt of the contract agreement, the authorized officer of NBT will sign both the copies of the contract agreement. A copy of the agreement will be given to the printer. Earnest money of Rs 50,000 shall be returned to the printers.

15. The printers who submit the security money and sign the contract agreement will be added on the panel of offset printers for a short term which may extended further as per the organisational requirements with the mutual consent of NBT and the Printer..
16. 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 so that the printing of books can be executed as per the deadlines. The NBT shall not allow extra charges on paper cost, if printer uses paper of bigger size.

S.No.	Sizes of Publication	Text (sizes)	Cover (sizes)
1	20"X30"/8 pages [7 1/4" X 9 1/2"/ 7"X 9 1/2"]	20"X30"	22"X31"/ 4 covers
2	20"X30"/16 pages [4 3/4" X 7"]	20"X30"	22"X31"/ 8 covers
3	23"X36"/8 pages [8 1/2 " X 11"]	23"X36"	22"X28"/ 2 covers (for section sewing books) 26"X36"/ 4 covers (for center stich books)
4	23"X36"/16 pages [5 1/2"X 8 1/2"]	23"X36"	22"X28"/ 4 covers (for section sewing books) 26"X36"/ 8 covers (for center stich books)
5	26"X34"/16 pages [6"X8"]	26"X34"	26"X36"/ 8 covers
6	20"X26"/8 pages [6 1/4"X9 1/2"]	20"X26"	22"X31"/ 4 covers

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

17. Printers shall ensure to use good quality 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%

18. 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, 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 printers bill shall be applicable for every 15 days beyond the deadline. The decision of NBT shall be final and binding.

19. 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.
20. NBT may remove any printer from the panel after giving a notice of 15 days 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.
21. The tender form and other documents, if any, may be filled in English or Hindi and all entries must be typed or handwritten in ink clearly readable. The printer with his signature, if any, should attest the corrections.
22. Incomplete, ambiguous and conditional tender and tenders not submitted in the prescribed format/manner or in the prescribed forms shall not be considered and to be rejected. The decision of NBT shall be final and binding.
23. Canvassing in any form shall be a dis-qualification and the NBT reserves the right to reject the tender of such printers.
24. 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" and "The Copyright Act, 1957".
25. 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.



26. 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 open 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. The decision of the NBT on the tender contract shall be final and binding on the tenderer/contractor.

27. Earnest Money:

- a. Earnest money of the unsuccessful tenderers shall be refunded at the earliest. No interest shall be paid on Earnest money. Earnest money shall stand forfeited, if the successful tenderer fails to execute the contract.

28. Security Deposit:

- a. The Security Deposit can be forfeited by the order of the Director, NBT 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.
- c. 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.

29. Other Conditions:

- a. The printer shall not entrust the work or any portion thereof to any other unauthorised party.
- b. No extra charges for minor corrections/alterations will be allowed.
- c. CD's/ DVD'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.
- d. The printer is required to submit the complete soft copy of final document of text, plate and cover to NBT.

30. CHECK LIST- The tenderers should ensure the following before the submission of tender.

S.No	Documents/information	Yes	NO
1	Fulfil the minimum criteria of machinery and equipment as highlighted at essential Qualification point 7		
2	Signed each and every page of Tender: term and conditions		
3	Enclosed each and every page of Application form duly filled in (Annexure-A)		
4	Enclosed DD/pay order of Rs. 50,000/- (EMD)		
5	Enclosed DD/pay order of Rs.2000/- towards cost of tender, if the application is downloaded from the website		

6	Enclosed copy of PAN number		
7	Enclosed copy of GSTIN number		
8	Enclosed certificate of press registration		
9	C.A. Certified Copy of Balance sheet/ P&L and other audited documents as documentary evidence of annual turnover of Rs.1 crore for the last three financial years as mentioned at Essential Qualifications point 5 of the tender document		
10	Self-Certified Copy of GST returns for the last three financial years		
11	Self-Certified Copy of Income tax return for last 3 financial years		
12	Self-Certified copy of work experience as mentioned at Essential Qualifications point 1 of the tender document		

Printers should fill-in the tender and provide the essential documents as shown above . They should clearly mark either YES or NO for each item. Printers not fulfilling or not providing documents in respect of any of the above stated items shall not be considered and their tender shall be rejected.

\*\*\*

**NATIONAL BOOK TRUST, INDIA**  
**NEHRU BHAWAN**  
**5 INSTITUTIONAL AREA, VASANT KUNJ, PHASE II, 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  
(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. organization

---

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.

**Machines and other equipments**

S.No.	Machines/equipment	Number of Machines	Size	Company name	Year of make
	<b>ESSENTIAL CRITERIA</b>				
1	Computers (DTP System)				
2	Scanner (Minimum A3 size)				
3	Computer to Plate (CTP)				
4	Colour printer or any other proofing machine				
5	Offset Printing machines				
	4 - colours (CPC) (year 2000 or later) Minimum Size 20"X30" or bigger				
	4 - colours (year 2000 or later) Minimum Size 20"X30" or bigger				
	1 or 2 – colour (any) Minimum Size 23"X36" or bigger				
6	Folding machine				
7	Section Sewing machine				
8	Perfect Binding machine (6 clamps)				
9	Paper cutting machine				
10	Thermal Lamination machine				
11	Shrink packing machine				
12	Generator				

<b>OPTIONAL</b>					
A	Image setter				
B	3-Knife trimmer machine				
C	Gathering machine				
D	Flow Line machine with facility of gathering, stitching and 3 side trimmer				
E	Case making machine				
F	Hard case line machine				
<b>ANY OTHER MACHINES</b>					

19) **Additional information, if any**

Affix self-attested Colour Photo of Authorised Signatory of Firm
--

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_

DESIGNATION \_\_\_\_\_

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

Telephone No. \_\_\_\_\_

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

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

STAMP: \_\_\_\_\_

## SCHEDULE OF OFFSET PRINTING RATES

**A] SCANNING:**

1. Scanning from Art Work/Bromide/TP's = **Rs. 1.20** per sq. inch/per colour (negative or positive)
2. Output from Image Setter from CD/Pen drive etc.= **Rs. 1.00** per sq. inch/per colour (negative or positive); (without scanning & planning)

a) Minimum Area for Scanning = 20 sq. inch/per colour b) ¼" extra would be allowed on all four sides of print area

**B] PROCESSING:** (for text & line drawings)

1. Negatives making = **Rs. 0.90** per sq. inch/per colour                      2. Positives making = **Rs. 1.00** per sq. inch/per colour

a) Minimum area for processing = 16 sq. inch/per colour b) ¼" 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 and smaller
1. Surface Plates	<b>120</b>	<b>115</b>
2. P.S. Plates	<b>400</b>	<b>250</b>
3. CTP Plates	<b>500</b>	<b>250</b>

**D] PRINTING:** (Rate in Rs. per colour)

Sl. No.	Paper Size	SINGLE COLOUR			FOUR 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.	23"X36"/26"X34"/20"X30"/20"X26"	<b>150</b>	<b>100</b>	<b>90</b>	<b>200</b>	<b>125</b>	<b>100</b>
2.	18"x23"/17"x26"/15"x20"/13"x20"	<b>150</b>	<b>100</b>	<b>90</b>	<b>175</b>	<b>125</b>	<b>100</b>
3.	11-1/2"x18"/13"x17"/10"x10"x15"/10"x13"	<b>110</b>	<b>90</b>	<b>90</b>	<b>150</b>	<b>100</b>	<b>95</b>
4.	Cover of all sizes (including inside cover)	<b>175</b>	<b>115</b>	<b>100</b>	<b>190</b>	<b>100</b>	<b>100</b>
*Rate for 2/3 colours shall be calculated on the basis of rates of single colour (B/W)							

**E] THERMAL LAMINATION:**

<b>Gloss</b>	<b>Rs. 0.002 per sq. inch</b>
<b>Matt</b>	<b>Rs. 0.002 per sq. inch</b>
<b>UV</b>	<b>Rs. 1.00 per impression per side (upto 20 sq.inch)</b>

**F] BINDING:**

(Rates in Rupees)	20"x30"/16vo (4 ¾" x 7")	23"x36"/16vo (5 ½" x 8 ½")	26"x34"/16vo (6" x 8")	20"x26"/8vo (6 ¼" x 9 ½")	20"x30"/8vo (7 ¼" x 9 ½")	23"x36"/8vo (8 ¼" x 11")
<b>Centre Stitching: (Rate in Rs. Per 1000 copies)</b>						
a) 16 pages forme (folding/gathering)		<b>80</b>			<b>80</b>	
b) 8 pages forme/4 pages forme		<b>60</b>			<b>60</b>	
c) Cover Creasing & Stitching		<b>75</b>			<b>90</b>	
<b>Section Sewing: (Rate in Rs. Per 1000 copies)</b>						
a) 16 pages forme (folding/gathering/ Sewing)		<b>100</b>			<b>100</b>	
b) 8 pages forme/4 pages forme		<b>80</b>			<b>80</b>	
c) Pasting of cover on Perfect binding machine		<b>1200</b>			<b>1200</b>	
<b>Hard bound</b>						
a) Case Making per copy with cloth		<b>20</b>			<b>24</b>	
b) Case Making per copy without cloth		<b>16</b>			<b>20</b>	
<b>Perfect Binding: (including folding/gathering)</b>						
a) Rates per copy upto 100 pages		<b>2.00</b>			<b>2.00</b>	
b) Rates per copy per additional 16 /8/4 page form		<b>0.07</b>			<b>0.07</b>	



**G] CARTAGE FOR COLLECTION OF PAPER:**

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

1. Upto 200 Kg (min charges)	<b>Rs. 500</b>
2. 201-1000 Kg	<b>Rs. 1.60/- per kg</b>
3. 1001 – 3500 Kg	<b>Rs. 1.45/- per kg</b>
4. 3501 Kg. & above	<b>Rs. 3900 per vehicle</b>

**H] PACKING AND FORWARDING:** (Rate Per 1000 copies)

1. Upto 160 Pages	<b>Rs. 340</b>
2. Above 160 Pages	<b>Rs. 400</b>
3. Minimum Charges	<b>Rs. 1000</b>
For miscellaneous jobs rates to be allowed on reasonable basis	

Books to be packed in craft/shrink wrap film of 10 Micron\* (or other as per prevailing guidelines)

- a) Upto 64 pages – packet of 15 books
- b) Upto 160 pages – packet of 10 books
- c) Above 160 pages – packet of 5 books

**Rates for paper and card**  
**to be used for the NBT books/miscellaneous jobs**

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

<b>Sno</b>	<b>Quality of paper</b>	<b>Basic rate per KG</b>	<b>GST@12%</b>	<b>Net rate per KG</b>
1.	White maplitho	<b>65.00</b>	7.80	72.80
2.	Natural-Shade maplitho	<b>74.00</b>	8.88	82.88
3.	Super printing paper	<b>72.00</b>	8.64	80.64
4.	High bulk paper--white	<b>72.00</b>	8.64	80.64
5.	High bulk paper— Natural Shade	<b>74.00</b>	8.88	82.88
6.	Matt Art paper	<b>74.80</b>	8.97	83.77
7.	Matt Art card	<b>74.80</b>	8.97	83.77
8.	Gloss Art paper	<b>74.00</b>	8.88	82.88
9.	Gloss Art card	<b>74.00</b>	8.88	82.88

- Printers shall submit a paper consumption certificate along with the bill in the format given on next page. 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.

**Paper consumption certificate**

(To be submitted by the printer alongwith 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)  
 Brand,Size,GSM \_\_\_\_\_  
 Actual consumption .....  
 Wastage .....  
 Total paper .....

- 7 **Paper for cover** (in reams)  
 Brand,Size,GSM \_\_\_\_\_  
 Actual consumption .....  
 Wastage .....  
 Total paper .....

- 8 **Paper for plates** (in reams)  
 Brand,Size,GSM \_\_\_\_\_  
 Actual consumption .....  
 Wastage .....  
 Total paper .....

- 9 **Any other** (in reams)  
 Brand,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

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

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

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

Sir,

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. A crossed DD/Pay order for a sum of Rs.1,00,000 no..... dated.....drawn on ..... in favour of National Book Trust, India, payable at Delhi/New Delhi is enclosed as Security Money.
3. I/We accept that the Security Money (Rs.1,00,000) shall remain with the NBT till the name of the firm 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.

Yours faithfully

Signature of the Authorised Signatory

with stamp



**NATIONAL BOOK TRUST, INDIA**  
Nehru Bhawan  
5 Institutional Area, Phase II, Vasant Kunj, New Delhi 110070

**Agreement for the enlistment of 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. 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 upto the stage of submission of bills along with the negatives/positives and relevant documents within the given time schedule. Other relevant factors are number of machines and manpower with the printers and speed of execution of jobs, etc.
3. The PRINTER is responsible for the timely collection of all material related to the WORK i.e. manuscript, CDs, CRC, press copy, negatives/positives and others, if any.
4. 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 in Vasant Kunj and at Sahibabad(Uttar Pradesh) or any place within Delhi –NCR as specified in the work order to be issued . 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 50,100 copies or more. The bulk orders are supposed to be completed within a period of 30 to 60 days depending on the requirement. Certain jobs shall require to be printed on priority basis working round the clock which the printer undertakes to complete within the deadline assigned.
5. Advance copies of the printed books or miscellaneous jobs shall be supplied by the printer seeking approval of the advance copies by the NBT. The bulk supplies duly incorporating the corrections or improvement, if suggested by the NBT, shall be delivered to the NBT godown. 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.
6. The bulk stock received from the printer shall be physically verified randomly by the concerned Production officer and Sales godown 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 printer on priority within the given time schedule failing which the NBT may get printed the job 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.

7. The empanelment of printers and rates of printing and paper shall be valid as stated in the tender clause-3. 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 decision shall be final. Only printing rates shall be applicable if paper is available and supplied by the NBT.
8. 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 of the officials of NBT.
9. 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.
10. 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.
11. On completion of the job, the PRINTER shall return to the NBT, manuscript, press copy, art work, positives, negatives, CDs, etc. supplied by the NBT or prepared by the PRINTER at the cost of the NBT.
12. 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 30-60 days after the supply of complete copies in the store in good condition and from the date of receipt of pre-receipted bill in duplicate complete in all respect along with the signed delivery challans and other supporting documents as demanded by NBT.
13. 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, 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 printers bill shall be applicable for every 15 days beyond the deadline.

14. 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.
  
15. 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.
  
16. 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.
  
17. 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. Care shall be taken to execute the work under security condition. The printing material should be handed over to the concerned NBT official well in time as 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 publication.
  
18. 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.
  
19. 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.
  
20. 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.



21. 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, reject 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
22. (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 as per the deadline for whatsoever reasons, the NBT shall recover the total cost of loss occurred due to non-supply of books from the PRINTER and/or suitable penalty.
23. Enlisted printer may be removed from the panel of offset printer including, if :
- (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.
  - (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 of plant and machinery or runs shortage of manpower.
  - (g) the printer is found violating any law.
24. 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.

25. This agreement can be terminated by either side by giving a notice of one month in writing, however Printer if electing to terminate the agreement shall be able to do so only when there is no pending job.

26. 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.

27. 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

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

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**In the presence of:**

**In the presence of:**

1. Signature \_\_\_\_\_

1. Signature \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Signature \_\_\_\_\_

2. Signature \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Sign on all the pages)